TENDER RECOMMENDATION REPORT

TO: **A/CHIEF EXECUTIVE OFFICER**

FROM: **DIRECTOR COMMUNTY & PLACE**

FILE REF: 26/342206: This document
26/54672: Goods and or Services Agreement (RFT Document)

DATE: 3 September 2026

TENDER 26042: The Supply, Install and Maintenance of Fitness Equipment for Aquamotion under Rental Agreement

Issue

To consider Tender 26042, the Supply, Install and Maintenance of Fitness Equipment for Wanneroo Aquamotion (Aquamotion) under Rental Agreement, for a contract term of 3 years with two x 12 (twelve) month options to extend.

Background

The City requires the services of an appropriately qualified, skilled and experienced provider for the supply, installation and maintenance of commercial grade fitness equipment at Wanneroo Aquamotion (Aquamotion) under a rental agreement.

The current cardiovascular equipment lease at Aquamotion expired in July 2026. Since the expiration of the contract, the equipment has been leased on a month-to-month basis whilst a Request for Tender process was undertaken to upgrade the equipment and enter into a new rental agreement.

Detail

Tender 26042 was advertised on 18/07/2026 closed on 11/08/2026. Nil Addenda was issued.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Good and Services Agreement
Contract Type	Fixed Lump Sum
Contract Duration	Initial Term of 3 Years
Commencement Date	1 November 2026
Expiry Date	31 October 2029
Extension Options Permitted	Yes, two periods of 12 months.

There was but one (1) Tender submission from the following company:

Company Name	ABN/ACN	Abbreviation
Fleet Commercial Gymnasiums Pty Ltd	ACN 65 103 111 388 ABN 103 111 388	Fleet Commercial

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:

WEIGHTED CRITERIA

	Criteria Description	Weighting
Qualitative Criteria 1:	Sustainable (corporate social responsibility) Procurement a. Environmental Considerations 5% b. Buy Local 10% c. Reconciliation Action Plan 5% d. Access & Inclusion 5%	25 %
Qualitative Criteria 2:	*WHS Please refer to the Questionnaire	15%
Qualitative Criteria 3:	* PROPOSED SOLUTIONS, METHODOLOGY & CAPACITY Please submit a standalone document TITLED 'Qualitative Criteria 3' in which the responders are requested to outline the methodology used to fulfill the requirements of the Tender. Further to that responders must provide the following: - A specified timeframe for the installation of equipment the specified timeframe - A Gantt Chart to deliver the project - Clearly identify product lead time - 2D floor plan of proposed equipment layout - Resource allocation to deliver the project	30%
Qualitative Criteria 4:	*EXPERIENCE Responders are required to submit a standalone document TITLE 'Qualitative Criteria 4' In which	30%

	responders are requested to provide 3 similar works recently completed. This information must be provided in a table format including the following columns: - Organisation - Location of works - Value of works - Scope of works - contact numbers - Photos of each site	

**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.
The Tender submission from Fleet Commercial was received as conforming.

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.

An assessment was made to determine Fleet Commercial's position regarding environmental policy and practices. Fleet Commercial outlined practices within their office environment and warehouse that contribute to environmental considerations, as well as the manufacturer of their equipment.

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.

Fleet Commercial are not located the City of Wanneroo boundaries and their Buy Local' considerations are limited.

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.

Fleet Commercial's information specifying differing levels of actions in relation to indigenous reconciliation action are minimal with no RAP in situ.

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 Fleet Commercial demonstrated capacity to meet AIP requirements of this tender.

Overall Sustainable Procurement Ranking Summary

The overall assessment Sustainable Procurement criteria is deemed to be adequate to meet for Fleet Commercial to meet the requirements of this tender.

Evaluation Criteria 2 – WHS Tenderer's Safety Management Systems (15%)

Evidence of WHS management policies and practices was assessed from the tender submissions.

Fleet Commercial provided tender documentation specific to the questionnaire included within the tender documentation that demonstrated the safety capacity to meet the requirements of this tender.

Evaluation Criteria 3 - Tenderer's Proposed Solutions, Methodology & Capacity (30%)

The tenderer's methodology 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 timeframes for the installation, capacity to deliver the project, product lead times, resource allocation and proposed equipment layout.

