

**T21/3924 – CLEANING SERVICES TENDER - CITY OF MELVILLE BUILDINGS (REC)**  
**(CONFIDENTIAL ATTACHMENT)**

Ward : All  
 Category : Operational  
 Subject Index : Tender  
 Customer Index : City of Melville  
 Disclosure of any Interest : No Officer involved in the preparation of this report has a declarable interest in this matter.  
 Previous Items : Not Applicable  
 Works Programme : Not Applicable  
 Funding : Various operational budgets  
 Responsible Officer : Mario Murphy  
 Manager City Buildings

**AUTHORITY / DISCRETION**

**DEFINITION**

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	<b>Executive</b>	<b><i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i></b>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

**T21/3924 – CLEANING SERVICES TENDER - CITY OF MELVILLE BUILDINGS (REC)  
(CONFIDENTIAL ATTACHMENT)****KEY ISSUES / SUMMARY**

To recommend the acceptance of tenders submitted for cleaning services for various City buildings.

**BACKGROUND**

The City of Melville issued a request for tender seeking a suitably qualified and experienced contractor/s to undertake the supply of cleaning services for the following facilities;

**Part A – Offices & Operations Centre (Commencing 1 July 2021)**

- Civic Centre, 10 Almondbury Road, Booragoon WA 6154
- Operations Centre, Bramanti Road, Murdoch, WA 6150
- Piney Lakes Environmental Education Centre (PLEEC), Leach Hwy & Murdoch Dr, Winthrop WA 6155

**Part B – Healthy Melville (Commencing 1 June 2021)**

- LeisureFit Booragoon, 521 Marmion St, Booragoon, WA 6154
- LeisureFit Melville, 431 Canning Hwy, Melville WA 6156
  - AH Bracks Library
- Tompkins on Swan, 632 Canning Hwy, Alfred Cove WA 6154

**Part C – Libraries, Community Centres and Museums (commencing 1 June 2021)**

- Bull Creek Library, 24 Leichhardt St, Bull Creek WA 6149
- Willagee Library, Corner Winnacott Street and, Archibald St, Willagee WA 6156
- Civic Square Library, 10 Almondbury Rd, Booragoon WA 6154
- Canning Bridge Library, 2 Kintail Rd, Applecross WA 6153
- Bull Creek Community Centre, 24 Leichhardt, Bull Creek WA 6149
- Willagee Community Centre, Corner Winnacott Street and, Archibald St, Willagee WA 6156
- Blue Gum Community Centre, 33 Moolyteen Rd, Brentwood WA 6153
- Heathcote Museum and Gallery, 58/60 Duncraig Rd, Applecross WA 6153
- Wireless Hill Museum and Gallery, Telefunken Drive, Ardross WA 6153
- Cirque Community Space, 63 Kishorn rd, Mount Pleasant WA 6154

The cleaning Contract will be a two year term with two 24 months option periods.

The Contractor was made aware that the Contract is performance based and its intent is to guarantee cleaning of the absolute highest quality. All daily, weekly, monthly and periodical cleaning is to be carried out thoroughly. The City also notified through the tender that it is expected that the cleaning staff will be diligent in carrying out their duties in accordance with the specification.

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**(CONFIDENTIAL ATTACHMENT)****DETAIL**

Qualitative scores were achieved by joint agreement of the evaluation panel members at the evaluation meeting after each panel member had scored the submissions individually. The City set five qualitative criteria for this Request, being Demonstrated Experience, Key Personnel, Methodology, Suitability of Products and Sustainable Procurement.

The Evaluation Panel reviewed all Respondents offers and prepared an Evaluation Report, identifying the recommended Respondent/s.

The Evaluation Report is provided as a Confidential Attachment to this report which was distributed to Elected Members under separate cover.

The recommendations of the Evaluation Panel were supported by the Contract and Tender Advisory Unit (CTAU) and is put forward as part of the recommendation to the Council.

**STAKEHOLDER ENGAGEMENT****I. COMMUNITY**

No stakeholder engagement has been required or undertaken for this tender.

**II. OTHER AGENCIES / CONSULTANTS**

No other agencies/consultants has been required or undertaken for this tender.

**STATUTORY AND LEGAL IMPLICATIONS**

Local Government (Functions and General) Regulations 1996 Section 3.57 11 (1)

*"A Local Government is required to invite tenders before it enters into a contract for another person to supply goods or services".*

**FINANCIAL IMPLICATIONS**

Pre-Tender Estimate	\$850,000.00 (total all buildings)
If the budget is exceeded by appointing the proposed contractor a budget amendment proposal must be included in the recommendation	Not applicable, within budget.

**T21/3924 – CLEANING SERVICES TENDER - CITY OF MELVILLE BUILDINGS (REC)**  
**(CONFIDENTIAL ATTACHMENT)****STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

Strategic Implications of these works relate only to the consequences of not procuring the Services through a tender, the WALGA Preferred Supplier Program or another Local Government, which would result in the City being in breach of the Local Government (Functions and General) Regulations 1996.

There are no residual risk implications following the invitation and evaluation process conducted for this item. Actions taken to address identified risks are listed in a confidential attachment included in the Contract and Tender Advisory Unit Meeting Minutes of 21 July 2020.

**POLICY IMPLICATIONS**

CP-023 Procurement of Products or Services

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

No alternate options have been identified.

**CONCLUSION**

The CTAU is satisfied that the recommended suppliers have demonstrated that they have the necessary relevant experience, appropriate key personnel to deliver the services, follows a methodology in line with the City's expectations, follows sustainable practices and offer suitable products.

The confidential attachments are included in the Contract and Tender Advisory Unit Meeting Minutes of 11 May 2021 available on the Elected Members Portal.

**OFFICER RECOMMENDATION (3924)****APPROVAL****That the Council**

- 1. Accept the recommendations as contained in the Confidential Attachment – RFT202120 Contract and Tender Advisory Unit Minutes, and**
- 2. Directs that the successful respondents' names be inserted below this point 2, upon the tender being awarded;**