

4.1 TENDER FOR CLAYTON COMMUNITY CENTRE CLEANING CONTRACT (CF2018109: OM)

Responsible Director: Ossie Martinz

RECOMMENDATION

That Council:

- 1. Accepts the tender from Alpha Corporate Property Services for Contract No. CF2018109, for the Clayton Community Centre Cleaning for a period of one (1) year plus extension options for four (4) one year periods on an annual basis in accordance with the schedule of rates submitted in the tender at an estimated annual cost of \$199,106 (GST inclusive) which is \$1,057,080 (GST Inclusive) over the five year contract period.*
- 2. Authorises the Chief Executive Officer to execute the contract agreement.*
- 3. Authorises the Chief Executive Officer to approve each of the extension options and CPI adjustment of the contract agreement, subject to satisfactory performance.*

INTRODUCTION

Council has tendered for a professional and experienced cleaning contractor to undertake works at the Clayton Community Centre, Cooke Street Clayton and Clayton Arcade 371-373 Clayton Rd Clayton.

BACKGROUND

Council is seeking to appoint a Cleaning Contractor to provide regular cleaning services to Clayton Community Centre including:

- Maternal and Child Health Services
- Occasional Child Care
- Office Areas
- Youth and Family Services
- Library including courtyard
- Performing arts spaces
- 25 metre heated indoor pool with leisure area
- Gymnasium and program room
- Building external glass
- Clayton Arcade (across Cooke St carpark)
- Courtyard/Atrium and Coloured Concrete Entrances

In addition to supply and replenish consumables not limited to paper towels, toilet paper, air sprays, toilet cleansers, toilet lozenges/pads, hand cleansers, hand sanitisers, deodorisers and to provide reactive cleaning services as requested.

DISCUSSION

A review of the current operations was undertaken during the development of the contract specification. Stakeholders were engaged in detailed discussion regarding the requirements and opportunities to streamline cleaning services. Several opportunities for improvement were identified including:

- Ensuring scheduled cleaning only occurred on the days when buildings were in operation
- Standardising on the cleaning products used
- Utilising environmentally safe cleaning products and processes
- Detailed specification of the cleaning requirement of rooms in each facility.

An expression of interest was advertised in The Age newspaper on 28 March 2018. Council received 27 submissions from:

1. Academy Services (VIC) Pty Ltd
2. Ace Cleaning Services
3. ACS Property Services
4. Alpha Corporate Property Services
5. Ausbright Facilities Management
6. Australian Corporate Enterprises
7. Australian Environmental Cleaning Services
8. Betrams Cleaning Pty Ltd
9. BG Corporate Services
10. Blue Sky Services (Vic) Pty Ltd
11. Borg Corporate Property Services Pty Ltd
12. Choice FM Pty Ltd
13. Cleaning Edge Solutions Pty Ltd
14. H&P Holdings Pty Ltd
15. HCS Pty Ltd
16. Mermaid Property Services
17. Muhaini Property Services
18. Pickwick Group
19. Proclean Services Group Pty Ltd
20. Quad Services Pty Ltd
21. Quayclean Australia Pty Ltd
22. Recom Cleaning Pty Ltd
23. Shining Knight Facility Services
24. Silvans Facility Services
25. Site Management Pty Ltd
26. TJS Services Group Pty Ltd
27. Wilson Property Services

An evaluation panel was established and consisted of the following members to assess the EOI and tender submissions.

- Martin Mongelli, Clayton Community Centre Facility Officer

- Mario Galante, Independent Consultant
- Maryanne Fortunato, Facility Maintenance Officer
- Mick Ross, Manager Strategic Procurement

The submissions were assessed against the following selection criteria:

- Completed EOI Returnable Schedules;
- Equal Employment Opportunity;
- Financial Viability;
- Insurance & Indemnity;
- Sustainable Work Practices;
- Resources;
- Occupational Health and Safety & Environmental Management System;
- Company Profile; and
- Management/Supervision.

After reviewing the submissions, four companies were shortlisted to submit a tender.

- Alpha Corporate Property Services
- Australian Environmental Cleaning Services
- Mermaid Property Services
- Shining Knight Facility Services

The four shortlisted companies were invited to attend a pretender briefing. The companies were walked through key elements of the specification and provided an opportunity to raise or clarify any issues. The companies were encouraged to consider possible value adding elements they could bring to the service.

All four shortlisted companies submitted tenders by the tender closing at 2PM, 4 May 2018.

TENDER EVALUATION

The tender submissions were evaluated in accordance with Council's tendering policies and procedures using the point score method.

- Price
- Resources & capacity to capably execute contract within nominated timelines
- Occupational Health and Safety Management Systems:
- Company profile
- Management/Supervision Structure
- Methodology and Execution of Services
- Information and Data Management
- Qualifications & experience

The evaluation included reference checks.

The price component of the evaluation was based on the locations in the price schedule and applying the nominated rate for each location from each tenderer to estimate annual expenditure.

All companies scored high on the non-price items assessed demonstrating excellent management approaches and significant experience in the delivery of cleaning services. All organisations have the required level of insurance cover.

The highest scored and lowest priced tenderer is Alpha Corporate Property Services. The company demonstrated excellent OH&S policies and procedures and have appropriately experienced staff. The company has undertaken similar contracts for Councils.

SOCIAL IMPLICATIONS

Ensuring buildings are kept clean enables all activities taking place to be conducted in a healthy and inviting environment. Contractors are also required to follow recognised disposal methods to ensure materials are recycled wherever possible and disposed of in a socially responsible manner.

HUMAN RIGHTS CONSIDERATIONS

Contractors are required to observe equal employment opportunity (EEO) together with Occupational Health and Safety requirements for their staff and contractors. Cleaning staff are required to be paid in accordance with the appropriate modern awards.

FINANCIAL IMPLICATIONS

The recommended tender's price is estimated at an annual cost of \$199,106. CPI over the contract period is estimated at 3% p.a. Therefore the estimated cost over a five year period is \$1,057,080.

The recommended tender's price is 16% lower than the current contract which is covered by the existing operational budget for the Clayton Community centre.

Rise and fall of this contract is calculated based on the Melbourne All Groups CPI.

CONCLUSION

The evaluation panel recommends the appointment of Alpha Corporate Property Services for Contract No. CF2018109, for the Clayton Community Centre Cleaning, for a period of one (1) year plus extension options for four (4) one year periods on an annual basis in accordance with the schedule of rates. The schedule rates submitted indicate the estimated annual cost of \$199,106 (GST inclusive).