



City of Nedlands

Technical Services Reports

Committee Consideration – 13 May 2014

Council Resolution – 27 May 2014

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TS09.14	Tender No. 2013/14.18	General Tree Surgery
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Committee	13 May 2014
Council	27 May 2014
Applicant	City of Nedlands
Officer	Taryn King – Purchasing and Tenders Coordinator
Director	Mark Goodlet – Director Technical Services
Director Signature	
File Reference	Ten/437
Previous Item	Nil

Executive Summary

To award the term contract for general tree surgery works in the City of Nedlands for capital and maintenance work.

Recommendation to Committee

Council:

1. **agrees to award tender no. 2013/14.18 to Beaver Tree Services Aust Pty Ltd for the provision of general tree surgery as per the schedule of rates (Attachment 1) submitted; and**
2. **authorises the Chief Executive Officer to sign an acceptance of offer for this tender.**

Strategic Plan

KFA: Natural and Built Environment

Award of this tender enables the City to maintain and improve its natural environment efficiently and in accordance with Council policy and legislative requirements.

Background

As part of the parks services operational works program the City of Nedlands includes a provision for the contracting of general tree surgery to maintain City tree assets. Expenditure in this contract is now such that to comply with legislative requirements outlined in the *Local Government Act 1995* and ensure the best value for money for the City, this service went out to tender.

Tender documents were advertised on Saturday 1 February 2014 in the West Australian Newspaper. Tenders opened on Monday 3 February 2014 and submitted

tenders were opened by officers of the City of Nedlands at 1:00 pm Tuesday 25 February 2014.

Seven (7) tender submissions were received by the City of Nedlands, from the following companies:

1. Beaver Tree Services Aust Pty Ltd
2. Geoff's Tree Services Pty Ltd
3. D&TL Barker Nominees
4. Active Tree Services
5. Tree Surgeons of WA
6. Tree Amigos
7. MPDT Pty Ltd

Key Relevant Previous Council Decisions

Nil.

Consultation

Required by legislation: Yes No
Required by City of Nedlands policy: Yes No

Legislation / Policy

Local Government Act 1995, section 3.57
Local Government (Financial Management) Regulations 1996, Section 17A.
City of Nedlands Policy – 'Purchasing of Goods and Services'

Budget/Financial Implications

Within current approved budget: Yes No
Requires further budget consideration: Yes No

Risk Management

Failing to appoint the contract will impact on the City's ability to complete the capital and works program.

Key risk areas, including financial and regulatory risks, have been addressed through the control measures applied through the tender documentation and evaluation process. Reference checks were completed on the recommended contractor following the evaluation process.

Discussion

The tender was independently evaluated by three (3) City officers in accordance with the qualitative criteria specified in the tender documentation, as set out in the below table extract from RFT 2013/14.18.

Qualitative Selection Criteria	Weighting
<p>Key Personnel, Skills and Experience</p> <p>Tenderer's involved in this contract; and</p> <ul style="list-style-type: none"> a) Provide relevant industry experience, current qualifications and registrations of the key personnel; and b) Provide relevant industry experience, current qualifications and registrations of the key personnel. 	<p>10%</p>
<p>Organisation Capabilities</p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it "Organisation Capabilities".</p> <ul style="list-style-type: none"> a) Organisations to demonstrate industry-recognised qualifications and recent experience with contracts of a similar size and scope; and b) Demonstrate that your organisation has the capacity to resource the work i.e. current workload versus forecast workload including this contract; and c) Tenderers are to also include the percentage of operational capacity represented by this work; and d) Demonstrate your ability to adhere to timelines of recent contracts of a similar size and scope to this request. 	<p>30%</p>
<p>Performance</p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it "Performance".</p> <ul style="list-style-type: none"> a) The ability to supply and sustain the necessary technical resources, staff and equipment; and b) Demonstrate ability to provide high quality and standard of work; and c) How to ensure timeliness of work (productivity) d) Demonstrated ability to meet the specifications of this request; and e) Any other issues or matters which will maximise the net benefit of the services to the Principal and community. 	<p>30%</p>

<p>Price</p> <p>A Tenderer must as a minimum, address the following information in an attachment and label “Price”:</p> <p>The tendered price(s) will be considered along with related factors affecting total cost to the Principal. Early settlement discounts, lifetime costs, the major components to be utilised, the Principal’s contract management costs may also be considered in assessing the best value for money outcome.</p>	<p>30%</p>
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The priced items were compiled into a spreadsheet for analysis of value comparison. A price criteria score was allocated based on the best value being scored at 100% and other values scored proportionally against this price.

The pricing was weighted at 30% of the assessment with the remaining % being allocated to the qualitative section criteria.

