

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

**CC: MANAGER ASSET MAINTENANCE
MANAGER CONTRACTS & PROCUREMENT**

FROM: DIRECTOR ASSETS

FILE REF: 41047 - 22/88907

DATE: 24 MARCH 2022

TENDER 21055: CLEANING – YANCHEP/TWO ROCKS DISTRICT, COMMUNITY BUILDINGS - NORTH AND PARK TOILETS & CHANGEROOMS - NORTH

Issue

To consider the decline of tender submissions relating to Tender No: 21055 for Cleaning – Yanchep/Two Rocks District, Community Buildings - North and Park Toilets & Changerooms - North.

Background

Cleaning services to City of Wanneroo building assets are currently provided by Iconic Property Services under contract 18074 which is due to expire on 30 June 2022.

The specification was amended to include daily activities which fulfil the requirements of COVID-19 cleaning in each of the relevant environments. The services have been grouped into separable portions based on geographical location and/or type of use for each building with the intent of enabling a broader reach for prospective tenderers and including local small business operators. It is also considered to simplify the process where a separable portion may need to be removed due to a change of business operations, such as leasing. This separation is also to mitigate the City’s reliance on a single contractor for all cleaning services across the City. It is the intent that no more than two of the separable portions will be awarded to any one contractor.

Detail

Tender 21055 for Cleaning – Yanchep/Two Rocks District, Community Buildings - North and Park Toilets & Changerooms - North was advertised on 11 December 2021 and closed on 25 January 2022. A total of two (2) addenda were issued in response to clarifications sought and which did not change the intent or scope of work included to the original tender document. Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	1 Year
Commencement Date	April 2022
Expiry Date	April 2023
Extension Permitted	Yes, four periods of 12 months or part thereof
Rise and Fall	As per General Conditions of Contract

At close of tenders, a submission was received from the following company:

Legal Name	Trading Name	Abbreviation
Iconic Property Services Pty Ltd		Iconic

The Tender Evaluation panel comprised:

- Coordinator Building Maintenance – Asset Maintenance
- Technical Officer Building Maintenance North – Asset Maintenance
- Technical Officer Building Maintenance South – Asset Maintenance
- Conservation Officer – Parks and Conservation Management
- Coordinator Safety Systems – Safety & Injury Management
- Technical Officer Contracts – Asset Maintenance

Probity Oversight

Oversight to the tender assessment process was undertaken by an external Probity Adviser (William Buck Consulting (WA) Pty Ltd) and in conjunction with the City's Contracts Officer.

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

Item No	Description	Weighting
1	Sustainable (Corporate Social Responsibility) Procurement a. Environmental Considerations 5% b. Buy Local 15% c. Reconciliation Action Plan 2.5% d. Disability Access & Inclusion 2.5%	25%
2	* Demonstrated Experience of Tenderer and Personnel Performing the Services	25%
3	* Methodology, Resources and Capacity	25%
4	* OSH Demonstrated Working Documents	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) for each of the mandatory qualitative criteria detailed above to progress for further evaluation.

The sole tender submission was accepted on the basis that it was compliant and as such a tender evaluation process was carried out.

Evaluation Criteria 1 – Sustainable Procurement (25%)

Evidence of Sustainable (Corporate Social Responsibility) Procurement was assessed based on the Tenderers' responses provided to the Questionnaires within Schedules 3A, 3B, 3C and 3D which formed part of the tender documentation.

Sub Criteria a) - Environmental Considerations (sub weighting 5%)

The City is committed to procuring goods and services that provide positive environmental, social and economic impacts over the entire life 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 tender.

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 tenderer's offices and workshops;
- Residential addresses of staff and company addresses of subcontractors;
- Requirement for new employees arising from award of the contract.

Sub Criteria c) - Reconciliation Action Plan (RAP) (sub weighting 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 organisational talent to build opportunities for aboriginal employment, training, and development and mentoring.

Sub Criteria d) – Disability Access & Inclusion Plan (AIP) (sub weighting 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 any employment opportunities.

Evaluation Criteria 2 – Demonstrated Experience (25%)

The tenderer's relevant experience in demonstrating the achievement of meeting client expectations as presented in their tender submission was assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of the tender submission against this criterion closely examined the tendering entity's credentials to fulfil the requirements of the contract.

Evaluation Criteria 3 – Methodology, Resources & Capacity (25%)

The tenderers proposed methodology, capacity and available resources as presented in their tender submissions were assessed in order to evaluate their capacity to meet the requirements of the contract. Assessment against this criterion considered the tenderer's staff, vehicles, plant/equipment and approach to managing the contract.

Evaluation Criteria 4 – OSH Demonstrated Working Documents (25%)

Evidence of safety management plans and policies defined in all tenderer's submissions was duly assessed and the assessment of safety management practices was also based on the respondents' responses to an Occupational Health and Safety Management System Questionnaire included within the tender documentation.

Value for Money (VFM) Assessment

Following the assessment of the qualitative criteria it was determined that Iconic Property Services Pty Ltd had achieved the minimum acceptable score for all of the designated qualitative criteria. However, the receipt of only a single tender submission combined with the scope of works consisting of newly formed separable portions prevented an acceptable determination of value for money.

Overall Assessment and Comment

The tender submission from Iconic Property Services Pty Ltd satisfied requirements in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan. However the lack of a comparable tender submission for each of the relevant separable portions did not provide for a value for money consideration to be made and as such it is recommended to decline all tenders.

Consultation

The primary stakeholders within the City's Facility Operations team were engaged in advance of the process to ensure 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.

Priority 5.3 - Manage and maintain assets

Wanneroo will be a City known for having high quality new and existing asset 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-O13 Workplace Health and Safety	Low
Accountability	Action Planning Option
Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
CO-O22 Environmental Factors	High
Accountability	Action Planning Option
Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
CO-O08 Contract Management	Low
Accountability	Action Planning Option
Corporate Strategy and Performance	Manage

Financial and Performance Risk

Based on the lack of ability to determination value for money, an assessment of these criteria was not undertaken as part of the tender evaluation process.

Policy Implications

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

Financial (Budget) Implications

The pricing received is significantly higher than the estimated costs associated with the provision of cleaning services to Yanchep/Two Rocks District, Community Buildings - North and Parks Toilets & Changerooms - North. Further details are provided in the confidential memorandum.

21055: Cleaning – Yanchep/Two Rocks District, Community Buildings - North and Park Toilets & Changerooms - North

Recommendation:

That the Chief Executive Officer, in accordance with Delegation 1.1.14 (2) - Choice of Most Advantageous Tender of the Delegated Authority Register for the awarding of tenders DECLINES the tender received from Iconic Property Services Pty Ltd for Tender 21055: Cleaning – Yanchep/Two Rocks District, Community Buildings - North and Park Toilets & Changerooms - North.