

TENDER RECOMMENDATION REPORT

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: ACTING DIRECTOR ASSETS

FILE REF: 40550: 22/127252

DATE: 13 JULY 2022

TENDER 22034 LIBRARIES CARPET RENEWAL - VARIOUS LOCATIONS

Issue

To consider the decline of tender submissions from the Request to Tender 22034 for the supply and installation of carpet at various City library locations.

Background

The City was seeking to appoint a suitably qualified and experienced contractor to carry out the laying of new carpets at four library venues.

The contract includes the supply, delivery and installation of replacement carpeting in Wanneroo Library & Cultural Centre, Girrawheen Community Library, Clarkson Library and Yanchep Library (Phil Renkin Centre) as part of a 10-year upgrade programme approved under the 2021/2022 and 2022/2023 annual budgets with Municipal funds.

Detail

Tender 22034 for the supply and installation of carpet at various City libraries was advertised on 26 February 2022 and closed on 15 March 2022. No addenda issued.

Essential details of the proposed contract are as follows:

| Item | Detail |
|---------------------|---------------------------|
| Contract Form | Goods and Services |
| Contract Type | Lump Sum |
| Contract Duration | 16 weeks for installation |
| Commencement Date | July 2022 |
| Expiry Date | October 2022 (plus DLP) |
| Extension Permitted | No |
| Rise and Fall | Not applicable |

At close of tenders, a sole submission was received from CP Projects Pty Ltd (**CP Projects**): The submission was assessed and considered conforming and proceeded for further assessment.

The Tender Evaluation Panel comprised:

- Senior Project Manager, Infrastructure Capital Works
- Building Projects Officer, Infrastructure Capital Works
- Facilities Officer, Cultural Development.

Probity Oversight

The City’s Contracts Officer undertook oversight to the tender assessment process.

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

| Q | Criteria | 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 | *Demonstrated experience of tenderer and personnel performing the services | 30% |
| 3 | *Methodology | 30% |
| 4 | *OSH demonstrated working documents. | 20% |

Pricing is not included in the qualitative criteria and considers 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.

Overall Assessment and Comment

Since close of Tenders, the City has reviewed the priorities of the capital works program and determined that the full carpet replacement at the four library venues is not warranted at this time. A reduced scope of works is being considered by the Project Sponsor and will be finalised following shelving replacement completion (where applicable), for consideration by Executive to proceed. The relevant Municipal funds are to be at least partially redirected to other priority projects.

The Recommendation is to decline the tender submission.

Consultation

Consultation occurred with the City’s relevant internal library staff

Statutory Compliance

Tenders invited were 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*.

Policy Implications

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

Recommendation:

That the Acting 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 DECLINES the tender submitted by CP Projects Pty Ltd for Tender 22034 for the Library Carpet renewal & Installation at Four Venues.