

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

FROM: DIRECTOR ASSETS

FILE REF: 45170 22/195620

DATE: 27 JUNE 2022

TENDER 22057: SUPPLY, INSTALLATION AND MAINTENANCE OF PARK STRUCTURES AND ASSOCIATED AMENITIES

Issue

To consider Tender No: 22057 for the Supply, Installation and Maintenance of Park Structures and Associated Amenities.

Background

The City is seeking to appoint a suitable qualified and experienced contractor to supply and install park structures and associated amenities. This RFT is required to source a suitable contractor to provide park structures and associated amenities as required to replace Contract 20100 which expires on 15 July 2022.

Detail

Tender No: 22057 for the Supply, Installation and Maintenance of Park Structures and Associated Amenities was advertised on 9 April 2022 and closed on 10 May 2022. Two addendums were issued, both exclusively relating to extensions of time which resulted in the closing date being extended from 29 April 2022 to 10 May 2022.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	3 Years
Commencement Date	18 July 2022
Expiry Date	17 July 2025
Extension Permitted	Yes, 2 periods of 12 months or part thereof.
Rise and Fall	Maximum Perth All Groups CPI increases upon extensions.

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
Total Landscape Redevelopment Service Pty Ltd	Total Landscape Redevelopment Service	Total Landscape
Superior Nominees Pty Ltd	Miracle Recreation Equipment	Miracle

The Tender Evaluation Panel comprised:

- Project Manager, Infrastructure Capital Works
- Project Manager, Infrastructure Capital Works
- Supervisor, Parks Maintenance
- Coordinator Safety Systems, People & Culture

Probity Oversight

Oversight to the tender assessment process was undertaken by the City's Contracts Officer.

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

Item No	Description	Weighting
1	Price (assessed under Value for Money)	Not Weighted
2	Sustainable (Corporate Social Responsibility) Procurement a. Environmental Considerations 5% b. Buy Local 15% c. Reconciliation Action Plan 2.5% d. Disability Access & Inclusion 2.5%	25%
3	*OSH demonstrated working documents	20%
4	*Demonstrated experience of tenderer and personnel performing the services	35%
5	*Methodology, resources, capacity and product availability	20%

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment. *Acceptable minimum scores are required for each mandatory qualitative criterion.

Both of the tenders received were fully compliant and conforming. The City sought clarification from tenderers during the evaluation process.

Evaluation Criteria 1 - Pricing Assessment

Pricing was not included in the qualitative criteria but considered in the overall value for money assessment.

The typical historical utilisation of this service forms the basis of the matrix to formulate the price assessment scenario of the likely annual expenditure forecast.

The Confidential Attachment provides a reference to the price assessment outcome with tenderer ranking as follows.

Tenderer	Ranking
Miracle	1
Total Landscape	2

Evaluation Criteria 2 – Sustainable Procurement (25%)

Sub Criteria a) Environmental Considerations (5%)

An assessment was made to determine the ranking based on tenderers' environmental policy and practices. Both tenderers have provided suitable compliant product pricing in their tender submissions.

The assessment of this criterion resulted in the following ranking:

Tenderer	Ranking
Total Landscape	1
Miracle	2

Sub Criteria b) Buy Local (15%)

An assessment was made to determine the ranking based on the responses provided, detailing the following information:

- Purchasing arrangements through local businesses;
- Location of tenderer's offices and workshops;
- Residential addresses of staff and subcontractors; and
- Requirement for new employees arising from award of the contract.

The assessment of this criterion resulted in the following ranking:

Tenderer	Ranking
Miracle	1
Total Landscape	2

Sub Criteria c) Reconciliation Action Plan (RAP) (2.5%)

An assessment was made to determine the ranking based on the responses provided that relate to:

- RELATIONSHIPS - building positive relationships between indigenous and non-indigenous people
- RESPECT – recognising the contribution of Indigenous people to Australia and learning more about the history, culture and diversity in a two-way communication process
- OPPORTUNITIES – attracting, developing and retaining organisational talent to build opportunities for aboriginal employment, training, development and mentoring

The assessment of this criterion resulted in the following ranking:

Tenderer	Ranking
Total Landscape	1
Miracle	2

Sub Criteria d) Disability Access & Inclusion Plan (DAIP) (2.5%)

An assessment was made to determine the ranking based on the responses provided that relate to:

- People with disabilities have the same buildings and facilities access opportunities as other people
- People with disabilities receive information in a format that will enable them to access information as readily as other people are able to access it.
- People with disabilities receive the same level and quality of service from staff as other people receive.
- People with disabilities have the same opportunities as other people to make complaints.
- People with disabilities have the same opportunities as other people to participate in any employment opportunities.

