

5.7 TENDER - PROVISION OF CLEANING SERVICES TO CITY OF SWAN FACILITIES IN MIDLAND PLACE AND SUBURB OF GIDGEGANNUP (RFT22EV02-SOR)

Ward: (Midland/Guildford and Swan Valley/Gidgegannup Ward)
(Construction and Maintenance)

Disclosure of Interest: Nil

Authorised Officer: Executive Manager Operations

An attachment to this report is **CONFIDENTIAL** as it includes information regarding a contract which may be entered into by the local government and which relates to a matter to be discussed at the meeting and a matter that if disclosed would reveal a trade secret or contains information about or of value to a person.

A correction was issued to the attachment issued with the agenda. The correct information is included in the attachment contained within Confidential Minutes.

Council considered this matter behind closed doors.

KEY ISSUES

- The City sought tenders for RFT22EV02-SOR - Provision of cleaning services to City of Swan facilities in Midland Place and suburb of Gidgegannup.
- A local public notice for the tender was published in The West Australian on 15 January 2022, at the City of Swan Libraries, on the City of Swan website, and sent via email from Tenderlink.
- Submissions were received from each of the following:
 1. Allclean Property Services Plus Pty Ltd
 2. ASF Cleaning Pty Ltd ATF Bellrock Cleaning Services Trust
 3. Brightmark Group Pty Ltd
 4. G.J. & K. Cleaning Service Pty Limited
 5. DMC Cleaning Corporation Pty Ltd ATF Panich Family Trust
- The submission from ASF Cleaning Pty Ltd ATF Bellrock Cleaning Services Trust is the preferred submission based on the City's evaluation.
- In accordance with the revised Council delegation to the Tenders Review Committee, this tender is being submitted to Council for consideration as the total contract value variance to budget estimate is greater than 10%.

It is recommended that the Council selects the submission from ASF Cleaning Pty Ltd ATF Bellrock Cleaning Services Trust for RFT22EV02-SOR – Provision of cleaning services to City of Swan facilities in Midland Place and suburb of Gidgegannup.

BACKGROUND

The City has sought to engage a suitably experienced Contractor to deliver cleaning and hygiene services to the Principal's selected buildings and public facilities located in Midland Place and suburb of Gidgegannup.

DETAILS

Item	Response
Contract term:	Initial: 36 months from 1 June 2022 Extension options: Two periods of 12 months to a maximum total period of 60 months
Price basis:	Schedule of rates – variable prices
City approval to proceed to request:	Executive Manager, Operations
Request closing date:	9 February 2022
Offer validity expiry date:	10 May 2022
Expiry date of any existing contract:	31 May 2022
Anticipated contract commencement date:	1 June 2022

PROBITY

Stantons International was engaged to perform a probity audit of the tender process. Refer to Attachment M for the probity certificate.

SUBMISSIONS

Pre-qualification requirements for this request: Nil

Submissions were received from each of the following:

1. Allclean Property Services Plus Pty Ltd, Bibra Lake WA
2. ASF Cleaning Pty Ltd ATF Bellrock Cleaning Services Trust, Malaga WA
3. Brightmark Group Pty Ltd, Claremont WA
4. G.J. & K. Cleaning Service Pty Limited, Collingwood VIC
5. DMC Cleaning Corporation Pty Ltd ATF Panich Family Trust, Kalamunda WA

EVALUATION PANEL

The evaluation panel included three voting members with representatives from two business units in accordance with the City's evaluation process requirements.

In addition to the voting members, the evaluation panel included one non-voting member from Stantons International and one non-voting member from the City of Swan.

All evaluation panel members provided declarations of conflicts of interest with no conflicts declared.

PRELIMINARY ASSESSMENT

The compliance and disclosure requirements for this request were:

Description of compliance criteria
Compliance with the requirements contained in the request
Compliance with the conditions of tendering contained in the request
Compliance with the delivery date/time of lodging the tender
Compliance with and completion of the price schedule(s)
Compliance with the requirement to provide the relevant occupational safety and health documentation within the required timeframe as specified in Schedule A

Project officer to complete below section

All tenderers were deemed to be compliant and, therefore, passed through to qualitative assessment.

