

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER ASSET MAINTENANCE

FROM: DIRECTOR ASSETS

FILE REF: 20/529405

DATE: 7 DECEMBER 2020

TENDER 20185 - LIGHT VEHICLE SERVICING AND REPAIRS

Issue

To consider Tender No: 20185 for Light Vehicle Servicing and Repairs, for a period of two (2) years with options to extend, at the City's discretion, for a further two (2), twelve (12) month terms or part thereof.

Background

The City owns a fleet of 150 passenger and light commercial vehicles that require servicing at regular intervals in accordance with the manufacturers' recommendations. This results in approximately 180 light fleet services being required per annum.

The City operates a heavy plant workshop at its Ashby Operations Centre that is utilised for the servicing and repairs to trucks, tractors, construction equipment, large buses and trailers. The City also operates a small plant workshop at its Ashby Operations Centre that is utilised for the servicing and repairs to mowers, shredders, slashers and hand operated equipment. Neither of these workshops have the staff or workshop space capacity to undertake light fleet servicing.

Light fleet servicing for the City has been undertaken by Carcare Motor Company Pty Ltd under Contract No. 17155, which was for three one-year terms commencing 18 December 2017. The contract expires on 17 December 2020.

Detail

Tender 20185 for the Light Vehicle Servicing & Repairs was advertised on 24 October 2020 and closed on 10 November 2020. One (1) addendum was issued to include a price for the servicing of heavy use vehicles.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods & Services
Contract Type	Schedule of Rates
Contract Duration	2 Years

Item	Detail
Commencement Date	18 December 2020
Expiry Date	17 December 2022
Extension Permitted	Yes, 2 periods of 12 months or part thereof.
Rise and Fall	Perth All Groups CPI increases every 12 months

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
Carcare Motor Company Pty Ltd	Carcare Joondalup	Carcare
The Trustee for SWGT Unit Trust	Grand Toyota Wangara (non-conforming)	Grand Toyota

The tender submitted from Grand Toyota was assessed to be non-conforming due to an incomplete price schedule and was unable to be further assessed.

The Tender Evaluation panel (TEP) comprised:

Coordinator Fleet Maintenance - Fleet Maintenance

Technical Officer Horticulture - Parks Contracts Team

Technical Officer Building Maintenance - Building Maintenance

Coordinator Safety Systems - Safety and Injury Management

Technical Officer - Contract Administrator - Asset Maintenance

Probity Oversight

Oversight to the tender assessment process was undertaken by the City's A/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 Procurement a) Environmental Considerations 5% b) Buy Local 15% c) Reconciliation Action Plan 2.5% d) Access and Inclusion Plan 2.5%	25%
2	*Occupational Health and Safety	20%
3	*Experience	25%
4	*Methodology, Resources & Capacity	30%
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. Tenderers must achieve a minimum acceptable qualitative score (as determined by the City) and for each of the qualitative criteria detailed above (*) to be considered for further evaluation.

Evaluation Criteria 1 – Sustainable Procurement (25%)

Environmental Considerations (5%)

The assessment for environmental management systems and considerations was based on the tenderer's responses to the Environmental Considerations Questionnaire included within the tender documentation.

Buy Local (Broader Economic Impact Implications for the City of Wanneroo) (15%)

The assessment for buy local considerations was based on the tenderer's responses to the Buy Local Questionnaire included within the tender documentation.

Reconciliation Action Plan (RAP) (2.5%)

The assessment for reconciliation action plan (RAP) considerations was based on the tenderer's responses to the RAP Questionnaire included within the tender documentation.

Access & Inclusion Plan (AIP) (2.5%)

The assessment for access and inclusion plan (AIP) considerations was based on the tenderer's responses to the Access and Inclusion Questionnaire included within the tender documentation.

Evaluation Criteria 2 – OSH (20%)

Evidence of safety and quality management policies and practices was assessed from the tenderer's submission. The assessment for safety management was based on the tenderer's responses to an Occupational Health and Safety Management System Questionnaire included within the tender documentation. Carcare provided details of their safety management systems which exceeded the minimum acceptable qualitative score.

Evaluation Criteria 3 – Experience (25%)

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 Carcare exceeding the minimum acceptable qualitative score:

Evaluation Criteria 4 – Methodology, Resources & Capacity (30%)

The tenderer's resources and methodologies of applying those resources as presented in its tender submission were assessed in order to evaluate its capacity to meet the requirements of the contract. Assessment of this criterion considered the tenderer's workshop, plant/equipment, vehicles and staff resources available to undertake and manage the contract. The assessment of this criterion has resulted Carcare exceeding the minimum acceptable qualitative score.

Overall Qualitative Weighted Assessment

Carcare's submission was assessed as having suitable safety systems, experience and resources to carry out the requirements of the contract.

Value for Money Assessment

A comparison of Carcare's pricing in the proposed contract shows no significant change to the current contract rates. It is noted that out of seven tenderers in the previous Tender 17155, Carcare was the second highest (best) ranked in regard to pricing.

Overall Assessment and Comment

The tender submission from Carcare 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 strategy of the Strategic Community Plan 2017/18 – 2026/27:

Economy - Outcome 2.1 Local Jobs

2.1.2 Build capacity for businesses to grow

Civic Leadership – Outcome 4.2 Good Governance

4.2.3 Ensure return on investment and well maintained assets through development and implementation of a strategic asset management framework

Enterprise Risk Management Considerations

This tender addresses Enterprise Risk IN-029 - Asset Maintenance – inability to maintain assets fit for purpose, and forms part of the controls already in place:

- Work schedules and documented programs and contracts;
- Technical standards and specifications; and
- Contracts in place.

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

Performance Risk

Carcare has supplied light vehicle servicing and repairs to the City since 2014 and has performed satisfactorily. There have been no contract disputes.

Policy Implications

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

Financial (Budget) Implications

The costs associated with Light Vehicle Servicing and Repairs are included in the 2020/2021 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 Carcare Motor Company Pty Ltd for Tender 20185, for Light Vehicle Servicing and Repairs, as per the schedule of rates in the tender submission for an initial period of two (2) years with two (2) twelve (12) month, or part thereof, options to extend at the City's discretion.