



City of  
Wanneroo

## MEMORANDUM

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**TO:** CHIEF EXECUTIVE OFFICER

**CC:** MANAGER INFRASTRUCTURE CAPITAL WORKS

**FROM:** DIRECTOR ASSETS

**FILE REF:** 40747 20/293377

**DATE:** 30 SEPTEMBER 2020

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### **TENDER 20166 SUPPLY AND INSTALLATION OF CAUTIONAL AND DIRECTIONAL TACTILE GROUND SURFACE INDICATORS**

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#### **Issue**

To consider Tender No. 20166 for the Supply and Installation of Cautional and Directional Tactile Ground Surface Indicators.

#### **Background**

The incorporation of tactile cautional and directional indicators at pram ramps and other pedestrian crossings is a well-established practice aligned with industry best practice, the Disability Access and Inclusion Plan, scope requirements of previous footpath contracts and the expiring Cautional and Directional Tactile Ground Surface Indicators RFQ 19184.

The scope of works covers the supply and installation of thin compressed precast concrete product (or equivalent technical alternative) on an annual supply basis with a comprehensive Schedule of Rates included in the tender.

The City's internal stakeholder requirements were reviewed prior to tendering and the specification has incorporated the most appropriate surface indicator type necessary to provide the best fit for purpose long term service life tactile treatments.

#### **Detail**

Tender No. 20166 for the Supply and Installation of Cautional and Directional Tactile Ground Surface Indicators was advertised on 8 August 2020 and closed on Tuesday 25 August 2020.

No Addenda were issued.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Minor Works
Contract Type	Schedule of Rates
Contract Duration	3 Years
Commencement Date	1 November 2020
Expiry Date	31 October 2023
Extension Permitted	Yes, Two periods of 12 months
Rise and Fall	Maximum Perth All Groups CPI increases upon extensions.

At the expiry of the initial 3 year contract period, the City may consider extending the contract for two additional periods of one year each or part thereof. Any extension will be in accordance with the terms and conditions contract and at the discretion of the City.

Only one tender submission was received which was from the following company:

Safety Tactile Pave Pty Ltd trading as Safety Tactile Pave

This tender was deemed to be conforming and was consequently included in the evaluation process.

The Tender Evaluation Panel (TEP) comprised:

Coordinator Construction  
Projects Engineer  
Acting Construction Engineer  
Coordinator Design  
Coordinator Safety Systems

### 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). The PEP included the following selection criteria:

Item No	Description	Weighting
1	Sustainable Procurement (Corporate Social Responsibility) <ul style="list-style-type: none"> <li>Environmental Considerations 5%</li> <li>Buy Local 10%</li> <li>Reconciliation Action Plan 5%</li> <li>Disability Access &amp; Inclusion 5%</li> </ul>	25%
2	Occupational Health and Safety	20%
3	Experience	35%
4	Resources and Capacity	20%
5	Pricing based on Schedule of Rates (assessed based exclusively on Value for Money principles)	Not weighted

**Evaluation Criteria 1 – Sustainable Procurement (Corporate Social Responsibility) (25%)**

**Sub Criteria a)- Environmental Considerations (5%)**

An assessment was made to determine the ranking based on tenderers' environmental policy and practices.

The assessment of this criterion determined the following result:

<b>Tenderer</b>	<b>Ranking</b>
Safety Tactile Pave	1

**Sub Criteria - Buy Local (10%)**

An assessment was made to determine the ranking based on the responses provided, detailing the following information:

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

The assessment of this criterion determined the following result:

<b>Tenderer</b>	<b>Ranking</b>
Safety Tactile Pave	1

**Sub Criteria - Reconciliation Action Plan (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, development and mentoring

The assessment of this criterion determined the following result:

<b>Tenderer</b>	<b>Ranking</b>
Safety Tactile Pave	1

**Sub Criteria - Disability Access & Inclusion (5%)**

An assessment was made to determine the ranking based on the responses provided that relate to:

- People with disabilities have the same buildings and facilities access opportunities as other people
- People with disabilities receive information in a format that will enable them to access information as readily as other people are able to access it.

- People with disabilities receive the same level and quality of service from staff as other people receive.
- People with disabilities have the same opportunities as other people to make complaints.
- People with disabilities have the same opportunities as other people to participate in any employment opportunities.

The assessment of this criterion determined the following result:

<b>Tenderer</b>	<b>Ranking</b>
Safety Tactile Pave	1

Overall Safety Tactile Pave scored well in the areas of Buy Local, Reconciliation Action and Access and Inclusion. There is improvement required in the environmental considerations criteria.

### **Evaluation Criteria 2 – Occupational Health and Safety (20%)**

Evidence of safety management policies and practices was assessed based on the submission documentation received. The assessment for safety management included an evaluation of the tenderer's response to a customised Occupational Health and Safety Management System Questionnaire included within the tender and other documentation.

