

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER ASSET MAINTENANCE

FROM: DIRECTOR ASSETS

FILE REF: 24/176879

DATE: 11 JUNE 2024

TENDER 24071: CLEANING OF CIVIC CENTRE BUILDINGS 1 & 2

Issue

To consider Tender No: 24071, for Cleaning of Civic Centre Buildings 1 & 2 for an initial contract term of 12 months with four (4) x 12-month options to extend at the City’s discretion.

Background

Cleaning services to Civic Centre Buildings 1 & 2 is provided by Office Cleaning Experts (OCE) under contract 21035OCE and which is due to expire on 30 June 2024.

Following the review of cleaning service requirements; it is proposed that a new contract be awarded for an initial period of 12 months with an option of four (4) x 12-month extension periods. This is intended to provide both budgetary and operational stability over the contract duration.

Detail

Tender 24071 was advertised on 20 April 2024 and closed on 7 May 2024. A non-mandatory site visit and facility walkthrough occurred on 30 April 2024. There were two (2) addenda issued in response to bidder clarifications sought and which did not change the intent or scope of work included to the original tender document.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	12 Months
Commencement Date	1 July 2024
Expiry Date	30 June 2025
Extension Permitted	Yes, four (4) periods of twelve (12) months or part thereof

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
BrightMark Group Pty Ltd	N/A	BrightMark
B.I.C. Services Pty Limited	BIC Consolidated	BIC
The Trustee for Panich Family Trust	DMC Cleaning	DMC
Osha Technologies Pty Ltd	N/A	Osha
K7 Services Pty Ltd	N/A	K7
Du Clene Pty Ltd	Du Clene Pty Ltd	Du Clene
Iconic Property Services Pty Ltd	Iconic Group Services	Iconic
Intelife Group Limited	N/A	Intelife
K&K Facility Services Pty Ltd	N/A	K&K

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	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	25%
4	* Methodology and Availability of Resources & Capacity	30%

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 received tenders were accepted on the basis that they were compliant and worthy of inclusion to the tender evaluation process.

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
BIC	1
BrightMark	2
Iconic	2
Intelife	4
Osha	4
DMC	6
K7	7
K&K	8
Du Clene	9

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
K7	1
BrightMark	2
Du Clene	2
Iconic	2
Osha	2
Intelife	6
BIC	7
DMC	8
K&K	8

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
BIC	1
Iconic	2
Intelife	2
DMC	4
BrightMark	5
K7	5
Osha	5
K&K	8
Du Clene	9

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
Intelife	1
BIC	1
DMC	3
K&K	4
K7	4
Iconic	6
Osha	7
BrightMark	8
Du Clene	8

Overall Sustainable Procurement Ranking Summary

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

Tenderer	Ranking
K7	1
BIC	2
Iconic	3
Intelife	3
BrightMark	5
Osha	5
DMC	7
Du Clene	8
K&K	9

Evaluation Criteria 2 – WHS Demonstrated Working Documents (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
BrightMark	1
BIC	1
Iconic	1
Intelife	4
* K&K	5
* Osha	6
* K7	7
* Du Clene	8
* DMC	9

* K&K, Osha, K7, Du Clene and DMC did not meet the City's minimum requirements for this criterion.

Evaluation Criteria 3 – Demonstrated Experience (25%)

The tenderer's relevant experience in demonstrating the achievement of meeting client expectations as presented in their tender submission were assessed 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
BrightMark	1
BIC	2
DMC	3
Iconic	3
Intelife	5
K7	6
* Osha	7
* K&K	8
* Du Clene	9

* Osha, K&K and Du Clene did not meet the City’s minimum requirements for this criterion.

Evaluation Criteria 4 – Methodology, Availability of Resources & Capacity (30%)

The tenderer’s resources 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 staff resources, vehicles, plant/equipment and workshop support to manage the contract. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
BrightMark	1
BIC	2
DMC	3
Iconic	4
Intelife	4
K7	6
Osha	7
* K&K	8
* Du Clene	9

* K&K and Du Clene did not meet the City’s minimum requirements for this criterion.

Overall Qualitative Weighted Assessment and Ranking

Tenderer’s submissions were reviewed in accordance with the PEP. The overall assessment of qualitative weighted criteria resulted in the following ranking:

Tenderer	Ranking
BrightMark	1
BIC	2
Iconic	3
Intelife	4
** DMC	5
** K7	5
** Osha	7
** K&K	8
** Du Clene	9

** Indicates those tenderers who did not meet the City’s minimum requirement for each of the mandatory qualitative criteria and as such were not included to the overall VFM.

Pricing for the Goods/Services/Works Offered

An assessment was made to determine the ranking based on the schedule of rates provided with the tender documentation. Based on the information provided, tenderers are ranked as follows:

Tenderer	Ranking
BrightMark	1
Iconic	2
BIC	3
Intelife	4
DMC	N/A
K7	N/A
Osha	N/A
K&K	N/A
Du Clene	N/A

Value for Money (VFM) Assessment

The combined assessment of pricing and qualitative criteria resulted in the following tenderer ranking:

Tenderer	Ranking
BrightMark	1
Iconic	2
BIC	3
Intelife	4
** DMC	NA
** Du Clene	NA
** K7	NA
** K&K	NA
** Osha	NA

Overall Assessment and Comment

The tender submission from BrightMark Group Pty Ltd 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.

Consultation

Nil

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 5

Priority 5.3

Wanneroo will be a City known for having high quality new and existing assets that are well maintained to be fit for purpose and valued by local communities. The City’s assets will be future proofed by design and also provide maximum return on investment into the future.

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-007 Purchasing	Moderate
Accountable Risk Owner	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
CO-008 Contract Management	Moderate
Accountable Risk Owner	Action Planning Option
Director Corporate Strategy and Performance	Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment was undertaken as part of the tender evaluation process for a similarly scoped and specified City contract and the outcome of the independent assessment advised that BrightMark Group Pty Ltd has been assessed with the financial capacity to meet the requirements of the contract.

Performance Risk

BrightMark Group Pty Ltd provides similarly scoped services for the City (at Aquamotion) and has demonstrated the capacity and experience to fulfil the contract requirements. They are considered reliable and produce work to a high standard while maintaining alignment to budget and scheduling requirements without dispute or incident.

Policy Implications

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

Financial (Budget) Implications

The costs associated with the Cleaning of Civic Centre Buildings 1 & 2 are included in the annual Asset Maintenance Operational Budget.

Recommendation:

That the Chief Executive Officer, in accordance with Delegation 1.1.13 - Choice of Most Advantageous Tender of the Delegated Authority Register for the awarding of tenders ACCEPTS the tender submitted by BrightMark Group Pty Ltd for Tender 24071, for the CLEANING OF CIVIC CENTRE BUILDINGS 1 & 2, as per the schedule of rates in the tender submission, for a period of one (1) year with four (4) twelve (12) month, or part thereof, options to extend at the discretion of the City, subject to appropriate funding availability for the 12-month contract term and subsequent approved contract extensions.