

## **TENDER RECOMMENDATION REPORT**

**TO:** CHIEF EXECUTIVE OFFICER

**CC:** DIRECTOR ASSETS

**FROM:** MANAGER PARKS AND CONSERVATION MANAGEMENT

**FILE REF:** 40217 20/448858

**DATE:** 14 December 2020

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**TENDER 20072: PARKS AND STREETScape MAINTENANCE OF BANKSIA GROVE, CLARKSON (CATALINA ESTATE), ALKIMOS, EGLINTON AND JINDALEE**

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### **Issue**

To consider the decline of all tender submissions relating to Tender No: 20072 for the Parks and Streetscape Maintenance within the City of Wanneroo with two (2) separable portions; Portion One (1) Banksia Grove, Clarkson (Catalina Estate) and; Portion Two (2) Alkimos, Eglinton and Jindalee for a period of two (2) years with options to extend, at the City's discretion for a further two (2), one (1) year terms or part thereof.

### **Background**

Parks and streetscape maintenance for Portion one (1) was undertaken by LD Total under the short term contract 19086, with the last rotation completed on 1 October 2020. Works are currently being undertaken on a quotation basis. Parks and streetscape maintenance for Portion two (2) of this Tender are currently undertaken by Environmental Industries under contract 18029, expiring 3 June 2021. On award of the Tender these sites will be removed from contract 18029.

### **Detail**

Tender 20072 for the Provision of Parks and Streetscape Maintenance for Banksia Grove, Clarkson (Catalina Estate), Alkimos, Eglinton and Jindalee was advertised on 9 July 2020 and closed on 7 August 2020.

Seven (7) Addenda were issued in response to Q&A.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Fixed Lump Sum
Contract Duration	Two (2) years
Commencement Date	December 2020
Expiry Date	December 2022
Extension Permitted	Yes, two (2) periods of one (1) years.

Tender submissions were received from the following companies:

ELM WA Pty Ltd	(ELM)
Environmental Industries Pty Ltd	(Environmental Industries)
Horizon West Landscaping & Irrigation Pty Ltd	(Horizon West)*
Intelife Group Ltd	(Intelife)
Landscape Elements	(Landscape Elements)
Landscape Maintenance Solutions	(Landscape Maintenance Solutions)
Firhill Group Pty Ltd T/A MCL Commercial Services	(MCL)
Sanpoint Pty Ltd T/A LD Total	(LD Total)*
Skyline Landscape Services Group Pty Ltd	(Skyline Landscape)
LLS Australia Pty Ltd T/A Lochness Landscape Services	(Lochness Landscape)

- \* It should be noted that the Tender submissions from Horizon West and LD Total were found to be non-conforming and therefore not evaluated further. Please refer to the Confidential Attachment for further details.

The Tender Evaluation panel comprised:

- Specialist Parks Contracts – Parks and Conservation Management
- Technical Officer Horticulture – Parks and Conservation Management
- Senior Project Officer – Waste Management – Waste Services
- Occupational Safety and Health Officer – People and Culture

### Probity Oversight

Oversight to the tender assessment process was undertaken by an external Probity Advisor (William Buck Consulting (WA) Pty Ltd) and the City's Contracts Officer.

Please refer to the Confidential Attachment for reference to the Final Probity Advisor 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	Sustainable (Corporate Social Responsibility) Procurement a. Environmental Considerations 5% b. Buy Local 10% c. Reconciliation Action Plan 2.5% d. Disability Access & Inclusion 2.5%	20%
2	*OSH	20%

3	* Demonstrated experience relative to this tender	30%
4	* Methodology for Streetscape Maintenance Services – demonstrated understanding of the methodology to deliver the services and allocation of sufficient resources to undertake the services	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.

As the scope of works to each Separable Portion are identical, assessment to the sustainable procurement and other qualitative evaluation criteria were assessed as a combined undertaking. Pricing and the overall Value for Money assessment was then separately undertaken against each Tenderer's submission to determine the relevant value for money outcome for each Separable Portion.

