

2.3 TENDER FOR HOME MAINTENANCE AND MODIFICATION SERVICES (CF2023229: MM)

Responsible Director: Russell Hopkins

RECOMMENDATION*

That Council:

- 1. Awards the tender from In A Minnit Property Maintenance Pty Ltd (IAM) for Home Maintenance & Modification Services, Contract No.2023229 for a schedule of rates-based contract with an estimated contract value of \$402,381 for the initial term and an estimated total contract value of \$822,257 inclusive of all available extension options.*
- 2. Authorises the Chief Executive Officer or her delegate to execute the contract agreement.*
- 3. Notes that the contract will commence on 1 August 2023, with an initial term of 1 year and 11 months and the contract has 2 separate extension options of one year each and authorises the Chief Executive Officer to approve extension options subject to satisfactory performance.*
- 4. Notes that the estimated schedule of rates contract values stated above are also subject to an annual CPI indexation as per the contract.*

*(*Please note that all dollar figures are GST inclusive unless stated otherwise)*

INTRODUCTION

Council has conducted a tender for Home Maintenance & Modifications Services, including gutter cleaning, green cleaning, spring cleaning, and other home maintenance and modification services to Council's Commonwealth Home Support Programme (CHSP) clients. The contract is for a period of one year and eleven months with two separate one-year optional extensions, exercisable at Council's sole discretion.

As part of its planning process for this tender, Council Officers considered its procurement options, including whether to go to market itself, participate in regional or sector collaboration or to access established contracts via other compliant Procurement agreements. This contract was not suitable for a collaborative contract.

BACKGROUND

Council is seeking to appoint a Contractor to provide general home maintenance and home modifications services to Council's Commonwealth Home Support Programme client's properties. The current contract with AJ Grant Building Pty Ltd T/as Home Care Repair Australia has been in place for two years and 11 months. AJ Grant Building Pty Ltd T/as Home Care Repair Australia no longer provides these services.

NOTIFICATION

A public notice was placed in The Age newspaper on 3 June 2023 and the tender closed on 23 June 2023.

TENDERS RECEIVED

Two tender submissions were received by the appointed closing time. The tenders received are listed below:

- In A Minnit Property Maintenance Pty Ltd
- Valyarra Pty Ltd

Tender Conformance:

All submissions were assessed for their compliance with the tender conditions including the contractual terms and conditions and the requirements of the response schedules.

All tender submissions were deemed conforming.

TENDER EVALUATION

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

The tenderers were assessed in accordance with the evaluation criteria published in the tender documentation:

Pass/Fail Assessment Criteria	Score
OHS	<i>Pass/Fail</i>
Mandatory Insurances and Indemnity	<i>Pass/Fail</i>

Table 2	Key Selection Criteria	Criteria Weightings
Qualitative Criteria	Capacity and Capability	30%
	Project Timelines	5%
	Sustainability (Mandatory)	5%
Quantitative Criteria	Price (Mandatory)	60%

DISCUSSION

The following information supports the evaluation panel's recommendations.

The final evaluation ranking (including the price and non-price evaluation criteria) had In A Minnit Property Maintenance Pty Ltd ranked highest and as such, the evaluation panel recommends In A Minnit Property Maintenance Pty Ltd as representing the best value outcome for Council.

FINANCIAL IMPLICATIONS

The initial contract is for one year and 11 months with two (2) by one (1) year extensions subject to satisfactory performance. Based on the submitted Pricing Schedules, the estimated contract value for Contract 2023229 Home Maintenance and Modification Services is \$822,257 including all available extension options. Future spending under this Schedule of Rates contract is to be maintained within approved budgets.

SUSTAINABILITY OUTCOMES

To support Council's endeavour for sustainable outcomes, In A Minnit Property Maintenance Pty Ltd provided the following supporting information:

1. Environmental Sustainability: In A Minnit Property Maintenance Pty Ltd detail an Integrated Management System (IMS) that sets out the processes and procedures relating to environmental practices, including reductions of carbon emissions. The IMS manual demonstrates a capability to consistently provide products and services meeting customer, applicable statutory and regulatory requirements and includes details of an Environmental Management System. The IMS utilises the process approach and quality management principles contained in the international standards ISO 9001:2015 and ISO 14001:2015 to enhance their ability to continually

improve. The IMS complies with all applicable requirements contained in AS/NZS ISO 9001:2016 and AS/NZS ISO 14001:2016 covers the provision of company products and services and encompasses all operations across Australia.

2. Local Sustainability: 100% of goods/services/ material used for the contract by the supplier will be sourced and a detailed list of local suppliers was provided.
3. Social Sustainability: Currently employ 25% of team members from disadvantaged groups. Have seen the positive social change this achieves and further strengthens the compassion and tolerance of the team. In the process of having a Reconciliation Action Plan endorsed by Reconciliation Australia (RAP 054553).

CONCLUSION

That Council approves the recommendations contained within this report.