

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER PARKS AND CONSERVATION MANAGEMENT

FROM: DIRECTOR ASSETS

FILE REF: 45598 22/304911

DATE: 11 August 2022

TENDER 22098: PROVISION OF BBQ CLEANING SERVICES THROUGHOUT THE CITY OF WANNEROO

Issue

To consider Tender No: 22098 for the Provision of BBQ Cleaning Services throughout the City of Wanneroo for an initial period of two (2) years with one (1) twelve (12) month, or part thereof, option to extend at the discretion of the City.

Background

The City is seeking to appoint a suitably qualified and experienced contractor to provide regular cleaning services to the BBQ Assets located within the City's boundaries. These works are currently undertaken under contract 22059, which expires 27 August 2022.

Detail

Tender 22098 for the Provision of BBQ Cleaning Services advertised on Saturday 2 July 2022 and closed on Tuesday 26 July 2022. An addenda issued in response to the revised closing date extension.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Fixed Pricing
Contract Duration	Two (2) years
Commencement Date	August 2022
Expiry Date	August 2024
Extension Permitted	Yes, one (1) period of one (1) year.

Tender submissions were from the following companies:

Legal Name	Trading Name	Abbreviation
Intelife Group Limited	Intelife	Intelife
Estimating and Civils Australia Pty Ltd	Lux Works	Lux
Office Cleaning Experts	OCE Corporate Cleaning	OCE
Twin Cleaning Company Pty Ltd	Twins Cleaning Group	TCG

The Tender Evaluation Panel (Panel) comprised:

- Specialist Parks Contracts
- Technical Officer – Horticulture
- Project Manager - Construction
- Occupational Safety and Health Officer

Probity Oversight

Oversight to the tender assessment process was undertaken by an external Probity Advisor (William Buck Consulting (WA) Pty Ltd) and the City’s Contracts Officer.

Please refer to the Confidential Attachment for reference to the Final Probity Advisor Letter.

Tender submissions evaluated in accordance with the Procurement and Evaluation Plan (PEP) and included the following selection criteria:

Item	Criteria	Weighting
1	Sustainable (Corporate Social Responsibility) Procurement a. Environmental Considerations 5% b. Buy Local 10% c. Reconciliation Action Plan 2.5% d. Disability Access & Inclusion 2.5%	20%
2	Demonstrated OSH, established Occupational Health and Safety Management Systems, policies, practices and procedure and demonstrated compliance with those system, policies, practices and procedures OSH	20%
3	Demonstrated Experience Relevant to this Request	20%
4	Methodology for BBQ Cleaning Services	20%
5.	Demonstrated Capacity and Resources	20%

Pricing is not included in the qualitative criteria and considered as part of the overall value for money assessment.

All Tender submissions received deemed as conforming.

Evaluation Criteria 1 – Sustainable Procurement (20%)

Evidence of Sustainable (Corporate Social Responsibility) Procurement assessed based on the Tenderers’ responses provided within the Questionnaires provided in Schedules 3A, 3B, 3C and 3D that were included in the request for quote documentation.

Environmental Considerations (5%)

The City is committed to procuring goods and services that provide the most positive environmental, social and economic impacts over the entire life cycle of a product or service. Tenderers are encouraged to provide credentials of any environmental claims of the goods and/or services submitted in this RFT.

All Tenderers provided details of their environmental considerations within Schedule 3A, with the following ranking:

Tenderer	Ranking
Intelife	1
OCE	2
Lux	3
TCG	3

Buy Local Considerations (10%)

The City encourages the development of competitive local businesses within the geographical boundaries of the City first and secondly within the broader region. This commitment includes, but is not limited to the following:

- Purchasing locally made and sourced goods/services;
- Inviting local businesses to participate in quotation, tender and expressions of interest opportunities;
- Providing an advantage to businesses based within the City’s boundaries;
- Providing an advantage to businesses, which can demonstrate economic benefit to the City’s community such as employing local residents/sub-contractors and/or purchasing goods/services from local providers.

All Tenderers provided details of their buy local considerations within Schedule 3B, with the following ranking:

Tenderer	Ranking
Lux	1
OCE	2
Intelife	3
TCG	3

Reconciliation Action Plan (RAP) (2.5%)

The City’s vision for reconciliation is to create an inclusive community with strong relationships across cultures based on mutual respect and understanding. The Reconciliation Action Plan (RAP) developed to realise this vision. As part of the RAP, the City is committed to procuring goods/services from suitably qualified Aboriginal and Torres Strait Islander businesses where practical.

Tenderers were encouraged to provide how their tender submission can contribute to the achievement of this/these outcome(s), or what similar initiatives undertaken within their own organisation.

All Tenderers provided details of their RAP considerations within Schedule 3C, with the following ranking:

Tenderer	Ranking
Intelife	1
Lux	2
OCE	2
TCG	2

Access & Inclusion Plan (AIP) (2.5%)

The City's commitment to access and inclusion demonstrated within the City's core business and *Strategic Community Plan 2017/18 – 2026/27*. Consistent with the Strategic Community Plan and the City's AIP, agents and contractors are required to read and to the extent practicable, implement the relevant strategies of the City of Wanneroo AIP.

The City encourages our agents and contractors to adopt similar initiatives as outlined in the City's AIP within their own organisations. Tenderers are encouraged to provide how their request for quote submission can contribute to the achievement of this/these outcome(s), or what similar initiatives undertaken within their own organisation.

