

4.1 TENDER FOR MAINTENANCE OF AUTOMATED PUBLIC TOILETS (CLP:CF2019128)

Responsible Director: Ossie Martinz

EXECUTIVE SUMMARY

Council is seeking to appoint a contractor for the maintenance of Automated Public Toilets. W.C. Convenience Management Pty Ltd was the only tender. Council currently engages the services of W.C. Convenience Management Pty Ltd for maintenance, supply and installation of these toilets.

PURPOSE

Council has eight (8) self-cleaning unisex public toilets strategically located within the municipal boundaries. This report seeks to appoint a contract for the maintenance of these toilets.

KEY ISSUES

Key issues to be considered relate to:

- Cleaning, collection and legal disposal methods of sharps, litter and waste from within and around the toilets.
- Maintenance of safe, accessible, clean and environmentally sustainable toilets.

FINANCIAL IMPLICATIONS

An annual budget is currently allocated in the Public Convenience cost centre that covers the cleaning and maintenance requirements for these eight units.

The annual contract price is \$101,646 (GST incl) and has a budget allocation of \$169,630 (GST incl) and is adequate to cover the cost of cleaning of all public toilets.

RECOMMENDATION

That Council approves the recommendation contained within this report.

4.1 TENDER FOR MAINTENANCE OF AUTOMATED PUBLIC TOILETS (CF2019128: CLP)

Responsible Director: Ossie Martinz

RECOMMENDATION

That Council:

1. *Awards the tender for Maintenance of Automated Public Toilets Contract No. 2019128 for a schedule of rates based contract with an estimated annual contract value of \$101,646 (GST incl) and an estimated total contract value of \$508,230 (GST inclusive) inclusive of all available extension options.;*
2. *Notes that the contract will commence on 1 July 2019 and the expected completion date is 30 June 2024; and*
3. *Authorises the Chief Executive Officer to execute the contract agreement; and*
4. *Notes that the contract will commence on 1 July 2019 with an initial term of one year and the contract has two extension options of two years each and authorises the Chief Executive Officer to approve extension options subject to satisfactory performance.*

INTRODUCTION

Council has tendered for Maintenance of eight (8) Automated Public Toilets.

BACKGROUND

Council is seeking to appoint a *Contractor* to clean and maintain eight unisex public toilets *within Council*.

Council currently engages the services of W.C. Convenience Management Pty Ltd to maintain the automated toilets following the conclusion of a five year contract.

NOTIFICATION

A public notice was placed in The Age newspaper *on 17 April 2019 and the tender closed on 10 May 2019*.

TENDERS RECEIVED

Only one tender submission was received from W.C Convenience Management Pty Ltd by the appointed closing time.

TENDER CONFORMANCE:

The submission was assessed for its compliance with the tender conditions including the contractual terms and conditions and the requirements of the response schedules.

The tender submission was deemed conforming.

TENDER EVALUATION

All members of the evaluation panel signed Conflict of Interest and Confidentiality forms and no conflicts were raised.

The conforming tender was assessed in accordance with the evaluation criteria published in the tender documentation:

Pass/Fail Assessment Criteria	Score
Signed tender returnable schedules	Pass
OHS	Pass
Mandatory Insurances	Pass

KEY SELECTION CRITERIA		CRITERIA WEIGHTINGS	SUB WEIGHTINGS	SUB CRITERIA/RETURNABLE SCHEDULES LINK
40% NON-PRICE CRITERIA	Capacity and Capability	20%	5%	Experience
			5%	Resources
			5%	Risk Management
			1%	Legal Compliance
			2%	Performance and Innovation
			2%	Customer Service
	Project Timelines	10%	5%	Start and Completion timeframe
			5%	Proposed Program
	Sustainability (Mandatory)	10%	4%	Environmental Sustainability
			3%	Local Sustainability
			3%	Social Sustainability
PRICE (60%)	Price*	60%	60%	Comparison of Whole of Life Cost or Total Project Cost or Estimated Annual Cost

DISCUSSION

The following information supports the evaluation panel's recommendations.

W.C. Convenience Management Pty Ltd submitted a price similar to previous contracts. W.C. Convenience Management Pty Ltd scored highly against non-price evaluation criteria and has achieved a total weighted evaluation score of 90%. Given that the tender submitted by W.C. Convenience Management Pty Ltd was the only tender received, is highly ranked on non-price evaluation score and provides best value to Council, the panel is recommending their appointment under this contract.

Reference checks were conducted and satisfactory reports received.

The final evaluation ranking (including the price and non-price evaluation criteria) had W.C Convenience Management Services Pty Ltd ranked high and as such, the evaluation panel recommends them as representing the best value outcome for Council.

FINANCIAL IMPLICATIONS

An annual budget is currently allocated in the public convenience cost centre that covers the cleaning and maintenance requirements for these eight units.

The price component was evaluated by applying the scheduled estimated quantities of work based on previous years.

The annual contract price is \$101,646 (GST incl) and has a budget allocation of \$169,630 (GST incl) and is adequate to cover the cost of cleaning of all public toilets.

SUSTAINABILITY OUTCOMES

The contractor has demonstrated commitment in the development and implementation of sustainable programmes. Some of the initiatives being implemented are cardboard and plastic packaging stored in recycled bins for collection by approved companies, liquid soaps and cleaning products decanted into smaller reusable containers and globes collected by SITA.

Their policy also incorporates social sustainable practices that provides for the long term unemployed and employment of staff from a diverse background.

CONCLUSION

That Council approves the recommendation contained within this report.