The assessment of this criterion resulted in the following ranking:

Tenderer	Ranking
Total Landscape	1
Miracle	2

Overall Sustainable Procurement Ranking

Tenderer	Ranking
Miracle	1
Total Landscape	2

Evaluation Criteria 3 - Tenderer’s Occupational Safety and Health Management (20%)

Evidence of safety management policies and practices was assessed from the tender submissions. The assessment for safety management was based on the tenderers’ responses to an Occupational Health and Safety Management System Questionnaire included within the tender documentation.

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

Tenderer	Ranking
Miracle	1
Total Landscape	2

Evaluation Criteria 4 - Tenderer’s demonstrated relevant experience (35%)

The tenderer’s relevant experience in demonstrating the achievement of meeting client expectations as presented in their tender submission were assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of this criterion considered the tendering entity’s credentials to fulfil the requirements of the contract. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Total Landscape	1
Miracle	2

Evaluation Criteria 5 - Tenderer’s Resources, Capacity, Product Availability and Methodology to meet the requirements of the Contract (20%)

The tenderer’s resources as presented in their tender submission were assessed in order to evaluate their capacity to meet the requirements of the contract. Assessment of this criterion considered the tenderer’s staff resources, vehicles and plant/equipment to manage the contract, including the proposed methodology for completing the requirements. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Total Landscape	1
Miracle	1

Overall Qualitative Weighted Assessment and Ranking

Tenderer’s submissions were reviewed in accordance with the assessment criteria and weightings as detailed in Procurement and Evaluation Plan with the following key observations:

- Price is not weighted and is included in the overall value for money assessment.
- Based on the information supplied for assessment, both tenderers achieved a minimum acceptable score for qualitative criteria.

The tenderers’ bids were evaluated in accordance with the selection criteria and both tenderers were assessed as having the necessary resources, previous experience, capability, quality and safety management systems to undertake the tender.

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

Tenderer	Ranking
Miracle	1
Total Landscape	2

Overall Assessment and Comment

The tender submission from Miracle Recreation Equipment ranked highest and satisfied the overall value for money assessment in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan.

Clarifications from both Tenderers regarding aspects of their submissions factored into the overall assessment with Miracle Recreation Equipment confirmed as the recommended successful tenderer.

Consultation

Internal consultations had occurred prior to tenders being called to ensure that the requirements were addressed by the specification and other contract provisions.

Broader community engagement is undertaken as required pending the site specific details and extent of work.

Statutory Compliance

Tenders were invited 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 within the Strategic Community Plan 2021 – 2031:

“Goal 5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places.

Priority 5.3 Responsibly managed and maintained assets

Priority 5.5 People feel safe in public places

- Wanneroo will be a City where people feel safe and are able to live actively and recreate freely.

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-O22 Environmental Management	High
Accountability	Action Planning Option
Director Planning and Sustainability	Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment was also undertaken Miracle Recreation Equipment and the outcome of this independent assessment indicated that Miracle Recreation Equipment (with support from its parent entity) has been assessed with a ‘strong’ financial capacity to meet the requirements of the contract.

Performance Risk

Miracle Recreation Equipment was marginally the highest ranked tenderer with a slight lower overall price. Clarifications sought from both Tenderers, with responses received providing confirmation that the recommended Tenderer is able to meet all contract quality requirements.

Policy Implications

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

Financial (Budget) Implications

Based on the tenderer’s schedule of rates, the projected quantities associated with Supply and Installation of Park Structures and Associated Amenities pertaining to forthcoming projects, types of construction works carried out and the capital projects program, a calculation was made to determine the total annual estimated value of the works for the contract period accommodated within the existing capital works budget with maintenance related components funded from the operational budget.

Recommendation:

That the Chief Executive Officer, in accordance with Delegation 1.1.14 - Choice of Most Advantageous Tender of the Delegated Authority Register for the awarding of tenders ACCEPTS the tender submitted by Miracle Recreation Equipment for Tender 22057, for the Supply and Installation of Park Structures and Associated Amenities for an initial term of three (3) years with two (2), twelve (12) month (or part thereof) options to extend at the City's discretion and as per the schedule of rates in the tender submission.