

## **TENDER RECOMMENDATION REPORT**

**TO:** CHIEF EXECUTIVE OFFICER

**CC:** ACTING MANAGER PARKS AND CONSERVATION

**FROM:** ACTING DIRECTOR ASSETS

**FILE REF:** 41644 21/87440

**DATE:** 30 March 2021

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**REQUEST FOR TENDER  
20228 - MAINTENANCE SERVICES FOR BEACH ACCESS WAYS WITHIN THE  
CITY OF WANNEROO**

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### **Issue**

To consider Tender 20228 for Maintenance Services for Beach Access Ways within the City of Wanneroo.

The Contract award is for an initial period of three (3) years. There are two (2) twelve (12) month, or part thereof, options to extend at the discretion of the City.

### **Background**

The City is seeking to appoint a suitably qualified and experienced contractor required to regularly visit and inspect each of the City's formal beach access ways to complete ongoing maintenance works to ensure accessibility and aesthetics are maintained whilst allowing adequate and safe pedestrian access to the City's beaches. Natural Area Consulting Management Services previously undertook these works under contract 18211, this contract expired 17 March 2021.

### **Detail**

Public Tender 20228 for Maintenance Services for Beach Access Ways within City of Wanneroo was advertised on Saturday 16 January 2020 and closed on 16 February 2021.

Two (2) Addenda issued in response to questions raised and to extend the closing date by one week.

Essential details of the proposed contract are as follows:

<b>Item</b>	<b>Detail</b>
Contract Form	Goods and/or Services
Contract Type	Schedule of Rates
Contract Duration	Three (3) years
Commencement Date	March 2021
Expiry Date	March 2024
Extension Permitted	Yes, Two (2) twelve (12) month, or part thereof

The following companies submitted Tenders:

Legal Name	Trading Name	Abbreviation
Downer EDI Works Pty Ltd	DM Roads	DM Roads
Environmental Industries Pty Ltd	Environmental Industries	EI
Greensteam Australia Pty Ltd	Greensteam	Greensteam
Horizon West Landscape and Irrigation Pty Ltd	Horizon West	Horizon West
Intelife Group Ltd	Intelife	Intelife
Natural Area Holdings Pty Ltd	Natural Area Consulting Management Services	NACMS
Pinochle Holdings Pty Ltd	Landscape Australia Construction	Landscape Australia
Sanpoint Pty Ltd	LD Total	LD Total
Skyline Landscape Services Group Pty Ltd	Skyline	Skyline
Terry Dean	Mtech	Mtech
Workpower Incorporated	Workpower	Workpower

The Tender Evaluation Panel (**Panel**) comprised:

- Coordinator Trees & Conservation
- Coordinator Safety Systems
- Conservation Technical Officer
- Environmental Assets Officer

### 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 external Probity Advisor Final Report.

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

Q	Criteria	Weighting	Schedule Reference
1	<i>Sustainable (Corporate Social Responsibility) Procurement</i> a. <i>Environmental Considerations 5%</i> b. <i>Buy Local 15%</i> c. <i>Reconciliation Action Plan 2.5%</i> d. <i>Disability Access &amp; Inclusion 2.5%</i>	25%	3A, 3B, 3C, 3D
2	<i>*OSH</i>	20%	2
3	<i>*Demonstrated experience relative to this tender</i>	30%	3E
4	<i>*Methodology and Resources &amp; Capacity</i>	25%	3E

Pricing is not included in the qualitative criteria and considered as part of the overall value for money assessment. The Tenderer 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 the Environmental Considerations Questionnaire included within the Tender documentation.

#### **Buy Local Considerations (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 RAP 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 AIP Questionnaire included within the Tender documentation.

The assessment of Sustainable Procurement resulted in the following overall ranking:

<b>Tenderer</b>	<b>Ranking</b>
Mtech	1
LD Total	2
DM Roads	3
Horizon West	4
EI	5
Intelife	6
Greensteam	7
Workpower	8
Skyline	9
NACMS	10
Landscape Australia	11

### **Evaluation Criteria 2 - Tenderer's Occupational Health and Safety Management System (20%)**

The assessment of Occupational Health and Safety (OHS) Management System policies and practices 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>
DM Roads	1
EI	1
Skyline	1
LD Total	4
Horizon West	4
Workpower	6
NACMS	6
Landscape Australia	6
Greensteam	9
Intelife	10
*Mtech	11

\*Mtech failed to achieve the minimum acceptable qualitative score for the Occupational Health and Safety Management System evaluation criterion.

