

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: COORDINATOR CONSTRUCTION
MANAGER INFRASTRUCTURE CAPITAL WORKS

FROM: DIRECTOR ASSETS

FILE REF: 22/54519

DATE: 15 March 2022

**TENDER 21262 - SUPPLY AND INSTALLATION OF FOOTPATH LIGHTING AT
OCEAN REEF ROAD, WANGARA**

Issue

To consider Tender No: 21262 for the Supply and Installation of Footpath Lighting at Ocean Reef Road, Wangara.

Background

The City has a need to build a new pathway connection on the southern side of Ocean Reef Road, between Brady Street and Hartman drive, Wangara. The aim of this tender is to supply lights to a new dual use footpath that will be constructed by the City's term contractor. The lighting will improve the visibility during low light conditions for the pathway users and will improve security in the area.

Detail

Tender 21262 for the Supply and Installation of Footpath Lighting at Ocean Reef Road, Wangara was advertised on 11 December 2021 and closed on 18 January 2022. No addenda were issued.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Minor Works
Contract Type	Lump Sum
Contract Duration	12 Months
Commencement Date	23/03/2022
Expiry Date	23/03/2023
Extension Permitted	No
Rise and Fall	Maximum Perth All Groups CPI increases upon extensions. No other rise and fall provisions apply.

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
STILES ELECTRICAL & COMMUNICATIONS SERVICES	STILES ELECTRICAL & COMMUNICATIONS SERVICES	STILES
GILLMORE ELECTRICAL SERVICES PTY LTD	GILLMORE ELECTRICAL SERVICES PTY LTD	GILLMORE

The Tender Evaluation panel comprised:

- Coordinator Construction, Infrastructure Capital Works
- Project Officer Construction, Infrastructure Capital Works
- Coordinator Engineering Maintenance - Engineering Maintenance
- Civil Designer, Infrastructure Capital Works
- Coordinator Safety Systems

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	Pricing for the works offered	Not Weighted
2	Sustainable Procurement a) Environmental Considerations 5% b) Buy Local 10% c) Reconciliation Action Plan 2.5% d) Disability Access & Inclusion 2.5%	20%
3	*OSH demonstrated working documents	20%
4	*Demonstrated experience of tenderer (company) and personnel performing the works	30%
5	*Methodology, resources and capacity for undertaking the works	30%

Evaluation Criteria 1 - Pricing for the Works Offered – Not Weighted

An assessment was made to determine the ranking based on the lump sum pricing provided with the tender documentation.

Tenderer	Ranking
Gillmore	1
Stiles	2

Evaluation Criteria 2 – Sustainable Procurement (20%)

Sub Criteria a) Environmental Considerations (5%)

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

All tenderers provided details of their environmental considerations within Schedule 2A, with the following ranking:

Tenderer	Ranking
Stiles	1
Gillmore	2

Sub Criteria b) Buy Local (10%)

The City encourages the development of competitive local businesses within the geographical boundaries of the City first and secondly within the broader region. This commitment includes, but is not limited to:

- Purchasing locally made and sourced goods/services;
- Inviting local businesses to participate in quotation, tender and expressions of interest opportunities;
- Providing an advantage to businesses based within the City's boundaries;
- Providing an advantage to businesses, which can demonstrate economic benefit to the City's community such as employing local residents/sub-contractors and/or purchasing goods/services from local providers.

All Tenderers provided details of their buy local considerations within Schedule 2B, with the following ranking outcome:

Tenderer	Ranking
Gillmore	1
Stiles	2

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

The City’s vision for reconciliation is to create an inclusive community with strong relationships across cultures based on mutual respect and understanding. The Reconciliation Action Plan (RAP) was developed to achieve this vision.

As part of the RAP, the City is committed to procuring goods/services from suitably qualified Aboriginal and Torres Strait Islander businesses where practical.

Tenderers were encouraged to demonstrate how their Tender submission can contribute to the achievement of this/these outcome(s), or what similar initiatives are undertaken within their own company.

Key consideration of how responses provided 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 organisational talent to build opportunities for aboriginal employment, training, development and mentoring.

