



City of Nedlands

Technical Services Reports

Committee Consideration – 10 June 2014

Council Resolution – 24 June 2014

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TS11.14 Tender No. 2013/14.21 – Landscape Maintenance Services

Committee	10 June 2014
Council	24 June 2014
Applicant	City of Nedlands
Officer	Taryn King - Purchasing and Tenders Coordinator
Director	Mark Goodlet – Director Technical Services
Director Signature	
File Reference	TS-PRO-00007
Previous Item	Not Applicable

Executive Summary

To award the term contract for landscape maintenance services in the City of Nedlands for maintenance operations.

Recommendation to Committee

Council:

1. **agrees to award tender no. 2013/14.21 to Green Life Group Pty Ltd for the provision of landscape maintenance services 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, reserves and gardens in accordance with agreed levels of service.

Background

As part of the parks services operational works the City of Nedlands includes a provision for the contracting of landscape maintenance services to maintain and improve the City's public places. Expenditure in this contract is 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 22 March 2014 in the West Australian Newspaper. Tenders opened on Monday 24 March 2014 and submissions closed at 2:00 pm Wednesday 9 April 2014, with submitted tenders being opened by Officers of the City at the closing of the tender.

Conforming tenders were received from the following eleven companies:

1. Landscape and Maintenance Solutions
2. Landscape Element
3. Green Skills
4. LD Total
5. Green Life Group
6. Lochness Landscape Services
7. External Works
8. Skyline Landscape Services
9. BOS Surveying
10. Total Eden
11. Cobey Maintenance

The submission from Skyline Landscape Services was retracted during the evaluation process as a consequence of the City seeking clarification of their pricing schedule.

Key Relevant Previous Council Decisions

Nil.

Consultation

Required by legislation:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Required by City of Nedlands policy:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Requires further budget consideration:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Allowance is made in the parks services operations budget for the supply of landscape maintenance 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, reserves and gardens.

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 2013/14.21.

Qualitative Selection Criteria	Weighting
<p>Key Personnel, Skills and Experience</p> <p>Tenderer's must, as a minimum, address the following information in an attachment and label it "Key Personnel":</p> <ul style="list-style-type: none"> a) Nominate key personnel to be involved in this contract; and b) Provide relevant industry experience, current qualifications and registrations of the key personnel. 	10%
<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. 	10%
<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; b) Demonstrate ability to provide high quality and standard of work; and c) Demonstrated ability to meet specifications of this request. 	50%

Price	A Tenderer must as a minimum, address the following information in an attachment and label “ Price ”: 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.	30%
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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 final evaluation scores (Attachment 2) are as follows:

- Green Life Group 75%
- Total Eden 66%
- LD Total 64%
- Landscape and Maintenance Solutions 61%
- External Works 56%
- Lochness Landscape Services 54%
- Green Skills 51%
- Cobey Maintenance 51%
- Landscape Element 31%
- BOS Surveying 28%

Conclusion

After an assessment of the submitted tenders it is proposed that the tender submission received from the contractor Green Life Group 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)

TS12.14 Tender No. 2013/14.02 – Provision of Cleaning Services

Committee	10 June 2014
Council	24 June 2014
Applicant	City of Nedlands
Officer	Taryn King - Purchasing and Tenders Coordinator
Director	Mark Goodlet – Director Technical Services
Director Signature	
File Reference	TEN/411
Previous Item	Not Applicable

Executive Summary

To award the term contract of two (2) years for provision of cleaning services to the City of Nedlands for maintenance operations.

Recommendation to Committee

Council:

1. agrees to award tender no. 2013/14.02 to Cleandustrial Services Pty Ltd for the provision of cleaning services 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 buildings and facilities in accordance with agreed levels of service.

Background

As part of the engineering services operational works program the City of Nedlands includes a provision for the contracting of cleaning services in order to maintain the City's buildings and facilities.

The expenditure level in this contract is likely to be in excess of \$100,000. In order to comply with legislative requirements outlined in the *Local Government Act 1995* and ensure the best value for money for the City, this service is required to go out to tender.

Tender documents were advertised on Saturday 22 March 2014 in the West Australian Newspaper. Tenders opened on Monday 24 March 2014 and submissions closed at 2:00 pm Wednesday 15 April 2014 with submitted tenders being opened by Officers of the City at the closing of the tender.

