

**1.9 CONTRACT FOR HOME MAINTENANCE SERVICES**

(CR: CF2015116)

Responsible Director: Julie Salomon

**RECOMMENDATION***That Council:*

- 1. Accepts the tender from Valyarra Pty Ltd for the provision of selected Home Maintenance Services (window and gutter cleaning, spring clean and gardening service) to councils Home and Community Care clients based on an agreed schedule of rates with an estimated annual expenditure of \$110,000 (inc GST) for a period of three (3) years with two (2) by one (1) yearly extensions commencing 1<sup>st</sup> August 2015;*
- 2. Authorises the Chief Executive Officer to execute the contract agreement; and*
- 3. Authorises the Chief Executive Officer to approve the extension options of the contract agreement, subject to satisfactory performance.*

**INTRODUCTION**

Council advertised for appropriately experienced companies to tender for Home Maintenance Services (window and gutter cleaning, spring clean and gardens service) to councils Home and Community Care clients, for a period of three years with provision of two one year extensions.

**BACKGROUND**

Council is seeking to appoint a Contractor to provide general home maintenance services to council's Home and Community Care clients. These services will be carried out at the client's properties. The current expiring contract has been in place for five years.

**CONTRACT PERIOD**

The tender specifies the contract term as being three years, with provision for a further two (2) by one (1) year extensions.

**PUBLIC NOTIFICATION**

Tenders were advertised in the Age on the 11<sup>th</sup> of April 2015.

**TENDERS RECEIVED**

Twenty four (24) sets of documents were issued to prospective tenderers with five (5) formal tenders being received by the appointed closing time.

The tenders received are listed below:

- a) Urban Maintenance Services (UMS);
- b) RCR Resolve FM Pty Ltd;
- c) Omnigas Services Pty Ltd t/a Omni Trade Services;
- d) Valyarra Pty Ltd; and
- e) Landlinks Environmental Services Pty Ltd.

### **DISCUSSION**

#### **Basic Compliance Checklist:**

The submissions were subjected to a basic compliance test. This test ensured that the submitted tenders complied with the basic requirements of tendering. The five tenders received met this compliance.

### **TENDER EVALUATION**

#### **Evaluation Panel:**

The evaluation panel consisted of:

- a) Manager Aged & Community Care;
- b) Manager, Strategic Procurement;
- c) Community Programs Coordinator; and
- d) Home Maintenance and Support Officer.

The tenders received were assessed according to the following criteria listed in the tender documentation:

<b>Evaluation Criteria</b>	<b>Weighting (%)</b>
Price	60 %
Capability	15%
Capacity	15%
Experience	10%
<b>Total</b>	<b>100%</b>
Financial Viability	<b><i>Pass/Fail</i></b>

With the highest overall score and lowest price Valyarra Pty Ltd is the preferred option.

### **FINANCIAL IMPLICATIONS**

The initial contract is three (3) years with two (2) by one (1) year extensions subject to satisfactory performance. Expenditure for this contract is allowed for in the current budgets.

### **CONCLUSION**

The evaluation panel recommends the appointment of Valyarra Pty Ltd for the provision of Home Maintenance Services (window and gutter cleaning, spring clean and gardening service) to councils Home and Community Care clients for a period of three years with the estimated annual cost of \$110,000 (inc GST).