QUALITATIVE ASSESSMENT

The qualitative requirements for this request were:

Description of compliance criteria	Weighting
Demonstrate the safety processes and procedures to be employed in undertaking works under the Contract	30%
Demonstrate your organisations experience in supplying similar works and services	20%
Demonstrate the skills and experience of key personnel to be used in this project	20%
Provide an outline of the methodology to be used in supplying the Requirements	30%

EVALUATION SUMMARY

Submission	Price ranking	Qualitative ranking	Marginal cost benefit ranking
G.J. & K. Cleaning Services Pty Ltd	1	5	3
ASF Cleaning Pty Ltd ATF Bellrock Cleaning Services Trust	2	1	1
Brightmark Group Pty Ltd	3	2	2
DMC Cleaning Corporation ATF Panich Family Trust	4	3	4
Allclean Property Services Plus Pty Ltd	5	4	5

The submission from ASF Cleaning Pty Ltd ATF Bellrock Cleaning Services Trust is the preferred submission based on the City's evaluation.

CONSULTATION

A local public notice for the tender was distributed as follows:

- Publication on the City of Swan public website
- Publication in the City of Swan libraries
- Publication in The West Australia, 15 January 2022
- Email notifications sent via Tenderlink.

ATTACHMENTS

CONFIDENTIAL: RFT22EV02-SOR - Provision of cleaning services to City of Swan facilities in Midland Place and suburb of Gidgegannup

STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031

- Objective G2.1 Improve capability and capacity

Council Policy POL-C-116 Procurement

STATUTORY IMPLICATIONS

Local Government Act 1995 (WA)

Local Government (Administration) Regulations 1996 (WA)

Local Government (Functions and General) Regulations 1996 (WA)

Delegation of Authority Register 2021

FINANCIAL IMPLICATIONS

Budget item description:	FAM Cleaning
	INM Parks & Reserves
Budget account / job no:	197147.7010.66609
	197173.7010.66609
Budget item amount:	\$1,790,000.00
	\$3,158,010.00
Total expenditure to date:	\$1,397,698.00
	\$2,133,624.00
Available account budget balance:	2021/22 \$392,302.00
	\$1,024,386.00

The preferred tenderer's offer is:

- Within the current budget
- Within the forward estimated amount.

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION

That the Council resolve to:

- 1) Select ASF Cleaning Pty Ltd ATF Bellrock Cleaning Services Trust as the preferred tenderer.
- 2) Allow the option to extend the contract.
- 3) Upon award of the contract, advise all tenderers and update the City's public tender register in accordance with Local Government (Functions and General) Regulations 1996 (WA).

MOTION that the Council resolve to:

- 1) Select G. J. & K. Cleaning Services Pty Ltd as the preferred tenderer.
- 2) Allow the option to extend the contract.
- 3) Upon award of the contract, advise all tenderers and update the City's public tender register in accordance with the Local Government (Functions and General) Regulations 1996.
- 4) Record the reasons for changing the Officer Recommendation is that G.J. & K. Cleaning Services has submitted the lowest cost tender and as per the report are capable of delivering the service.

(Cr Henderson - Cr Catalano)

Cr Congerton entered the Chamber at 7.13pm.

RESOLVED (9/5) TO:

- 1) Select G. J. & K. Cleaning Services Pty Ltd as the preferred tenderer.
- 2) Allow the option to extend the contract.
- 3) Upon award of the contract, advise all tenderers and update the City's public tender register in accordance with the Local Government (Functions and General) Regulations 1996.
- 4) Record the reasons for changing the Officer Recommendation is that G.J. & K. Cleaning Services has submitted the lowest cost tender and as per the report are capable of delivering the service.

For: Crs Bowman, Catalano, Henderson, Johnson, Jones, Knight, Lucas, McCullough and Zannino

Against: Crs Congerton, Howlett, Parry, Predovnik and Richardson