

## 13.1 TVP-21-04 Fletcher Park Grounds Maintenance Services

<b>Location</b>	Carlisle
<b>Reporting officer</b>	Reserves and Capital Works Supervisor
<b>Responsible officer</b>	Manager Infrastructure Operations
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. CONFIDENTIAL REDACTED - TV P 21-04 - Evaluation Report [<b>13.1.1</b> - 26 pages]</li><li>2. CONFIDENTIAL REDACTED - Appendix A - Procurement Plan [<b>13.1.2</b> - 5 pages]</li><li>3. CONFIDENTIAL REDACTED - Appendix B - Evaluation Plan [<b>13.1.3</b> - 17 pages]</li><li>4. CONFIDENTIAL REDACTED - Appendix F Evaluation Matrix [ZSVD] [<b>13.1.4</b> - 298 pages]</li><li>5. TV P-21-04 - Probity Certificate [<b>13.1.5</b> - 2 pages]</li></ol>

### Recommendation

That Council awards the contract associated with TVP/21/04 Fletcher Park Grounds Maintenance Services, to Green Options Pty Ltd (ABN: 59 002 456 797), for the maintenance of Fletcher Park active reserve, with the terms and conditions as outlined in the contract, for the lump sum price of \$551,731.53 (excluding GST) over 3 years.

### Purpose

For the Council to accept the submission by Green Options Pty Ltd for the maintenance of Fletcher Park Active Reserve. As the value of the contract exceeds \$250,000, the acceptance of the offer and subsequent award of any such contract is to be determined by Council.

### In brief

- TVP/21/04 Fletcher Park Grounds Maintenance Services was published on 21 July 2021 through the newspaper, Tenderlink, the Town's website, and Council Administration Centre and Library public notice boards. The tenders to be received on or before 2pm (WST) 13 August 2021.
- Suppliers were requested to provide horticultural maintenance services for Fletcher Park Active Reserve. The approved municipal funding allocation for this item is \$205,000 on the 2021/2022 Parks maintenance budget. The contract is for three years with the option of two further 12-month extensions.
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by Green Options Pty Ltd and enters a contract for maintenance services for Fletcher Park.

### Background

1. Fletcher Park is recognized as an A-grade regional recreation facility within the Town of Victoria Park for cricket and hockey use.
2. The site has two blocks of turf wicket comprising five pitches on each, as well as sixteen turf practice nets and three synthetic practice pitches.

3. The clubs that use the reserve are very active with a high membership base.
4. The site is expected to be kept to an extremely high standard consistent with the level for A-grade sport. The site is also used extensively for passive recreation and boasts a strong connection with the local community.
5. The tender scope of work includes all maintenance of the reserve greenspace to a high standard including surrounds, playing surfaces, turf wickets, fertilizing, application of wetting agents, pest control, renovations and managing irrigation.

## Compliance criteria

6. Tender submissions must comply with the advice provided under the compliance criteria, as indicated in section 4.2 of the tender documents.
7. The Town’s Contracts and Procurement Officer assessed all submissions for compliance against the compliance criteria set out in section 4.2 of the tender documents.
8. All submissions were deemed compliant.

## Evaluation process

<p><b>Relevant Experience</b> Provide details of Experience working on similar work/projects undertaken, including information on:</p> <ul style="list-style-type: none"> <li>i). Project start and end dates and extensions granted;</li> <li>ii). Role of the tenderer, tender price, variations, and final cost.</li> <li>iii). Details of personnel and sub-contractors involved</li> <li>iv). Issues that arose during the project and how these were managed</li> <li>v). Referees (minimum of 3)</li> </ul>	<p>Weighting 20%</p>
<p><b>Resourcing and Expertise</b> Tenderers must address the following information in an attachment and label it “Resourcing and Expertise”</p> <ul style="list-style-type: none"> <li>i). Provide details of key personnel, staff, and sub-contractor(s) to be allocated to this project.</li> <li>ii). Technical Skills &amp; Expertise (CV’s to be provided)</li> <li>iii). Provide details on resources to be allocated to this project including plant.</li> </ul>	<p>Weighting 15%</p>
<p><b>Methodology, Key Issues, and Risk</b> Tenderers should detail the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover include:</p> <ul style="list-style-type: none"> <li>i). Proposed methodology specific and relevant to the services for the delivery of this Project</li> <li>ii). Demonstrate understanding of the required scope by identifying the key issues and risks associated with delivering the project and mitigation</li> <li>iii). A works Program/Gantt chart to be provided including seasonal renovations</li> <li>iv). Weed/Pest control</li> <li>v). Schedule for renovations</li> </ul>	<p>Weighting 25%</p>
<p><b>Occupational, Health and Safety</b></p>	<p>Weighting</p>

