
11	SUBJECT:	T25-2022 – Horticultural Services
	DIRECTOR:	Business Services
	MEETING:	Council
	MEETING DATE:	22 November 2022

Summary

The City of Mandurah (City) recently invited tenders for Horticultural Services (T25-2022). As a result of the evaluation of tendered submissions, Council is now requested to accept, or decline to accept the tender.

Disclosure of Interest

Nil.

Previous Relevant Documentation

- TC01/02/2021 1 February 2021 T19-2021 - Horticultural Services
- G.32/11/19 26 November 2019 T09-2019 – Provision of Horticultural Services
- Approval memo 21 June 2019 RFQ12-2019 – Horticultural Services

Background

A Horticultural Services Tender was undertaken in 2021 (T19-2021) and an offer was accepted, however no contract was entered into as the preferred supplier withdrew their offer. Currently the City is undertaken quotations for the continuation of services.

Comment

The Request for Tender (RFT) for the T25-2022 was advertised in the 24 September 2022 edition of the 'West Australian' newspaper, the 28 September 2022 edition of the Coastal Times, Tenderlink tender portal and the Public Notice section of the City of Mandurah website.

The RFT sought the provision of Horticultural Services for a period of three (3) years with one (1) option to extend for a further two (2) years, at the sole discretion of the City.

The RFT closed at 2:00pm on 13 October 2022. Two submissions were received. In accordance with Regulation 18 (1) no tenders were received after the closing deadline. Submissions were received from the following respondents:

1.	Horizon West Landscape and Irrigation Pty Ltd (Horizon West)	Wanneroo WA
2.	Sanpoint Pty Ltd t/as LD Total (LD Total)	South Perth WA

LD Total's submission was set aside from further consideration during compliance checking as it was noted that the complete Pricing Schedule which was a required attachment of the tender response was not submitted with the submission received.

The weighted qualitative criteria which is contained in the **Confidential Attachment 11.1** was provided to all respondents in the request package issued and was used by the Evaluation Panel to evaluate and rank each submission.

To ensure that pricing did not influence the assessment of the qualitative criteria, pricing was not provided to the evaluation panel until the evaluation against the qualitative criteria was completed.

The price submitted was entered into the Evaluation Matrix as shown in the **Confidential Attachment 11.1** where a final analysis considering competitiveness and combined qualitative and price ranking was conducted in order to determine whether the submission represented best overall value for money for the City.

Recommended Tenderer

Horizon West is recommended by the Evaluation Panel as the successful Respondent (refer attachment 11.1 Confidential Evaluation Report)

Horizon West provided a response that complies, is convincing and credible. The response demonstrated very good capability, capacity and experience, relevant to, or understanding of, the requirements of the Evaluation Criteria. The Tenderer demonstrated a clear understanding of the work and their ability to meet the requirements of the specification including City of Mandurah Activity Standards.

Overall, the Tenderer's response was considered to be low risk.

As there was only one respondent, the panel was required to consider the reasonability of the hourly rates tendered. Due to the nature of the services being supplementary to in-house capability, the panel considered that the prices were reasonable and could be sustained within the available budget.

Referees reports were consistently positive, with no concerns noted by three metropolitan local government representatives.

Statutory Environment

Part 4 of the *Local Government (Functions & General) Regulations 1996*.

18. Rejecting and accepting tenders

- (5) The local government may decline to accept any tender.*

Policy Implications

Policy POL-CPM 02 – *Procurement*.

Policy POL-CPM 01 – *Regional Price Preference*.

Policy POL-CPM 06 – *Authority to Execute Documents*.

Council is required to consider this tender due to the value being over \$3million.

Financial Implications

It is anticipated that the maximum total expenditure over three-year term is approximately \$2.775 million, with an additional \$1.850 million in the option period. This represents an upper estimate and is subject to change depending on budget availability, actual supply requirements and internal staff capacity. The expenditure relating to these services is included in the annual budget and Long Term Financial Plan.

Risk Analysis

The overall risk of appointing the preferred tenderer is considered low, with Horizon West demonstrating the capability and capacity to undertake the work.

Strategic Implications

The following strategies from the City of Mandurah Strategic Community Plan 2020 – 2040 are relevant to this report:

Environment:

- Protect and manage our local natural environment and ensure.
- That our actions to manage land-based assets don't adversely impact our waterways.

Organisational Excellence:

- Ensure the City has the capacity and capability to deliver quality services and facilities through accountable and transparent business practices, governance, risk and financial management.

Conclusion

The City recently invited tenders for Horticultural Services (T25-2022). As a result of the evaluation of tendered submissions, Council is now requested to accept, or decline to accept the tender.

NOTE:

- Refer ***Confidential Attachment 11.1*** ***Evaluation Report***

RECOMMENDATION

That Council accepts Horizon West Landscape & Irrigation Pty Ltd as the preferred tenderer for Tender T25-2022 – Horticultural Services for a period of three (3) years with one (1) option to extend for a further two (2) years, at the sole discretion of the City of Mandurah for the Schedule of Rates (excluding GST) offered as the most advantageous.