

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER
CC: MANAGER ASSET MAINTENANCE
FROM: DIRECTOR ASSETS
FILE REF: 20/39501 [38097]
DATE: 6 FEBRUARY 2020

**TENDER 19133: CLEANING AND CCTV INSPECTION OF STORMWATER
POLLUTANT TRAPS AND OTHER DRAINAGE INFRASTRUCTURES FOR A
PERIOD OF TWO (2) YEARS**

Issue

To consider Tender No: 19133 for the Cleaning and CCTV Inspection of Stormwater Pollutant Traps and Other Drainage Infrastructures for a period of Two (2) Years with one (1) Twelve (12) month, or part thereof, option to extend.

Background

The contract for the Cleaning of Stormwater Pollutant Traps and Other Drainage Infrastructures was introduced in 2011. Its purpose was to provide regular cleaning services to drainage structures that ensured a free flowing drainage system resulting in flood prevention across the City.

In 2014, Contract 01460 included the hire of CCTV inspections and reporting of drainage infrastructure. The inclusion of CCTV to the Contract was primarily for photographic evidence of drainage cleans, however over the years it grew to be utilised as a method of capturing and monitoring drainage data for planning of drainage maintenance.

In 2018, a Contract Variation was put in place to include the hire of CCTV crawler camera, which allowed a detailed capture of the condition of the City's drainage infrastructure. This was a non-destructive solution of capturing this data and also mitigated the risks associated to confined space. The City has since begun utilising this to detect any defects to new drainage infrastructures from Developers prior to handover to the City.

Detail

Tender 19133 for the Cleaning and CCTV Inspection of Stormwater Pollutant Traps and Other Drainage Infrastructures for a period of Two (2) Years with a Twelve (12) month option to extend was advertised on 23 November 2019 and closed on Tuesday 10 December 2019.

19133 - Cleaning and CCTV Inspection of Stormwater Pollutant Traps and Other Drainage Infrastructures

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	2 Years
Commencement Date	29 February 2020
Expiry Date	28 February 2022
Extension Permitted	Yes, 1 period of 12 months
Rise and Fall	NA

Tender submissions were received from the following:

- Drainflow Services Pty Ltd (Drainflow Services)
- Riverjet Pty Ltd (Riverjet)
- Cleanflow Environmental Solutions.

The Tender Evaluation panel comprised:

- Coordinator Engineering Maintenance - Asset Maintenance
- Maintenance Engineer – Asset Maintenance
- Land Development Engineer – Land Development
- Coordinator Safety Systems – People & Culture
- Technical Officer - Contract Administrator – Asset Maintenance

Probity Oversight

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

Cleanflow Environmental Solutions submitted a non-conforming tender and were not included in the evaluation process. All other tenders received were deemed to be conforming and were included in the evaluation process.

Tender submissions were evaluated in accordance with the Procurement and Evaluation Plan (PEP) which included the following selection criteria:

Item No	Description	Weighting
1	*Demonstrated Experience	35%
2	*Availability of Resources and Capacity to meet timeframe	35%
3	*Safety Management	20%
4	Sustainable Procurement	10%

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 identified with * above.

Evaluation Criteria 1 - Tenderer's relevant experience with achievement of meeting client expectations (35%)

The tenderer's relevant experience in demonstrating the achievement of meeting 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 credentials to fulfil the requirements of the contract. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Drainflow Services	1
Riverjet	2

Both tenderers achieved an acceptable minimum score for this criterion.

Evaluation Criteria 2 - Tenderer's resources and capacity to meet the requirements of the Contract (35%)

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
Drainflow Services	1
Riverjet	2

Both tenderers achieved an acceptable minimum score for this criterion.

Evaluation Criteria 3 - Tenderer's Safety and Quality Management Systems (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.

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

Tenderer	Ranking
Drainflow Services	1
Riverjet	2 (Fail)

Drainflow Services achieved an acceptable minimum score 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.

