



TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER
CC: MANAGER ASSETS MAINTENANCE
FROM: DIRECTOR ASSETS
FILE REF: 20/190398
DATE: 04 June 2020

TENDER 20076 - PROVISION OF FIRE SERVICES: TESTING, SERVICING, MAINTENANCE AND TRAINING FOR A PERIOD OF THREE (3) YEARS

Issue

To consider Tender No: 20076 for the Provision of Fire Services: Testing, Servicing, Maintenance and Training for a Period of Three (3) Years.

Background

The City is seeking to appoint a suitably qualified and experienced contractor to provide Statutory inspections, maintenance, testing and training for fire detection and suppression equipment at all City assets. This is a recurring contract for a period of three (3) 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 expires on 6 June 2020.

Detail

Tender 20076 for the Provision of Fire Services: Testing, Servicing, Maintenance and Training was advertised on 14 March 2020 and closed on Tuesday 31 March 2020. A total of three (3) addenda were issued in response to clarifications sought and which did not change the intent or scope of work included to the original tender document.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Lump Sum and Schedule of Rates
Contract Duration	3 years
Commencement Date	June 2020
Expiry Date	June 2023
Extension Permitted	Yes, 2 periods of 12 months.

Tender submissions were received from the following:

- BurkeAir Pty Ltd trading as BSA | Maintain
- Critical Fire Protection & Training Pty Ltd
- E Group Holdings PL T/a e Fire & Safety
- Essential Fire Services Pty Ltd

- Fire Power Australia Pty Ltd
- Fire Services Australia (WA) Pty Ltd
- Grosvenor Engineering Group Pty Ltd
- Jaypoint Nominees Pty Ltd T/A Hechs Fire
- Paull and Warner Resources Pty Ltd
- Protector Fire Services Pty Ltd ATF Benseman Family Trust T/As Protector Fire Services
- Wormald Australia Pty Ltd
- Workpower Incorporated

The Tender Evaluation panel comprised:

- Coordinator Building Maintenance (Asset Maintenance),
- Technical Officer Building Maintenance South (Asset Maintenance),
- Technical Officer Horticulture (Parks & Conservation Management),
- 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.

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 10% b. Buy Local 10% c. Reconciliation Action Plan 0% d. Disability Access & Inclusion 0%	20%
2	* OSH management systems	20%
3	* Demonstrated experience of tenderer and personnel performing the services	30%
4	* Methodology, resources and capacity for maintenance services	30%

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment. A minimum acceptable baseline for Qualitative Criteria was required together with acceptable minimum scores required for each designated qualitative criterion indicated with * in the table above.

The tenders received from; BSA | Maintain, Essential Fire Services, Fire Power Australia, Grosvenor Engineering Group, Hechs Fire, Paull and Warner Resources, Protector Fire Services and Wormald Australia, were deemed non-conforming due to incomplete pricing to various line items within the Price Schedules.

Evaluation Criteria 1 – Sustainable (Corporate Social Responsibility) Procurement (20%)

Evidence of Sustainable (Corporate Social Responsibility) Procurement was assessed based on the tenderers' responses provided within the Questionnaires provided in Schedules 3A and 3B which were included in the tender documentation.

Evaluation Criteria 1a – Environmental Considerations (10%)

The City is committed to procuring goods and services that have the most positive environmental, social and economic impacts over the entire life cycle of a product or service. Tenderers were encouraged to provide the credentials of any environmental claims for the goods and/or services being submitted in this Tender.

Based on Schedule 3A as submitted, tenderers are ranked as below:

Tenderer	Ranking
Fire Services Australia	1
Critical Fire Protection & Training	2
e Fire & Safety	3
Workpower Incorporated	4

Evaluation Criteria 1b – Buy Local (10%)

The City encourages the development of competitive local businesses within the geographical boundaries of the City first and secondly within the broader region. This commitment includes, but is not limited to:

- Purchasing locally made and sourced goods / services;
- Inviting local businesses to participate in quotation, tender and expressions of interest opportunities;
- Providing an advantage to businesses based within the City's boundaries;
- Providing an advantage to businesses, which can demonstrate economic benefit to the City's community such as employing local residents/sub-contractors and/or purchasing goods/services from local providers.

