

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER ASSET MAINTENANCE

FROM: ACTING DIRECTOR ASSETS

FILE REF: 21/117333

DATE: 26 March 2021

**TENDER 21014 - SWEEPING SERVICES FOR A PERIOD OF THREE (3) YEARS,
with two (2) twelve (12) month options to extend**

Issue

To consider Tender 21014 for Sweeping Services for a Period of Three (3) Years, with two (2) twelve (12) month options to extend at the City's discretion.

Background

The provision of sweeping services are proposed to continue under contract. Within the service is the provision for sweeping of roads, pathways, car parks and construction activities on both a reactive and planned (bulk) sweeping program.

The provision of sweeping services is currently undertaken by Drainflow Services Pty Ltd under Contract No. 17344 which commenced on 3 April 2018 for a period of three (3) years and is due to expire on 2 April 2021. The City and Drainflow Services mutually agreed not to exercise the contract extension option. This provided the opportunity for the City to incorporate new sustainable procurement criteria and further clarification of waste disposal costs for unscheduled sweeping events and to consider changing market conditions from the impacts of the Covid-19 pandemic.

Detail

Tender 21014 for Sweeping Services was advertised on Saturday 20 January 2021 and closed on Tuesday 5 February 2021. One Addendum issued as a clarification to the price schedule.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and/or Services
Contract Type	Schedule of Rates
Contract Duration	3 Years
Commencement Date	3 April 2021
Expiry Date	2 April 2024
Extension Permitted	Yes, 2 x 12 month, or part thereof

Tender submissions received from the following companies:

Legal Name	Trading Name	Abbreviation
Drainflow Services Pty Ltd	Drainflow	Drainflow
Environmental Wastewater Catchment Services Pty Ltd	Enviro Sweep (non-conforming)	Enviro Sweep

The tender submitted from Enviro Sweep was assessed non-conforming due to an incomplete price schedule and was therefore not included for further assessment.

The Tender Evaluation Panel comprised:

- Coordinator Engineering Maintenance
- Technical Officer Engineering Maintenance
- Maintenance Engineer
- Projects Engineer
- Coordinator Safety Systems
- Technical Officer – Contract Administration

Probity Oversight

The City's Contracts Officer provided oversight to the tender assessment process.

Tender submissions evaluated in accordance with the Procurement and Evaluation Plan (PEP) and included the following selection criteria:

Item No	Description	Weighting
N/A	Price (assessed under Value for Money)	Not Weighted
1	Sustainable Procurement Environmental Considerations (5%) Buy Local (15%) Reconciliation Action Plan (2.5%) Disability, Access and Inclusion Plan (2.5%)	25%
2	OSH	20%
3	Experience	20%
4	Resources & Capacity	15%
5	Methodology	20%

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 based on the tenderer's responses to 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 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 based on the tenderer's responses to the Reconciliation Access Plan and questionnaire included within the tender documentation.

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

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

Refer to the Confidential Memo for further details to Drainflow's Sustainable Procurement assessment.

Evaluation Criteria 2 – OSH demonstrated working documents (20%)

Evidence of safety and quality management policies and practices based on the tenderer's responses to an Occupational Health and Safety Management System Questionnaire included within the tender documentation.

Drainflow provided details of their safety management systems and exceeded the minimum acceptable qualitative score.

Evaluation Criteria 3 – Demonstrated Experience of Tenderer and Personnel providing the Services (20%)

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.

Drainflow provided details of their experience and exceeded the minimum acceptable qualitative score.

Evaluation Criteria 4 - Resources and Capacity for Maintenance Services (15%)

The Tenderer's resources and capacity as presented in their tender submission 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 and plant/equipment to manage the contract.

Drainflow provided details of their resources and capacity and exceeded the minimum acceptable qualitative score.

Evaluation Criteria 5 – Demonstrated methodology to undertake maintenance services (20%)

The tenderer's methodology as presented in their tender submission assessed on their capability to meet client expectations of the contract. Assessment of this criterion

considered the tenderer's ability to carry out works in accordance with documented understanding to meet the City's requirements.

Drainflow provided details of their methodology and exceeded the minimum acceptable qualitative score.

Overall Qualitative Weighted Assessment and Ranking

Drainflow's submission assessed as having suitable safety systems, experience, resources, capacity and a proven methodology to carry out the requirements of the contract.

Pricing Assessment

A comparison of Drainflow's pricing in the proposed contract shows an overall increase in the cost of the Services. Refer to the Confidential Memo for further details.

Overall Value for Money Assessment and Comment

The tender submission from Drainflow satisfied the overall value for money assessment in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan and recommends as the successful tenderer.

Consultation

Nil

Statutory Compliance

Tenders invited were 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 2017/18 – 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 IN-029 – Asset Maintenance – inability to maintain assets fit for purpose, and forms parts 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 Drainflow is assessed with a 'sound' financial capacity to meet the requirements of the contract.

Performance Risk

Drainflow has been the City's contractor since 2013 and has performed satisfactorily. There have been no contract disputes.

Policy Implications

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

Financial (Budget) Implications

The costs associated with Tender No: 21014 for Sweeping Services are included in the 2020/21 and future operational budgets.

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 Drainflow Services Pty Ltd for Tender 21014, for SWEEPING SERVICES FOR A PERIOD OF THREE (3) YEARS WITH TWO (2), TWELVE (12) MONTH, OR PART THEREOF, OPTIONS TO EXTEND AT THE DISCRETION OF THE CITY, as per the schedule of rates in the tender submission.