

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER WASTE SERVICES

FROM: DIRECTOR ASSETS

FILE REF: 23/31720

DATE: 21/2/23
1 February 2023

REQUEST FOR TENDER 22223 SUPPLY AND DELIVER DOG WASTE BAGS

Issue

To consider Tender No: 22223 for the Supply and Delivery of Dog Waste Bags.

Background

Contract 19276 for the Supply and Delivery of Dog Waste Bags expired on 7 January 2022. All tenders for RFT 21259 (to replace Contract 19276) were declined in May 2022 due to no acceptable submissions being received. Subsequently, Request for Tender 22223 was issued seeking submissions for the requirements.

Detail

Tender 22223 for the Supply and Delivery of Dog Waste bags was advertised on 10 December 2022 and closed on 17 January 2023. No addenda were issued.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	2 years
Commencement Date	February 2023
Expiry Date	February 2025
Extension Permitted	Yes, 2 periods of 12 months(or part thereof)

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
Cardia Bioplastics (Australia) Pty Ltd	Cardia Bioplastics	Cardia
Synergy Pacific Trading Pty Ltd	Synergy Pacific	Synergy
Vexel Pty Ltd	Vexel	Vexel
Winc Australia Pty Ltd	Winc	Winc

The Tender Evaluation Panel comprised:

- Coordinator Waste Operations

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- Supervisor City Services (Waste)
- A/Technical Officer Building Maintenance

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	Sustainable (Corporate Social Responsibility) Procurement a. Environmental Considerations 5% b. Buy Local 10% c. Reconciliation Action Plan 2.5% Disability Access and Inclusion 2.5%	20%
2	*Work Health & Safety (WHS)	10%
3	*Resources and Capacity to meet the City's Requirements	40%
4	*Relevant experience in providing similar goods and services	30%

All tenderers must meet minimum requirements (as determined by the City) for each of the qualitative criteria detailed above (*) in order to be considered for further evaluation.

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

All tender submissions received were considered as conforming.

Evaluation Criteria 1 – Sustainable Procurement (20%)

Evidence of Sustainable (Corporate Social Responsibility) Procurement was assessed based on the Tenderer's responses provided to the Questionnaires within Schedules 3A, 3B, 3C and 3D which formed part of the tender documentation.

Sub Criteria a) Environmental Considerations (5%)

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

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

Tenderer	Ranking
Cardia	1
Winc	1
Synergy	3
Vexel	3

Sub Criteria b) Buy Local (10%)

An assessment was made based on the response provided, detailing the following information:

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

Tenderers provided details of their “Buy Local” considerations within Schedule 3B, with the following ranking:

Tenderer	Ranking
Winc	1
Cardia	2
Synergy	2
Vexel	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, and development and mentoring.

Tenderers provided information specifying differing levels of actions in relation to indigenous reconciliation action with assessment resulting in the following ranking:

Tenderer	Ranking
Winc	1
Cardia	2
Synergy	3
Vexel	3

Sub Criteria d) Access & Inclusion Plan (AIP) (2.5%)

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

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

- People with disabilities having the same opportunities as other people to participate in any employment opportunities.

Tenderers provided information specifying considerations for access and inclusion provisions with assessment resulting in the following ranking:

Tenderer	Ranking
Winc	1
Cardia	2
Synergy	3
Vexel	3

Overall Sustainable Procurement Ranking Summary

The overall assessment of the Sustainable Procurement criteria has resulted in the following overall ranking:

Tenderer	Ranking
Winc	1
Cardia	2
Synergy	3
Vexel	3

Evaluation Criteria 2 - Tenderer's Safety Management Systems (10%)

Evidence of WHS management policies and practices was assessed from the tender submissions. The assessment for safety management was based on the tenderer's responses to a specific Questionnaire included within the tender documentation.

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

Tenderer	Ranking
Cardia	1
Synergy	2
Vexel	2
Winc	2

Evaluation Criteria 3 - Tenderer's resources and capacity to meet the City's requirements (40%)

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, plant/equipment and warehouse support to manage the contract. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Cardia	1
Synergy	2
Vexel	2
Winc	4

Evaluation Criteria 4 - Tenderer's relevant experience in providing similar goods and services (30%)

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
Cardia	1
Synergy	2
Vexel	3
Winc*	4

*Winc did not meet the minimum requirement for this criteria and did not proceed to the value for money assessment.

Overall Qualitative Weighted Assessment and Ranking

Tenderer's submissions were reviewed in accordance with the Procurement and Evaluation Plan. The overall assessment of qualitative weighted criteria resulted in the following ranking:

Tenderer	Ranking
Cardia	1
Synergy	2
Vexel	3
Winc	4

Pricing for the Goods/Services/Works Offered

An assessment was made to determine the ranking based on the schedule of rates over the initial two year term as provided with the tender documentation.

Based on the information provided, tenderers are ranked as follows:

Tenderer	Ranking
Vexel	1
Cardia	2
Synergy	3
Winc	4

Note: all Tenderers with the exception of Synergy provided pricing for a lower micron (18 micron) thickness bag in addition to the specified 23 micron bag.

Relative Value for Money Assessment

The combined assessment of Price vs Qualitative Assessment (using a relative value for money formula) resulted in the following tenderer ranking (highest to lowest) and on a relative value for money basis:

Tenderer	Ranking
Vexel	1
Cardia	2
Synergy	3

Overall Assessment and Comment

The tender submission from Vexel satisfied the overall value for money assessment in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan and is therefore recommended as the successful tenderer.

The City will accept the 18 micron bags offered by Vexel in lieu of the 23 micron conforming offer. The shelf life of the bags is the same and the 18 micron will break down sooner when disposed of in landfill. The 18 micron bags are also lower in cost.

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 with the Strategic Community Plan 2021-2031:

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

Priority 4.4: Manage Waste and its impacts

Risk Appetite Statement

In pursuit of strategic objective goal 4, we will accept a Medium level of risk. The nature of the City being ‘pro-growth’ means that commercial opportunities will be explored in areas identified for development, potentially challenging perceptions of the City as an environmental steward.

Enterprise Risk Management Considerations

Nil

Financial and Performance Risk

Financial Risk

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

Performance Risk

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The tender submission from Vexel has satisfied the panel that a high level of service will be provided. Vexel provide large volumes of product to large customers and are also the supplier of bog waste bags to another LGA.

Policy Implications

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

Financial (Budget) Implications

The costs associated with the Supply and Delivery of Dog Waste Bags are included in the 2022-2023 and future operational budgets.

Recommendation:

That the Chief Executive Officer, in accordance with Delegation 1.1.13 - Choice of Most Advantageous Tender of the Delegated Authority Register for the awarding of tenders ACCEPTS the tender submitted by Vexel Pty Ltd for Tender 22223, for the Supply and Delivery of Dog Waste Bags, as per the schedule of rates in the tender submission, subject to appropriate funding availability, for each of the financial years within the initial 2 year contract term and with two (2) twelve month (or part thereof) options to extend at the City's discretion.