### **Evaluation Criteria 3 – Demonstrated Experience relative to this contract (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:

<b>Tenderer</b>	<b>Ranking</b>
Workpower	1
EI	1
Intelife	1
NACMS	1
LD Total	5
Horizon West	6
DM Roads	6
Greensteam	6
Skyline	6
*Landscape Australia	10
*Mtech	11

\*Landscape Australia and Mtech failed to achieve the minimum acceptable qualitative score for the Demonstrated Experience evaluation criterion.

### **Evaluation Criteria 4 - Tenderer's understanding of the required Methodology, Resources and Capacity (25%)**

Assessment of this evaluation criterion considered the Tenderer's ability to demonstrate their understanding of methodology for beach access way maintenance.

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>
Intelife	1
NACMS	1
LD Total	3
Workpower	3
EI	5
Skyline	5
DM Roads	7
Horizon West	8
*Greensteam	9
*Landscape Australia	10
*Mtech	11

\*Greensteam, Landscape Australia and Mtech failed to achieve the minimum acceptable qualitative score for the Methodology, Resources and Capacity evaluation criterion.

**Overall Qualitative Weighted Assessment and Ranking**

The overall qualitative weighted assessment resulted in the following:

<b>Tenderer</b>	<b>Ranking</b>
EI	1
Intelife	2
Workpower	3
NACMS	4
LD Total	5
DM Roads	6
Horizon West	7
Skyline	8
*Greensteam	9
*Mtech	10
*Landscape Australia	11

\*Greensteam, Mtech and Landscape Australia failed to achieve an acceptable minimum score to at least one of qualitative criteria and did not proceed to the Value for Money Assessment.

**Price Assessment (Not Weighted)**

Price assessment is based on fixed pricing over the initial three (3) year term as listed in Pricing Schedules. Tenderer ranking is from lowest cost to highest, with further details provided in the Confidential Attachment.

<b>Tenderer</b>	<b>Ranking</b>
DM Roads	1
Workpower	2
Skyline	3
Horizon West	4
NACMS	5
EI	6
LD Total	7
Intelife	8

### Value for Money (RVFM) Assessment

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

Tenderer	Ranking
Workpower	1
DM Roads	2
Horizon West	3
NACMS	4
Skyline	5
EI	6
LD Total	7
Intelife	8

### Overall Assessment and Comment

The tender submission from Workpower satisfied the overall Value for Money Assessment and Workpower are recommended 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 – 2027:

- 1.1 Healthy & Active People
  - 1.1.1 Create opportunities that encourage community wellbeing and active healthy lifestyles
- 3. Environment (Natural)
  - 3.1 Resource Management
    - 3.1.1 Minimise impacts of climate change
    - 3.1.3 Proactively manage the scarcity of water through sustainable local water management strategies
  - 3.2 Enhanced Environment
    - 3.2.1 Maximise the environmental value of beaches, nature reserves and parklands

## Enterprise Risk Management Considerations

<b>Risk Title</b>	<b>Risk Rating</b>
CO-001 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-008 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-011 People 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-017 Financial 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-020 Productive Communities	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Community and Place	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-022 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-023 Safety of Community	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Community and Place	Manage

## Financial and Performance Risk

### Financial Risk

The anticipated expected value of the contract is relatively low over the initial three-year term and the City did not undertake a financial risk assessment against the recommended tenderer. Payment of invoices occurs only following satisfactory completion of services.

### Performance Risk

Workpower (a registered Western Australian Disability Enterprise) holds a number of maintenance contracts for local government and agencies. Independent reference checks have indicated that the recommended Tenderer is able to meet the requirements of the Tender.

### **Policy Implications**

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

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

The costs associated with Beach Access Ways Maintenance within the City of Wanneroo's Natural Areas are included in the Annual Parks and Conservation Management Operational Budget.

20228 – Maintenance Services for Beach Access Ways within the City of Wanneroo

**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 Workpower Incorporated T/A Workpower for Tender 20228 Beach Access Ways Maintenance, as per the schedule of rates for a period of three (3) years, with two (2) twelve (12) month, or part thereof, options to extend at the City's discretion.**