

## ***TENDER RECOMMENDATION REPORT***

**TO:** CHIEF EXECUTIVE OFFICER

**CC:** MANAGER PARKS AND CONSERVATION MANAGEMENT

**FROM:** DIRECTOR ASSETS

**FILE REF:** 25/198492

**DATE:** 23 July 2025

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**TENDER: 25015 Provision of Softfall Sand and Softfall Mulch Maintenance**

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### **Issue**

To consider Tender No: 25015 for the Provision of Softfall Sand and Softfall Mulch Maintenance 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 mechanical and manual softfall maintenance and associated services throughout the City of Wanneroo.

These works were performed under Contract 22089 which expired on 30 June 2025. The City opted to return to market without exercising all available options to enable the utilisation of updated specifications that better meet the City and community needs.

### **Detail**

Tender 25015 for the Provision of Softfall Sand and Softfall Mulch Maintenance was advertised on 12 April 2025 and closed on 6 May 2025. Two (2) addenda were issued, providing a revised Work, Health and Safety (WHS) Schedule, an extension of time (EOT) to the tender close date; a revised Pricing Schedule and bidder question and answer clarification.

Essential details of the proposed contract are as follows:

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

## 25015 Provision of Softfall Sand and Softfall Mulch Maintenance

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
Intelife Group Limited	Intelife	Intelife
Madeleine Corp. Pty Ltd	Safer Sands WA	Safer Sands
Chelley Hawley Pty Ltd	Sifting Sands	Sifting Sands

### 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 the provision of these services	15%
4	*Methodology - demonstrated understanding of the methodology to provide 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 briefing, and the 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.

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

<b>Tenderer</b>	<b>Ranking</b>
Safer Sands	1
Intelife	2
Sifting Sands	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:

<b>Tenderer</b>	<b>Ranking</b>
Sifting Sands	1
Safer Sands	1
Intelife	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:

<b>Tenderer</b>	<b>Ranking</b>
Safer Sands	1
Intelife	2
Sifting Sands	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;

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- 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:

<b>Tenderer</b>	<b>Ranking</b>
Intelife	1
Safer Sands	2
Sifting Sands	3

### Overall Sustainable Procurement Ranking Summary

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

<b>Tenderer</b>	<b>Ranking</b>
Safer Sands	1
Sifting Sands	2
Intelife	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:

<b>Tenderer</b>	<b>Ranking</b>
Sifting Sands	1
Intelife	2
Safer Sands	2

### 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:

<b>Tenderer</b>	<b>Ranking</b>
Sifting Sands	1
Safer Sands	2
Intelife	3

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

Respondents must be able to demonstrate a clear understanding of softfall sand and softfall mulch maintenance services within an urban environment, why it is carried out and what is to be achieved. The assessment of this criterion has resulted in the following ranking:

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<b>Tenderer</b>	<b>Ranking</b>
Safer Sands	1
Sifting Sands	2
Intelife	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:

<b>Tenderer</b>	<b>Ranking</b>
Sifting Sands	1
Safer Sands	2
Intelife	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:

<b>Tenderer</b>	<b>Ranking</b>
Sifting Sands	1
Safer Sands	2
Intelife	3

### Pricing for the Works Offered

An assessment was made to determine the ranking based on the lump sum pricing over the initial 3-year term and as provided with the tender documentation.

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

<b>Tenderer</b>	<b>Ranking</b>
Safer Sands	1
Sifting Sands	2
Intelife	3

### Value for Money Assessment

The combined assessment of lump sum price and qualitative criteria resulted in the following tenderer ranking:

<b>Tenderer</b>	<b>Ranking</b>
Safer Sands	1
Sifting Sands	2
Intelife	3

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

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### Overall Assessment and Comment

The tender submission from Sifting Sands demonstrated sufficient capacity and scored well against the qualitative components of the assessment for successful delivery of the services.

### Consultation

Nil

### Comment

The tender submission from Sifting Sands satisfied the overall 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
CO-022 Environmental Management-	Medium
Accountability	Action Planning Option
Director Planning and Sustainability	Manage

Risk Title	Risk Rating
IN-029 Asset Maintenance	Moderate
Accountability	Action Planning Option
Director Assets	Manage

### Financial and Performance Risk

#### Financial Risk

## **25015 Provision of Softfall Sand and Softfall Mulch Maintenance**

A financial and performance 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 Sifting Sands is assessed with the financial capacity to meet the requirements of the contract.

### Performance Risk

Sifting Sands hold several maintenance contracts with Local, State and other Government agencies with no history of disputes or claims reported within the last five years.

### **Policy Implications**

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

### **Financial (Budget) Implications**

The costs associated with tender 25015 Provision of Softfall Sand and Softfall Mulch Maintenance 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 Sifting Sands for Tender 25015 Provision of Softfall Sand and Softfall Mulch Maintenance, 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.**