

4.5: CONTRACT C12009 – PROVISION OF CLEANING SERVICES

Proponent : City of Albany
Owner : City of Albany
Responsible Officer : Executive Director Corporate Services (G Adams)

IN BRIEF

- Contract C12009 – Provision of Cleaning Services be AWARDED to OCS Services Pty Ltd for an initial period of two years with an option for renewal for a further year.

ITEM 4.5: RESOLUTION**VOTING REQUIREMENT: SIMPLE MAJORITY****MOVED: COUNCILLOR GREGSON****SECONDED: COUNCILLOR ATTWELL**

THAT Council ACCEPT the Tender from OCS Services Pty Ltd and award contract C12009 for the Provision of Cleaning Services for an initial period of two years with an option for renewal for a further year.

CARRIED 9-0**BACKGROUND**

1. Due to the expiry of the current Provision of Cleaning Services contract, tenders were called for the provision of cleaning services for a period of up to three years (including option). The tender is for the following Council buildings:
 - Albany Airport
 - Library – York Street
 - Mercer Road Depot
 - Albany Regional Day Care Centre
 - Lotteries House
 - North Road Administration Building
 - Albany Visitor Centre
 - Vancouver Arts Centre
 - Hanrahan Landfill Site and AWARE Centre
2. An Addendum was sent out on 30 May 2012 to all those who requested Tender Documents. They were asked to omit Item 3 Town Hall/Intimate Theatre, as cleaning at this location would be on an “as requested” basis and the time required would be difficult to quantify. Any cleaning to be done at this facility is to be done under Additional Cleaning hourly rate applicable.

17/07/2012

REFER DISCLAIMER

DISCUSSION

3. Tenderers were asked to provide an Annual Lump Sum and also Monthly Breakdown of cleaning costs for each of the Council facilities, plus an additional schedule of rates for Additional and Urgent Response cleaning services.
4. The tender documents included tender evaluation criteria using the weighted attribute method. This method scores the evaluation criteria and weights their importance to determine an overall point score for each tender. The criteria are tabled below:

Criteria	% Weight
Cost	25%
Technical Compliance and Experience	25%
Safety Management	20%
Reliability	30%
TOTAL	100%

5. Tenders from a total of three service providers were received. These suppliers are listed below:

Tenderer	Local Preference Qualification
OCS Services Pty Ltd	Yes
CGS Quality Cleaning	Yes
Great Southern Personnel	Yes

6. Each company claimed against the City of Albany's Regional Price Preference Policy. The following table details the evaluation ratings as scored, and the resulting overall evaluation weighted score applicable to each submission.

Tenderer	Cost	Technical Compliance & Experience	Safety Management	Reliability	Total Evaluation Score
OCS Services Pty Ltd	175.46	175	150	210	710.46
CGS Quality Cleaning	156.23	162.50	150	210	678.73
Great Southern Personnel	43.32	87.50	100	120	350.82

7. The evaluation panel was made up of Procurement Officer (Corporate Services) and the Mayoral Liaison Officer (Office of CEO) who independently scored the tenderers submissions before jointly determining the final scores. On the basis of the total evaluation score, which considers the tender evaluation criteria of Cost, Technical Compliance and Experience, Safety Management and Reliability, the most suitable company is considered to be OCS Services Pty Ltd. Their submission provides competitive pricing and they are deemed to be an established and reliable local operator.

GOVERNMENT CONSULTATION

8. Nil.

PUBLIC CONSULTATION / ENGAGEMENT

9. A request for tenders was published in the West Australian on 23 May 2012 and the Great Southern Weekender on 24 May 2012.

STATUTORY IMPLICATIONS

10. Regulation 11 of the *Local Government (Functions and General) Regulations 1996 (Regulations)* requires Council to publicly tender if the contract is, or is expected to be, more, or worth more, than \$250,000.
11. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.
12. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision.

STRATEGIC IMPLICATIONS

This item relates to the following elements of the City of Albany Strategic Plan (2011-2021):

Key Focus Area

Organisational Performance

Community Priorities

Policy and Procedures

Proposed Strategies

Develop clear processes and policies and ensure consistent, transparent application across the organisation.

City of Albany Mission Statement: "At the City of Albany we are results driven and accountable. We provide best value in applying council and community resources, and we apply Council funds carefully."

POLICY IMPLICATIONS

13. The City of Albany Tender Policy and Regional Price Preference Policy are applicable to this item.

17/07/2012

REFER DISCLAIMER

RISK IDENTIFICATION & MITIGATION

14. The risk identification and categorisation relies on the City's Risk Management Framework.

Risk	Likelihood	Consequence	Risk Rating	Mitigation
<i>Contract personnel have access to facilities after hours and could access confidential information or steal items</i>	<i>Possible</i>	<i>Medium</i>	<i>Medium</i>	<i>Importance is given to the experience and reliability of the tenderer in the evaluation process</i>
<i>Non compliance with contract or business failure</i>	<i>Unlikely</i>	<i>Medium</i>	<i>Medium</i>	<i>General conditions of contract allow for contract termination on the basis of failure to supply services</i>

FINANCIAL IMPLICATIONS

15. Each location maintains individual budgets for cleaning purposes with the tendered price being shared across the organisation. Each department or building "owner" will provide for the cleaning services applicable in their budgets.
16. The value of this tender is in excess of \$250,000 and therefore the approval is referred to Council for consideration and award.

LEGAL IMPLICATIONS

17. Legal implications are addressed in the City of Albany General Conditions of Contract which forms part of the tender documents.

ALTERNATE OPTIONS

18. Council can accept or reject the tenders as submitted.

SUMMARY CONCLUSION

19. On reviewing the submissions the evaluation team assessed OCS Services Pty Ltd as being the most suitable tenderer across the evaluation criteria in terms of Cost, Technical Compliance, Experience, Safety and Reliability.

Consulted References	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing (Tenders & Quotes) Council Policy – Buy Local (Regional Price Preference)
File Number (Name of Ward)	C12009 (All Wards)