

## ***TENDER RECOMMENDATION REPORT***

**TO:** CHIEF EXECUTIVE OFFICER  
**CC:** MANAGER ASSET MAINTENANCE  
**FROM:** DIRECTOR ASSETS  
**FILE REF:** 43214: 21/455850  
**DATE:** 16 NOVEMBER 2021

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**TENDER 21154: PROVISION OF MECHANICAL BEACH CLEANING SERVICES**

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### **Issue**

To consider Tender No: 21154 for the Provision of Mechanical Beach Cleaning Services.

### **Background**

The City currently undertakes Mechanical Beach Cleaning services and disposal of materials at Quinns Beach, Quinns Rocks; Eden Beach, Jindalee; Shorehaven Beach, Alkimos and Yanchep Lagoon Beach, Yanchep. Additional Beaches that have not been included in the list are cleaned at a square metre rate. Cleaning is carried out on a fortnightly schedule in summer (October to April) and monthly during winter (May to September).

The current Contract 19134 effected by a request for quotation process, was awarded on 1 October 2019 for 24 months. Due to the anticipated expenditure, a new contract is required to provide for this service going forward.

### **Detail**

Tender 21154 for the Provision of Mechanical Beach Cleaning Services was advertised on 4 September 2021 and closed on 21 September 2021. No Addendum were issued.

Essential details of the proposed contract are as follows:

<b>Item</b>	<b>Detail</b>
Contract Form	Goods & Services
Contract Type	Schedule of Rates
Contract Duration	3 Years
Commencement Date	01 December 2021
Expiry Date	30 November 2024
Extension Permitted	Yes, 2 periods of 12 months.

## TENDER 21154: PROVISION OF MECHANICAL BEACH CLEANING SERVICES

Tender submissions were received from the following companies:

Legal Entity Name	Abbreviation
The trustee for M & J Bairstow Family Trust T/A Nu-Trac Rural Contracting	Nu-Trac
Skyline Landscape Services Pty Limited T/A Skyline Landscape Services	Skyline

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

- Coordinator Engineering Maintenance, Engineering Maintenance
- Coastal Engineer, Assets Maintenance
- Technical Officers Conservation, Tree & Conservation Maintenance
- Coordinator Safety Systems, Safety & Injury Management

### Probity Oversight

Oversight to the tender assessment process was undertaken by the City's Contracts Officer.

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

Item No	Description	Weighting
<b>1</b>	Sustainable Procurement a. Environmental Considerations 5% b. Buy Local 10% c. Reconciliation Action Plan 2.5% d. Disability Access & Inclusion 2.5%	20%
<b>2</b>	*OSH	20%
<b>3</b>	*Availability of Resources and Capacity	30%
<b>4</b>	*Demonstrated Experience of Similar Work	30%
	Price (assessed under Value for Money)	Not Weighted

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%)

#### Sub criteria a) Environmental Considerations (sub weighting 5%)

The assessment for environmental management systems and consideration based on the tenderer's responses to Environmental Considerations Questionnaire included within the tender documentation.

Tenderer	Ranking
Skyline	1
Nu-Trac	2

#### Sub Criteria b) Buy Local (sub weighting 10%)

The assessment for buy local considerations based on the tenderer's responses to the Buy Local questionnaire included within the tender documentation.

<b>Tenderer</b>	<b>Ranking</b>
Nu-Trac	1
Skyline	2

**Sub criteria c) Reconciliation Action Plan (RAP) (sub weighting 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.

<b>Tenderer</b>	<b>Ranking</b>
Skyline	1
Nu-Trac	2

**Sub criteria d) Access & Inclusion Plan (AIP) (sub weighting 2.5%)**

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

<b>Tenderer</b>	<b>Ranking</b>
Skyline	1
Nu-Trac	2

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

<b>Tenderer</b>	<b>Ranking</b>
Skyline	1
Nu-Trac	2

**Evaluation Criteria 2 - Tenderer's Safety Management Systems (20%)**

Evidence of safety management policies and practices was assessed from the tender submissions. The assessment for safety management was 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>
Nu-Trac	1
Skyline	2

**Evaluation Criteria 3 - Tenderer's resources and capacity to meet the requirements of the Contract (30%)**

The tenderer's resources as presented in their tender submission were 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, plant/equipment and workshop support to manage the contract. The assessment of this criterion has resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Nu-Trac	1
Skyline	2

**Evaluation Criteria 4 - Tenderer's demonstrated experience in similar work (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>
Nu-Trac	1
Skyline	2

**Overall Qualitative Weighted Assessment and Ranking**

Tenderer's submissions were reviewed in accordance with the Procurement and Evaluation Plan with the following key observations: Nu-Trac's submission assessed as having suitable safety systems, experience, resources, capacity and a proven methodology to carry out the requirement of the contract.

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

<b>Tenderer</b>	<b>Ranking</b>
Nu-Trac	1
Skyline	2

**Pricing for the Goods/Services/Works Offered**

An assessment was made to determine the ranking based on the schedule of rates provided with the tender documentation.

<b>Tenderer</b>	<b>Ranking</b>
Nu-Trac	1
Skyline	2

**Value for Money Assessment**

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

<b>Tenderer</b>	<b>Ranking</b>
Nu-Trac	1
Skyline	2

**Overall Assessment and Comment**

The tender submission from Nu-Trac achieved the highest ranking/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 2021 - 2031:

Goal 5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places

#### *Priority 5.3 - Manage and maintain assets*

*Wanneroo will be a City known for having high quality new and existing assets that are well managed, maintained to be fit for purpose and valued by local communities. The City's assets will be future proofed by design and also provide maximum return on investment into the future*

### Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-O23 Safety of Community	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Community and Place	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-O08 Contract Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy and Performance	Manage

### 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 Nu-Trac Rural Contracting has been assessed with a 'sound' financial capacity to meet the requirements of the contract.

#### Performance Risk

Nu-Trac has been the City's contractor since 2016 and has performed satisfactorily. There have been no contract disputes.

### Policy Implications

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

### Financial (Budget) Implications

The costs associated with the provision of mechanical beach cleaning services are included in the Asset Maintenance Operational Budget.

**TENDER 21154: PROVISION OF MECHANICAL BEACH CLEANING SERVICES**

**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 The trustee for M & J Bairstow Family Trust T/A Nu-Trac Rural Contracting for Tender 21154, for the PROVISION OF MECHANICAL BEACH CLEANING SERVICES, as per the schedule of rates in the tender submission, for a period of three (3) years with two (2) twelve (12) month options to extend.**