CAMPBELLTOWN CITY COUNCIL

Confidential Item

For Council meeting to be held on

Tuesday 3 September 2024 at 7.00 pm

Refer Item 11.5

Confidential Item

11.5 Tender Report – River Torrens Linear Park Maintenance 2024

Contract & Fleet Coordinator Andrew King and
General Manager Infrastructure, Planning & Sustainability Services Andrian Wiguna's Report

Purpose of Report

To advise Council of the outcome of a Tender Evaluation for the River Torrens Linear Park Maintenance.

Strategic Plan Link

Focus Area 3.4.3 Manage our Community land, streetscapes and open space to enhance liveability

Previous Council/Committee Resolution

Nil.

Background

Tenders were called for the provision of River Torrens Linear Park Maintenance.

The contract term is for the 2024/2025, 2025/2026, 2026/2027 Financial Years, ending 30 June 2027 and subject to satisfactory performance and any other conditions which may prevail at the time the Council may consider one optional right of renewal of three years each to be exercised at Council's absolute discretion.

Tenders were opened on 30 July 2024 in the presence of Council's Contract and Fleet Coordinator, Administration Officer - Finance and Records Officer.

As per the tender, a CPI increase is applicable to this agreement.

> *'If requested from the contractor, annual increases will be based on the prevailing Australian Bureau of Statistics, CPI (Consumer Price Index), All Groups CPI (Adelaide) percentage change applicable at the anniversary date each year.'*

Discussion

Three reputable organisations submitted a Tender for this project and the key services to be delivered under this contract include:

- The environmentally responsible maintenance of all Campbelltown City Council owned, care and controlled land along the River Torrens Linear Park (approximately 862 ha) encompassing:
  - Turf and Grass maintenance (area approximate 683 ha)
  - Vegetation maintenance (area approximate 179 ha)
  - Maintenance of revegetation and bush restoration sites (area approximate 179 ha)
  - Mulching program (area approximate 179 ha)
  - Pathway (including bridges & boardwalks) and cleansing maintenance (length approximate 14km)
  - Graffiti removal.

The tenders were assessed by a Tender Evaluation Panel with respect to their reliability, business capability, quality of service, environment management system, work health and safety, any previous works undertaken by the companies and the tendered rates. All tenders met the specifications that Council required through the tender document. The tenders were assessed based on the following criteria:

- Proven experience on similar projects
- Past project capacity including their track record
- Understanding of the project
- Experienced staff
- Quality systems in place
- High regard to WHS
- Financial capability.

The assessment panel believe that all of the companies could deliver the project, and provided the following comments on each:

- Bedford / Adelaide Property and Gardens

  A reputable company and the current contractor of Council for this service, although they meet all the required criteria, they did not provide the highest score for some of the criteria. However, they provide the best value for money when compared to other tenderers.

- GLG Greenlife Group

  A reputable company and have been undertaking similar services for other organisations. They have scored highly for most of the criteria except for price. The assessment panel believes the price submission is too expensive when compared to the preferred tenderer.

- UrbanVirons Group

  A reputable company and is currently providing some arboriculture services to Council as well as many other organisations. Although they scored the highest for most of the criteria, their tender price is significantly higher than the preferred tender.

Based on all the above criteria combined with the tender price, Bedford / Adelaide Property & Gardens has become the preferred tenderer as it scored the highest overall rating when compared to the other two companies.

Staff conducted reference checks on at least two of the three referees and all received good to great feedback. Attached separately is the tender evaluation report for Members' information.

The preferred tenderer has been undertaking these services for various metropolitan Councils and the Federal Government for a number of years on time, including Campbelltown Council since 1998, without any significant issues and have proven to be very flexible in meeting the needs and the requirements of the project.

Social Implications

The preferred tenderer is known as the second largest employer for people with disability in Australia. Should this organisation be selected as the preferred contractor to undertaken maintenance of River Torrens Linear Park, they will continue to employ people with disability to be part of the team undertaking the work. Supporting meaningful employment for people with a disability is essential for broader Social Inclusion and supports Council's Disability Access and Inclusion Advisory Committee.

Environmental / Climate Change Implications

The environmental implications on the River Torrens Linear Park are important and any herbicide used is frog friendly (less harmful to the environment) to help protect the local biodiversity.

Asset Management Implications

This service delivery manages the assets of the River Torrens Linear Park, undertaking maintenance and keeping the area looking good and maintained well.

Governance / Risk Management

The existing contract for the maintenance of River Torrens Linear Park is expiring. The current procurement process undertaken is aligned with Council's Procurement Policy.

Community Engagement

There are no Community engagement implications in relation to this report.

Regional Implications

There are no regional implications in relation to this report.

Economic Development Implications

There are no economic development implications in relation to this report.