Based on Schedule 3B as submitted, tenderers are ranked as below:

Tenderer	Ranking
Critical Fire Protection & Training	1
Workpower Incorporated	2
e Fire & Safety	3
Fire Services Australia	4

The combined assessment of responses provided by the tenderers for evidencing Sustainable (Corporate Social Responsibility) Procurement resulted in the following consolidated ranking:

Tenderer	Ranking
Critical Fire Protection & Training	1
Fire Services Australia	2
e Fire & Safety	3
Workpower Incorporated	4

Evaluation Criteria 2 - OSH demonstrated working documents (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
Critical Fire Protection & Training	1
e Fire & Safety	1
Fire Services Australia	3
Workpower Incorporated	4 *

*Workpower Incorporated failed to meet the minimum acceptable score for this criterion.

Evaluation Criteria 3 - Demonstrated experience of tenderer and personnel performing the services (20%)

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 credentials of the tendering entity and personnel performing the services to fulfil the requirements of the contract.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Critical Fire Protection & Training	1
e Fire & Safety	2
Workpower Incorporated	2
Fire Services Australia	4 *

*Fire Services Australia failed to meet the minimum acceptable score for this criterion.

Evaluation Criteria 4 – 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.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Critical Fire Protection & Training	1
Workpower Incorporated	2
e Fire & Safety	3
Fire Services Australia	4 *

*Fire Services Australia failed to meet the minimum acceptable score 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:

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

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

Tenderer	Ranking
Critical Fire Protection & Training	1
e Fire & Safety	2
Workpower Incorporated	3
Fire Services Australia	4

Pricing for the Goods and Services Offered (Not Weighted)

A calculation based on the individual tenderer's lump sum and the City's estimated requirement for items included to a submitted schedule of rates was used to provide a projected cost over the initial three (3) year contract period. Please refer to the Confidential Attachment for detailed pricing analysis.

Based on the information provided, tenderers have been ranked as per below:

Tenderer	Ranking
Fire Services Australia	1 **
Critical Fire Protection & Training	2
e Fire & Safety	3
Workpower Incorporated	4 **

** Indicates tenderers who failed to meet the required minimum score for each designated qualitative criteria and as such were not included to the VFM assessment.

Value for Money (VFM) Assessment

The combined assessment of Price and Qualitative Scores resulted in the following tender ranking:

Tenderer	Ranking
Critical Fire Protection & Training	1
e Fire & Safety	2

Overall Assessment and Comment

The tender submission from Critical Fire Protection & Training achieved the highest ranking 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:

- “3 *Environment (Built)*
 - 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-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-O22 Environmental Factors	High
Accountability	Action Planning Option
Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
CO-O23 Safety of Community	Low
Accountability	Action Planning Option
Director Community and Place	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 Critical Fire Protection & Training Pty Ltd has been assessed with a ‘sound’ financial capacity to meet the requirements of the contract. Recommendations stemming from the financial risk assessment will be incorporated into the terms of the contract.

Performance Risk

Critical Fire Protection & Training Pty Ltd is the City's incumbent contractor for this service and has previously demonstrated it has the capacity and experience to fulfil the contract requirements over an extended period.

Independent reference checks have also indicated that the recommended tenderer is reliable and produces work to a very high standard while maintaining alignment to budget and scheduling requirements without dispute or incident.

Critical Fire Protection & Training Pty Ltd advises it has not been involved in any disputes or claims and it has not received or issued any notices of default over the past five (5) years.

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 Fire Services: Testing, Servicing, Maintenance and Training are included in the annual Asset Maintenance Service Unit Operational Budget.

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 Critical Fire Protection & Training Pty Ltd for Tender 20076, for the Provision of Fire Services: Testing, Servicing, Maintenance And Training for a Period of Three (3) Years, with two (2), 12-month options to extend at the City's discretion and as per the lump sum of \$104,578.08 and schedule of rates in the tender submission.