

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER PARKS AND CONSERVATION MANAGEMENT

FROM: DIRECTOR ASSETS

FILE REF: 25/198533

DATE: 4 July 2025

TENDER: 25017 Provision of Testing and Maintenance of Aquatic Play Spaces

Issue

To consider Tender No: 25017 for the Provision of Testing and Maintenance of Aquatic Play Spaces 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 a suitably qualified and experienced contractor to provide testing and maintenance services for aquatic play spaces throughout the City of Wanneroo.

The works are currently undertaken by The Royal Life Saving Society WA under contract 21056 which is due to expire in June 2025. There are no remaining options to extend the contract.

Detail

Tender 25017 Provision of Testing and Maintenance of Aquatic Play Spaces Maintenance was advertised on 10 May 2025 and closed on 27 May 2025. One (1) addendum was issued, providing a revised Schedule of Rates with corrected date ranges.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Lump Sum and Schedule of Rates
Contract Duration	Three (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

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A single Tender submission was received from the following company:

Legal Name	Trading Name	Abbreviation
The Royal Life Saving Society WA Inc	The Royal Life Saving Society WA Inc	RLSS

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 2** 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 the provision of these services	15%
4	*Methodology – demonstrated understanding of the methodology to provide the services	20%
5	*Demonstrated Capacity and Resources – to undertake all services as specified in the Scope and Specification	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.

The Tenderer attended the mandatory site meeting, and the submission was 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.

Through their submission, RLSS demonstrated good environmental considerations.

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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.

RLSS displayed marginal buy local provisions to meet the requirements of the City.

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.

RLSS provided a superior response to meet the requirements of this contract.

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.

RLSS provided a good response to meet the requirements of this contract.

Overall Sustainable Procurement Ranking Summary

RLSS provided a good response to overall sustainable procurement which will meet the requirements of the City.

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.

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RLSS demonstrated they met the City's WHS requirements.

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.

RLSS demonstrated superior experience relevant to the request; therefore, they have more than met the City's requirements in this qualitative criteria.

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

Respondents must be able to demonstrate a clear understanding of the required services, why it is carried out and what is to be achieved.

RLSS's very good methodology is more than sufficient to meet the requirements of this contract.

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.

RLSS demonstrated they have the resources and capacity to meet this contract.

Overall Qualitative Weighted Assessment and Ranking

RLSS's submission was 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.

Pricing for the Works Offered

The pricing submitted by RLSS including an increase of 17.5% is in line with the anticipated costs and is deemed good value for money for the City.

Overall Assessment and Comment

The RLSS have demonstrated a good understating of the sites and specific system operational requirements. They have extensive experience in the operation, management and maintenance practices associated with aquatic facilities.

Evidence of safety policies and practices are of an adequate standard.

Consultation

Nil.

Comment

The tender submission from RLSS 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.

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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
CO-020 Productive Communities	Moderate
Accountability	Action Planning Option
Director Community & Place	Manage

Risk Title	Risk Rating
IN-029 Asset Maintenance	Moderate
Accountability	Action Planning Option
Director Assets	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 The RLSS is assessed with a “very strong” financial capacity to meet the requirements of the contract.

Performance Risk

RLSS 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.

Policy Implications

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

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Financial (Budget) Implications

The costs associated with 25017 Provision of Testing and Maintenance of Aquatic Play Spaces are included in the Parks and Conservation Annual Operational Budget.

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 The Royal Life Saving Society WA for Tender 25017 Provision of Testing and Maintenance of Aquatic Play Spaces for 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.