

TENDER RECOMMENDATION REPORT

TO: ACTING CHIEF EXECUTIVE OFFICER

CC: COORDINATOR CONSTRUCTION
ACTING MANAGER INFRASTRUCTURE CAPITAL WORKS

FROM: ACTING DIRECTOR ASSETS

FILE REF: 4659: 23/97186

DATE: 6 April 2023

TENDER 23010 PLANTING AND MAINTENANCE SERVICES AT OFFSET, CONSERVATION AND FORESHORE RESERVES

Issue

To consider Tender No: 23010 for the Planting and Maintenance Services at Offset, Conservation and Foreshore Reserves.

Background

The City has a requirement for a contractor to undertake planting and maintenance services within Offset sites, Conservation and Foreshore reserves. Contracts to provide services to these areas have been in place since 2010.

Due to the imminent expiry of the current Contract (Contract 19012) on 30 April 2023 and there being no contract extension provisions remaining, it is necessary to re-establish term contract service provision arrangements.

Detail

Tender 23010 for the Planting and Maintenance Services at Offset, Conservation and Foreshore Reserves was advertised on 28 January 2023 and closed on 14 February 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	Two (2) Years
Commencement Date	May 2023
Expiry Date	April 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
Environmental Industries Pty Ltd	Environmental Industries	EI
Natural Area Holdings Pty Ltd	Natural Area Consulting Management	NACMS
UGC Holdings Pty Ltd	UGC Group	UGC
Workpower Inc	Workpower	Workpower

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	*Tenderer's resources and capacity	25%
3	*Work Health & Safety (WHS)	20%
4	*Tenderer's relevant experience in carrying out similar works	25%
5	*Tenderer's methodology for seasonal maintenance works (include programme)	10%

All tenderers must meet the City's minimum requirements for each of the mandatory qualitative criteria detailed (*) above.

All tender submissions received were conforming.

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

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.

Tender 23010: Planting and Maintenance Services at Offset, Conservation and Foreshore Reserves

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

Tenderer	Ranking
NACMS	1
EI	2
Workpower	3
UGC	4

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
EI	1
Workpower	1
NACMS	3
UGC	4

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
EI	1
UGC	1
Workpower	3
NACMS	4

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
Workpower	1
EI	2
NACMS	3
UGC	4

Overall Sustainable Procurement Ranking Summary

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

Tenderer	Ranking
EI	1
Workpower	2
NACMS	3
UGC	4

Evaluation Criteria 2 - Tenderer's resources and capacity to meet the requirements of the Contract (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. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Workpower	1
NACMS	1
EI	3
UGC I	3

Evaluation Criteria 3 - Tenderer's Safety Management Systems (20%)

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
EI	1
Workpower	2
UGC I	3
NACMS	4

Evaluation Criteria 4 - Tenderer's relevant 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 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
NACMS	1
Workpower	2
UGC	3
EI	4

Evaluation Criteria 5 - Tenderer's Methodology (10%)

Tenderers were required to submit a seasonal program of works to demonstrate that they understood the requirements of the contract

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

Tenderer	Ranking
NACMS	1
Workpower	2
EI	3
UGC I	4

Overall Qualitative Weighted Assessment and Ranking

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

Tenderer	Ranking
Workpower	1
NACMS	2
EI	3
UGC	4

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
Workpower	1
EI	2
UGC	3
NACMS	4

Value for Money Assessment

The value for money assessment (price and qualitative criteria) resulted in the following tenderer ranking:

Tenderer	Ranking
Workpower	1
NACMS	2
EI	3
UGC	4

Overall Assessment and Comment

The tender submission from Workpower 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.

Consultation

The scope and specifications of the tender were developed following consultation with internal stakeholders.

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:
Priority 4.2

Manage and protect local Biodiversity Wanneroo will be a City that values its unique local vegetation, animals and eco-systems, ensuring their protection from future challenges. High quality local vegetation and habitat of significance is retained and used during the creation of new places and spaces, providing local nature experiences that are appreciated by all.

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

Risk Title	Risk Rating
CO-O26 Heritage	Medium
Accountability	Action Planning Option
Director Assets	Manage
Risk Title	Risk Rating
CO-O22 Environmental Management	Medium
Accountability	Action Planning Option
Director Assets	Manage
Risk Title	Risk Rating
IN-O39 Native vegetation clearing	Low
Accountability	Action Planning Option
Director Assets	Manage
Risk Title	Risk Rating
IN-O40 Operational activities environmental impact	Medium
Accountability	Action Planning Option
Director Assets	Manage
Risk Title	Risk Rating
IN-O41 Operational activities Community Consultation	Medium
Accountability	Action Planning Option
Director Assets	Manage
Risk Title	Risk Rating
IN-043 Increased costs / reduced availability of suppliers and/or contractors	Medium
Accountability	Action Planning Option
Director Assets	Manage

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 Workpower Inc has been assessed with a 'very strong' financial capacity to meet the requirements of the contract.

Tender 23010: Planting and Maintenance Services at Offset, Conservation and Foreshore Reserves

Performance Risk

Workpower is the current contractor with no incidents or disputes recorded against the contract.

Workpower has performed the works required on time and to an acceptable standard and independent reference checks also confirm that Workpower are performing at an acceptable level with other Local Government Authorities' contracts.

Policy Implications

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

Financial (Budget) Implications

Operational Budget:

The estimated costs for Schedules 1C and 1E, associated with Tender 23010 are to be included in the 2022/23, 2023/24 & 2024/2025 Operational Budgets.

Capital Works:

Based on the tenderer's schedule of rates, the cost for tender works is accommodated under multiple projects in the existing 2022/23 & proposed 2023/24 capital works budgets.

Tender 23010: Planting and Maintenance Services at Offset, Conservation and Foreshore Reserves

Recommendation:

That the Acting 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 Workpower Incorporated for Tender 23010, for Planting And Maintenance Services at Offset, Conservation and Foreshore Reserves, 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 further options to extend at the City's discretion.