

## **TENDER RECOMMENDATION REPORT**

**TO:** CHIEF EXECUTIVE OFFICER

**CC:** ACTING MANAGER PARKS AND CONSERVATION  
MANAGEMENT

**FROM:** ACTING DIRECTOR ASSETS

**FILE REF:** 21/56977

**DATE:** 11 February 2021

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### **TENDER 20199: IRRIGATION MINOR WORKS**

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**Issue**

To consider Tender No: 20199 for Irrigation Minor Works.

**Background**

The City is seeking to appoint a suitably qualified and experienced Contractor to provide irrigation minor works for a period of three 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 17129 Provision of Irrigation Minor Repairs/Works and Installations expired on 20 January 2021. The final option to extend this Contract for one (1) year was not exercised as a recent review of the City's Standard Irrigation Specification was undertaken, resulting in amendments being made to some critical elements. The Scope of Works and Specifications of the current Contract also required review and amendment to ensure the correlation of both specifications.

**Detail**

Tender 20199 for Irrigation Minor Works was advertised on 7 November 2020 and closed on 24 November 2020.

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	February 2021
Expiry Date	February 2024
Extension Permitted	Yes, Two (2) periods of Twelve (12) months.

## 20199: Irrigation Minor Works

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
ELM WA Pty Ltd	ELM WA Pty Ltd	ELM
EI Irrigation Pty Ltd	Think Water Perth	Thinkwater

The Tender Evaluation Panel comprised:

- Coordinator Parks Technical Parks and Conservation
- Technical Officer – Turf and Irrigation Parks and Conservation
- Construction Project Officer Infrastructure Capital Works
- Coordinator Safety Systems 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	30%
4	Available resources and Capacity	30%

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

Conforming Tender submissions were received from the following respondents:

- ELM
- Thinkwater

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

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

**a) 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. Respondents are encouraged to provide credentials of any environmental claims of the goods and/or services being submitted in this Quotation.

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

Respondent	Ranking
Thinkwater	1
ELM	2

**b) 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.

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

Respondent	Ranking
Thinkwater	1
ELM	2

**c) 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.

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

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

Respondent	Ranking
Thinkwater	1
ELM	2

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

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

<b>Respondent</b>	<b>Ranking</b>
Thinkwater	1
ELM	1

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

<b>Respondent</b>	<b>Ranking</b>
Thinkwater	1
ELM	2

**Evaluation Criteria 2 - OSH - Respondent's Safety and Quality Management Systems (20%)**

Evidence of safety and quality management policies and practices was assessed from the submissions. The assessment for safety management was based on the responses to an Occupational Health and Safety Management System Questionnaire included within the tender documentation.

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

<b>Respondent</b>	<b>Ranking</b>
Thinkwater	1
ELM	2

**Evaluation Criteria 3 - Tenderer's relevant demonstrated experience with achievement of meeting client expectations (30%)**

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:

## 20199: Irrigation Minor Works

<b>Tenderer</b>	<b>Ranking</b>
Thinkwater	1
ELM	2

### **Evaluation Criteria 4 -- Respondent's available resources and capacity to undertake the works (30%)**

Assessment of this evaluation criterion considered the tenderer's ability to demonstrate the available resources and capacity required in order to manage the contract. Assessment of the criterion also considered the Respondent'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>
Thinkwater	1
ELM*	2

\*ELM failed to achieve the minimum 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 evaluation 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:

<b>Tenderer</b>	<b>Ranking</b>
Thinkwater	1
ELM*	2

\*ELM failed to achieve the minimum acceptable score for the Resources & Capacity evaluation criterion and did not proceed to the value for money assessment stage. Refer to Confidential Attachment for further details.

### **Price Assessment**

Price assessment is assessed on the fixed pricing over the initial three (3) year term as listed in Pricing Schedules. Prices are ranked from lowest to highest, with all details listed in the Confidential Attachment.

<b>Tenderer</b>	<b>Ranking</b>
Thinkwater	1
ELM	2

### Value for Money Assessment

Thinkwater met the minimum acceptable baseline for Qualitative Criteria and therefore progressed to the Value for Money Assessment.

### Overall Assessment and Comment

The tender submission from Thinkwater 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 Environment
  - 3.2 – Enhanced Environment
  - 3.4 – Activated Places”

### Enterprise Risk Management Considerations

Risk Title	Risk Rating
ST-S05 Water Availability	Moderate
Accountability	Action Planning Option
Director Planning & Sustainability	Manage

Risk Title	Risk Rating
CO-O22 Environmental Management	Moderate
Accountability	Action Planning Option
Director Planning & Sustainability	Manage

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



### **Financial and Performance Risk**

#### Financial Risk

An independent financial risk assessment was undertaken as part of the tender evaluation process and was reviewed by the City's Strategic Finance business unit. Strategic Finance have assessed Thinkwater as having the financial capacity to meet the requirements of the contract. Payment for these works will only be made on satisfactory completion of the works.

#### Performance Risk

Thinkwater do not have any current and/or previous performance issues with the City and do not have any notices of disputes and/or claims.

Independent reference checks have also indicated that the recommended tenderer has the relevant experience and capacity to meet the requirements of the Contract.

### **Policy Implications**

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

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

The costs associated with Tender 20199 Irrigation Minor Works are included in the Parks and Conservation Management 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 EI Irrigation Pty Ltd T/A Think Water Perth for Tender 20199, for IRRIGATION MINOR WORKS as per the schedule of rates in the tender submission, for a period of three (3) years with two (2) twelve (12) month, or part thereof, options to extend at the City's discretion.**