

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER COMMUNITY FACILITIES
MANAGER INFRASTRUCTURE CAPITAL WORKS

FROM: DIRECTOR ASSETS

FILE REF: 25/287964

DATE: 19 August 2025

**TENDER 25119: PROVISION OF MINOR WORKS FOR HVAC AND POOL PLANT
RENEWALS AT WANNEROO AQUAMOTION**

Issue

To consider Tender No: 25119 for the Provision of Minor Works for HVAC and Pool Plant Renewals at Wanneroo Aquamotion.

Background

City of Wanneroo's Aquamotion is located at 19 Civic Drive on Lot 501. As part of the City's Asset Management practices, numerous HVAC and pool plant assets at Wanneroo Aquamotion are nearing the end of useful life and are therefore due for renewal and replacement over the next 12 months.

During the 2024-25 financial year, the City engaged a consultant to prepare detailed design documentation to support a formal procurement process for the renewal of the various identified HVAC and pool plant assets at facility.

As part of the 2025-26 capital works program, the City of Wanneroo is now planning to renew and replace the various HVAC & Pool Plant Assets at Wanneroo Aquamotion.

Detail

Tender 25119 for the Provision of Minor Works for HVAC and Pool Plant Renewals at Wanneroo Aquamotion was advertised on 31 May 2025 with one addendum issued extending the tender close date from 1 July 2025 to the 8 July 2025.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Minor Works Agreement
Contract Type	Lump Sum
Contract Duration	9 months
Commencement Date	September 2025
Expiry Date	June 2027
Extension Permitted	Not applicable

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
Hoskins Investments Pty Ltd ATF M R Hoskins Family Trust	AE Hoskins Building Services	AE Hoskins
Jako Industries Pty Ltd	Jako Industries Pty Ltd	Jako Industries

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 & Inclusion 5%	25%
2	*Established Work Health and Safety Management systems, policies, practices and procedures and demonstrated compliance with those systems, policies, practices and procedures – WHS Questionnaire.	20%
3	*Demonstrated relevant experience of tenderer and personnel performing the services, working within an active operational work site, with achievement of client expectations.	20%
4	*Demonstrated understanding of the methodology to deliver the services within an active operational worksite, seeking to minimise/avoid operational disruptions, and detail your proposed personnel and resources required to undertake the services.	20%
5	*Please provide a detailed works programme in the form of a Gantt chart (PDF) for delivery of the scope of works.	15%

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 assessment.

Both offers 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
AE Hoskins	1
Jako Industries	2

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
AE Hoskins	1
Jako Industries	2

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
AE Hoskins	1
Jako Industries	2

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
AE Hoskins	1
Jako Industries	2

Overall Sustainable Procurement Ranking Summary

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

Tenderer	Ranking
AE Hoskins	1
Jako Industries	2

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
AE Hoskins	1
Jako Industries	2

Evaluation Criteria 3 - Tenderer's relevant experience with achievement of meeting client expectations (20%)

The tenderer's relevant experience in demonstrating the achievement of meeting client expectations 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 credentials to fulfil the requirements of the contract. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
AE Hoskins	1
Jako Industries	1

Evaluation Criteria 4 - Tenderer's understanding of the methodology to deliver the services and proposed resources (20%)

The tenderer's understanding of the methodology required to deliver the services 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 also considered the tenderer's proposed personnel and resources to manage the contract. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Jako Industries	1
AE Hoskins	2

Evaluation Criteria 5 - Tenderer's detailed works programme for delivery of the scope of works (15%)

The tenderer's detailed works programme to deliver the scope of works as presented in their tender submission were assessed in order to evaluate their capability to meet the requirements of the contract. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
AE Hoskins	1
Jako Industries	1

Overall Qualitative Weighted Assessment and Ranking

Tenderer's submissions were reviewed in accordance with the Procurement and Evaluation Plan. The overall assessment of qualitative weighted criteria resulted in the following ranking:

Tenderer	Ranking
AE Hoskins	1
Jako Industries	2

Pricing for the Goods/Services/Works Offered

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

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

Tenderer	Ranking
Jako Industries	1
AE Hoskins	2

Value for Money Assessment

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

Tenderer	Ranking
Jako Industries	1
AE Hoskins	2

Overall Assessment and Comment

The tender submission from Jako Industries satisfied the overall value for money assessment in accordance with the assessment criteria and weightings as detailed in the PEP and is therefore recommended as the successful tenderer. Refer to the Confidential Memo for further information.

Consultation

Whilst it is inevitable that works of this nature will cause some inconvenience, every endeavour will be made to ensure this is kept to a minimum. The facility users will be notified prior to the works commencing.

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 1 – An inclusive and accessible City with places that embrace all

Priority 1.3 Facilities and activities for all”

Risk Appetite Statement

The City seeks to pursue initiatives that activate distinctive places and supports improvements made to local amenities that retain or complement natural landscapes within the built environment. Driven by the need to engage and provide flexible facilities, public spaces and programs for all, and a range of choices for people to actively learn and discover, the City will use the relevant data and information to accept a greater risk whilst still meeting public safety and health requirements.

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-008 Contract Management	Low
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
CO-013 Workplace Health and Safety	Medium
Accountability	Action Planning Option
Director Corporate Strategy & Performance	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 Jako Industries is assessed with the financial capacity to meet the requirements of the contract.

Performance Risk

The recommended Tenderer has a proven track record of completing similar services and contracts with the City of Wanneroo. An independent reference check has also indicated that the recommended tenderer's performance is suitable and acceptable for this contract.

Policy Implications

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

Financial (Budget) Implications

PR-4694 Recurring Program, Renew Wanneroo Aquamotion Building Assets		
Description	Expenditure	Budget
Budget:		
Allocated Capital Works Budget (PR-4694)		\$950,000
Allocated Capital Works Budget (PR-4564)		\$30,000
Expenditure:		
Expenditure incurred to date	\$2,479	
Commitment to date	\$35,000	
Construction Costs Including Tenderer's works price, Project Management and Contingency	\$942,521	
Total	\$980,000	\$980,000

Recommendation:

That the CHIEF EXECUTIVE OFFICER, in accordance with Delegation 1.1.13 (Tenders for Goods and Services – Accepting, Clarifying and Rejecting Tenders; Minor Variation to Goods and Services Prior to Contract) of the Delegated Authority Register for the awarding of tenders: ACCEPTS the tender submitted by Jako Industries for Tender 25119, for the Provision of Minor Works for HVAC and Pool Plant Renewals at Wanneroo Aquamotion for the lump sum price of \$908,390 and in accordance with the terms and conditions specified in the tender document.