



## **TENDER RECOMMENDATION REPORT**

**TO: CHIEF EXECUTIVE OFFICER**

**FROM: DIRECTOR CORPORATE STRATEGY & PERFORMANCE**

**FILE REF: 45367: 22/221786**

**DATE: 20 June 2022**

### **TENDER 22070 – THE PROVISION OF GOLF COURSE MAINTENANCE SERVICES**

#### **Issue**

To consider Tender 22070 – The Provision of Golf Course Maintenance Services for a Period of six (6) months with two (2), three month (or part thereof) options to extend at the City's discretion.

#### **Background**

Golf Course Maintenance services have been undertaken under contract for a number of years and it is proposed to continue with this practice in the future. Future maintenance is proposed to be undertaken by the management contractor or their nominated contractor. This short term contract will provide golf course maintenance to the City's golf course's in the interim period during the expiry of the current contract and the finalisation of lease negotiations for the new management/maintenance contract.

#### **Detail**

Tender 22070 – The Provision of Golf Course Maintenance Services was advertised on 7 May 2022 and closed on 26 May 2022. No Addenda were issued.

Essential details of the proposed contract are as follows:

<b>Item</b>	<b>Detail</b>
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	6 Months
Commencement Date	18 September 2022
Expiry Date	17 March 2023
Extension Permitted	2 x 3 month options to extend or part thereof

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
Green Options Pty Ltd	Green Options	Green Options
Turf Care WA Pty Ltd	TurfCare WA	Turfcare

The Tender Evaluation Panel comprised:

- Coordinator Parks Technical
- Project Officer Irrigation
- Senior Project Manager – Infrastructure Capital Works
- Coordinator Safety Systems

### 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.

### Tender Evaluation

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

Criteria No	Description	Weighting
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	*Occupational Safety and Health	30%
3	* Demonstrated experience of key personnel in maintaining and producing high quality golf courses in Western Australian conditions with the ability to provide and follow golf course maintenance programs in a busy golfer environment	25%
4	*Demonstrated capacity and knowledge within the business to undertake the maintenance works across two golf courses for the period of the contract	25%

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.

All tenders were accepted on the basis that they were compliant and worthy of inclusion in the tender evaluation process.

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

Evidence of Sustainable (Corporate Social Responsibility) 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.

**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 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 quote.

All tenderers provided adequate details of their environmental considerations within Schedule 3A, with the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Green Options	1
Turfcare	1

**Sub Criteria b) - Buy Local (sub weighting 10%)**

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; and
- Requirement for new employees arising from award of the contract.

All tenderers provided details of their "Buy Local" considerations within Schedule 3A, with the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Turfcare	1
Green Options	2

**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.

All tenderers provided information specifying differing levels of actions in relation to indigenous reconciliation action with assessment resulting in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Green Options	1
Turfcare	1

#### **Sub Criteria d) - 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.

All tenderers provided information specifying differing levels of consideration for access and inclusion provisions with assessment resulting in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Turfcare	1
Green Options	2

#### **Overall Sustainable Procurement Ranking Summary**

The following presents the overall Sustainable Procurement criterion ranking:

<b>Tenderer</b>	<b>Ranking</b>
Turfcare	1
Green Options	2

#### **Evaluation Criteria 2 – Tenderer’s Occupational Safety and Health Management (30%)**

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

The tenderers were ranked as shown below under this criterion:

<b>Tenderer</b>	<b>Ranking</b>
Turfcare	1
Green Options	2

**Evaluation Criteria 3 – Demonstrated experience of key personnel in maintaining and producing high quality golf courses in Western Australian conditions with the ability to provide and follow golf course maintenance programs in a busy golfer environment (25%)**

The tenderers' relevant experience in demonstrating the achievement of meeting client expectations as presented in their tender submissions was assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of the tender submissions against this criterion closely examined the tendering entity's credentials to fulfil the requirements of the contract. The tenderers were ranked as shown below under this assessment criterion:

<b>Tenderer</b>	<b>Ranking</b>
Turfcare	1
Green Options	2

**Evaluation Criteria 4 – Demonstrated capacity and knowledge within the business to undertake the maintenance works across two golf courses for the period of the contract (25%)**

The tenderers' capacity and resources as presented in their tender submissions was assessed in order to evaluate their capacity to meet the requirements of the contract. Assessment against this criterion considered the tenderers' staff resources, vehicles plant and equipment and supply approach to manage the contract.

The tenderers were ranked as shown below under this assessment criterion:

<b>Tenderer</b>	<b>Ranking</b>
Turfcare	1
Green Options	2

**Overall Qualitative Weighted Assessment and Ranking**

Tenderer's submissions reviewed in accordance with the PEP with the following key observations:

- Price is not weighted and is included in the overall value for money assessment; and
- Responses evaluated were in accordance with the selection criteria as to having the necessary resources, previous experience, and capability and safety management systems to undertake the contract.

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

<b>Tenderer</b>	<b>Ranking</b>
Turfcare	1
Green Options	2

### Price Assessment

The price assessment is assessed on the Tenderers fixed lump sum pricing as listed in the Pricing Schedules 1A and 1B. Prices are ranked from lowest to highest with all details listed in the Confidential Attachment 1.

Price Assessment	
Tenderer	Ranking
Green Options	1
Turfcare	2

### Value for Money Assessment (VFM)

Both Green Options and Turfcare met the minimum acceptable baseline for Qualitative Criteria and therefore progressed to the Value for Money Assessment.

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

Relative Value for Money Assessment	
Tenderer	Ranking
Green Options	1
Turfcare	2

The Confidential Memo provides a detailed breakdown of the overall relative value for money assessment.

### Overall Assessment and Comment

The Tender submission from Green Options achieved the minimum acceptable baseline for qualitative criteria ranking, satisfied the relative value for money assessment in accordance with the assessment criteria and weightings as detailed in the PEP; and is therefore recommended as the successful Tenderer.

### Consultation

The primary stakeholders within Parks and Conservation Management and Property Services were engaged in advance of the 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.

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**

<b>Risk Title</b>	<b>Risk Rating</b>
CO-O23 Safety of Community	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Community and Place	Manage

**Financial and Performance Risk**

Financial Risk

A Financial (Credit) check of Green Options sought from Equifax Australasia Credit Ratings Pty. Ltd relevant to the Contract value resulted in a ‘strong’ rating.

Performance Risk

Independent reference checks were carried out for Green Options with results identified within the Confidential Memo.

**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 Golf Course Maintenance Services are included in the Parks and Conservation Management Annual Operational Budget.

**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 Green Options for Tender 22070 - THE PROVISION OF GOLF COURSE MAINTENANCE SERVICES, as per the Fixed Lump Sum of \$701,015.80 as detailed in the tender submission.**