

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

FROM: DIRECTOR ASSETS

FILE REF: 46659: 22/478640

DATE: 20 June 2023

REQUEST FOR TENDER 23006: Provision of Playground Audits

Issue

To consider Tender No: 23006 for the Provision of Playground Audits for an initial period of three (3) years with two (2) twelve (12) month options to extend at the discretion of the City.

Background

The City is seeking to appoint a suitably qualified and experienced contractor to provide play equipment auditing, City wide and over a term contract arrangement. These works are currently undertaken under contract 19034, which will expire on 30 June 2023.

Detail

Tender 23006 for the Provision of Playground Audits was advertised on 6 May 2023 and closed on 23 May 2023. One addendum was issued, with an updated schedule of rates table to be included. Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Consultancy
Contract Type	Schedule of Rates
Contract Duration	3 Years
Commencement Date	1 July 2023
Expiry Date	30 June 2026
Extension Permitted	Yes, 2 periods of 12 months

One conforming Tender submission was received from the following company:

Legal Name	Trading Name	Abbreviation
The Trustee for THE REEDY FAMILY HYBRID DISCRETIONARY TRUST	Play Check	Play Check

Probity Oversight

Oversight to the tender assessment process was undertaken by an independent Probity Advisor (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	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	* Demonstrated experience relative to this Request for Tender	20%
4	* Methodology for Playground Auditing Services – 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. The sole tenderer submitted a conforming tender.

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.

The response from the sole respondent was convincing and met the City’s requirements.

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.

The Tenderer provided details of their “Buy Local” considerations within Schedule 3B.

Play Check are a small, specialised company not located within the City of Wanneroo.

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.

Play Check are a small specialised consulting service.

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.

The submission for Play Check demonstrated a commitment to providing play opportunities for users of all abilities.

Overall Sustainable Procurement Ranking Summary

The overall assessment of the Sustainable Procurement criteria was that the response is overall acceptable.

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.

The submission from Play Check provided a response that meets the City’s requirements for this criterion.

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.

Play Check have been involved in the playground industry since 1994 and have extensive experience with multiple Local Governments and met the City's requirements for this criterion.

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.

Play Check's response demonstrated a good understanding of the requirements of the contract noting two annual inspections and provided sample reports meeting the City's requirements for this criterion.

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.

Play Check nominated credible qualified resources and demonstrated capacity to provide the services and met the City's requirements for this criterion.

Overall Qualitative Weighted Assessment and Ranking

The Tender submission was reviewed in accordance with the Procurement and Evaluation Plan. The response from Play Check met the City's requirements for the mandatory qualitative criteria.

Pricing for the Goods/Services/Works Offered

Based on the information provided, the tenderer has supplied a schedule of rates in line with inflation compared to historical and current costs.

Value for Money Assessment and Comment

The tender submission from Play Check 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

N/A

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

Risk Title	Risk Rating
CO-O22 Environmental Management	Moderate
Accountability	Action Planning Option
Director Planning & Sustainability	Manage
Risk Title	Risk Rating
CO-O20 Productive Communities	Moderate
Accountability	Action Planning Option
Director Community & Place	Manage
Risk Title	Risk Rating
CO-016 Risk Management	Low
Accountability	Action Planning Option
Executive Manager Governance & Legal	Manage
Risk Title	Risk Rating
IN-029 Asset Maintenance	Moderate
Accountability	Action Planning Option
Director Assets	Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment was not undertaken due to the relatively low annual value of the contract and all payments are made on satisfactory provision of the services.

Performance Risk

Play Check are the incumbent supplier for the contracted services. They have a strong knowledge of the sites and have had no disputes in the last five years.

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 Playground Audits are included in the Parks and Conservation Annual 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 The Trustee for THE REEDY FAMILY HYBRID DISCRETIONARY TRUST T/A Play Check for Tender 23006, for the Provision Of Playground Audits, as per the Fixed Lump Sum \$297,000 and the schedule of rates in the tender submission, for a period of three (3) years with two (2) twelve (12) month, or part thereof, options to extend, subject to appropriate funding availability, for each of the financial years within the 3 year initial contract term.