

TENDER RECOMMENDATION REPORT

TO: **CHIEF EXECUTIVE OFFICER**

FROM: **DIRECTOR ASSETS**

FILE REF: **23/192303**

DATE: **20 JUNE 2023**

TENDER 23106-PROVISION OF CLEANING SERVICES AT WANNEROO AQUAMOTION FACILITY

Issue

To consider Tender No: 23106, for Provision of Cleaning Services at Wanneroo Aquamotion Facility for an initial contract term of 12 months with four (4) x 12-month options to extend at the City's discretion.

Background

Cleaning services to Aquamotion is currently provided by DMC Cleaning under a contract period quotation and is due to expire on 30 June 2023.

Following the review of cleaning services requirements, it is proposed that a new tender be awarded for an initial period of 12 months with an option of four (4) x 12month extension periods. This is intended to provide both budgetary and operational stability over the contract duration.

Detail

Tender 23106 was advertised on 3 May 2023 and closed on 19 May 2023. A non-mandatory site visit and facility walkthrough occurred on 10 May 2023. There were two (2) addenda issued in response to bidder clarifications sought and which did not change the intent or scope of work included to the original tender document.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	12 Months
Commencement Date	1 July 2023
Expiry Date	30 June 2024
Extension Permitted	Yes, four (4) periods of 12 months

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
BrightMark Group Pty Ltd		BrightMark
Briteshine Cleaning and Maintenance Services Pty Ltd		Briteshine
DMC Cleaning Corporation Pty Ltd as a Trustee for the Panich family Trust		DMC
Smart Solutions Cleaning (VIC) Pty Ltd	Smart Solutions Cleaning	Smart
Twin Cleaning Group Pty Ltd		Twin
Weskleen Pty Ltd		Weskleen

Probity Oversight

Oversight to the tender assessment process was undertaken by an external Probity Adviser (William Buck Consulting (WA) Pty Ltd) and in conjunction with 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	Sustainable (Corporate Social Responsibility) Procurement a. Environmental Considerations 5% b. Buy Local 10% c. Reconciliation Action Plan 2.5% d. Disability Access and Inclusion 2.5%	20%
2	* Work Health & Safety (WHS)	20%
3	* Relevant Experience	20%
4	* Capacity, Resources and Methodology	40%

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.

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 (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
BrightMark	1
DMC	1
Briteshine	3
Twin	4
Weskleen	4
Smart	6

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 38, with the following ranking:

Tenderer	Ranking
Twin	1
BrightMark	2
Weskleen	3
DMC	4
Smart	5
Briteshine	6

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
Briteshine	1
DMC	2
Twin	3
BriantMark	4
Smart	4
Weskleen	6

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
Weskleen	1
Briteshine	2
DMC	3
BrightMark	4
Twin	4
Smart	6

Overall Sustainable Procurement Ranking Summary

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

Tenderer	Ranking
Twin	1
DMC	2
BrightMark	3
Weskleen	4
Briteshine	5
Smart	6

Evaluation Criteria 2 - Work Health & Safety (WHS) (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
BrightMark	1
DMC	2
Briteshine	3
Weskleen	3
Twin	5
* Smart	6

* Smart did not meet the minimum requirement for this criterion.

Evaluation Criteria 3- Relevant Experience (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:

Tenderer	Ranking
BrightMark	1
DMC	2
Briteshine	3
Weskleen	3
Twin	5
* Smart	6

* Smart did not meet the minimum requirement for this criterion.

Evaluation Criteria 4- Capacity, Resources and Methodology (40%)

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 also considered the tenderer's proposed methodology along with available 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
BrightMark	1
Briteshine	2
DMC	2
Weskleen	4
Twin	5
* Smart	6

* Smart did not meet the minimum requirement for this criterion.

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
BrightMark	1
DMC	2
Briteshine	3
Weskleen	4
Twin	5
** Smart	6

** Indicates tenderer who did not meet the minimum requirement for each designated qualitative criteria and as such were not included to the overall value for money assessment.

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
Twin	1
BrightMark	2
Weskleen	3
Briteshine	4
DMC	5
**Smart	NA

Relative Value for Money Assessment

The combined assessment of pricing and qualitative criteria resulted in the following tenderer ranking (highest to lowest):

Tenderer	Ranking
BrightMark	1
Twin	2
Weskleen	3
Briteshine	4
DMC	5
**Smart	NA

Overall Assessment and Comment

The tender submission from BrightMark Group Pty Ltd 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.

BrightMark Group Pty Ltd were ranked highest in three of the four individual Qualitative Criteria resulting in their being ranked highest in the Overall Qualitative Weighting Assessment. They ranked second in the Pricing for the Goods/Services assessment.

Consultation

Aquamotion management team assisted to develop a suitable specification.

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 undertaken as part of the evaluation process and the outcome of this independent assessment advised that BrightMark Group Pty Ltd has been assessed with a 'strong' financial capacity to meet the requirements of the relevant contract.

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

Performance Risk

BrightMark Group Pty Ltd has no previous service history with the City, however independent reference checking 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 the Provision of Cleaning at Wanneroo Aquamotion Facility are included in the Asset Maintenance Operational Budget.

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 BrightMark Group Pty Ltd for Tender 23106, for the PROVISION OF CLEANING SERVICES AT WANNEROO AQUAMOTION FACILITY, as per the schedule of rates in the tender submission, for a period of one (1) year with four (4) twelve (12) month, or part thereof, options to extend at the discretion of the City, subject to appropriate funding availability for the 12-month contract term and subsequent approved contract extensions.