

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER PARKS AND CONSERVATION

FROM: DIRECTOR ASSETS

FILE REF: 38419, 19/489641

DATE: 20 January 2020

TENDER 19166: PROVISION FOR THE SUPPLY AND DELIVERY OF TREE STOCK 2020/2021 FOR THE CITY OF WANNEROO FOR A PERIOD OF TWO (2) YEARS

Issue

To consider Tender No: 19166 for the Delivery and Supply of Tree Stock 2020/2021 for the City of Wanneroo for a period of two (2) years with two (2) twelve (12) months or part thereof options to extend at the discretion of the City.

Background

The City requires a contractor to supply a large quantity of high quality tree stock for landscaping uses to fulfil its ongoing maintenance services and tree planting programs across the City. The City seeks the supply of high quality tree stock, grown in accordance with Australian Standards for tree stock for landscape use (AS2303:2015). The proposed contract start date will be February 2020, with the mature trees (at least 12 months of age) due for delivery in May 2021 and May 2022.

Previous contracts 18210 and 19167 have supplied tree stock for the 2019 and 2020 planting seasons respectively, with the most current contract (19167) due for expiry on 29 November 2020.

Detail

Tender 19166 for the Provision for the Supply and Delivery of Tree Stock 2020/2021 was advertised on 28 September 2019 and closed on Tuesday 22 October 2019.

No Addenda were issued for this Tender.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	Two years
Commencement Date	24 February 2020
Expiry Date	24 February 2022

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Item	Detail
Extension Permitted	Yes, 2 periods of one year or part thereof
Rise and Fall	Maximum Perth All Groups CPI increases upon extensions

Tender submissions were received from the following:

- Quito Pty Ltd, trading as Benara Nurseries (Benara Nurseries);
- Ellenby Tree Farm (Ellenby Tree Farm);
- Tim Eva's Nursery (Tim Eva's Nursery);
- Plantforce Investments Pty Ltd, trading as Plantrite (Plantrite); and
- Workpower Incorporated (Workpower).

The Tender Evaluation Panel comprised:

- Coordinator Trees and Conservation
- Technical Officer Conservation
- Projects Officer (Environmental)
- Acting Coordinator Safety Systems

Probity Oversight

Oversight to the tender assessment process was undertaken by William Buck Consulting WA Pty Ltd and the City's Contracts Officer. Please see Confidential Attachment for Probity 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	Organisational capacity to provide large quantities of tree stock	40%
2	Demonstrated relevant experience providing tree stock in the last five years	40%
3	Demonstrated Health and Safety	20%

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 for each qualitative criterion.

On initial review of the tender submissions by the Tender Evaluation Panel, it was confirmed that all tender submissions were deemed to be conforming tenders.

Evaluation Criteria 1 - Tenderer's Organisational Capacity to Provide Large Quantities of Tree Stock (40%)

The tenderer's resources 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 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
Workpower	1
Plantrite	1
Ellenby Tree Farm	3
Benara Nurseries	4
Tim Eva's Nursery	5

Evaluation Criteria 2 - Tenderer's Demonstrated Relevant Experience Providing Tree Stock in the Last Five Years (40%)

The tenderer's relevant experience in demonstrating achieving client expectations as presented in their tender submission were assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of this criterion considered the tendering entity's previous work experience including plant volumes delivered, timeframes met and plant quality. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Plantrite	1
Benara Nurseries	2
Workpower	3
Ellenby Tree Farm	4
Tim Eva's Nursery	5

Evaluation Criteria 3 - Tenderer's Demonstrated Health and Safety (20%)

Evidence of safety and quality management policies and practices was assessed from the tender submissions. 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.

All tenderers provided details of their safety management systems with the following ranking:

Tenderer	Ranking
Workpower	1
Plantrite	1
Benara Nurseries	3
Ellenby Tree Farm	3
Tim Eva's Nursery	5

Following the evaluation of the tenderer's supplied Health and Safety submission, only Workpower and Plantrite received a score that was higher than the required minimum 50% for this criterion.

Overall Qualitative Weighted Assessment and Ranking

Tenderer's submissions were reviewed in accordance with the Procurement and Evaluation Plan with the following key observations:

- Price is not weighted.
- The tenderer's bids were evaluated in accordance with the selection criteria and were assessed to ensure they have the necessary resources, previous

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experience, capability and safety and quality management systems to undertake the tender.