The assessment of this criterion demonstrates that Fleet Commercial can deliver and install the required equipment within a 14-week period.

Evaluation Criteria 4 - Tenderer's relevant experience with achievement of meeting client expectations (30%)

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 asked for detail and evidence of similar projects.

Fleet Commercial have delivered similar projects at Local Governments such as City of Stirling, Shire of Augusta, City of Wanneroo and UWA Sport.

Overall Qualitative Weighted Assessment and Ranking

Tenderer's submissions were reviewed in accordance with the Procurement and Evaluation Plan.

Fleet Commercial have met the minimum requirements of the City's qualitative weighted criteria to qualify for this tender.

Pricing for the Goods/Services/Works Offered - Value for Money Assessment

An assessment was made to determine the ranking based on the lump sum pricing provided with the tender documentation (same ranking under both options). Refer to the Confidential Memo for additional information.

The assessment of Price Fleet Commercial Gymnasiums Pty Ltd is deemed to be aligned with the current market.

Overall Assessment and Comment

The tender submission from Fleet Commercial Gymnasiums Pty Ltd satisfied the overall value for money assessment in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan and is therefore recommended as the successful tenderer.

Consultation

Consultation with project stakeholders and the local community will occur prior to the commencement of installation works. This will be undertaken through notification of works notices and updates to the City's website.

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 Council Plan 2025-2035:

> ***Goal 4 ~ A Connected and Liveable City***
>
> *4.1 Create welcoming community spaces*
>
> *Flexible, multi-purpose community facilities and spaces that reflect local needs and maximise existing infrastructure.*

Risk Appetite Statement

In pursuit of strategic objective goal 4, 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
Level 1 Strategic Risk	2.0 Assets & Infrastructure	Low
Level 2 Corporate Risk	2.8 Community Facilities Operations	Low
ACCOUNTABILITY		ACTION PLANNING OPTION
Director Corporate Strategy and Performance		Manage

RISK TITLE		RISK RATING
Level 1 Strategic Risk	3.0 Community Engagement & Stakeholder Relationships	Medium
Level 2 Corporate Risk	3.3 Resilient and Productive Communities	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
Director Community and Place		Manage

Financial and Performance Risk

<u>Financial Risk</u>

The financial risk with Fleet Commercial Gymnasiums Pty Ltd is assessed to be low with both Contracts Performed and the Current Contract in Situ presenting no Financial risks or reported issues.

Performance Risk

Fleet Commercial Gymnasiums has demonstrated the capacity and experience to deliver the tender works effectively based on a current contract with the City.

The tender submission indicates that the recommended tenderer has adequate capacity and experience to deliver the works based on completed projects at Local Governments and similar organisation.

The City has request reference from 3 Local government and received two as follows, which both correlate with the Company being able to fulfil the Contracts requirements.

Reference Checks	Overall Comment
City of Subiaco dated 14/9/2026 (cm 26/357160 26/349976)	*I highly recommend Fleet Commercial in terms of communication, customer service, maintenance and equipment quality.*
City of Stirling dated 9/9/2026 (26/357158 26/349958)	*Fleet commercial gymnasiums have completed multiple Cardio equipment and strength equipment installations for the City of Stirling. Often the projects required removal and delivery of equipment to various venues, they have always been able to complete the project to full within specific timeframes with no issues. Regular communication and meetings always ensure the installation ran smoothly.* *The equipment installed across all our centre has met customer expectations.* *The City has no concerns in regards to Fleets ability to deliver ongoing preventative and reactive maintenance, any issues with equipment has been rectified in a timely manner. They communicate when they will be attending and what the issue is. The asset management system is easy to use and includes vital reporting information for future proposals.*

Policy Implications

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

Financial (Budget) Implications

Operational Budget

The costs associated with Tender 26042 are included in the Community Facilities Operational Budget (Lease Interest Expenses and Lease Liabilities).

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 Fleet Commercial Gymnasiums Pty Ltd for Tender 26042 The Supply, Install and Maintenance of Fitness Equipment for Aquamotion under Rental Agreement, as per the Fixed Lump Sum of $ $220,644.09, provided in the tender submission, subject to appropriate funding availability, for a term of 3 years, with two (2) x 12 (twelve) month options to extend [or part thereof at the City's absolute discretion]