Confidential Item

CAMPBELLTOWN CITY COUNCIL

150 YEARS 1868-2018

Confidential Item

For Council meeting to be held on

Tuesday 4 December 2018 at 7.30 pm

Refer Item 11.12

CAMPBELLTOWN
CITY COUNCIL

Tender Evaluation Report

CLEANING SERVICES FOR THE ARC CAMPBELLTOWN 2018

Cost centre 753

Date: 25/10/18

Prepared by: Andrew King

1. Background

The Campbelltown City Council invited tenders from Tenderers for the provision of Cleaning Services for The ARC Campbelltown within Campbelltown City Council. The ARC Campbelltown is one of Adelaide's premium recreational facilities, focussing on community health and fitness, aquatic recreational play, and community sport.

2. Contract Term

The contract term is for 2 years commencing from the signing of the Agreement, to be expected from 1 November, 2018 and ending 31 October, 2020. 2.2.

Subject to satisfactory performance and any other conditions which may prevail at the time the Council may consider one (1) optional right of renewal of two (2) years to be exercised at Council's absolute discretion.

3. Procurement Process

3.1. Open Tender Process

Tender were released on the SA Tenders & Contract website (www.tenders.sa.gov.au).

Tenders Opened: 4/9/18
Tenders Closed: 2/10/18 1:00pm

3.2. Document Issued

The document issued is the standard CCC RFT package, (ECM: 616139)

3.3. Tender Enquiries

No tender enquiries were received during the procurement process.

3.4. Tender Briefing & Site Visit

A site briefing was conducted on 18/9/18 and the attendee list is in, (ECM 6188073).

4. Receipt of Tender & Evaluation

4.1. Receipt of Tenders

Tender submission were received from the following companies:

- Academy Services
- Alpha Corporate Property Services
- Clean Authority Commercial Cleaning
- Eve Environmental Services
- Facilities First Australia
- GJK Facility Services
- HACCP International Property Services
- Pace Cleaning Services
- Quayclean Australia*
- Sheerclean

- Southern Cross Cleaning
- Wayne Cleaning Systems
- Zippy Cleaning

No late tenders were received.

Tenders were opened shortly after the Closing Time by three Council staff that signed and documented the receipt of each tender. (ECM: 6172217)

4.2. Evaluation Panel

The evaluation Panel consisted of:

- Andrew Nairn
- Justin Matthew
- Rachael Hamilton
- Adrian Forster - Management (WHS System & Insurances) only
- Simon Zbierski - Management (Financial & Economic Stability) only

Each Members of the Evaluation Panel has completed the Tender Declaration Form and declared “No Conflict of Interest” and agreed to keep confidential the contents of each tender. (ECM: 6178392)

4.3. Evaluation Criteria

The evaluation criteria are as follow: (From tender documents)

#	Assessment Criteria	Weighting
1	**Relevant Experience** (Previous work of this type etc.)	**20.00**
2	**Track Record** (General reputation for work competence, capacity etc.)	**10.00**
3	**Technical Skills** (People, systems, specific abilities etc.)	**10.00**
4	**Methodology** (How the project is to be tackled, scope of work etc.)	**10.00**
5	**Management** (Organisation, Environmental, Quality System)	**5.00**
6	**Time Performance** (Meeting timeframes)	**5.00**
7	**Management** (Insurances & WHS System)	**7.50**
8	**Management** (Financial & Economic Stability)	**7.50**
9	**Local** (Products, Services & Contractors) (Not applicable in this instance)	**N/A**
10	**Price**	**25.00**
	TOTAL	**100.00%**

4.4. Evaluation Selection

The evaluation was individually carried out by the evaluation panel members and then averaged out on 16/1018 and the full evaluation matrix is in (ECM: 6173208)

The summary of the evaluation is below:

Contractor	Price	Total Score	Rank
		100.0%	
Academy Services	$207,221	376.05	3
Alpha Corporate Property Services	$167,170	389.15	2
Clean Authority Commercial Cleaning	$218,383	320.26	8
Eve Environmental Services	$164,474	364.81	4
Facilities First Australia	$304,900	305.08	11
GJK Facility Services	$270,826	315.69	10
HACCP International Property Services	$142,427	328.74	6
Pace Cleaning Services	$280,288	225.85	13
Quayclean Australia	**$206,336**	**393.21**	**1**
Sheerclean	$169,260	358.82	5
Southern Cross Cleaning	$254,680	324.67	7
Wayne Cleaning Systems	$218,102	317.50	9
Zippy Cleaning	$318,976	278.92	12

Note: Highest score is best

4.5. Reference Checks

Staff checked the referees of the preferred supplier who provided positive feedback on their experience with the company.

5. Discussion

That all of the submissions for the Tender were detailed and it was a competitive process and, however the Quayclean Australia stood out from the rest on a number of fronts due to their:

- Understanding of the project
- Well experienced staff
- Quality systems in place
- Project Management Skills
- Competitive rates
- Relevant experience

The preferred tenderer has been undertaking these services for various metropolitan and interstate Councils and private industry and for a number of years on time and without any significant issues and have proven to be very flexible in meeting the needs and the requirements of the project.

Quayclean has been providing cleaning and speciality services to the aquatic and leisure industry for in excess of 10 years currently maintain 3 of the largest aquatic facilities within Australia; Melbourne Sports & Aquatic Centre, Sydney Olympic Park Aquatic Centre and South Australia Aquatic & Leisure Centre and also provide services to in excess of 40 centres across Australia.

Two tenderers did not attend the compulsory site briefing and one tenderer did not attach the Return Schedules were deemed Non-Conforming.

6. Financial Implication

The costs to supply and deliver the services is **$206,336** per annum and currently there is **$230,200** in the total ARC Cleaning Budget for 2018/19, however there are other periodical cleaning costs included in this budget of around $30,000.

It is expected that the budgeted amount will be enough to cover the 18/19 period due to six months of services at the old rate (around $170,000pa) and six months at the new tendered rate .Please note the main reason for this tender was to ensure adherence to Fair Work Act 2009 and the cleaning rates provided by Quayclean Australia comply.

7. Terms of Payment

The contractor has requested payment of contract sum as highlighted below.

Option 1 (Generally for longer term contracts)

[X] 1. Where the Contract Sum is a lump sum the Contractor may at monthly intervals (or as otherwise specified in this agreement) submit a written claim for:

1.1 the portion of the Contract Sum referable to the work then completed; and

1.2 the portion of the total of any Variation sum existing at that time that directly corresponds with the percentage level to which that Variation existing at that time is complete.

2. The Council must pay the assessed amount (including payment for GST) but less any retention sum (if required) within 30 days of the end of the month in which the assessment is issued.

8. Financial Sustainability

The Finance department tender evaluation is part for the final combined assessment.

9. Recommendation

That a recommendation be made to Council that Quayclean Australia be awarded the contract.

10. Approval

Endorsed/Approved by:

Signed: _____ Date: 9/11/18

General Manager Urban Planning & Leisure Services

Endorsed by
~~Approved by:~~

Signed: _____ Date: 19.11.18.

Chief Executive Officer