

## **TENDER RECOMMENDATION REPORT**

**TO: ACTING CHIEF EXECUTIVE OFFICER**

**CC: MANAGER INFRASTRUCTURE CAPITAL WORKS  
PROJECT MANAGER, ICW**

**FROM: DIRECTOR ASSETS**

**FILE REF: 44448: 23/395362**

**DATE: 21 November 2023**

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**TENDER 23140: SUPPLY, DELIVERY AND INSTALLATION OF TOILET BLOCK  
AND ALL ASSOCIATED SERVICE CONNECTION WORKS AT HINCKLEY PARK,  
HOCKING**

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### **Issue**

To consider Tender No: 23140 for the supply, delivery, and installation of associated service connection of Universal Access Toilet at Hinckley Park, Hocking.

### **Background**

Hinckley Park is located on Copenhagen Drive, Hocking. The site is located on lot number 8002, 300 and 93, reserve number 49443 and has a total land area of 4.13 ha. The project was an outcome of several requests from the community and the recent upgrade of Hinckley Park.

The project will deliver a universally accessible toilet and ambulant toilet in accordance with Australian Standards (AS1428). There will also be provision for future CCTV infrastructure to be securely installed as this will allow greater use of the park by the public. The installation of the City's CCTV network will reduce anti-social behaviour, vandalism and illegal dumping at this location.

The project is funded by the Local Road and Community Infrastructure Projects (LRCIP) grant program.

### **Detail**

Tender 23140 for the supply, delivery, and installation of associated service connection of UAT at Hinckley Park, Hocking was advertised on 16 September 2023 and closed on 31 October 2023. Addendum 1 was issued on 12 October 2023 amending the closing date from 17 October 2023 to 31 October 2023.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Minor Works
Contract Type	Lump Sum
Contract Duration	7 Months
Commencement Date	4 December 2023
Expiry Date	30 June 2024 plus DLP
Extension Permitted	No

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
Hoskins Investments Pty Ltd ATF M R Hoskins Family Trust	AE Hoskins Building Services	AE Hoskins*
Landmark Engineering and Design Pty Ltd	Modus Australia	Modus

\*AE Hoskins submitted a conforming and an alternative tender.

### Probity Oversight

Oversight to the tender assessment process was undertaken by the City's Contracts Team.

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) Access and Inclusion 2.5%	20%
2	*Demonstrated relevant experience in terms of: • Delivery of accessibility-related projects. • On-time and on-budget. Liaison with servicing authorities to facilitating installation and connection of services.	30%
3	*Demonstrate understanding of scope: • Concept plan of proposed Toilet Block. • Committing to address the specifications outlined in Attachment 1. • Methodology to complete all works before May 2024. • Staffing allocation (both contractor and sub-contractor personnel) • Workplan in the form of a Gantt chart • Contingency planning in case of: - Unforeseen events - Public holiday periods - Labour and material shortages	30%
4	*WHS Demonstrated Working documents	20%

All Tenderers must meet the City's minimum requirements (as determined by the City) for each of the qualitative criteria detailed above (\*) 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 submissions were considered conforming and progressed for qualitative assessment. An alternative tender was received by AE Hoskins, and this was assessed as their formal submission as it was deemed appropriate due to their cost saving methodology.

### **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:

<b>Tenderer</b>	<b>Ranking</b>
AE Hoskins	1
Modus	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>
AE Hoskins	1
Modus	1

#### **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>
AE Hoskins	1
Modus	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 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>
AE Hoskins	1
Modus	1

#### **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>
AE Hoskins	1
Modus	2

#### **Evaluation Criteria 2 – Demonstrated Relevant Experience (30%)**

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>
AE Hoskins	1
Modus	2

### **Evaluation Criteria 3 – Demonstrated understanding of scope (30%)**

The tenderer's understanding of scope 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 concept plan, ability to perform the required technical works and staffing allocation. The assessment of this criterion has resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
AE Hoskins	1
Modus	2

### **Evaluation Criteria 4 - 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>
Modus	1
AE Hoskins	1

### **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>
AE Hoskins	1
Modus	2

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

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

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

<b>Tenderer</b>	<b>Ranking</b>
AE Hoskins	1
Modus	2

### Value for Money Assessment

The combined assessment of Price and Qualitative Criteria resulted in the following tenderer ranking:

Tenderer	Ranking
AE Hoskins	1
Modus	2

The above ranking is based on AE Hoskins' alternative tender submission which is acceptable to the City.

### Overall Assessment and Comment

The tender submission from AE Hoskins 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 City received numerous requests to install toilets and Hinckley Park as part of community consultation that occurred in 2020, as this was not actioned during the park upgrades further consultation was undertaken in 2022.

The engagement was open from 29 July to 12 August 2022 and an information letter was distributed to 515 residents/homeowners. No responses were received.

As the project was the recipient of LRCIP funding the works are to be completed as per the grant agreement.

### 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 1 An inclusive and accessible City with places that embrace all.”*

*“Priority 1.3 Facilities and activities for all.”*

### Risk Appetite Statement

In pursuit of strategic objective goal 1, the City will accept a Medium level of risk.

### Enterprise Risk Management Considerations

Risk Title	Risk Rating
ST-S04 Integrated Infrastructure & Utility	Low
Accountability	Action Planning Option
Director Planning & Sustainability and Director Assets	Manage

<b>Risk Title</b>	<b>Risk Rating</b>
ST-S24 Strategic asset Management	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
Director Assets	Manage

### Financial and Performance Risk

#### Financial Risk

AE Hoskins meets the City's financial risk capacity to undertake this project.

#### Performance Risk

AE Hoskins has successfully completed several building projects for the City of Wanneroo in the past 5 years.

### Policy Implications

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

### Financial (Budget) Implications

PR-004374 Hinckley Park, Hocking, New Toilet Block		
Description	Expenditure	Budget
<b>Budget:</b>		
LRCIP Funding		\$223,000
LRCIP Budget adjustment November 2023		\$79,830
<b>Expenditure:</b>		
Expenditure incurred to date	\$23,213.10	
Outstanding commitments	\$800	
Construction Activities		
- <i>Project Management Fees</i>	\$10,000	
- <i>Professional and Other Fees (Water Cooperation headworks)</i>	\$10,000	
- <i>Construction Contingency</i>	\$31,997.27	
- <i>Construction Contract</i>	\$226,819.63	
<b>Total Expenditure</b>	<b>\$302,830</b>	
<b>Total Funding</b>		<b>\$302,830</b>

### 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 Alternative tender submitted by AE Hoskins for Tender 23140, for the supply, delivery and installation of associated service connection of UAT at Hinckley Park, Hocking, as per fixed lump sum value of \$226,819.63.