



Ordinary Council Meeting

24 OCTOBER 2018

LATE ITEM

REPORT

ITEM NO

SUBJECT

11.3.1

RFT 04-19 PROVISION OF CLEANING SERVICES FOR BUILDINGS, RESERVE TABLES, BBQ'S, PUBLIC AMENITIES

11.3.1 RFT 04-19 PROVISION OF CLEANING SERVICES FOR BUILDINGS, RESERVE TABLES, BBQ'S, PUBLIC AMENITIES

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	COR/371
REPORT AUTHOR	David Nicholson, Manager Asset Services
AUTHORISING OFFICER	Markus Botte, Director Infrastructure Services

IN BRIEF

- The Request for Tender (RFT) 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities was advertised state-wide as public tender for the provision of cleaning services at various sites within the Shire, including nominated Shire buildings, public amenities (some incorporating lock up services), BBQ's and picnic tables.
- The tender was split into three (3) separable portions to allow for the potential appointment of one or more contractors to provide cleaning services based on the most advantageous tender for the services sought, being:
 - Separable Portion 1 – Operational Buildings - North
 - Separable Portion 2 – Public Amenities – North
 - Separable Portion 3 – Operational Buildings and Public Amenities – South
- A total of eight (8) submissions were received and evaluation of submissions was undertaken in accordance with the Shire's Procurement Policy with professional support of WALGA Procurement Services, ranking BrightMark Group Pty Ltd as the preferred tenderer for all separable portions based on value for money assessment.

RECOMMENDATION

That Council awards Tender RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities to BrightMark Group Pty Ltd for their tender submission and price basis outlined in the Evaluation Report (Confidential Attachment 1) for a period of three (3) years, with the option to extend the contract term for up to a further period of two (2) years, subject to satisfactory performance and to be executed at the discretion of the Shire's Chief Executive Officer.

LOCATION PLAN

Nil

TABLED ITEMS

RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities

BACKGROUND

In October 2015, Council resolved to approve two three (3) year contracts for:

- a) Office Cleaning Services; and
- b) Amenities Cleaning and Lock Up Services.

The current contracts expire on 30 November 2018. The current contracts contain a two-year extension option, exercisable at the absolute discretion of the Principal. Additional cleaning services are required to be carried out, which are outside the scope of works of current contracts, which include:

- additional cleaning of amenity blocks in peak periods;
- additional number of toilets to be cleaned at two locations;
- nappy bin supply and servicing;

- cleaning of Augusta Library (due to previous incumbent retiring);
- cleaning of the Margaret River Recreation Centre (due to previous contractor closing business); and
- cleaning of picnic tables.

Therefore, as per the *Local Government (Functions and General) Regulations 1996*, Regulation 21A, these existing contracts cannot be extended as the scope of the contract has changed and it is necessary to test the market.

The Executive Leadership Team (ELT) considered the above at its meeting on 15 August 2018 and recommended to:

1. Initiate a new RFT process for office cleaning services, incorporating the Augusta Library and the Margaret River Recreation Centre;
2. Initiate a new RFT process for public amenities cleaning and lock up services, incorporating the increased level of service requirements and separating the shire into north and south regions; and
3. Engage WALGA to conduct the RFT process.

In addition, since 2015, the Shire has developed a renewal and improvement program for public amenities, which considers population growth and increased tourist numbers visiting the Shire. This program sets out a 10-year renewal plan to be implemented to ensure that public amenity facilities can continue to meet community expectations and accessibility requirements whilst harnessing up to date design knowledge, techniques and materials. Cleaning requirements set out within this improvement program have been considered in this RFT.

RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities is split into three (3) separable portions, being:

- Separable Portion 1 – Operational Buildings – North;
- Separable Portion 2 - Public Amenities – North; and
- Separable Portion 3 – Operational Buildings and Public Amenities – South

Separable Portion 1– Operational Buildings - North

Facilities in Separable Portion 1 include:

Item	Description
1	Margaret River Civic Administration Centre (CAC)
2	Margaret River Recreation Centre
3	Margaret River Zone Room
4	Margaret River Shire Depot

Separable Portion 2 - Public Amenities – North

Facilities in Separable Portion 2 include:

Item	Description
Margaret River	
1	Fearn Avenue Public Toilets
2	Rotary Park Public Toilets, BBQs and picnic tables
3	Youth Precinct Public Toilets, BBQs and picnic tables
4	Memorial Park Public Toilets
5	Old Settlement Public Toilets
Cowaramup	
6	Pioneer Park Public Toilets, BBQs and picnic tables
7	District Hall Public Toilets, BBQs
8	Sale Yards Public Toilets
Gracetown	
9	Swimmers Beach Public Toilets

10	South Point Public Toilets
Prevelly/Gnarabup	
11	Rivermouth Public Toilets, BBQs
12	Surfers Point Public Toilets, BBQs
13	Riflebutts Public Toilets, BBQs
14	Gnarabup Public Toilets
Witchcliffe	
15	Witchcliffe Public Toilets