All Tenderers provided details of their AIP considerations within Schedule 3D, with the following ranking:

Tenderer	Ranking
Intelife	1
Lux	2
OCE	2
TCG	2

The overall assessment of this Sustainable Procurement evaluation criterion has resulted in the following overall ranking:

Tenderer	Ranking
Intelife	1
Lux	2
OCE	3
TCG	4

Evaluation Criteria 2 - Tenderer's Safety Management Systems (20%)

Evidence of safety management policies and practices assessed from the request for quote submissions. The assessment for safety management based on the Tenderers' responses to an Occupational Health and Safety Management System Questionnaire included within the request for quote documentation.

All Tenderers provided details of their safety management systems with the following ranking:

Tenderer	Ranking
OCE	1
Intelife	2
TCG	3
Lux	4

Evaluation Criteria 3 - Tenderer's Demonstrated Experience Relative to this Request for Tender (20%)

The Tenderer's demonstrated relevant experience in meeting similar contracts and within similar timeframes, as presented in their respective submissions assessed in order to evaluate their capacity to meet the requirements of the contract.

Assessment of this criterion specifically considered the Tenderers experience in undertaking large-scale BBQ cleaning service.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Intelife	1
OCE	2
Lux	3
TCG	3

Evaluation Criteria 4 – Tenderer’s Methodology for BBQ Cleaning (20%)

Assessment of this evaluation criterion considered the Tenderer’s ability to demonstrate a clear understanding of BBQ cleaning services required throughout the City, including why the service is undertaken and what is required in order to manage the contract.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Intelife	1
TCG	2
OCE	3
Lux	4

Evaluation Criteria 5 – Tenderer’s Demonstrated Capacity and Resources (20%)

Assessment of this evaluation criterion considered the Tenderer’s ability to demonstrate adequate capacity and resources to meet the terms of the contract including staff, qualifications, plant and equipment for each portion.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Intelife	1
OCE	2
TCG	3
Lux	4

Overall Qualitative Weighted Assessment and Ranking

Tenderer’s submissions reviewed in accordance with the Procurement and Evaluation Plan with the following key observations:

- Price is not weighted and is included in the overall value for money assessment; and
- Responses evaluated were in accordance with the selection criteria as to having the necessary resources, previous experience, and capability and safety management systems to undertake the contract.

The overall qualitative weighted assessment resulted in the following Respondent ranking:

Tenderer	Ranking
Intelife	1
OCE	2
TCG	3
Lux	4

Price Assessment

The price assessment was based on the Tenderer's pricing for Year 1 and Year 2 as listed in the Pricing Schedule 1B. Pricing ranked from lowest to highest cost with further details listed in the Confidential Memo.

The price assessment of Price Schedule 1B resulted in the following ranking:

Respondent	Ranking
Intelife	1
TCG	2
OCE	3
Lux	4

Value for Money (VFM) Assessment

The combined assessment of Price vs Qualitative Scores resulted in the following tenderer ranking (highest to lowest):

Respondent	Ranking
Intelife	1
OCE	2
TCG	3
Lux	4

Overall Assessment and Comment

The tender submission from Intelife achieved the highest overall qualitative criteria ranking, satisfied the overall value for money assessment in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan, and recommends as the successful tenderer.

Intelife demonstrated extensive experience in carrying out similar contracts while confirming they have the capacity and resources required to achieve the scope of the contract. Intelife confirmed a superior understanding of the required methodology; and their evidence of safety policies and practices were of a good standard.

Consultation

NIL

Statutory Compliance

Tenders invited were in accordance with the requirements of Section 3.57 of the *Local Government Act 1995*. The tendering procedures and evaluation complied with the requirements of Part 4 of the *Local Government (Functions and General) Regulations 1996*.

Strategic Implications

The proposal aligns with the following objective with the Strategic Community Plan 2021-2031:

Goal 4: A sustainable City that balances the relationship between urban growth and the environment

Priority 4.3 - Manage natural assets and resources

Wanneroo will be known for its successful management and use of natural assets and resources. The City will harness the use of water, wind and solar to

benefit the community and natural assets such as beaches, reserves, parklands and wetlands will be managed in a way that enhances the connection of people to the natural landscape.

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-O01 Relationship Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage
Risk Title	Risk Rating
CO-008 Contract Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage
Risk Title	Risk Rating
CO-O11 People Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage
Risk Title	Risk Rating
CO-017 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Financial and Performance Risk

Financial Risk

No external financial assessment was undertaken. An independent Financial Assessment undertaken for Intelife in March 2022 assessed with a 'strong' result.

Performance Risk

Intelife are a registered Western Australian Disability Enterprise and as the incumbent contractor has undertaken the City's BBQ cleaning requirements since 2019. Intelife has consistently undertaken all works as required in a timely manner with good communication and reporting.

Policy Implications

Tenders invited were in accordance with the requirements of the City's Purchasing Policy.

Financial (Budget) Implications

The costs associated with the Provision of BBQ services are included in the Parks and Conservation Management Annual Operational Budget. The scheduled maintenance is as per the scope and specification of the contract with fixed pricing per year. All additional works required are reactive and undertaken using the schedule of rates listed in the price schedules.

22098: Provision of BBQ Cleaning Services throughout the City of Wanneroo

Recommendation:

That the Chief Executive Officer, in accordance with Delegation 1.1.14 - Choice of Most Advantageous Tender of the Delegated Authority Register ACCEPTS the tender submitted by Intelife Group Limited for Tender 22098, for the Provision of BBQ Cleaning Services throughout the City of Wanneroo, as per the Fixed Pricing of \$454,907.98 (subject to appropriate funding availability for each of the financial years) within the initial two (2) year term and with one (1) further option of 12 months, or part thereof, to extend at the City's discretion.