

3.3 CONTRACT FOR THE PROVISION OF LANDSCAPING & HORTICULTURAL SUPPLIES

(CF2009033: MK: PR)

Responsible Director: Marilyn Kearney, Don Cameron & Peter Aumann

RECOMMENDATION

That Council:

- 1. Appoints the following suppliers to a Panel for the Provision of Landscaping & Horticultural Supplies for a three (3) year period for the schedule of rates submitted with their respective tenders (Estimated annual expenditure of \$ 247,000 GST inclusive) with options for the two extensions of one year each:*

TGS Sand & Soil

Oasis Turf

K&B Adams Turf Pty Ltd; and

Bark King Group Pty Ltd;

- 2. Authorises the Chief Executive Officer to execute the contract agreement; and*
- 3. Authorises the Chief Executive Officer at his discretion to approve the extension options in the contract subject to satisfactory performance*

BACKGROUND

In May 2008, Co-operative Purchasing Services (CPS) was appointed as Agent of the Monash City Council in accordance with guidelines established by the Minister for Local Government and in compliance with Section 186 of the Local Government Act for the purposes of calling and evaluating public tenders for the Provision of Trees. The purpose of using the services of CPS is to attempt to gain any price advantage that may be available from combining Monash's requirements for goods and services with those of other Councils.

Tenders for the provision of Landscaping and Horticultural Supplies were advertised in the Age newspaper on 28 June and 5 July 2008 for a contract period of three years with two (2) x one (1) year options to extend. The tender was also advertised through an online tender service provider, Tenderlink. Tenderlink is a service used for the purpose of downloading of documents through a registration process only. Six sets of tender documents were distributed to prospective tenderers with four tenders being received.

TENDER EVALUATION

CPS acting as Council's agent conducted the tender evaluation process based on the following criteria:

- Financial benefit and capability

- Experience and reliability
- Technical capability
- Resource capability
- Company and management capability

Price was considered at 60% with all other criteria making up the balance of 40%. A preliminary tender analysis report was provided to Council officers in order that Council could satisfy itself as to the recommendation being made by CPS. A copy of the Tender Report has been circulated separately to Council.

The purpose of the panel contract is to ensure ongoing and continued supply of landscaping and horticultural supplies when required. Six sets of tender documents were distributed to prospective tenderers with four tenders being received.

All four of the recommended tenderers are current providers for the provision of landscaping and horticultural supplies. Information provided in the submitted tenders is supported by both current and previous experience of Council working with the suppliers over a number of years. Each supplier has a range of expertise, experience and products suitable to the council's ongoing needs.

FINANCIAL IMPLICATIONS

All tenderers submitted a schedule of prices for a range of products within the requirements of the specification. Savings of 8% on current pricing are submitted within the tenders for year 1 of the contract. However all tenderers noted that due to the worldwide pressure on fuel prices which has a direct impact on the production costs of many fertilisers and chemicals as specified in the contract prices will be held for year 1 of the contract only, with subsequent years pricing to recognise this pressure.

The provision of Landscaping & Horticultural Supplies can be managed within the 2008/09 budget.

RECOMMENDATION

That Council adopts the recommendation to appoint a panel of service providers including:

*TGS Sand & Soil,
Oasis Turf,
K&B Adams Turf Pty Ltd, and
Bark King Group Pty Ltd*

for the provision of Landscaping & Horticultural Supplies a period of three years with the option to extend the contract term for two x one-year terms at the discretion of the Chief Executive Officer subject to satisfactory performance.