

## **TENDER RECOMMENDATION REPORT**

**TO:** CHIEF EXECUTIVE OFFICER

**CC:** MANAGER PARKS AND CONSERVATION

**FROM:** DIRECTOR ASSETS

**FILE REF:** 42890 21/345668

**DATE:** 16 AUGUST 2021

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**REQUEST FOR TENDER**  
**21123 - MOBILE WATERING AND MAINTENANCE SERVICES OF TREES WITHIN**  
**STREETSCAPES, ARTERIAL ROADS AND ESTABLISHMENT OF NEWLY**  
**PLANTED TURF WITHIN THE CITY OF WANNEROO**

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### **Issue**

To consider Tender 21123 for Mobile Watering and Maintenance of Trees within Streetscapes, Arterial Roads and Establishment of Newly Planted Turf 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 suitable qualified and experienced contractor to undertake watering to new trees planted on the City's arterial roads and streetscapes and watering of turf during establishment period.

Manual tree watering has been undertaken for a number of years through a hybrid model of both day labour and contract. This model allows for flexibility in the delivery of this service to ensure that all newly planted trees in the City are manually watered for the first two watering seasons to improve the establishment rate of trees.

Baroness Holdings previously undertook these works under contract 17028, this contract expires on 6 September 2021.

### **Detail**

Public Tender 21123 for Mobile Watering and Maintenance of Trees within Streetscapes, Arterial Roads and Establishment of Newly Planted Turf within the City of Wanneroo was advertised on Saturday 5 June 2021 and closed on Tuesday 22 June 2021. One Addendum was issued with revised Specification.

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

Item	Detail
Contract Duration	Three (3) years
Commencement Date	September 2021
Expiry Date	September 2024
Extension Permitted	Yes, Two (2) twelve (12) month, or part thereof

The following companies submitted Tenders:

Legal Name	Trading Name	Abbreviation
Baroness Holdings Pty Ltd	Tree Planting and Watering	Baroness
Environmental Industries Pty Ltd	Environmental Industries	EI
Total Landscape Redevelopment Service Pty Ltd	Total Landscape Redevelopment Service	Total Landscape

All tender submissions were deemed conforming.

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

- Coordinator Trees & Conservation
- Coordinator Safety Systems
- Acting Technical Officer Horticulture
- Projects Officer Construction

#### **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	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%	3A, 3B, 3C, 3D
2	*OSH demonstrated working documents	20%	2
3	*Demonstrated experience of tenderer and personnel performing the service	30%	3E
4	*Methodology, Resources & Capacity for maintenance services	30%	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 (20%)**

### **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 (10%)**

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>
EI	1
Total Landscape	2
Baroness	3

## **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>
EI	1
Baroness	2
Total Landscape	3

## **Evaluation Criteria 3 – Demonstrated Experience of tenderer and personnel performing the service (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:

Tenderer	Ranking
Baroness	1
Total Landscape	1
EI	2

**Evaluation Criteria 4 - Tenderer’s understanding of the Methodology, Resources & Capacity for maintenance services (30%)**

Assessment of this evaluation criterion considered the Tenderer’s ability to demonstrate their understanding of methodology for mobile tree watering within streetscapes and arterial roads with and without traffic management and understanding of watering requirements for establishing newly laid turf.

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:

Tenderer	Ranking
Total Landscape	1
Baroness	2
EI	3

**Overall Qualitative Weighted Criteria Assessment and Ranking**

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

Tenderer	Ranking
Total Landscape	1
EI	2
Baroness	3

**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.

Tenderer	Ranking
Baroness	1
Total Landscape	2
EI	3

**Value for Money (RVFM) Assessment**

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

Tenderer	Ranking
Baroness	1
Total Landscape	2
EI	3

**Overall Assessment and Comment**

The tender submission from Baroness, whilst ranked third overall for qualitative criteria, achieved acceptable scores for all mandatory qualitative criteria and provided the lowest price. Baroness submission satisfied the overall Value for Money

Assessment and in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan is 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 2021 - 2031:

#### Goal 4: A sustainable City that balances the relationship between urban growth and the environment

##### **Priority 4.3 - Manage natural assets and resources**

*Wanneroo will be known for its successful management and use of natural assets and resources. The City will harness the use of water, wind and solar to benefit the community and natural assets such as beaches, reserves, parklands and wetlands will be managed in a way that enhances the connection of people to the natural landscape.*

#### Enterprise Risk Management Considerations

<b>Risk Title</b>	<b>Risk Rating</b>
ST – SO5 Water Availability	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Planning & Sustainability	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-022 Environmental Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Planning & Sustainability	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-020 Productive Communities	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Community & Place	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-016 Risk Management	Low
<b>Accountability</b>	<b>Action Planning Option</b>
Executive Manager Governance & Legal	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
IN-029 Asset Maintenance	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Assets	Manage

#### Financial and Performance Risk

##### Financial Risk

A Financial and Performance Assessment of Baroness financials was sought from Equifax Australasia Credit Ratings Pty. Ltd. Resulting is a 'satisfactory' rating.

#### Performance Risk

Baroness 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. Please see the Confidential Attachment for details of the reference checks.

#### **Policy Implications**

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

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

The costs associated with 21123 for Mobile watering and maintenance of trees within streetscapes, arterial within the City of Wanneroo are included in the Annual Parks and Conservation Management Operational Budget. Watering costs associated with the establishment of newly planted turf within City of Wanneroo is captured in the Capital Works Program.

#### **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 Baroness Holdings Pty Ltd T/A Tree Planting & Watering for Tender 21123 MOBILE WATERING AND MAINTENANCE OF TREES WITHIN STREETSCAPES, ARTERIAL ROADS AND ESTABLISHMENT OF NEWLY PLANTED TURF WITHIN CITY OF WANNEROO, 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.**