

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER ASSET MAINTENANCE

FROM: DIRECTOR ASSETS

FILE REF: 24/462526

DATE: 12 March 2025

Tender 24189 – Provision of Light Vehicle Servicing and Repairs

Issue

To consider Tender No: 24189 for the provision of light vehicle servicing and repairs for an initial term of three (3) years and with two (2) options of twelve (12) months to extend at the City’s discretion.

Background

The contract for light vehicle servicing and repairs, Contract 20185 expired on 17 December 2024. The City sought to continue with contracting out light fleet servicing and repairs to ensure that the City’s fleet of 130 light vehicles is maintained to a safe standard in accordance with the manufacturer’s recommendations.

The contractor is to collect and return the vehicles from either the Civic Centre or Ashby Operations Centre. Vehicle servicing and repairs are to be undertaken at the contractor’s workshop.

Detail

Tender 24189 for the provision of light vehicle servicing and repairs was advertised on 23 November 2024 and closed on 10 December 2024. No Addenda were issued.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	3 years
Commencement Date	March 2025
Expiry Date	March 2028
Extension Permitted	Yes, two (2) periods of 12 months or part thereof

At close of tender, a sole submission was received from:

Legal Name	Trading Name	Abbreviation
Carcare Motor Company Pty Ltd	Carcare Joondalup	Carcare

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 (Corporate Social Responsibility) Procurement a) Environmental Considerations 5% b) Buy Local 10% c) Reconciliation Action Plan 5% d) Access and Inclusion 5%	25%
2	*Work Health & Safety (WHS)	20%
3	*Demonstrated Experience	25%
4	*Methodology and Availability of Resources & Capacity	30%

All Tenderers must meet the City's minimum requirements (as determined by the City) for each of the qualitative criteria detailed above (*) to be considered for further evaluation.

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money (VFM) assessment.

Evaluation Criteria 1 – Sustainable Procurement (25%)

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

Sub Criteria a) Environmental Considerations (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.

Through their submission, Carcare demonstrated environmental consideration provisions to meet the City's requirements.

Sub Criteria b) Buy Local (10%)

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

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

Through their submission, Carcare demonstrated positive buy local provisions to meet the City's requirements.

Sub Criteria c) Reconciliation Action Plan (RAP) (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.

Through their submission, Carcare provided a marginal response to this criterion to meet the City's requirements.

Sub Criteria d) Access & Inclusion Plan (AIP) (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.

Through their submission, Carcare demonstrated access and inclusion consideration provisions to meet the City's requirements.

Overall Sustainable Procurement Ranking Summary

Carcare is deemed to have adequate capacity to comply with the City's Sustainable Procurement requirements as evidenced in their submission.

Evaluation Criteria 2 - Tenderer's Safety Management Systems (20%)

Evidence of WHS management policies and practices was assessed from the tender submissions. The assessment for safety management was based on the tenderer's responses to a specific questionnaire included within the tender documentation.

Carcare demonstrated they can meet the City's WHS requirements.

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

The tenderer's relevant experience as presented in its tender submission was assessed in order to evaluate its capability to meet the requirements of the contract.

Carcare demonstrated sufficient relevant experience to fulfill the requirements of this contract.

Evaluation Criteria 4 - Tenderer's methodology and availability of resources & capacity (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.

Carcare demonstrated that it has the resources and capacity to fulfil the requirements of this contract.

Overall Qualitative Weighted Assessment and Ranking

Carcare's submission was reviewed in accordance with the PEP and is deemed to have the necessary sustainable procurement, demonstrated experience, capacity, and safety management systems to fulfill this contract.

Pricing for the Goods/Services/Works Offered

An assessment was made using the schedule of rates provided with the tender documentation against the previous contract 20185.

Value for Money Assessment

As the only pricing submitted was that of Carcare, a comparison was made between their submitted prices and the prices previously provided for comparable items in the previous contract. The pricing supplied is considered comparable with labour and material price increases during this period. The increase in price is considered VFM considering the incentives required to retain mechanics in the current market.

Overall Assessment and Comment

The tender submission from Carcare satisfied the overall assessment in accordance with the assessment criteria and weightings as detailed in the PEP and is recommended as the successful tenderer.

Consultation

Nil

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

Risk Appetite Statement

In pursuit of strategic objective goal 5, we will accept a Medium level of risk, extended to High in the areas of Community / Reputation & Financial / Commercial impacts. Shifting transport modes and usage in the City may require short term pain for longer term gain as the City supports the development, maintenance and connection of alternatives to car use (e.g. cycle ways) and the supporting infrastructure.

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-O07 Purchasing	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

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

Financial and Performance Risk

Financial Risk

A detailed express check (credit) was undertaken by Equifax Australasia Credit Ratings Pty Ltd as part of the tender evaluation process and the outcome of this independent assessment advised that Carcare is assessed with the financial capacity to meet the requirements of the contract.

Performance Risk

Carcare was the previous incumbent for Light Fleet Servicing and Repairs, and there were no disputes or contract performance issues reported.

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 light vehicle servicing and repairs are included in the 2024/25 and future operational budgets.

Recommendation:

That the CHIEF EXECUTIVE OFFICER, in accordance with Delegation 1.1.13 (Tenders for Goods and Services) of the Delegated Authority Register for the awarding of tenders ACCEPTS the tender submitted by Carcare Motor Company Pty Ltd for Tender 24189, for the Provision of Light Vehicle Servicing and Repairs, as per the schedule of rates in the tender submission, subject to appropriate funding availability, for each of the financial years within the three (3) year contract term, with two (2) twelve (12) month options to extend at the City's discretion.