All Tenderers provided details of their RAP, with the following ranking outcome:

Tenderer	Ranking
Gillmore	1
Stiles	1

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

The City’s commitment to access and inclusion is also demonstrated within the City’s core business and Strategic Community Plan 2021 – 2031. Consistent with the Strategic Community Plan and the City’s AIP, agents and contractors are required to read and to the extent practicable, implement the relevant strategies of the City of Wanneroo AIP.

The City encourages its agents and contractors to adopt similar initiatives as outlined in the City’s AIP within their own organisations. Tenderers are encouraged to demonstrate how their Tender submission can contribute to the achievement of this/these outcome(s), or what similar initiatives are undertaken within their own organisation.

All Tenderers provided details of their RAP, with the following ranking outcome:

Tenderer	Ranking
Gillmore	1
Stiles	2

Overall Sustainable Procurement Ranking Summary

The following presents the overall Sustainable Procurement criterion ranking:

Tenderer	Ranking
Gillmore	1
Stiles	2

Evaluation Criteria 3 - 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:

Tenderer	Ranking
Gillmore	1
Stiles	2

Evaluation Criteria 4 - Tenderer's relevant experience with achievement of meeting client expectations (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
Gillmore	1
Stiles	1

Both tenderer's achieved the same score for experience.

Evaluation Criteria 5 - 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:

Tenderer	Ranking
Gillmore	1
Stiles	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:

- 1) The tender submissions were evaluated in accordance with the qualitative criteria and weightings as detailed in the Procurement and Evaluation Plan, and were assessed against sustainable procurement as well as the necessary experience, resources, methodology and safety management systems required to undertake the contract requirements.
- 2) Both tenderer's demonstrated a superior rating for experience.
- 3) Gillmore achieved marginally higher scores for Sustainable Procurement, OSH and Resources, Capability and Methodology.
- 4) The final assessment result determined that Gillmore Electrics was the top ranked tender submission with strong evidence that the company has the necessary resources, previous experience, ability and adequate management systems to undertake the contract, subject to an independent financial check audit.

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

Tenderer	Ranking
Gillmore	1
Stiles	2

Value for Money Assessment

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

Tenderer	Ranking
Gillmore	1
Stiles	2

Overall Assessment and Comment

The tender submission from Gillmore Electrical Services achieved the highest ranking 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

The primary stakeholders Asset Maintenance and Infrastructure Capital Works were engaged in advance of the tender process to ensure procurement arrangements fully meet operational requirements.

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

PRIORTY 5.5 - People feel safe in public places

The tender will provide lighting along a new Principal Shared Pathway being constructed along Ocean Reef Road, from Brady Street to Hartman Drive. The lighting will contribute to the safety of the path users when there is low levels of natural light.

Enterprise Risk Management Considerations

Risk Title	Risk Rating	Accountable Risk Owner	Action Planning Option
CO-O23 Safety of Community	Moderate	Dir. Comm. and Places	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 **GILLMORE ELECTRICAL SERVICES PTY LTD** has been assessed with a 'satisfactory' financial capacity to meet the requirements of the contract.

Performance Risk

Gillmore Electrical has undertaken similar works for the City and other local authorities, with successful outcomes achieved. There is minimal performance risk associated with this tenderer.

Policy Implications

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

Financial (Budget) Implications

PMO 22029

Description	Expenditure	Budget
Budget:		
Allocated Capital Works Budget – LCRIP Phase 3, 2021/22FY (HPE 21/541933)		\$200,000
Allocated Capital Works Budget – LCRIP Phase 3, 2022/23FY (HPE 21/541933)		\$376,794
Expenditure:		
Expenditure incurred to date	\$0	
Commitment to date	\$0	
Project Management	\$17,303	
Tender Advertisements (Tender and Public Notices)	\$500	
Construction Activities		
<i>Install Lighting- (This Tender)</i>	\$158,668	
<i>Design</i>	\$5,000	
<i>Construct Pathway</i>	\$337,643	
<i>Contingency (10%)</i>	\$57,680	
- -		
Total Expenditure	\$576,794	
Total Funding		\$576,794

21262 Supply and Installation of Footpath Lighting at Ocean Reef Road, Wangara

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 GILLMORE ELECTRICAL SERVICES PTY LTD for Tender 21262, for the Supply and Installation of Footpath Lighting at Ocean Reef Rd, Wangara, at the fixed lump sum price of \$158,668 ex GST as per the General Conditions of Tendering.