



## **TENDER RECOMMENDATION REPORT**

**TO:** CHIEF EXECUTIVE OFFICER  
**CC:** MANAGER COMMUNITY FACILITIES  
**FROM:** DIRECTOR COMMUNITY & PLACE  
**FILE REF:** 43041 21/398267  
**DATE:** 17 September 2021

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**TENDER 21141 – PROVISION OF BEACH SAFETY SERVICES  
FOR A PERIOD OF THREE (3) YEARS WITH TWO (2) X 12 MONTH OPTIONS TO  
EXTEND**

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### **Issue**

To consider Tender No. 21141 – Provision of Beach Safety Services for the City of Wanneroo.

### **Background**

The City is seeking to appoint a suitable qualified and experienced contractor to provide beach safety services. Surf Life Saving WA (SLSWA) previously undertook these services under Contract 01631, this contract expires 31 October 2021.

The new Contract term is for an initial period of three (3) years and there are two (2) twelve (12) month, or part thereof, options to extend at the discretion of the City.

### **Detail**

Public Tender 21141 for the Provision of Beach Safety Services for the City of Wanneroo was advertised on Saturday, 17 July 2021 and closed on Tuesday, 3 August 2021. No Addenda were issued.

Essential details of the proposed contract are as follows:

<b>Item</b>	<b>Detail</b>
Contract Form	Fixed Lump Sum price
Contract Type	Lump Sum
Contract Duration	3 years
Commencement Date	1 November 2021
Expiry Date	31 October 2024
Extension Permitted	Yes, two (2) periods of 12 months or part thereof

At close of tenders, one Tender submission was received from:

<b>Legal Name</b>	<b>Trading Name</b>	<b>Abbreviation</b>
Surf Life Saving WA Inc.	Surf Life Saving WA	SLSWA

The submission was deemed conforming.

The Tender Evaluation Panel (Panel) comprised:

- Senior Project Manager
- Coordinator Community Facility Operations
- Coordinator Safety Systems
- Emergency Management Specialist

### 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 Procurement Environmental Considerations 5% Buy Local 10% RAP 2.5% DAIP 2.5%	20%
3	*OSH	20%
4	*Experience	35%
5	*Resources & Methodology	25%

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment. Tenderers must achieve a minimum acceptable qualitative score (as determined by the City) and for each of the qualitative criteria detailed above (\*) to be considered for further evaluation.

### Evaluation Criteria – Sustainable Procurement (20%)

#### Environmental Considerations (5%)

The respondent adequately addressed this question and noted that the emissions generated because of the delivery of the service would be minimal. All vehicles are regularly maintained and asset replacement occurs every three to five years. It was noted that generation of waste and water use was minimal and that SLSWA patrols contribute towards biodiversity and conservation through regular litter pick up and reporting of environmental risks or damage.

#### Buy Local Considerations (10%)

The respondent noted that it had an interpretational relationship with the three surf clubs within the City (Quinns Beach, Yanchep and Alkimos). Where appropriate SLSWA would seek to employ people from within the City and purchase from local suppliers (noting SLSWA have existing, state-wide supplier arrangements and specific equipment specifications which are required to be met).

### **Reconciliation Action Plan (RAP) (2.5%)**

It was noted by the respondent that they have an equal opportunity policy in place in respect to employee and suppliers. SLSWA does not have a RAP in place.

### **Access & Inclusion Plan (AIP) (2.5%)**

The respondent noted their commitment to being an inclusive organisation and noted its previous work with the COW and local Clubs in accessing the beach wheel chair service at Quinns and Yanchep beach.

### **Evaluation Criteria 2 - Tenderer's Safety Management Systems (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.

### **Evaluation Criteria 3 - Demonstrated Experience of tenderer and personnel performing the services (35%)**

SLSWA has been providing services to the City of Wanneroo for over 22 years. In addition, they have been providing similar services to the following Local Government and State Government departments, as outlined below;

- City of Albany: 19 years (ongoing);
- City of Busselton: 19 years (ongoing);
- City of Rockingham: 20 years (ongoing);
- Department of Parks and Wildlife: 9 years (ongoing);
- Town of Cottesloe: 20 years (ongoing);
- Town of Cambridge: 20 years (ongoing);
- City of Joondalup: 19 years (ongoing);
- City of Mandurah: 2 years (ongoing);
- Department of Premier and Cabinet: 5 years

As an organisation, SLSWA has been in operation for 109 years and has a network of 31 clubs and 22,000 volunteers. SLSWA has 30 full time, 26 part time and approximately 170 casual staff (seasonal) supporting their service delivery.