Conforming submissions were received from the following organisations:

- Beaver Tree Services Aust Pty Ltd
- Geoff’s Tree Services Pty Ltd
- D&TL Barker Nominees
- Active Tree Services
- Tree Surgeons of WA
- Tree Amigos

Evaluation

The final evaluation scores are as follows:

- | | |
|-------------------------------------|-----|
| • Beaver Tree Services Aust PTY LTD | 93% |
| • Geoff’s Tree Services Pty Ltd | 82% |
| • Tree Amigos | 77% |
| • Tree Surgeons of WA | 73% |
| • Active Tree Services | 60% |
| • D&TL Barker Nominees | 48% |

The assessment is further detailed in Attachment 2.

Conclusion

After an assessment of the submitted tenders it is proposed that the tender submission received from the contractor Beaver Tree Services Aust Pty Ltd be accepted having attained the highest score in the evaluation and providing the most cost efficient outcome.

It is also recommended that Council accepts the option to extend the contract for a period of two (2) 12 months extensions at the end of the initial one (1) year period, subject to satisfactory performance.

Attachments

1. Confidential Schedule of Rates (not to be published)
2. Confidential Tender Assessment (not to be published)

TS10.14	Tender No. 2013/14.25 Supply of Irrigation Parts
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Committee	13 May 2014
Council	27 May 2014
Applicant	City of Nedlands
Officer	Taryn King – Purchasing and Tenders Coordinator
Director	Mark Goodlet – Director Technical Services
Director Signature	
File Reference	TS-PRO-00012
Previous Item	Nil

Executive Summary

To award the term contract for the supply of irrigation parts to the City of Nedlands for capital and maintenance work.

Recommendation to Committee

Council:

1. agrees to award tender no. 2013/14.25 to Total Eden Pty Ltd for the provision of supply of irrigation parts as per the schedule of rates (Attachment 1) submitted; and
2. authorises the Chief Executive Officer to sign an acceptance of offer for this tender.

Strategic Plan

KFA: Natural and Built Environment

Award of this tender enables the City to maintain and improve its natural environment efficiently and in accordance with Council policy and legislative requirements.

Background

As part of the parks services operational works program the City of Nedlands includes a provision for the contracting of supply of irrigation parts in order to modernise its ageing irrigation infrastructure system. Expenditure in this contract is now such that to comply with legislative requirements outlined in the *Local Government Act 1995* and ensure the best value for money for the City, this service went out to tender.

Tender documents were advertised for tender on Saturday 8 March 2014 in the West Australian Newspaper. Tenders opened on Monday 10 March 2014 and submitted tenders were opened by officers of the City of Nedlands at 2:00 pm Tuesday 25 March 2014.

Two (2) tender submissions were received by the City of Nedlands, from the following companies:

1. Total Eden Pty Ltd
2. Environmental Industries Pty Ltd

Both tenders received were conforming.

Key Relevant Previous Council Decisions

Nil.

Consultation

Required by legislation: Yes No
Required by City of Nedlands policy: Yes No

Legislation / Policy

Local Government Act 1995, section 3.57
Local Government (Functions and General) Regulations 1996, Part 4
City of Nedlands Policy – ‘Purchasing of Goods and Services’

Budget/Financial Implications

Within current approved budget: Yes No
Requires further budget consideration: Yes No

Risk Management

Failing to appoint the contract will impact on the City’s ability to complete the capital and works program.

Discussion

The tender was independently evaluated by three (3) City officers in accordance with the qualitative criteria specified in the tender documentation, as set out in the below table extract from RFT 2013/14.25.

Qualitative Selection Criteria	Weighting
<p>Performance</p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it “Performance”:</p> <p>a) The ability to sustain the necessary resources, to supply the required parts in a timely manner.</p>	45%
<p>Warranty</p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it “Warranty”: Are you willing to offer an extended warranty?</p> <p>a) If yes, please stipulate the terms if the warranty you are willing to offer.</p>	5%
<p>Price</p> <p>A Tenderer must as a minimum, address the following information in an attachment and label “Price”:</p> <p>The tendered price(s) will be considered along with related factors affecting total cost to the Principal. Early settlement discounts, lifetime costs, the major components to be utilised, the Principal’s contract management costs may also be considered in assessing the best value for money outcome.</p>	50%

The priced items were compiled into a spreadsheet for analysis of value comparison. A price criteria score was allocated based on the best value being scored at 100% and other values scored proportionally against this price.

A total of 50% weighting was allocated to the price criteria.

Evaluation

The final evaluation scores are as follows:

- Total Eden Pty Ltd 90%
- Environmental Industries Pty Ltd (Alternative Submission) 89%
- Environmental Industries Pty Ltd 71%

The assessment is further detailed in Attachment 2.

Conclusion

After an assessment of the submitted tenders it is proposed that the tender submission received from the contractor Total Eden Pty Ltd be accepted having

attained the highest score in the evaluation and providing the most cost efficient outcome.

It is also recommended that Council accepts the option to extend the contract for a period of two (2) 12 months extensions at the end of the initial one (1) year period, subject to satisfactory performance.

Attachments

1. Confidential Schedule of Rates (not to be published)
2. Confidential Tender Assessment (not to be published)