In addition to the questionnaire in Appendix A (Section 4.4 and 4.5 of the tender request) Tenderers should provide the following information: i).Details of their Occupational, Health & Safety policies and procedures ii). Examples of Safe Work Method Statements (SWMS) or Job safety Analysis (JSA) relevant to this type of contract iii). Safety record including Lost Time Injuries (LTI's) for last 3 years iv). Previous issues dealt with and resolution	10%
<b>Price</b> Tenderers shall provide Lump-sum (1) one-year fixed pricing by completing the Price Schedule in the format provided by the Principal in “Attachment – Annual Grounds Maintenance Pricing” and attach it to their submission labelled “Price”	Weighting 30%

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	A public tender process ensures integrity in the appointment of contracts for maintaining Town assets.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Programmed maintenance of the Towns public Open Space ensures an aesthetically pleasing and clean area for public use.

Environment	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Regular maintenance of the Towns Public open Space ensures they are kept to an acceptable standard for passive recreation and community sport.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	Providing high quality recreation areas encourages public participation in passive recreation, exercise and sport promoting a healthy community.

## Engagement

Internal engagement	
Stakeholder	Comments

Procurement	Provided advice and acted as a probity advisor throughout the process.
Park staff	Provided technical advice on specifications
Community Development Officer	Provided information on bookings and club requirements

## **Legal compliance**

[Section 3.57 of the Local Government Act 1995](#)

[Part 4 Division 2 of the Local Government \(Functions and General\) Regulations 1996](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Failure to have a transparent, credible process for employing a contractor.	Moderate	Almost certain	High	Low	TREAT risk by awarding a contract with clear scope, objectives, service level agreement and KPI's to ensure Fletcher Park is maintained to agreed standard.
Environmental	Failure to maintain park resulting in the spread of weeds	Moderate	Likely	High	Medium	TREAT risk by adopting a regular maintenance regime
Health and safety	Failure to maintain playing surface to a safe standard resulting in sporting injuries	Moderate	Possible	Medium	Low	TREAT risk by adopting an appropriate maintenance regime suitable for active reserve use
Infrastructure/ ICT systems/ utilities	Not Applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	Not applicable				Low	
Service delivery	Failure to maintain park due to lack of resources	Moderate	Likely	High	Medium	TREAT risk by awarding this contract to recommended contractor

## Financial implications

### Current budget impact

As the value of the contract exceeds \$250,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by

	Council. Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	Funds relating to this tender will be included in future budgets.

## Relevant documents

[Council Policy 301 Purchasing](#)

## Analysis

9. Due to the value of the tender potentially being over \$1,000,000, an external probity advisor was formally engaged to provide probity oversight and compliance with relevant legislation and the Town's Procurement policy requirements. A probity certificate is provided in the attachment. The detailed evaluation report is also provided as a confidential attachment.
10. The assessment of the submissions was formally undertaken by a panel that included:
  - Reserves and Capital Works Supervisor
  - Manager Infrastructure Operations
  - Finance Manager
11. The Town received three submissions; all were compliant.
12. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings as shown below, with the first ranking scoring the highest.

Company	Ranking
Environmental Industries Pty Ltd	2
<b>Green Options Pty Ltd</b>	<b>1</b>
Perth Cricket Club	3

13. Therefore, it is recommended Green Options Pty Ltd be awarded the contract as it is considered the most advantageous for the Town.

## Further considerations

14. At the 5 October 2021 Agenda Briefing Forum, it was asked whether the Town was aware that Perth Cricket Club (PCC) were looking to invest in the Town's infrastructure. The PCC had indicated in their tender submission that they were considering replacing one of the centre wicket blocks and one of the training blocks. The estimate for the work was \$100,000. The Town Officers involved with the tender process were not aware of grant funding or the \$250,000 amount indicated at the ABF.