

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

FROM: DIRECTOR ASSETS

FILE REF: 23/435367

DATE: 15 JANUARY 2024

**TENDER 23156: CARRAMAR GOLF COURSE RENEW ELECTRICAL
INFRASTRUCTURE**

Issue

To consider Tender No: 23156 for the renewal of electrical infrastructure at the City's Carramar Golf Course.

Background

This engagement is for replacement of multiple electrical distribution boards and switch boards and remediation works to other electrical equipment at the Carramar Golf Course.

In 2021 the City's Asset Management engaged Focus Consulting to complete a condition assessment of the main electrical equipment serving the Carramar Golf Course. Focus Consulting's assessment report highlighted several items requiring remedial works.

The condition assessment was performed under the Renew Leased Building Assets Recurring Program PMO17017 project and budget. A Standalone project PMO23039 for the construction works was then created by the 2023/24 financial year and budget adopted.

Detail

Tender 23156 for the Renew Electrical Infrastructure at the City's Carramar Golf Course was advertised on Saturday, 14 October 2023 and closed on Tuesday, 7 November 2023.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Minor Works Contract
Contract Type	Lump Sum
Contract Duration	Not applicable
Commencement Date	February 2024
Date for Practical Completion	February 2025

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
Techworks Electrical Pty Ltd	Techworks Electrical Solutions	Techworks
Stiles Electrical & Communication Services Pty Ltd	Stiles Electrical	Stiles
Platinum Electricians Pty Ltd	Platinum Solar	Platinum
Pearmans Electrical and Mechanical Services Pty Ltd	Pearmans Electrical Services	Pearmans

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% d) Access and Inclusion 2.5%	20%
2	* Work Health & Safety (WHS)	20%
3	* Previous Experience	30%
4	* Methodology, Resources, Schedule	30%

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 tender submissions were received as conforming, except Pearman's submission was deemed as a non-conforming offer and was excluded from further evaluation.

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
Platinum	1
Stiles	2
Techworks	3

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
Stiles	1
Platinum	2
Techworks	2

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
Techworks	1
Stiles	2
Platinum	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:

Tenderer	Ranking
Techworks	1
Platinum	2
Stiles	3

Overall Sustainable Procurement Ranking Summary

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

Tenderer	Ranking
Stiles	1
Platinum	2
Techworks	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:

Tenderer	Ranking
Techworks	1
Platinum	2
Stiles	3

Evaluation Criteria 3 - Tenderer’s 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:

Tenderer	Ranking
Techworks	1
Stiles	2
Platinum	2

Evaluation Criteria 4 - Tenderer’s methodology, resources, and schedule to meet the requirements of the Contract (30%)

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 proposed methodology, 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
Platinum	1
Techworks	1
Stiles	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:

Tenderer	Ranking
Techworks	1
Platinum	2
Stiles	3

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:

Tenderer	Ranking
Techworks	1
Stiles	2
Platinum	3

Value for Money Assessment

The combined assessment of Lump Sum Price and Qualitative Criteria resulted in the following tenderer ranking (highest to lowest):

Tenderer	Ranking
Techworks	1
Stiles	2
Platinum	3

Overall Assessment and Comment

The tender submission from Techworks 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

A Community Engagement Plan has been created based on the Community Engagement Decision Matrix scores. The key points of the Plan are-

- 1) Notify patrons of disturbances.
- 2) Notify operator and internal stakeholders of temporary power shutdowns.
- 3) Clarify to patrons, operator and internal stakeholders' works are necessary to maintain electrical infrastructure to the appropriate standards.

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 Manage and maintain 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	Accountability	Action Planning Option
CO-008 Contact Management	Low	Director Corporate Strategy & Performance	Manage
CO-015 Project Management	Low	Director Corporate Strategy & Performance	Manage
CO-023 Safety of Community	Medium	Director Community & Place	Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment was undertaken by Equifax Australasia Credit Ratings Pty Ltd as part of the tender evaluation process and the outcome of this independent assessment advised that Techworks is assessed with the financial capacity to meet the requirements of the contract.

Performance Risk

An independent reference check rated Techworks very highly. The contractor will also be required to provide security and payment for the works will be staged against completed works.

Policy Implications

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

Financial (Budget) Implications**PR-004448 PMO230039 CARRAMAR GOLF COURSE RENEW ELECTRICAL INFRASTRUCTURE**

Description	Expenditure	Budget
Budget:		
Municipal Funding		\$ 320,000
Expenditure:		
Expenditure incurred to date	\$ 7,806	
Commitment to date		
Project Management	\$ 14,522	
Tender Advertisements (Tender and Public Notices)	\$ 786	
Contingency	\$ 31,000	
Construction Activities		
- Electrical Contractor	\$ 245,886	
- Western Power Fees	\$ 20,000	
Total Expenditure	\$ 320,000	
Total Funding		\$ 320,000
Funding Provision required in 2023/2024		Nil

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 Techworks Electrical Pty Ltd for Tender 23156, for the Carramar Golf Course Renew Electrical Infrastructure for the fixed lump sum price of \$245,886.91 (excl GST).