

## **TENDER RECOMMENDATION REPORT**

**TO:** ACTING CHIEF EXECUTIVE OFFICER

**CC:** ACTING MANAGER ASSET MAINTENANCE

**FROM:** DIRECTOR ASSETS

**FILE REF:** 38988 – 19/494775

**DATE:** 9 January 2020

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### **TENDER 19234 Provision of Maintenance for Waste Pumping Systems.**

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#### **Issue**

To consider Tender No: 19234 Provision of Maintenance for Waste Pumping Systems for a Period of Three (3) Years With Two (2), Twelve (12), month options to extend.

#### **Background**

The City is seeking to appoint a suitably qualified and experienced contractor to provide maintenance services to the Principal's waste pumping systems and associated equipment and for new installations of systems, services and associated equipment within the City of Wanneroo, on both a scheduled programme and an as-and-when required basis. This is a recurring contract for a period of three years with options to extend, at the City's discretion for a further two (2), one (1) year terms or part thereof. The current contract expired 30 November 2019. The scheduled servicing is due by the end of January 2020 and any breakdown repairs are quoted at previous contract schedule of rates.

#### **Detail**

Tender 19234 for the Provision of Maintenance for Waste Pumping Systems was advertised on 26 October 2019 and closed on Tuesday 12 November 2019.

Essential details of the proposed contract are as follows:

<b>Item</b>	<b>Detail</b>
Contract Form	Goods and Services
Contract Type	Lump Sum and Schedule of Rates
Contract Duration	3 years
Commencement Date	January 2020
Expiry Date	January 2023
Extension Permitted	Yes, 2 periods of 12 months.
Rise and Fall	NA.

## 19234 - Provision of Maintenance for Waste Pumping Systems

Only one Tender submission was received from: Statewide Pump Services

The Tender Evaluation panel comprised:

- Coordinator Building Maintenance
- Tech Officer, Building Maintenance
- Tech Officer, Parks Contracts
- Coordinator Safety Systems Safety & Injury Management
- Technical Officer Administration

### Probity Oversight

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

The tender submission was evaluated in accordance with the Procurement and Evaluation Plan (PEP) which included the following selection criteria:

Item No	Description	Weighting
1	*Demonstrated experience of tenderer and personnel performing the services	30%
2	*Methodology, resources and capacity for maintenance services	30%
3	*OSH demonstrated working documents	30%
4	Sustainable Procurement	10%
5	Price (assessed under Value for Money)	Not Weighted

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment. The minimum acceptable baseline for Qualitative Criteria is set at 50% with acceptable minimum scores required for each qualitative criterion indicated with \* above

### **Evaluation Criteria 1 - Demonstrated experience of tenderer and personnel performing the services (30%)**

The tenderers' relevant experience in demonstrating the achievement of meeting client expectations as presented in their tender submission was assessed in order 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.

Statewide Pump Services meet the City's requirements for this criterion.

### **Evaluation Criteria 2 - Methodology, resources and capacity for maintenance services (30%)**

The tenderers' submission was assessed in order to evaluate their methodology, resources and capacity to meet the requirements of the contract. Assessment of this criterion considered the tenderers' staff resources, vehicles, plant/equipment and workshop support to manage the contract.

19234 - Provision of Maintenance for Waste Pumping Systems

Statewide Pump Services meet the City's requirements for this criterion.

### **Evaluation Criteria 3 - OSH demonstrated working documents (30%)**

Evidence of safety and quality management policies and practices was assessed from the tender submission. The assessment for safety management was based on the tenderers' responses to an Occupational Health and Safety Management System Questionnaire included within the tender documentation.

Statewide Pump Services meet the City's requirements for this criterion.

### **Evaluation Criteria 4 - Sustainable Procurement (10%)**

- **Environmental considerations (5%)**

An assessment was made to determine the ranking based on tenderer's Environmental policy and/or practices.

Statewide Pump Services meet the City's requirements for this criterion.

- **Buy local (5%)**

An assessment was made to determine the ranking based on the responses provided detailing such information as:

- Purchasing arrangements through local businesses
- Location of tenderer's offices and workshops
- Residential addresses of staff and subcontractors
- Requirement for new employees arising from award of the contract

Statewide Pump Services meet the City's requirements for this criterion.

### **Overall Qualitative Weighted Assessment and Ranking**

The tenderers' submission was reviewed in accordance with the Procurement and Evaluation Plan with the following key observations:

- Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment.
- The submission was evaluated in accordance with the selection criteria to ascertain as having the necessary resources, previous experience, capability and safety management systems to undertake the contract.

### **Pricing Assessment**

Refer to confidential attachment for previous contract price comparison and value for money determination.

### **Value for Money Assessment and Overall Comment**

The tender submission from Statewide Pump Services achieved the minimum baseline for all qualitative criteria and 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

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 2017 – 2027:

“Outcome 3.3 Reduce, reuse, recycle waste

3.3.3 Create and promote waste management solutions

## 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-O20 Productive Communities	Moderate
Accountability	Action Planning Option
Director Community and Place	Manage

Risk Title	Risk Rating
CO-O23 Safety of Community	Low
Accountability	Action Planning Option
Director Community and Place	Manage

Risk Title	Risk Rating
CO-O22 Environmental Factors	High
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 tender evaluation process and the outcome of this independent assessment advised that Statewide Pump Services has been assessed with a 'satisfactory' financial capacity to meet the requirements of the contract.

### Performance Risk

The Tenderer has a proven track record of maintaining the City's waste pumping systems assets for the past 15 years.

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**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 Maintenance for Waste Pumping Systems for a Period of Three (3) Years are included in the Asset Maintenance Service Unit Operational Budget.

Lump Sum for Planned Maintenance \$36,450

Schedule of Rates for:

Emergency call-outs \$12,300.00 (Building Maintenance estimated projection)

Labour and Mark-up \$124,350.00 (Building Maintenance estimated projection)

**Total \$173,150.00**

**RECOMMENDATION**

That the Chief Executive Officer, in accordance with Delegation 1.1.14 - Choice of Most Advantageous Tender of the Delegated Authority Register for the awarding of tenders ACCEPTS the tender submitted by Statewide Pump Services for Tender 19234, for the Provision of Maintenance for Waste Pumping Systems, for a Period of Three (3) Years With Two (2), Twelve (12), month options to extend at the discretion of the City, as per the Lump Sum \$36,450 for planned maintenance and Schedule of Rates in the tender submission.

**SUBMITTED BY TECHNICAL OFFICER BUILDING MAINTENANCE**

  
SIGNATURE

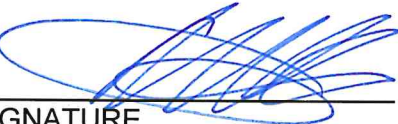
9/1/2020.  
DATE

**REVIEWED BY MANAGER CONTRACTS & PROCUREMENT**

  
SIGNATURE


10/1/2020  
DATE

**ENDORSED BY ACTING MANAGER ASSET MAINTENANCE**

  
SIGNATURE

9/1/20  
DATE

**RECOMMENDED BY DIRECTOR ASSETS**

  
SIGNATURE

10.1.20  
DATE

**APPROVED BY ACTING CHIEF EXECUTIVE OFFICER**

  
SIGNATURE

13/1/20.  
DATE