TENDER RECOMMENDATION REPORT

TO: **CHIEF EXECUTIVE OFFICER**

CC: **MANAGER INFRASTRUCTURE CAPITAL WORKS**
COORDINATOR FACILITY PROJECTS

FROM: **DIRECTOR ASSETS**

FILE REF: **26/126620**

DATE: **Tuesday, 7 April 2026**

TENDER 26033: SUPPLY INSTALLATION COMMISSIONING AND RENEWAL OF SKYLIGHT SHEETING AT WANNEROO AQUAMOTION

Issue

To consider Tender No: 26033 for the Supply Installation Commissioning and Renewal of Skylight Sheeting at Wanneroo Aquamotion.

Background

City of Wanneroo's Aquamotion is located at 19 Civic Drive on Lot 501. The translucent sheeting to the central skylight over the main pool and some plant rooms is at the end of life and needs to be replaced. As part of the City's Asset Management practices, this tender sought to engage a contractor to provide works required to supply, deliver, install and commission new translucent roof sheeting at the abovementioned location.

Detail

Tender 26033 for the Supply Installation Commissioning and Renewal of Skylight Sheeting at Wanneroo Aquamotion was advertised on 24 January 2026 and closed on 17 March 2026. No Addenda was issued during this period.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Minor Construction Works
Contract Type	Lump Sum
Contract Duration	15 months
Commencement Date	April 2026
Expiry Date	June 2027
Extension Permitted	Nil

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
NJ Projects Solutions Pty Ltd	NJ Construction Projects	NJ Construction

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 and Inclusion 5%	25%
2	*Work Health & Safety (WHS)	20%
3	*Demonstrated experience in the provision of similar works for relevant personnel and organisation with achievement of client expectations	20%
4	*Demonstrated understanding of the methodology to deliver the works and the allocation of sufficient resources to undertake the works	35%

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 two tender submissions were received as conforming.

Consultation

Internal engagement and collaboration with affected stakeholders occurred prior to tenders being advertised to ensure the specification and other contract provisions met administration requirements.

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 Council Plan 2025-2035:

Goal 4 **A Connected and Liveable City**

Priority 4.3 **Create welcoming community spaces**

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	Accountability	Action Planning Option
ST-S24 Strategic Asset Management	Moderate	Director Assets	Manage
SRT-S04 Integrated Infrastructure & Utility Planning	Low	Director Assets Director Planning & Sustainability	Manage
ST-S20 Strategic Community Planning	Low	Director Corporate Strategy and Performance	Manage
ST-S23 Stakeholder Relationships	Moderate	Chief executive Officer	Manage
CO-O08 Contract Management	Low	Director Corporate Strategy and Performance	Manage

Policy Implications

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

Overall Assessment and Comment

The submission from NJ Construction received low scores across various criteria. They failed to demonstrate appropriate relevant experience or understanding of the required methodology to deliver the services. They were therefore considered not suitable.

The submission from AE Hoskins received the highest scores for the qualitative criteria assessment, however, were unable to demonstrate that they could deliver the required scope of works within the specified project timeframes.

Accordingly, none of the submissions were considered suitable for award.

Further detail supporting this recommendation is provided in the Confidential Attachment.

Recommendation:

That the Chief Executive Officer, in accordance with Delegation 1.1.13 (Tenders for Goods and Services – Accepting, Clarifying and Rejecting Tenders) of the Delegated Authority Register for the awarding of tenders, DECLINES all tenders submitted for 26033 Supply Installation Commissioning and Renewal of Skylight Sheeting at Wanneroo Aquamotion