

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER PARKS AND CONSERVATION MANAGEMENT

FROM: DIRECTOR ASSETS

FILE REF: 25/194988

DATE: 12 June 2025

TENDER: 25071 Provision of Parks and Streetscape Maintenance for Banksia Grove and Catalina Estate, Clarkson

Issue

To consider Tender No: 25071 for the Provision of Parks and Streetscape Maintenance for Banksia Grove and Catalina Estate, Clarkson for an initial period of three (3) years with two (2) twelve (12) month, or part thereof, options to extend at the discretion of the City.

Background

The City is seeking to appoint suitably qualified and experienced contractor/s to provide Park and streetscape maintenance services for Banksia Grove and Catalina Estate, Clarkson.

The works are currently undertaken by Landscape Elements under contract 21016LAN which is due to expire in June 2025. There are no remaining options to extend the contract.

Detail

Tender 25071 for the Provision of Parks and Streetscape Maintenance for Banksia Grove and Catalina Estate, Clarkson was advertised on 5 April 2025 and closed on 23 April 2025. One (1) addendum was issued, providing a revised Schedule 3E – Qualitative Criteria and clarification was sought on the total number of hours for other works on the methodology table.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and/or Services
Contract Type	Lump Sum and Schedule of Rates
Contract Duration	3 Year Term
Commencement Date	1 July 2025
Expiry Date	30 June 2028
Extension Permitted	Yes, two (2) x twelve (12) month options or part thereof

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
Sanpoint Pty Ltd ATF Fiore Family Trust	LD Total	LDT
Landscape Elements Pty Ltd	Landscape Elements	LE
Environmental Industries Pty Ltd	Environmental Industries	EI

Probity Oversight

Oversight to the tender assessment process was undertaken by William Buck Consulting (WA) Pty Ltd and the City's Contracts Officer. Please refer to the **Confidential Attachment 1** for reference to the external Probity Advisor Final Report.

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 relative to request	15%
4	Methodology to deliver the services	20%
5	Demonstrated Capacity and Resources	20%

All Tenderers must meet the City's minimum requirements (as determined by the City) for each of the qualitative criteria detailed above in order 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.

All Tenderers attended the mandatory site meeting.

All submissions were deemed conforming and proceeded for further evaluation.

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.

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

Tenderer	Ranking
EI	1
LDT	2
LE	3

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.

Tenderers provided details of their "Buy Local" considerations within Schedule 3B, with the following ranking:

Tenderer	Ranking
EI	1
LDT	1
LE	3

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.

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

Tenderer	Ranking
EI	1
LE	1
LDT	3

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.

Tenderers provided information specifying considerations for access and inclusion provisions with assessment resulting in the following ranking:

Tenderer	Ranking
EI	1
LE	2
LDT	3

Overall Sustainable Procurement Ranking Summary

The overall assessment of the Sustainable Procurement criteria has resulted in the following overall ranking:

Tenderer	Ranking
EI	1
LDT	2
LE	3

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.

Tenderers provided details of their safety management systems with the following ranking:

Tenderer	Ranking
LDT	1
EI	2
LE	3

Evaluation Criteria 3 – Demonstrated Experience Relative to Request (15%)

The tenderer's relevant experience in demonstrating the achievement of meeting client expectations as presented in the tender submissions were assessed to evaluate Tenderers 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
EI	1
LDT	2
LE	3

Evaluation Criteria 4 – Methodology to Deliver the Services (20%)

Tenderers must be able to demonstrate a clear understanding of park and streetscape maintenance services within an urban environment, how it is carried out and what is to be achieved. Tenderers must also provide a breakdown of hours for each task listed for each element of work. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
EI	1
LE	1
LDT	3

Evaluation Criteria 5 – Demonstrated Capacity and Resources (20%)

The tenderer's demonstrated capacity and resources 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 resources and capacity to fulfil the requirements of the contract. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
EI	1
LDT	1
LE	3

Overall Qualitative Weighted Assessment and Ranking

The tenderers' submissions were evaluated in accordance with the selection criteria and were assessed against sustainable procurement, experience, methodology, capacity and resources and safety management systems to undertake the works.

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

Tenderer	Ranking
EI	1
LDT	2
LE	3

Pricing for the Works Offered

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

Based on the information provided, tenderers are ranked as follows:

Tenderer	Ranking
LE	1
EI	2
LDT	3

Overall Assessment and Comment

Please refer to the Confidential Attachment for further detail relating to the tenderers lump sum pricing and conditions offered, schedule of rates items, VFM assessment and further information supporting the recommendation.

Consultation

Nil

Comment

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

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:

5 ~ A well planned, safe and resilient City that is easy to travel around and provides a connection between people and places

5.3 - Responsibly managed and maintained 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
ST-S23 Stakeholder Relationships	Medium
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
CO-022 Environmental Management-	Medium
Accountability	Action Planning Option
Director Planning and Sustainability	Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment 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 Landscape Elements is assessed with the financial capacity to meet the requirements of the contract.

Performance Risk

Landscape Elements hold several maintenance contracts with Local, State and other Government agencies including the City of Wanneroo with no history of disputes or claims reported in the last five years.

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Policy Implications

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

Financial (Budget) Implications

The costs associated with Tender 25071 for the Provision of Park and Streetscape Maintenance for Banksia Grove and Catalina Estate, Clarkson are included in the Parks and Conservation Management Annual Operating 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 Landscape Elements for Tender 25071, for the Provision of Park and Streetscapes Maintenance for Banksia Grove and Catalina Estate, Clarkson, for an initial term of three (3) years as per the fixed lump sum and schedule of rates in the tender submission, with the option of two (2), twelve (12) month or part thereof options to extend at the City's discretion and subject to budget availability and satisfactory performance.