Separable Portion 3 – Operational Buildings and Public Amenities – South

Buildings in Separable Portion 3 include:

Item	Description
Operational Buildings	
1	Augusta Shire Offices
2	Augusta Shire Library
3	Augusta Shire Depot
Public Amenities, BBQs and picnic tables	
4	Lions Memorial Park Public Toilets, BBQ
5	Flinders Bay Public Toilets, BBQ and picnic tables
6	Museum Public Toilets
7	Main Street Public Toilets
8	Ellis Street Public Toilets, BBQ
9	Augusta Recreation Centre Cricket Clubrooms Public Toilets
10	Augusta Aerodrome Public Toilets

It is proposed that a separate contract be established for each of the three separable portions, with each contract period running for a three (3) year period, with a single two (2) year extension option per contract. This option is exercisable at the absolute discretion of the Principal.

CONSULTATION AND ADVICE

External Consultation

A pre-tender notification was published in the Margaret River Mail on 29 August. The tender was advertised state-wide as per tender regulations, in The Western Australian on 6 and 8 September 2018 and in the Margaret River Mail on 5 and 12 September 2018. It was also displayed on the Shire's website from 5 to 26 September 2018.

WALGA Procurement Services were engaged to facilitate the procurement process. The scope of WALGA's engagement included:

- Process Management;
- Provision of two evaluators;
- Management of the evaluation process; and
- Provision of a recommendation report.

Internal Consultation

Consultation was undertaken with the Shire's Procurement Officer, Manager Recreational Services, Manager Asset Services and Building Assets and Maintenance Coordinator.

DISCUSSION / OFFICER COMMENTS

An evaluation report for tenders has been prepared by WALGA and a copy is attached as Confidential Attachment 1.

The Tender period closed at 2pm on Wednesday 26 September 2018 and submissions were received from the following companies:

- Bay Cleaning Services;
- Brigade Facilities Management Pty Ltd;
- BrighMark Group Pty Ltd;
- DMC Cleaning Corporation Pty Ltd;
- Margritz Cleaning;
- Mikmarns Landscapes;
- Office Cleaning Experts; and
- Wilson Services.

The tender evaluation process included assessment of Compliance Criteria, Qualitative Criteria and Price, which included:

- Compliance criteria compliant / non-compliant basis (not scored);
- Relevant experience & demonstrated ability – 30%;
- Tenders resources , key personnel and experience – 30%;
- Occupational safety, health and environmental management – 10%;
- Demonstrated understanding – 20%;
- Local content commitment 10%; and
- Price – non-weighted.

A panel consisting of two (2) WALGA representatives and three (3) Shire staff was formed to evaluate the submissions. WALGA completed an assessment of each tender submission against the compliance criteria. Each member of the evaluation panel completed an independent assessment of each submission against the qualitative criteria. The panel then met to discuss results, agree on a consensus score and recommendations. Outcomes were then consolidated into an Evaluation Report (Refer to Confidential Attachment 1).

Price was also a consideration, but not weighted, as a ‘best value for money approach’ was utilised.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Section 3.57 of the *Local Government Act 1995*.

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 2: Welcoming, inclusive and healthy communities

Community Building Maintenance

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

Council annually budgets for the external provision of cleaning services. Tenders are called to ensure Council receives value for money for its services and meets its obligation under section 3.57 of the *Local Government Act 1995*.

Prices will be fixed for the initial three (3) year term with an option to extend for a further two (2) years. If an extension is offered, the price variation mechanism, All Groups CPI for Perth %, will be utilised to update the Schedule of Rates, which will subsequently remain fixed for the extension period.

The current budget for cleaning services component of this tender is \$524,279 and is apportioned over three business units as follows:

Parks and Gardens – North and South	<ul style="list-style-type: none"> • BBQ Cleaning 	\$32,800
Indoor Recreation Centre	<ul style="list-style-type: none"> • Margaret River Rec Centre 	\$55,000
Community Buildings	<ul style="list-style-type: none"> • Shire Offices • Augusta Library • Margaret River Zone Room & public amenities 	\$436,479

SUSTAINABILITY IMPLICATIONS

Environmental

Some Tenderers use environmentally friendly cleaning products.

Social

Council provides public facilities that are regularly cleaned for the safety and comfort for all users.

Economic

Tendering of services encourages competitive pricing and allows the Shire to obtain value for money for the goods and services it purchases.

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION

That Council awards Tender RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities to BrightMark Group Pty Ltd for their tender submission and price basis outlined in the Evaluation Report (Confidential Attachment 1) for a period of three (3) years, with the option to extend the contract term for up to a further period of two (2) years, subject to satisfactory performance and to be executed at the discretion of the Shire's Chief Executive Officer.

ADVICE TO APPLICANT / PROPONENT

Council's decision.

ATTACHMENTS

1. Confidential Attachment RFT 04-19 Evaluation Report