

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: PROJECT MANAGER, INFRASTRUCTURE CAPITAL WORKS
MANAGER CONTRACTS & PROCUREMENT
MANAGER INFRASTRUCTURE CAPITAL WORKS

FROM: DIRECTOR ASSETS

FILE REF: 22/25333

DATE: 20 JANUARY 2022 *8/2/22*

TENDER 21239: CONSTRUCTION OF CCTV & AUTOMATIC GATES

Issue

To consider Tender No: 21239 for the construction of CCTV and automatic gates in several car parks.

Background

The project is listed in the 2021/22 Capital Works Program and the City is seeking to appoint a suitable qualified and experienced contractor to install CCTV and automatic gates in several car parks located within recreational parks managed by the City.

The purpose of this project is to replace the existing steel swing gate located at the entrance to several car parks. These gates are manually operated and secured with a padlock. Currently, the gates are physically opened and closed by the City's Rangers every morning and night. The proposed CCTV and automatic gates will connect to the City's Milestone Video Management System ("VMS"). This installed system will be configured to both open and close at a pre-determined times and enable a Ranger to remotely open and close the cable gate as necessary. Thus, there will be no need for Rangers to attend each car park every day, thereby enabling them to attend to other duties. In addition, Ranger Services will be able to determine the presence of any cars within each car park when the gates are closed.

Consultants WSP were engaged to design the proposed CCTV and automatic gates for seven car parks. They have provided concept and detailed designs for each of the sites considered.

Municipal sources will be used to fully fund this project. Only a selected number of sites will be constructed with the available project funding. All other sites will be programmed for future works. In addition, a Design & Build specification will be prepared after the construction of the selected sites that will incorporate lessons learned. This Specification will then be able to be used for sites that were not part of the original seven sites.

Detail

Tender 21239 for the Construction of CCTV & Automatic Gates was advertised on Saturday 6th November 2021 and closed on Friday 3rd December 2021.

Three addenda were issued addressing clarifications raised by tenderers and did not impact the scope of works included in the original tender document.

Given the volatility of the current construction industry, the tender sought prices for seven (7) individual car park sites belonging to recreational parks managed by the City. The intent is to proceed with a list of priority sites that can be undertaken with the available funding. Four (4) sites will be awarded under this Contract. Tender prices obtained for the remaining three (3) sites will be used as funding estimates in the Capital Works Program for construction in the future. These three remaining sites will not form part of this Contract.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Minor Works
Contract Type	Lump Sum
Contract Duration	16 Months (including DLP)
Commencement Date	21 February 2022
Expiry Date	30 June 2023 (end of DLP)
Extension Permitted	1 x 6 months
Rise and Fall	Not applicable

Twenty one (21) companies accessed and downloaded the tender submission. However, at close of tenders, only one tender submission was received from the following company:

Company (full entity name)	Company (abbreviated name)	Business Address (Suburb)*
Stiles Electrical & Communications Services Pty Ltd	Stiles	Wangara

The Tender Evaluation panel comprised:

The Tender Evaluation Panel (“the **Panel**”) comprised:

- Project Manager - Infrastructure Capital Works(Chair)
- Community Safety Officer – Community Safety & Emergency Management
- Project Manager – Infrastructure Capital Works (2)
- Coordinator Safety Systems – Safety and Injury Management
- CCTV Consultant – WSP Pty Ltd (as non-voting technical support)

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
1	Sustainable Procurement a. Environmental Considerations (5%) b. Buy Local (15%) c. Reconciliation Action Plan (2.5%) d. Disability Access & Inclusion (2.5%)	25%
2	*OSH demonstrated working documents	20%
3	*Demonstrated Experience of tenderer and personnel performing the services	25%
4	*Demonstrated understanding, methodology resourcing and meeting Project deadlines	30%

Pricing is not included in the qualitative criteria.

*Tenderers must achieve a minimum acceptable qualitative score (as determined by the City) for each of the mandatory qualitative criteria detailed above to progress for further evaluation.

The sole tender was received from Stiles and was accepted on the basis that it was compliant and worthy of inclusion in the tender evaluation process.

Evaluation Criteria 1 – Sustainable Procurement (25%)

Evidence of Sustainable (Corporate Social Responsibility) Procurement was assessed on the Tenderers’ responses provided within the Questionnaires provided in Schedules 3A, 3B, 3C and 3D that were included in the tender documentation.

Sub Criteria a) Environmental considerations (sub weighting 5%)

The City is committed to procuring goods and services that provide the most positive environmental, social and economic impacts over the entire cycle of a product or service. Respondents are encouraged to provide credentials of any environmental claims of the goods and/or services submitted in this quote.

Stiles provided adequate detail of their environmental considerations within Schedule 3A.

Sub Criteria b) Buy Local (sub weighting 15%)

An assessment was made based on the response provided, detailing the following information:

- Purchasing arrangements through local businesses;
- Location of respondents’ offices and workshops;
- Residential addresses of staff and company addresses of subcontractors;
- Requirement for new employees arising from award of the contract.

The Stiles tender submission noted the following towards satisfying this sub-criteria:

- Stiles' offices and workshops, as well as those of its subcontractors that will be assigned to this project are located within the City.
- Stiles has 50% of its employees based in the City. Furthermore, they aim to procure goods and services for these works from local businesses within the City where possible to do so.