The assessment of this criterion resulted in the following ranking:

Tenderer	Ranking
Drainflow Services	1
Riverjet	2

- **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
- Requirements for new local employees arising from award of the contract

The assessment of this criterion resulted in the following ranking:

Tenderer	Ranking
Drainflow Services	1
Riverjet	2

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 and is included in the overall value for money assessment.
- The tender submissions were evaluated in accordance with the qualitative criteria and weightings as detailed in the Procurement and Evaluation Plan and were assessed against sustainable procurement as well as the necessary experience, methodology and safety management systems required to undertake the contract requirements.
- Drainflow Services Pty Ltd achieved the highest ranking and was the only Tenderer to meet the acceptable minimum score for each of the Qualitative Weighted Assessment.

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

Tenderer	Ranking
Drainflow Services	1
Riverjet	2

Pricing for the Services Offered (Not Weighted)

A calculation based on the individual tenderer's submitted schedule for rates and the City's estimated requirement was used to provide a projected cost over the initial two year contract period. Based on the information provided, tenderers have been ranked as per the table below:

Tenderer	Ranking
Riverjet	1
Drainflow Services	2

Value for Money Assessment

The Tender submission from Drainflow Services satisfied the overall value for money assessment. Refer to Confidential Attachment for detailed information.

Overall Assessment and Comment

The tender submission from Drainflow Services achieved the highest ranking overall 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 – Built Environment

3.4 Activated Places

3.4.2 Provide safe spaces, centres and facilities through our infrastructure management and designs for community benefit and recreation

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-007 Purchasing	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage
Risk Title	Risk Rating
CO-008 Contract Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage
Risk Title	Risk Rating
CO-O13 Workplace Health and Safety	Low
Accountability	Action Planning Option
Corporate Strategy and Performance	Manage

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Risk Title	Risk Rating
CO-O23 Safety of Community	Low
Accountability	Action Planning Option
Corporate Strategy and Performance	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Corporate Risk Register. Action plans have been developed to manage these risks to improve the existing management systems.

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 Drainflow Services has been assessed with a 'satisfactory' financial capacity to meet the requirements of the contract.

Performance Risk

Drainflow Services is City's current Contractor and has demonstrated the capacity and experience to fulfil the contract requirements.

Independent reference checks have also indicated that Drainflow Services has shown a high level of professionalism at all times and has provided a high standard of service while providing competitive pricing and maintaining a high level of safety management.

Social and Environmental Considerations

The City's standard schedule was included in the Request for Tender documentation. Drainflow Services submission stated the business had an Environmental Management System of which has been independently certified. It has also stated that all uncontaminated stormwater waste material was being recycled and where possible, was being processed into garden mulch.

Broader Economic Impact Implications for the City of Wanneroo

Drainflow Services submission indicated that goods and services will be source locally and 35% of its employees live within the City of Wanneroo.

Policy Implications

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

Financial (Budget) Implications

The annual costs associated with the Cleaning and CCTV Inspection of Stormwater Pollutant Traps and Other Drainage Infrastructures for a period of Two (2) Years with one (1) Twelve (12) month option to extend are estimated to be in the order of \$1.5m and included in the Asset Maintenance Service Unit Operational Budget.


There is no planned change to service levels from the existing 2019/20 program of works, although there is an estimated 4.1% increase in costs per annum for expenditure in 2020/21 due to growth in drainage assets being maintained.

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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 Drainflow Services Pty Ltd for Tender 19133, for the Cleaning and CCTV Inspection of Stormwater Pollutant Traps and Other Drainage Infrastructures for a period of Two (2) Years with a Twelve (12) month option to extend.

SUBMITTED BY MAINTENANCE ENGINEER



SIGNATURE

20/2/2020
DATE

REVIEWED BY MANAGER CONTRACTS & PROCUREMENT



SIGNATURE

20/2/2020
DATE

ENDORSED BY MANAGER ASSET MAINTENANCE



SIGNATURE

21/2/2020
DATE

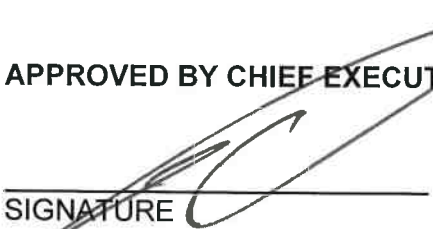
RECOMMENDED BY DIRECTOR ASSETS



SIGNATURE

21.2.2020
DATE

APPROVED BY CHIEF EXECUTIVE OFFICER



SIGNATURE

3.3.2020
DATE