

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER INFRASTRUCTURE CAPITAL WORKS
PROJECT MANAGER, ICW

FROM: DIRECTOR ASSETS

FILE REF: 43272: 24/329374

DATE: 26 September 2024

TENDER 24090 - Provision of Minor Works for Supply, Installation and Commissioning of Floodlighting at Heath Park, Eglinton

Issue

To consider Tender No: 24090 for the Supply, Installation and Commissioning of Floodlighting at Heath Park, Eglinton.

Background

Heath Park (the Park) is located at 90 Heath Avenue, Eglinton. The overall land area of the Park (both ovals) is approximately 8.5 hectares, classifying the Park as a District Park. The Park is Crown Land vested to the City of Wanneroo for the purpose of public recreation.

The floodlighting project includes the installation of 6 x floodlighting poles with LED light fittings to 100 lux specification. The upgrade will meet Australian Standards AS2560 Sports Floodlighting – Large Ball Sports (Football all codes) and will provide the opportunity for night match play for both AFL and Soccer to be hosted at the venue. The project also includes the installation of recreation lights to provide appropriate lighting provision for passive activities after dark.

The upgrade is being funded through a combination of the Department of Local Government, Sport & Cultural Industries Club Night Lights Program, and municipal funds.

Detail

Tender 24090 for the provision of minor works for Supply, Installation and Commissioning of Floodlighting at Heath Park, Eglinton was advertised on 20 July 2024 and closed on 23 August 2024. Two addenda were issued to provide more details to Tenderers and to provide a short extension of time.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Minor Works Contract
Contract Type	Fixed Lump Sum

Item	Detail
Contract Duration	7 Months construction from possession of site
Commencement Date	2 weeks after receipt of Letter of Award
Expiry Date	12 months after Practical Completion
Extension Permitted	As per contract conditions

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
IOT Control Systems Pty Ltd	IOT Control Systems	IOT
Techworks Electrical Pty Ltd	Techworks Electrical	Techworks
Stiles Electrical & Communication Services Pty Ltd	Stiles Electrical & Communication Services	Stiles

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	*Established Work Health and Safety Management systems, policies, practices and procedures and demonstrated compliance with those systems, policies, practices and procedures.	25%
3	*Demonstrated experience in the provision of similar works for relevant personnel and organisation with achievement of client expectations	25%
4	*Demonstrated understanding of the methodology to deliver the works and the allocation of sufficient resources to undertake the works	25%
	Total	100%

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.

Three submissions were received, however the submission from IOT was non-compliant (no returnable schedules completed) and therefore was not considered in the 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
Stiles	1
Techworks	1

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
Stiles	1
Techworks	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
Techworks	1
Stiles	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
Techworks	1
Stiles	2

Overall Sustainable Procurement Ranking Summary

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

Tenderer	Ranking
Techworks	1
Stiles	2

Evaluation Criteria 2 - Tenderer’s Safety Management Systems (25%)

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
Techworks	1
Stiles	2

Evaluation Criteria 3 - Demonstrated experience in the provision of similar works for relevant personnel and organisation with achievement of client expectations (25%)

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
Stiles	1
Techworks	2

Evaluation Criteria 4 - Demonstrated understanding of the methodology to deliver the works and the allocation of sufficient resources to undertake the works (25%)

The tenderer’s resources as presented in their tender submission were assessed 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 proposed methodology to deliver the works was also assessed for its suitability for the requirements of the works. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Stiles	1
Techworks	2

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
Techworks	1
Stiles	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
Stiles	1
Techworks	2

Relative Value for Money Assessment

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

Tenderer	Ranking
Stiles	1
Techworks	2

Overall Assessment and Comment

The tender submission from Stiles 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 using the preliminary concept design has been undertaken with City's internal stakeholders. No objections were received from the community to install Sports Floodlighting at Heath Park.

During the community consultation the City received no responses.

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: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places

Priority 5.1 Develop to meet current need and future growth

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.

Enterprise Risk Management Considerations

Risk Title	Risk Rating
ST-S20 Strategic Community Plan	Low
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
CO-023 Safety of Community	Medium
Accountability	Action Planning Option
Director Community & Place	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 Stiles is assessed with the financial capacity to meet the requirements of the contract.

Performance Risk

Stiles has provided ongoing support for the installation and maintenance of electrical infrastructure within Local Government and industrial sectors.

Independent reference checks have also indicated that the recommended tenderer has demonstrated capability to deliver a project this size. Stiles has previously delivered numerous similar projects for the City of Wanneroo.

Policy Implications

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

Financial (Budget) Implications

PR-4427 PMO23017 Heath Park, New Sports Floodlighting		
Description	Expenditure	Budget
Budget		
Allocated Capital Works Budget 2024/25		\$667,369
Expenditure		
Expenditure incurred to date	\$2,885	
Commitment to date	\$1,500	
Project management and professional fees	\$23,000	
Tender 24090 – Heath Park Floodlighting Total	\$400,486.76	
Construction Contingency	\$45,000	
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Total Expenditure	\$472,871.76	
Total Funding		\$667,369
Funding Provision required in 2024/25		\$667,369

The lump sum price submission by Stiles for the provision of minor works for supply, installation & commissioning of floodlighting at Heath Park, Eglinton is within the listed capital works project budget for 2024/25.

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 Stiles Electrical & Communication Services Pty Ltd for Tender 24090, for the Supply, Installation & Commissioning of Floodlighting at Heath Park, Eglinton, as per Fixed Lump Sum price of \$400,486.76.