**Evaluation Criteria 1 – Sustainable Procurement (20%)**

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

**Environmental Considerations (5%)**

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

All Tenderers provided details of their environmental considerations within Schedule 3A, with the following ranking:

Tenderer	Ranking
Landscape Elements	1
Skyline Landscape	1
ELM	3
Environmental Industries	3
Lochness Landscape	5
Intelife	6
Landscape Maintenance Solutions	7
MCL	8

**Buy Local Considerations (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.

All Tenderers provided details of their buy local considerations within Schedule 3B, with the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
MCL	1
Environmental Industries	2
Landscape Elements	3
Skyline Landscape	4
ELM	4
Intelife	4
Landscape Maintenance Solutions	4
Lochness Landscape	8

**Reconciliation Action Plan (RAP) (2.5%)**

The City's vision for reconciliation is to create an inclusive community with strong relationships across cultures based on mutual respect and understanding. The Reconciliation Action Plan (RAP) was developed to realise this vision. As part of the RAP, the City is committed to procuring goods/services from suitably qualified Aboriginal and Torres Strait Islander businesses where practical.

Tenderers were encouraged to provide how their Tender submission can contribute to the achievement of this/these outcome(s), or what similar initiatives are undertaken within their own organisation.

All Tenderers provided details of their RAP considerations within Schedule 3C, with the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Intelife	1
Landscape Elements	1
Environmental Industries	3
Skyline Landscape	4
ELM	5
MCL	5
Landscape Maintenance Solutions	5
Lochness Landscape	5

**Access & Inclusion Plan (AIP) (2.5%)**

The City’s commitment to access and inclusion is also demonstrated within the City’s core business and *Strategic Community Plan 2017/18 – 2026/27*. Consistent with the Strategic Community Plan and the City’s AIP, agents and contractors are required to read and to the extent practicable, implement the relevant strategies of the City of Wanneroo AIP.

The City encourages our agents and contractors to adopt similar initiatives as outlined in the City’s AIP within their own organisations. Tenderers are encouraged to provide how their Tender submission can contribute to the achievement of this/these outcome(s), or what similar initiatives are undertaken within their own organisation.

All Tenderers provided details of their AIP considerations within Schedule 3D, with the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
ELM	1
Intelife	1
Landscape Elements	1
Environmental Industries	4
Skyline Landscape	4
MCL	6
Landscape Maintenance Solutions	6
Lochness Landscape	6

**The overall assessment of this Sustainable Procurement evaluation criterion has resulted in the following overall ranking:**

<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
Landscape Elements	2
Intelife	3
Skyline Landscape	4
ELM	5
MCL	6
Landscape Maintenance Solutions	7
Lochness Landscape	8

**Evaluation Criteria 2 - Tenderer’s Safety and 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.

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



<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
Skyline Landscape	2
Landscape Elements	3
Intelife	4
Landscape Maintenance Solutions	5
Lochness Landscape	5
ELM*	7
MCL*	8

\*ELM and MCL failed to achieve the minimum acceptable score for this evaluation criterion.

**Evaluation Criteria 3 – Tenderer’s demonstrated experience relative to this Tender (30%)**

The tenderer’s demonstrated relevant experience in similar works and within similar environments, as presented in their respective submissions was assessed in order to evaluate their capacity to meet the requirements of the contract.

Assessment of this criterion specifically considered the tendering entity’s experience in conducting large scale park and streetscape within busy urban environments.

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

<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
ELM	2
Landscape Elements	2
Landscape Maintenance Solutions	2
Intelife	5
Lochness Landscape	5
Skyline Landscape	7
MCL	7

All tenderers achieved an acceptable score to this evaluation criterion.

**Evaluation Criteria 4 - Tenderer’s understanding of the required methodology (30%)**

Assessment of this evaluation criterion considered the tenderer’s ability to demonstrate an understanding of the methodology required in order to manage the contract. Assessment of the criterion also considered the Tenderer’s staff resources and qualifications, vehicles and plant/equipment in order to meet the terms of the contract.

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

<b>Tenderer</b>	<b>Ranking</b>
Landscape Elements	1
Environmental Industries	2
Landscape Maintenance Solutions	2
Skyline Landscape	2
ELM	5

Intelife	6
MCL	6
Lochness Landscape	6

All tenderers achieved an acceptable score to this evaluation 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 and is included in the overall value for money assessment; and
- Responses were evaluated in accordance with the selection criteria as to having the necessary resources, previous experience, capability and safety management systems to undertake the contract.