Sub Criteria c) Reconciliation Action Plan (RAP) (sub weighing 2.5%)

An assessment was made to determine the ranking based on the responses provided that relate to:

- RELATIONSHIPS – Building positive relationships between indigenous and non-indigenous people.
- RESPECT – Recognising the contribution of Indigenous people to Australia and learning more about the history, culture and diversity in a two-way communication process.
- OPPORTUNITIES – Attracting, developing and retaining organizational talent to build opportunities for aboriginal employment, training, development and mentoring.

Stiles indicated in their company profile their intent to have employ Indigenous people to comprise at least 5% of their workforce.

Sub Criteria d) Access & Inclusion Plan (AIP) (sub weighing 2.5%)

An assessment was made to determine the ranking based on the responses provided that relate to:

- People with disabilities having the same buildings and facilities access opportunities as other people.
- People with disabilities receiving information in a format that will enable them to access information as readily as other people are able to access it.
- People with disabilities receiving the same level and quality of service from staff as other people receive.
- People with disabilities having the same opportunities as other people to make complaints.
- People with disabilities having the same opportunities as other people to participate in employment opportunities.

Stiles did not provide any information in response to this sub-criteria.

Evaluation Criteria 2 – Respondent's Occupational Safety and Health Management (20%)

Evidence of safety management policies and practises was assessed from the Stiles Electrical submission. The assessment for safety management was based on the respondent's responses to an Occupational Health and Safety Management System Questionnaire included within the tender documentation.

Stiles achieved a good rating for their OSH policies and procedures in relation to the scope of services.

Evaluation Criteria 3 - Tenderer's demonstrated experience (25%)

The tenderers' 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 tenderer's entity credentials, project examples with similar scope of works, successes, lessons learnt, challenges, resolutions, and clients' feedback considered relevant to the requirements of the contract.

Assessment of this criterion considered Stiles' credentials acceptable to fulfil the requirements of the contract.

Evaluation Criteria 4 - Tenderer's methodology, resourcing and meeting project timeline (30%)

Assessment of the tenderers' methodology and programme to evaluate their understanding of the project and capability to deliver the works on schedule and on budget. In addition, 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.

The assessment concluded that Stiles has the understanding, resources and capacity to fulfil the needs of this Contract.

Overall Qualitative Weighted Assessment and Ranking

Stiles' submission was reviewed in accordance with the PEP and were assessed to be well resourced with a good performance record. The company has the capacity to reliably provide the services required by the Contract.

Value for Money Assessment

The tender submission from Stiles satisfied the overall value for money assessment when compared to a similar project undertaken by the City at the Civic Centre recently and is therefore recommended as the successful tenderer.

Overall Assessment and Comment

The tender submission from Stiles satisfied requirements in accordance with assessment criteria and weightings as detailed in the Procurement and Evaluation plan and is therefore recommended as the successful tenderer. In addition, the tenderer's submission contained the following key observations:

- Stiles has 50% of its employees are based in the City. Their two proposed sub-contractors are also based in the City and have 25% - 50% of their employees living in the City. Furthermore, they aim to procure goods and services from local businesses within the City;
- Stiles has previously successfully delivered several infrastructure projects for the City;
- Stiles has an understanding of the project methodology, programme and has confirmed that the works (for selected priority sites) can be completed by 30 June 2022.

Consultation

Consultation has been undertaken with the relevant stakeholders throughout the design process to ensure that user requirements are met. Communication with both internal and external stakeholders will continue throughout the duration of the construction works in the form of posters, website updates and notification to nearby residents / businesses.

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 5.5 People feel safe in public places

- *Wanneroo will be a City where people feel safe and are able to live actively and recreate freely.*

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-O03 Safety of Community	Moderate
Accountability	Action Planning Option
Director Community and Place	Manage
Risk Title	Risk Rating
CO-O17 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment was undertaken on the last available accounts and the outcome of this independent assessment advised that Stiles has been assessed with a 'sound' financial capacity to meet the requirements of the contract.

Performance Risk

Stiles has previously completed a numerous amount of successful projects for the City and overall internal feedback from within the City has been positive. Consequently reference checks have been deemed to be unnecessary.

Policy Implications

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

Financial (Budget) Implications

Based on the tenderer's sums for selected sites, the expenditure for the project is summarised below and is contained within the existing 21/22 capital works budget.

PR-4264 PMO20040 CONSTRUCTION OF CCTV & AUTOMATIC GATES

Description	Expenditure	Budget
Budget:		
PR4264 Municipal funding		\$439,169
Expenditure:		
Expenditure incurred to date	\$61,405	
Commitment to date	\$35,520	
Project Management	\$5,800	
Other fees	\$0	
Construction (this tender)	\$321,293.67	
Contingency	\$15,000	
Total Expenditure	\$439,018.67	
Total Funding		\$439,169

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 Stiles Electrical & Communication Services Pty Ltd for Tender 21239, for the Construction of CCTV and automatic gates for various sites, as per the tender submission for a fixed lump sum of \$321,293.67 (Exc GST) for four selected sites (Queenscliffe Park, Frederick Stubbs, John Moloney Park, Highview Park) to be awarded under this contract.