- Only the tenders submitted by Workpower and Plantrite achieved the minimum score for each of the qualitative criteria.

The overall qualitative weighted assessment resulted in the following tenderer ranking:

Tenderer	Ranking
Plantrite	1
Workpower	2
Benara Nurseries	3
Ellenby Tree Farm	4
Tim Eva's Nursery	5

Pricing

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment.

An assessment was made to determine the ranking based on the schedule of rates provided with the tender documentation. The assessment of pricing has resulted in the following ranking:

Tenderer	Ranking
Workpower	1
Tim Eva's Nurseries	2
Benara Nursery	3
Plantrite	4
Ellenby Tree Farm	5

Overall Value for Money Assessment and Comment

Tender submissions from Workpower and Plantrite were the only ones that achieved the minimum acceptable baseline scores for each of the qualitative criteria. These submissions proceeded to a value for money assessment. The tender submission from Workpower 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:

"3 Environment – A healthy and sustainable natural and built environment.

3.2.1 Maximise the environmental value of beaches, nature reserves and parklands"

Enterprise Risk Management Considerations

The following enterprise risks have been identified from the City's Corporate Risk Register:

Risk Title	Risk Rating
CO-008 Contract Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
CO-016 Risk Management	Moderate
Accountability	Action Planning Option
Executive manager Governance and Legal	Manage

The inability of a Contractor to supply these goods and services will have several impacts:

- Poor quality tree stock being provided or tree stock not being delivered on time; and
- The City not being able to provide and continue tree planting services to its ratepayers.

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 Workpower has been assessed with a 'sound' financial capacity to meet the requirements of the contract.

Performance Risk

Workpower has demonstrated the capacity and experience to deliver this contract effectively, based on their previous contracts with other Local Councils. Workpower has had no recent disputes.

Independent reference checks have also indicated that the recommended tenderer has completed recent similar works to acceptable standards and within agreed timeframes and budgets.

Social and Environmental Considerations

This tender was issued prior to the deployment of the updated Purchasing Policy.

In accordance with section 19 of the City's Purchasing Policy at time of tender issue, the tender document included social and environmental considerations as non-weighted criteria.

Workpower has an Environmental Policy and several environmental initiatives on-site, including waste recycling and reducing the use of products that may have negative environmental impacts. Workpower has won industry awards in 2017 and 2018 recognising their initiatives and success in reducing waste volumes to landfill.

Workpower is a not-for-profit organisation providing employment opportunities for people with a disability and/or mental illness. Currently, 20 people employed in Workpower's Nursery have a disability. An additional 2 people with a disability are likely to be hired if Workpower is successful with this tender.

Broader Economic Impact Implications for the City of Wanneroo

This tender was issued prior to the deployment of the updated Purchasing Policy.

The tender document included broader economic impact implications as non-weighted criterion through the use of a 'Buy Local' questionnaire. Workpower's response indicates that 45 of their employees live locally.

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 for the Supply and Delivery of Tree Stock 2020/21 in the City of Wanneroo for a period of two years are included in the 2020/21 and future years Parks and Conservation Operational Budget. The value of work over the initial two year term of the contract is \$99,750.00. The tender includes two (2), twelve (12) month options to extend at the discretion of the City.

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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 Workpower Incorporated for Tender 19166, for the Provision of the Supply and Delivery of Tree Stock 2020/2021 for the City of Wanneroo as per the schedule of rates in the tender submission, for a period of two (2) years with two (2) twelve (12) months or part thereof options to extend at the discretion of the City.

SUBMITTED BY SPECIALIST PARKS CONTRACTS



SIGNATURE

17/1/2020.

DATE

REVIEWED BY MANAGER CONTRACTS & PROCUREMENT




SIGNATURE

17/1/20

DATE

ENDORSED BY MANAGER PARKS AND CONSERVATION




SIGNATURE

17/1/2020

DATE

RECOMMENDED BY DIRECTOR ASSETS



SIGNATURE

21.01.2020

DATE

APPROVED BY CHIEF EXECUTIVE OFFICER



SIGNATURE

28.01.2020

DATE