



TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

FROM: DIRECTOR ASSETS

FILE REF: 45973: 22/423794

DATE: 2 December 2022

**TENDER 22140 – CLEANING: HERITAGE SITES, KINGSWAY INDOOR CENTRE,
COMMUNITY BUILDINGS – SOUTH AND
PARK SPORTING, TOILETS & CHANGEROOMS – SOUTH**

Issue

To consider Tender No: 22140 For Cleaning: Heritage Sites, Kingsway Indoor Centre, Community Buildings – South and Park Sporting, Toilets & Changerooms – South for an initial contract term of 30 months and with two x 12 month options to extend at the City's discretion.

Background

Cleaning services to the nominated City of Wanneroo building assets are currently provided by DMC Cleaning under contract 22072 and by Office Cleaning Experts under contract 22110 and are due to expire on 31 January 2023.

The services are grouped into four (4) separable portions based on geographical location and/or type of use for each building with the intent of enabling a broader reach for prospective respondents and including local small business operators. It is also considered to simplify the process where an asset may need to be removed due to a change of business operations.

Following the review of cleaning services requirements it is proposed that a new tender be awarded for an initial period of thirty (30) months with an option of two (2) x 12month extension periods. This is intended to provide both budgetary and operational stability over the contract duration.

Detail

Tender 22140 was advertised on 1 October 2022 and closed on 18 October 2022. There were no addenda issued.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	30 Months
Commencement Date	1 February 2023
Expiry Date	30 July 2025
Extension Permitted	Yes, two periods of 12 months

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
DMC Cleaning Corporation Pty Ltd as a Trustee for the Panich Family Trust		DMC
Iconic Property Services Pty Ltd		Iconic
Office Cleaning Experts Pty Ltd	OCE Corporate Cleaning	OCE

Probity Oversight

Oversight to the RFQ assessment process was undertaken by an external Probity Adviser (William Buck Consulting (WA) Pty Ltd) and in conjunction with 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 Procurement (Corporate Social Responsibility) a. Environmental Considerations 5% b. Buy Local 15% c. Reconciliation Action Plan 2.5% d. Disability Access and Inclusion 2.5%	25%
2	* WHS Demonstrated Working Documents	25%
3	* Methodolgy, Resources and Capacity	25%
4	* Demonstrated Experience	25%

Tenderers must achieve a minimum acceptable score (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 received tenders were accepted on the basis that they were compliant and worthy of inclusion to the tender evaluation process.

Evaluation Criteria 1 – Sustainable Procurement (25%)

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.

Tender 22140 – Cleaning: Heritage Buildings, Kingsway Indoor Centre, Community Buildings - South and Park Sporting Toilets & Changerooms - South

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

Tenderer	Ranking
OCE	1
DMC	1
Iconic	1

Sub Criteria b) Buy Local (15%)

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
OCE	1
Iconic	2
DMC	3

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
DMC	1
Iconic	2
OCE	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
DMC	1
OCE	2
Iconic	2

Overall Sustainable Procurement Ranking Summary

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

Tenderer	Ranking
OCE	1
Iconic	2
DMC	3

Evaluation Criteria 2 – WHS Demonstrated Working Documents (25%)

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.

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

Tenderer	Ranking
OCE	1
Iconic	2
DMC	3

Evaluation Criteria 3 – Methodology, Resources and Capacity (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 tenderer's staff resources, vehicles, plant/equipment and workshop support to manage the contract.

Tenderers provided details of proposed methodology, resources and capacity with the following ranking:

Tenderer	Ranking
OCE	1
DMC	2
Iconic	3

Evaluation Criteria 4 – Demonstrated Experience (25%)

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 ability 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
OCE	1
DMC	2
Iconic	3

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
OCE	1
DMC	2
Iconic	3

Pricing for the Goods/Services/Works Offered

An assessment was made to determine the ranking based on the schedule of rates provided with the tender documentation.

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

Tenderer	Ranking
OCE	1
Iconic	2
DMC	3

Value for Money (VFM) Assessment

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

Tenderer	Ranking
OCE	1
Iconic	2
DMC	3

Overall Assessment and Comment

The tender submission from Office Cleaning Experts Pty Ltd achieved the highest overall qualitative ranking and 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 by the TEP as the successful tenderer. Office Cleaning Experts Pty Ltd's submission is assessed as having suitable safety systems, experience, resources and capacity to carry out the requirements of the contract.

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 5

Priority 5.3

Wanneroo will be a City known for having high quality new and existing assets that are well maintained to be fit for purpose and valued by local communities. The City’s assets will be future proofed by design and also provide maximum return on investment into the future.

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-O13 Workplace Health and Safety	Low
Accountability	Action Planning Option
Corporate Strategy and Performance	Manage
Risk Title	Risk Rating
CO-O22 Environmental Factors	High
Accountability	Action Planning Option
Corporate Strategy and Performance	Manage
Risk Title	Risk Rating
CO-O08 Contract Management	Low
Accountability	Action Planning Option
Corporate Strategy and Performance	Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment was previously undertaken as part of the evaluation process for a previous Tender (Tender 21035) and the outcome of this independent assessment advised that Office Cleaning Experts Pty Ltd has been assessed with a ‘Sound’ financial capacity to meet the requirements of the relevant contract. The value and award of contract 22140 is not considered to alter this assessment.

The risk is further mitigated by the contract conditions which provide for payment to be made only after satisfactory completion of services.

Tender 22140 – Cleaning: Heritage Buildings, Kingsway Indoor Centre,
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Performance Risk

Reference checking for Office Cleaning Experts Pty Ltd indicates they maintain good working relationships, have suitable systems in place and provide a satisfactory quality of service to clients while maintaining alignment to budget and scheduling requirements without dispute or incident.

Policy Implications

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

Financial (Budget) Implications

The costs associated with Cleaning: Heritage Sites, Kingsway Indoor Centre, Community Buildings – South and Park Sporting, Toilets & Changerooms – South are included in the Assets Directorate Annual 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 Office Cleaning Experts Pty Ltd for Tender 22140, for CLEANING: HERITAGE SITES, KINGSWAY INDOOR CENTRE, COMMUNITY BUILDINGS – SOUTH AND PARK SPORTING, TOILETS & CHANGEROOMS – SOUTH, as per the schedule of rates in the tender submission, for an initial contract term of thirty (30) months with 2 x 12 month, or part thereof options to extend, subject to appropriate funding availability, for each of the financial years within the two year contract term.