The assessment of this criterion determined the following result:

<b>Tenderer</b>	<b>Ranking</b>
Safety Tactile Pave	1

Based on the information supplied for assessment, Safety Tactile Pave achieved a score above the minimum acceptable score for this criterion.

### **Evaluation Criteria 3 – Experience (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 tenderer's credentials to fulfil the requirements of the contract.

The assessment of this criterion has determined the following result:

<b>Tenderer</b>	<b>Ranking</b>
Safety Tactile Pave	1

Based on the information supplied for assessment, Safety Tactile Pave achieved a score above the minimum acceptable score for this criterion.

### **Evaluation Criteria 4 - Tenderer's resources and capacity to meet the requirements of the Contract (20%)**

Safety Tactile Pave's resources as presented in its 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, workshop support to manage the contract and method of delivery.

The assessment of this criterion has determined the following result:

<b>Tenderer</b>	<b>Ranking</b>
Safety Tactile Pave	1

Based on the information supplied for assessment, Safety Tactile Pave achieved a minimum acceptable score for this criterion.

#### **Evaluation Criteria 5 - Pricing for the Goods and Services Offered (Not Weighted)**

Safety Tactile Pave priced all required line items.

Price evaluation is based on the tendered schedule of rates and is a non-weighted assessment consideration.

An assessment was made of Safety Tactile Pave's tender submission based on a schedule of rates pricing assessment scenario developed to approximate estimated annual total expenditure which was comprised of the tendered rates. Please refer to the Confidential Attachment for details on the pricing assessment.

Pricing is not included in the qualitative criteria and is considered as part of the overall Value for Money (VFM) assessment.

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

Safety Tactile Pave's submission was reviewed by the TEP in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan with the following key observations:

- Price is not weighted and is included in the overall value for money assessment.
- Based on the information supplied for assessment, the Tenderer achieved a minimum acceptable score for the qualitative criteria.

The tenderers' bid was evaluated in accordance with the selection criteria and was assessed as having the necessary resources, previous experience, capability, quality and safety management systems to undertake the tender.

#### **Consultation**

Internal consultations had occurred prior to tenders being called to ensure that the requirements were addressed by the specification and other contract provisions.

Broader community engagement is undertaken as required pending the site specific details and extent of work.

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

The tender submission from Safety Tactile Pave 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.

The Confidential Attachment provides commentary comparing existing contract rates with tendered rates.

## 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 within 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.*

#### 3.5 Connected and Accessible City

3.5.1 *Deliver local transport infrastructure including roads, footpaths and cycleways to improve accessibility.”*

## Enterprise Risk Management Considerations

Risk Title	Risk Rating
ST-S04 Integrated Infrastructure & Utility Planning	Moderate
Accountability	Action Planning Option
Director Planning & Sustainability and Director Assets	Manage

Risk Title	Risk Rating
CO-O17 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
CO-O20 Productive Communities	Moderate
Accountability	Action Planning Option
Director Community and Place	Manage

The above risks have been identified and considered within the City's Strategic and Corporate risk register. Action plans have been developed to accept this risk to support 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 by Corporate Scorecard Pty Ltd advised that Safety

Tactile Pave has been assessed with a satisfactory financial capacity to meet the requirements of the contract.

#### Performance Risk

Safety Tactile Pave has successfully completed a number of works for a variety of listed reputable clients with services provided as required and is experienced in servicing local government and other government instrumentality needs with listed referees including large government entities. Safety Tactile Pave has also been a contracted supply and install service provider on several projects for the City of Wanneroo.

An independent reference check on the recommended tenderer was not undertaken on the basis that strongly favourable annual contract performance reports have been received from City officers throughout performance periods associated with the expiring contract.

Operational risk and mitigation will be addressed through the risk assessment process of the project management framework. Prior to the commencement of works, the appointed contractor will be required to complete the online safety induction with supplementary safety inductions to project sites when applicable throughout the contract. Ongoing auditing of the contractor's work practices during the course of the works will be undertaken to ensure compliance with the OHS requirements.

#### **Policy Implications**

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

#### **Financial (Budget) Implications**

Based on the tenderer's schedule of rates, the historic quantity, types of construction works carried out and the capital projects program, a calculation was made to determine the total annual estimated value of the works for the contract period which is predicted to approximate \$100,000 and shall be accommodated from project budgets within the annual capital works budget.

**Recommendation**

**That the Chief Executive Officer ACCEPTS the submission by Safety Tactile Pave for Tender No. 20166, for the Supply and Installation of Cautional and Directional Tactile Ground Surface Indicators, as per the schedule of rates in the tender submission for a Period of 3 years in accordance with the Conditions of Tendering with an option to extend the contract for up to a further two, 12 month periods, or part thereof at the City's discretion.**