Conforming tenders were received from the following fourteen companies:

1. Advanced National Service
2. Allclean Commercial Service
3. AMC Commercial Cleaning
4. CCM Furniture
5. Charles Service Company
6. Cleandustrial Services
7. DMC Cleaning Services
8. GJK Cleaning Services
9. Glad Cleaning Service
10. Golden West Corporate
11. JC Group
12. TJS Services
13. Brigade FM
14. Commercial Cleaning Service

Non-conforming tenders were received from the following five (5) companies:

1. CMC Property Services
2. DU Clene
3. International Cleaning Service
4. Royalcharm
5. OCE Corporate Cleaning

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 cleaning 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 the City's buildings and facilities.

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 2013/14.02.

Qualitative Selection Criteria	Weighting
Key Personnel, Skills and Experience Tenderer's must, as a minimum, address the following information in an attachment and label it " Key Personnel ": a) Nominate key personnel to be involved in this contract; and b) Provide relevant industry experience, current qualifications and registrations of the key personnel;	10%

Relevant Experience	Tenderer's must, as a minimum, address the following information in an attachment and label it " Relevant Experience ": a) Provide details of similar work; b) Provide scope of the Tenderer's involvement including details of outcomes; c) Demonstrate competency and proven track record of achieving outcomes	15%
Tenderer's Resources (Equipment and Personnel)	Tenderer's must, as a minimum, address the following information in an attachment and label it " Tenderer's Resources ": a) Plant, equipment and materials; and b) Any contingency measures or back up of resources including personnel (where applicable). c) The ability to supply and sustain the necessary technical resources, staff and equipment	15%
Performance	A Tenderer must as a minimum, address the following information in an attachment and label it " Performance " a) Demonstrate ability to provide high quality and standard of work; b) Demonstrated ability to meet specifications of this request	30%
Price	A Tenderer must as a minimum, address the following information in an attachment and label " Price ": 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.	30%

The priced items were compiled into a spreadsheet for detailed 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 final evaluation scores for conforming submissions (Attachment 2) are as follows:

• GJK Cleaning Services	88%
• AMC Commercial Cleaning	85%
• Cleandustrial Services	82%
• Allclean Commercial Service	79%
• Charles Service Company	78%
• CCM Furniture	66%
• Advanced National Service	65%
• DMC Cleaning Services	59%
• Glad Cleaning Service	55%
• Brigade FM	52%
• TJS Services	50%
• Golden West Corporate	41%
• Commercial Cleaning Service	39%
• JC Group	36%

Conclusion

After an assessment of the submitted tenders it is proposed that the tender submission received from the contractor Cleandustrial Services Pty Ltd be accepted. With the high level of expectations set on performance and delivery of outcomes in this evaluation, the tenderer submitted the most cost efficient solution whilst offering services that meet the City's requirements the most effectively.

It is recognised that both GJK Cleaning and Services and AMC Commercial Cleaning scored higher overall in the assessment than Cleandustrial Services Pty Ltd. Both of these organisations were able to offer lower pricing as a result of managing interstate contracts Australia wide whilst being based in one location to reduce overheads. Whilst cost is considered important it is recognised that it would be more advantageous to the City to award to Cleandustrial Services Pty Ltd based on them being a Western Australian owned company providing cleaning and associated services exclusively to Perth Metropolitan and Peel regions, with over 30 years' experience and a strong and diverse portfolio specialising in cleaning services to Local Governments.

Factors such as being in the same time zone as the City for contact and to resolve issues, offer quick response times to be on site and the ability to meet face to face with management as and when required are all key requirements for this contract, that would best be met by awarding this contract to an organisation based in Western Australia, therefore Cleandustrial Services Pty Ltd is in the best position to meet these needs of both the contract and the City.

As such the evaluating Officers felt that Cleandustrial Services should be recommended to be awarded this contract by Council. For the overall management of this contract the locality of this organisation is seen as beneficial for the day to day delivery of this important service to the City.

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 two (2) year period, subject to satisfactory performance.

Attachments

Report – TS11.14 to T12.14 – 10.6.14 to 24.6.14

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