SLSWA's tender submission demonstrated an appropriate organisational structure to support the required service delivery and provided appropriate detail in respect to the experience of key staff involved in the delivery of the contract.

### **Evaluation Criteria 4 – Methodology, resources and capacity for maintenance services (25%)**

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 tendering entity's understanding of the methodology to provide beach safety services. Assessment of the criterion also considered the Tenderer's staffing resources and qualifications in order to meet the terms of the contract.

Key points noted were:

- Operating procedures relevant to proposed service delivery and link to SurfCom and other emergency responders (i.e. COW Community Safety and Emergency Management, Police etc);
- The role of key staff in the delivery of the service methodology, compliance with AS/NZS standards in terms of beach signage and flags used during service delivery and integration with BEN signage system;
- Detailed the role and resourcing of SurfCom (state wide operations communication centre), within the proposed service delivery, noting it will operate from September to April each year (6am to 6pm 7 days a week);
- Capacity to provide the appropriate levels of on-site staff and support staff to implement and maintain the service;
- Use of digital radio communications in support of the proposed service delivery;
- Provided overview of data collection, analysis and reporting;

It was also noted by the review panel that SLSWA had successfully delivered a high standard of service to the City over the last 5 years with no issues arising.

### **Overall Qualitative Weighted Assessment and Ranking**

The Tender submission was reviewed in accordance with the Procurement and Evaluation Plan.

### **Value for Money Assessment**

The Tendered lump sum pricing compared to current contract pricing is considered value for money. Refer to the Confidential Memorandum for additional information in respect to pricing submitted.

### **Overall Assessment and Comment**

The tender submission from SLSWA achieved accepted scores for all qualitative criteria and satisfied the overall value for money assessment in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan.

SLSWA has a track record of providing comprehensive beach safety services to the City of Wanneroo over the past 22 years and are recognised as the peak industry body. Their capabilities in meeting the outcomes of this tender are evidenced by their long period of service delivery with the City of Wanneroo and the number and duration of service agreements with other Local Governments and State Government departments.

SLSWA is therefore recommended as the successful Tenderer.

### **Consultation**

Nil

### **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 5.5 - People feel safe in public places.”*

## Enterprise Risk Management Considerations

<b>Risk Title</b>	<b>Risk Rating</b>
CO-O23 Safety of Community	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Community and Place	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
ST-S23 Stakeholder Relationships	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Executive Leadership Team	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-O17 Financial Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy & Performance	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City’s Strategic and Corporate risk registers. Action plans have been developed to manage these risks to support existing management systems.

## Financial and Performance Risk

### Financial Risk

A financial risk assessment was undertaken as part of the tender evaluation process and the outcome of this independent assessment advised that SLSWA has been assessed with a ‘very strong’ financial capacity to meet the requirements of the contract.

### Performance Risk

As noted, SLSWA have provided a high-level service to the City for the past 22 years. The service provided to the City over the past 5 years has been of the highest standard with no performance issues noted.

SLSWA continue to be at the forefront of beach safety service provision and continue to innovate in this space in respect to the development of its professional and voluntary staff, community education and in relation to its plant and equipment and use of technology to support the service and the safety of beach users.

SLSWA are an integral part of the state emergency response infrastructure and provide the City with seamless integration into the emergency response framework when required.

**Policy Implications**

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

**Financial (Budget) Implications**

The costs associated with Contract 21141 for the Provision of Beach Safety Services are included in the Community Facilities 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 Surf Life Saving Western Australia Inc for Tender 21141, for the Provision of Beach Safety Service for the City of Wanneroo, for the Fixed Lump Sum of \$1,315,036.46 (Ex GST), for an initial period of three (3) years with two (2) twelve (12) month, or part thereof, options to extend at the discretion of the City.**

**SUBMITTED BY SENIOR PROJECT MANAGER**