

## **TENDER RECOMMENDATION REPORT**

**TO:** CHIEF EXECUTIVE OFFICER

**CC:** MANAGER PARKS AND CONSERVATION MANAGEMENT

**FROM:** DIRECTOR ASSETS

**FILE REF:** 2589V5: 21/325764

**DATE:** 23 August 2021

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**TENDER 21131 : HAINSWORTH PARK IRRIGATION REPLACEMENT AND LANDSCAPE IMPROVEMENTS**

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**Issue**

To consider Tender No 21131 for the Hainsworth Park Irrigation Replacement and Landscape Improvements upgrade.

**Background**

The irrigation system at this location has reached the end of its serviceable life and is due for replacement. The landscape works include the installation of mulch to newly hydro-zoned areas around the park and the construction of mowing strips around nominated sections. This is part of the City's ongoing commitment to improve irrigation efficiencies and reduce water whilst still maintaining high quality public open space.

**Detail**

Tender 21131 for the Hainsworth Park Irrigation and Landscape Improvements upgrade was advertised on Saturday 12 June 2021 and closed on Tuesday 29 June 2021. There were three addenda issued. Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Minor Works
Contract Type	Fixed Lump Sum
Contract Duration	6 weeks
Commencement Date	13/09/21
Expiry Date	25/10/21
Extension Permitted	Nil

At close of tenders, two Tender submissions were received with one submission withdrawn prior to initial conformance audits. One conforming submission was received from the following company:

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Legal Name	Trading Name	Abbreviation
Horizon West Landscape and Irrigation Pty Ltd	Horizon West Landscape and Irrigation	Horizon West

The Tender Evaluation Panel comprised:

- Coordinator Parks Technical, Assets Maintenance
- Project Manager Construction, Infrastructure Capital Works
- Irrigation Project Officer, Assets Maintenance
- Occupational Health and Safety 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. Refer to the Confidential Attachment for reference to the Final Probity Advisor Report.

The Tender submission were evaluated in accordance with the Procurement and Evaluation Plan (PEP) which included the following selection criteria:

Item No	Description	Weighting
	Price (assessed under Value for Money)	Not Weighted
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*	25%
3	Demonstrated experience installing commercial irrigation*	30%
4	Demonstrated available resources to complete the project in the specified timeframe*	25%

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.

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

Evidence of Sustainable 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.

**The following sub-criteria were evaluated;**

*Sub-Criteria 1 - Environmental Considerations*

The City is committed to procuring goods and services that provide the most positive environmental, social and economic impacts. The submission received from Horizon West provided satisfactory details relating to the environmental considerations within Schedule 3A.

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### *Sub-Criteria 2 - Buy Local*

The City encourages the development of competitive local businesses within the City boundaries. This commitment includes but is not limited to purchasing locally, providing an advantage to businesses based in the local area and businesses that can demonstrate economic benefits to the City community e.g. Local employment. Horizon West responses to the Schedule 3B questionnaire provide satisfactory details in regards to the buy local considerations.

### *Sub-Criteria 3 - Reconciliation Action Plan*

The City values its vision of creating an inclusive community with strong relationships across cultures based on mutual respect and understanding. Horizon West advised they are Registered as a Priority Access Employer within Schedule 3C.

### *Sub-Criteria 4 - Disability Access & Inclusion*

As demonstrated within the City's AIP and Strategic Community Plan agents and contractors are required to read and to the extent practicable implement the relevant strategies. Horizon West has provided satisfactory responses relating to the Disability, Access and Inclusion considerations within Schedule 3D.

### *Overall Sustainable Procurement Summary*

Horizon West has a general commitment to the City Sustainable Procurement objectives as evidenced by the company initiatives such as reduction of CO2 emissions through changes to lighting in offices, recycling of numerous products and achieving Waterwise Irrigator Accreditation. They are locally based with a percentage of their workforce from within the City boundaries. While they recognise the RAP and AIP compliant practices, company defined policies and practices are yet to be developed.

## **Evaluation Criteria 2 - Occupational Health & Safety (25%)**

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

Horizon West's response to the Safety management System Questionnaire questions was assessed to be a superior response.

## **Evaluation Criteria 3 - Experience in installation of commercial irrigation (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.

Horizon West provided a very good response with relevant projects completed to the satisfaction of the clients.

## **Evaluation Criteria 4 - Available resources to complete within timeframe (25%)**

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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.

Horizon West provided a very good response with details of highly experienced personnel.

### **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
- The tender submission was evaluated in accordance with the qualitative criteria and weightings as detailed in the Procurement and Evaluation Plan, and assessed against sustainable procurement, relevant experience and safety management systems required to undertake contract requirements.
- Horizon West's tender submission included good evidence that the company has the necessary previous experience, resources and adequate management systems to undertake the contract.

### **Value for Money Assessment**

A Value for Money Assessment considered Horizon West's offer as value for money. The Confidential Memo to this recommendation provides further details to the value for money assessment undertaken.

### **Overall Assessment and Comment**

The tender submission from Horizon West has achieved the qualitative standard required and is considered value for money in accordance with the assessment criteria and weightings as detailed in the PEP and is therefore recommended as the successful tenderer.

### **Consultation**

Consultation with project stakeholders and the local community will occur prior to the commencement of installation works. This will be undertaken through notification of works notices and updates to the City's website.

### **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 2021 - 2031:

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**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 recent Detailed Express Check (Credit) resulted in a 'strong' financial capacity and payments for these works will only be made on satisfactory completion of the works.

Performance Risk

Horizon West Landscape and Irrigation has demonstrated the capacity and experience to deliver the tender works effectively based on their previous recent contracts with the City and other Local Councils.

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.

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**Financial (Budget) Implications**

**Capital Works:**

Based on the tenderer's lump sum of \$190,250 this is accommodated in the existing PR1661 2020/21 capital works budget.

<b>PR1661 (2021/22)</b>		
<b>Description</b>	<b>Expenditure</b>	<b>Budget</b>
<b>Budget:</b>		
Allocated Capital Works Budget for 2020/21 (PR-1661)		\$1,486,800
<b>Expenditure:</b>		
Expenditure incurred to date		
Commitment to date	\$570,447	
Tender 21131 (this Tender)	\$190,250	
<b>Total Expenditure</b>	<b>\$760,697</b>	
<b>Funds to be used for other components of PR-1661 (2020/21)</b>		<b>\$726,103</b>
<b>Total Funding</b>	<b>\$1,486,800</b>	

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**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 Horizon West Landscape and Irrigation Pty Ltd for Tender 21131 for the Hainsworth Park Irrigation Replacement and Landscape Improvements for the Fixed Lump Sum \$190,250 (ex GST), in accordance with the terms and conditions specified in the tender document.**