

## **TENDER RECOMMENDATION REPORT**

**TO: CHIEF EXECUTIVE OFFICER**

**CC: MANAGER PARKS & CONSERVATION**

**FROM: DIRECTOR ASSETS**

**FILE REF: 46657: 22/478629**

**DATE: 29 MAY 2023**

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### **TENDER 23004 - PROVISION OF PARK AND STREETScape MAINTENANCE SERVICES WITHIN TWO ROCKS**

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#### **Issue**

To consider Tender No: 23004 for the Provision of Park and Streetscape Maintenance Services for Two Rocks 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.

#### **Background**

With growth to the City’s northern suburb of Two Rocks; there is a need to procure for the Provision of Park and Streetscape Maintenance of Two Rocks as a single supply contract. The City is therefore seeking to appoint a suitably qualified and experienced contractor to provide the services. These works are currently undertaken under Contract 18030 which will expire on 10 June 2023.

#### **Detail**

Tender 23004 for the Provision of Park and Streetscape Maintenance Services for Two Rocks was advertised on 22 February 2023 and closed on 31 March 2023. Two addenda were issued, one extending the closing date by two weeks, the other to have extra maps included.

Essential details of the proposed contract are as follows:

<b>Item</b>	<b>Detail</b>
Contract Type	Schedule of Rates
Contract Duration	3 years
Commencement Date	12 June 2023
Expiry Date	11 June 2026
Extension Permitted	Yes, 2 x 12 month, or part thereof

At close of Tender, submissions were received from the following companies:

<b>Legal Name</b>	<b>Trading Name</b>
Environmental Industries PTY LTD	Environmental Industries
Sanpoint PTY LTD	LD Total
Horizon West Landscape and Irrigation PTY LTD	Horizon West

All submissions were deemed conforming.

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The Tender Evaluation Panel comprised:

- Coordinator Parks Contracts;
- Technical Officer Horticulture;
- Project Officer Construction; and
- Occupational Safety and Health Officer.

Probity oversight to the tender assessment process was undertaken by William Buck Consulting (WA) Pty Ltd and the City's Contracts Officer. Please refer to the Confidential Attachment for reference to the external Probity Advisor Final Report.

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

Item No	Description	Weighting
1	<b>Sustainable (Corporate Social Responsibility) Procurement</b> a. Environmental Considerations 5% b. Buy Local 10% c. Reconciliation Action Plan 2.5% Disability Access & Inclusion 2.5%	20%
2	*WHS	20%
3	* Demonstrated experience relative to this Request for Tender	20%
4	* Methodology for Provision of Park & Streetscape Maintenance within Two Rocks – demonstrated understanding of the methodology to deliver the services	20%
5	*Demonstrated Capacity and Resources - to undertake all works as specified in the Scope and Specification	20%

All tenderers must meet the City's 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.

### 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:

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<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
Horizon West	2
LD Total	2

**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:

<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
LD Total	2
Horizon West	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:

<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
LD Total	2
Horizon West	2

**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

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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:

<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
LD Total	2
Horizon West	2

### Overall Sustainable Procurement Ranking Summary

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

<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
LD Total	2
Horizon West	3

### Evaluation Criteria 2 - 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:

<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
LD Total	2
Horizon West	3

### Evaluation Criteria 3 - Tenderer's relevant experience with achievement of meeting client expectations (20%)

The tenderer's relevant experience in demonstrating the achievement of meeting client expectations as presented in their tender submission were assessed 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:

<b>Tenderer</b>	<b>Ranking</b>
LD Total	1
Environmental Industries	1
Horizon West	3

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### **Evaluation Criteria 4 - Tenderer's response to Methodology for Parks and streetscape Maintenance Services (20%)**

Assessment of this evaluation criterion considered the Tenderers' ability to demonstrate a clear understanding of Park and Streetscape Maintenance Services required within an urban environment, including why it is carried out and what is to be achieved to manage the contract and their proposed methodology for performance of the services.

Tenderers provided details of their methodology with the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
LD Total	1
Environmental Industries	2
Horizon West	3

### **Evaluation Criteria 5 - Tenderer's resources and capacity to meet the requirements of the Contract (20%)**

The tenderer's resources as presented in their tender submission were assessed 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:

<b>Tenderer</b>	<b>Ranking</b>
LD Total	1
Environmental Industries	1
Horizon West	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:

<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
LD Total	2
Horizon West	3

### **Pricing for the Goods/Services/Works Offered**

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

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

<b>Tenderer</b>	<b>Ranking</b>
LD Total	1
Environmental Industries	2
Horizon West	3

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## Value for Money Assessment

The combined assessment of price and qualitative criteria resulted in the following tenderer ranking:

Tenderer	Ranking
LD Total	1
Environmental Industries	2
Horizon West	3

## Overall Assessment and Comment

The tender submission from LD Total 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. LD total are the incumbent contractor and have a strong knowledge of the sites and the time taken to each service rotation.

## 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 - A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places

5.3 Responsibly managed and maintained assets

## Risk Appetite Statement

In pursuit of strategic objective goal 5, we will accept a Medium level of risk, extended to High in the areas of Community / Reputation & Financial / Commercial impacts. Shifting transport modes and usage in the City may require short term pain for longer term gain as the City supports the development, maintenance and connection of alternatives to car use (e.g. cycle ways) and the supporting infrastructure.

## Enterprise Risk Management Considerations

<b>Risk Title</b>	<b>Risk Rating</b>
CO-022 Environmental Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Planning & Sustainability	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-020 Productive Communities	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Community & Place	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-016 Risk Management	Low
<b>Accountability</b>	<b>Action Planning Option</b>
Executive Manager Governance & Legal	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
IN-029 Asset Maintenance	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Assets	Manage

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### **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 LD Total has been assessed with a 'strong' financial capacity to meet the requirements of the contract.

#### Performance Risk

LD Total hold several maintenance contracts for local, state and government agencies including the City of Wanneroo with no history of disputes or claims reported in the last five years.

### **Policy Implications**

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

### **Financial (Budget) Implications**

The costs associated with the Tender 23004 for the Provision of Park and Streetscape Maintenance Services for Two Rocks are included in the Parks and Conservation Annual Operational Budget. The scheduled maintenance is as per the scope and specification of the contract with fixed pricing per year. All additional works required are reactive and ad hoc and undertaken using the schedule of rates listed in the price schedules.

### **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 Sanpoint Pty Ltd t/a LD Total for 23004 The Provision of Park and Streetscape Maintenance Services for Two Rocks as per the fixed lump sum \$1,105,928.97 and schedule of rates in the tender submission subject to appropriate funding availability, for each of the financial years within the initial 3 (three) year contract term.