Financial Implications

The costs to supply and deliver the service is $210,660 annually and $235,000 has been allocated in the adopted recurrent budget, therefore there are adequate funds to award this contract. The anticipated total cost of this contract without indexation is approximately $631,000 over a three-year period with the ability to extend the contract for one additional three-year period.

Recommendation

Council authorise Staff to engage Bedford / Adelaide Property and Gardens for the initial term of three years 1 October 2024 ending 30 September 2027 with the one additional optional extension of three years.

CAMPBELLTOWN
CITY COUNCIL

Tender Evaluation Report

River Torrens Linear Park Maintenance 2024

Cost centre 196.741

Date: 15/8/24

Prepared by: Andrew King

1. Background

The Campbelltown City Council invited tenders from companies for the provision of provision of parkland maintenance services to be carried on the section of the River Torrens Linear Park within the Campbelltown Council.

2. Contract Term

The contract term is for the 24/25, 25/26, 26/27 Financial Years, ending 30/6/27

Subject to satisfactory performance and any other conditions which may prevail at the time the Council may consider one (1) optional rights of renewal of three (3) years each to be exercised at Council's absolute discretion.

3. Procurement Process

3.1. Open Tender Process

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

Tenders Opened: 9/07/24
Tenders Closed: 30/07/24 - 2:00pm

3.2. Document Issued

The document issued is the standard CCC RFT package, (ECM 6837157)

3.3. Tender Enquiries

Several tender enquiry were received during the procurement process and this was replied to all parties that downloaded the documents from Tenders SA website.

3.4. Tender Briefing & Site Visit

No tender briefing or site visits were conducted.

4. Receipt of Tender & Evaluation

4.1. Receipt of Tenders

Tender submissions were received from the following companies:

- Bedford Adelaide Property & Gardens
- GLG Greenlife Group
- UrbanVirons Group

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 6846008)

4.2. Evaluation Panel

The evaluation Panel consisted of:

- Manager Infrastructure Services
- Senior Tree Management Officer
- Manager Environment & Sustainability Services
- Risk Management Coordinator - Management (WHS System & Insurances only)
- Senior Accountant - Management (Financial & Economic Stability only)

Each Member of the Evaluation Panel completed the Tender Declaration Form and declared "No Conflict of Interest" and agreed to keep confidential the contents of each tender. (ECM 6851473)

4.3. Evaluation Criteria

The evaluation criteria are as follow:

#	Assessment Criteria	Weighting
1	**Relevant Experience** (Previous work of this type etc.)	10.00%
2	**Track Record** (General reputation for work competence, capacity etc.)	10.00%
3	**Technical Skills** (People, systems, specific abilities etc.)	12.50%
4	**Methodology** (How the project is to be tackled, scope of work, value add, etc.)	12.50%
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, Goods/Works/Services & Contractors)	10.00%
10	**Price**	20.00%
	TOTAL	**100.00%**

4.4. Evaluation Selection

The evaluation was individually carried out by each evaluation panel member and then averaged out on (15/8/24) and the full evaluation matrix is in (ECM 6847088)

The summary of the evaluation is below:

Contractor	Price	Total Score	Rank
		100.0%	
Bedford / Adelaide Property & Gardens	$210,660	394.54	1
GLG Greenlife Group	$620,185	333.51	3
UrbanVirons Group	$421,474	388.20	2

Note: Highest score is best

The General Manager Infrastructure, Planning & Sustainability Services attended the tender evaluation review meeting.

4.5. Reference Checks

All tenderers provided three referees and Staff have contacted at least two of the three referees for the 3 suppliers, who provided positive feedback on their experience with the company.

5. Discussion

All of the 3 submissions for the Tender were detailed and it was a competitive process and, however the below Bedford / Adelaide Property & Gardens 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 Councils and the Federal Government 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.

6. Financial Implication

The costs to supply and deliver the service is **$210,660** annually and currently there are adequate funds in the budget in the budget for 2024/2023.

7. Terms of Payment

Please highlight below which term of payment is applicable to this contract. (delete not applicable) 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.

Manager Finance to review the financial sustainability of all companies where the contract value is above $50,000 or where the contract value is below $50,000 and the contractor/tenderer requires an upfront payment.

It is noted the preferred contractors provided either insufficient financial statements or were deemed of “Poor Finance Stability”, however due to the nature of the services provided (whereby services are paid for once completed) the assessment panel believes the risk is low for Council if the company becomes insolvent as the service could be easily replaced, albeit at a significantly higher cost to Council.

9. Recommendation

That Bedford / Adelaide Property & Gardens be awarded the contract.

10. Approval

Endorsed by:

Signed: _____ Date:_____

General Manager Infrastructure, Planning & Sustainability Services

Endorsed by:

Signed: _____ Date:_____

Chief Executive Officer