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

Tenderer	Ranking
Environmental Industries	1
Landscape Elements	2
Skyline Landscape	3
Landscape Maintenance Solutions	4
ELM*	5
Intelife	6
Lochness Landscape	7
MCL*	8

\*ELM and MCL failed to achieve the minimum acceptable score for the Safety and Quality Management Systems evaluation criterion and did not proceed to the value for money assessment stage.

### Price Assessment

Price assessment is assessed on the tendered fixed lump sum pricing as listed in Pricing Schedules 1C and 1D. Prices are ranked from lowest to highest, with all details listed in the Confidential Attachment.

Price assessment for Separable Portion 1 (Banksia Grove, Clarkson (Catalina Estate)) resulted in the following ranking:

Tenderer	Ranking
Environmental Industries	1
ELM*	2
Landscape Maintenance Solutions	3
Landscape Elements	4
Skyline Landscape	5
Lochness Landscape	6
Intelife	7
MCL*	8

Price assessment for Separable Portion 2 (Alkimos, Eglington and Jindalee) resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
ELM*	2
Landscape Maintenance Solutions	3
Skyline Landscape	4
Lochness Landscape	5
Landscape Elements	6
MCL*	7
Intelife did not submit a price for Portion 2	

\* ELM and MCL failed to achieve the minimum acceptable score for the Safety and Quality Management Systems evaluation criterion and did not proceed to the value for money assessment stage.

### **Value for Money (VFM) Assessment**

Environmental Industries, Intelife, Landscape Elements, Landscape Maintenance Solutions, Skyline Landscape and Lochness Landscape met the minimum acceptable baseline for Qualitative Criteria and therefore progressed to the Value for Money Assessment.

The combined assessment of Price vs Qualitative Scores resulted in the following tenderer ranking for Separable Portion 1 (highest to lowest):

<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
Landscape Maintenance Solutions	2
Landscape Elements	3
Skyline Landscape	4
Lochness Landscape	5
Intelife	6

The combined assessment of Price vs Qualitative Scores resulted in the following tenderer ranking for Separable Portion 2 (highest to lowest):

<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
Landscape Maintenance Solutions	2
Skyline Landscape	3
Lochness Landscape	4
Landscape Elements	5
Intelife did not submit a price for Portion 2	

### **Overall Assessment and Comment**

Environmental Industries achieved the highest ranking in the overall Qualitative weighted criteria and ranked best overall in the Value for Money Assessment for each Separable Portion. However, due to the number of contracts Environmental Industries holds with the City, a meeting was held to ensure their capacity to undertake this contract as specified in the Scope and Specification. Following a face



to face meeting with Environmental Industries, the Panel was not convinced that they were able to provide assurance of their capacity to meet the requirements of Separable Portion 1 and 2. A further assessment of the other tenderers concluded they didn't provide overall value for money to the City. It is therefore recommended both Separable Portions 1 and 2 be declined, no Tenderer has met all City requirements to undertake these works or provide value for money.

A Requests for Quotation process will be undertaken for the Provision of Parks and Streetscape Maintenance of Banksia Grove, Clarkson (Catalina Estate), Alkimos, Eglinton and Jindalee, with works carried out on a quote basis in the interim.

### 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
  - 3.2 – Enhanced Environment
  - 3.4 – Activated Places”

### Enterprise Risk Management Considerations

<b>Risk Title</b>	<b>Risk Rating</b>
CO-O01 Relationship Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy and Performance	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-O08 Contract Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy and Performance	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-O17 Financial Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy and Performance	Manage

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<b>Risk Title</b>	<b>Risk Rating</b>
CO-O22 Environmental Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Planning and Sustainability	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-O23 Safety of Community	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Community and Place	Manage

**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 Parks and Streetscape Maintenance of Banksia Grove, Clarkson (Catalina Estate), Alkimos, Eglinton and Jindalee are included in the Annual 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 DECLINES the tender submissions for Separable Portion 1, and for Separable Portion 2, for the Provision of Parks and Streetscape Maintenance of Banksia Grove, Clarkson (Catalina Estate), Alkimos, Eglinton and Jindalee.**