



City of Nedlands

# Technical Services Reports

**Committee Consideration – 14 October 2014**  
**Council Resolution – 28 October 2014**

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<b>TS16.14</b>	<b>Tender No. 2013/14.30 – Provision of Street Sweeping</b>
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<b>Committee</b>	14 October 2014
<b>Council</b>	28 October 2014
<b>Applicant</b>	City of Nedlands
<b>Officer</b>	Nathan Brewer – Purchasing and Tenders Coordinator
<b>Director</b>	Mark Goodlet – Director Technical Services
<b>Director Signature</b>	
<b>File Reference</b>	TS-PRO-00017
<b>Previous Item</b>	Not Applicable

## Executive Summary

To award the term contract for street sweeping services in the City of Nedlands for streetscape maintenance operations.

## Recommendation to Council

### Council:

1. **Agrees to award tender no. 2013/14.30 to Environmental Waste Water Catchment Service trading as Envirosweep for the provision of street sweeping 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 its streetscapes in accordance with agreed levels of service.

## Background

As part of the engineering services operational works the City of Nedlands includes a provision for the contracting of street sweeping services to maintain and improve the City's public places. Expenditure in this contract is likely to exceed \$100,000 and to comply with legislative requirements outlined in the *Local Government Act 1995* and ensure the best value for money for the City, this service must be tendered.

Tender documents were advertised on Saturday 23 August 2014 in the West Australian Newspaper. Tenders opened on Monday 25 August 2014 and submissions closed at 2:00 pm Tuesday 9 September 2014. Submitted tenders were opened by Officers of the City at 10.00 am on Wednesday 10 September 2014.

Conforming tenders were received from the following three companies:

1. Austra Environmental Services Pty Ltd;
2. Cleansweep WA Pty Ltd trading as Cleanindustry Environmental Solutions;  
and
3. Environmental Waste Water Catchment Service trading as Envirosweep.

## 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

Allowance is made in the engineering services operations budget for the supply of street sweeping services in accordance with this contract.

## Risk Management

Failing to appoint the contract will impact on the City’s ability to maintain current service levels to streetscapes.

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 four City Officers in accordance with the qualitative criteria specified in the tender documentation, as set out in the below table extract from RFT 2013/14.30.

Qualitative Selection Criteria	Weighting
<p><b>Key Personnel, Skills and Experience</b></p> <p>Tenderer's must, as a minimum, address the following information in an attachment and label it "<b>Key Personnel</b>":</p> <ul style="list-style-type: none"> <li>a) Nominate key personnel to be involved in this contract; and</li> <li>b) Provide relevant industry experience, current qualifications and registrations of the key personnel.</li> </ul>	<p><b>10%</b></p>
<p><b>Relevant Experience</b></p> <p>Tenderer's must, as a minimum, address the following information in an attachment and label it "<b>Relevant Experience</b>":</p> <ul style="list-style-type: none"> <li>a) Provide details of similar work;</li> <li>b) Provide scope of the Tenderer's involvement including details of outcomes;</li> <li>c) Provide details of issues that arose during the project and how these were managed; and</li> <li>d) Demonstrate competency and proven track record of achieving outcomes.</li> </ul>	<p><b>10%</b></p>
<p><b>Demonstrated Understanding</b></p> <p>Tender's must, as a minimum, address the following information in an attachment and label it "<b>Demonstrated Understanding</b>":</p> <ul style="list-style-type: none"> <li>a) A project schedule/timeline (where applicable); and</li> <li>b) Supply details and provide an outline of your proposed methodology.</li> </ul>	<p><b>10%</b></p>
<p><b>Tenderer's Resources (Equipment and Personnel)</b></p> <p>A Tenderer must, as a minimum, address the following information in an attachment and label it "<b>Tenderer's Resources</b>":</p> <ul style="list-style-type: none"> <li>a) Plant, equipment and materials; and</li> <li>b) Any contingency measures or back up of resources including personnel (where applicable).</li> </ul>	<p><b>15%</b></p>

<p><b>Organisation Capabilities</b></p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it “<b>Organisation Capabilities</b>”:</p> <p>a) Organisations to demonstrate industry-recognised qualifications and recent experience with contracts of a similar size and scope.</p>	<p><b>10%</b></p>
<p><b>Performance</b></p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it “<b>Performance</b>”:</p> <p>a) The ability to supply and sustain the necessary technical resources, staff and equipment;  b) Demonstrate ability to provide high quality and standard of work; and  c) Demonstrated ability to meet specifications of this request.</p>	<p><b>15%</b></p>
<p><b>Price</b></p> <p>A Tenderer must as a minimum, address the following information in an attachment and label “<b>Price</b>”:</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><b>30%</b></p>

The priced items were compiled in to 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.

### Evaluation

The tenderer who scored highest on the evaluation was Environmental Waste Water Catchment Service trading as Envirosweep with a score of 90%.

### Conclusion

After an assessment of the submitted tenders it is proposed that the tender submission received from the contractor Environmental Waste Water Catchment Service trading as Envirosweep be accepted having attained the highest score in the evaluation and providing the most cost efficient outcome.

The contract provides the option to extend the contract for a period of two 12 months extensions at the end of the initial one year period, subject to satisfactory performance.

### **Attachments**

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