

6.3 RFT IE297/2023 HVAC MAINTENANCE SERVICES

- Attachments:**
1. **Confidential Attachment 1 - Evaluation Worksheet RFT IE297-2023 - Confidential**
 2. **Confidential Attachment 2 - Pricing Information - Confidential**

RECOMMENDATION:**That Council:**

1. **NOTES the outcome of the evaluation process for Tender IE297/2023 HVAC Maintenance Services; and**
2. **ACCEPTS the tender submission of Australian HVAC Services Pty Ltd ATF Skenpost Trust t/a Australian HVAC Services for Tender IE297/2023 HVAC Maintenance Services.**

PURPOSE OF REPORT:

For Council to consider and determine the outcome of Tender IE297/2023 HVAC Maintenance Services.

DELEGATION:

The decision to accept or reject tenders with a value exceeding \$250,000 require a decision of council in accordance with Council's adopted register of delegations, authorisations, and appointments.

BACKGROUND:

The City of Vincent is responsible to maintain services and infrastructure, both vested and unvested, within its Local Government area in accordance with the *Local Government Act 1995*.

Heating, ventilation, and air conditioning (HVAC) systems are integral to City-owned buildings. Regular maintenance ensures these systems operate at peak efficiency, prevent major breakdowns and costly repairs, and optimise their useful life. For this reason, the City requires the engagement of a suitably qualified and experienced Contractor to undertake necessary preventative and corrective maintenance services in a timely, proactive, and professional service to ensure longevity of the assets. This service is required for 27 City buildings and locations including:

- Administration Building
- Beatty Park Leisure Centre
- Vincent Library Centre
- Community Centres
- Child Health Clinics
- Council Depot
- Town Halls
- Sporting Clubs
- Parks and Reserve Pavilions

A Procurement Plan to develop and release a public request for tender was approved on 31 October 2023. A public request for tender was released on Monday 29th January 2024 and closed on Friday 23rd February 2024.

DETAILS:

Submissions were received from eight (8) Respondents.

Evaluation Panel

The Evaluation Panel comprised of four (4) members, being:

- three with the appropriate operational expertise and involvement in supervising the contract;
- one with tender preparation skills and probity advice provided by a Procurement and Contracts Officer.

Compliance Assessment

Compliance assessment was carried out and all were assessed as fully compliant and progressed to the qualitative assessment stage.

Evaluation Method and Weighting

The qualitative weighting method of tender evaluation was selected to evaluate the offer.

The qualitative criteria and weighting used in evaluating the submission received were as follows:

Qualitative Criteria		Weighting
1	Capacity, Skills, and Experience	45%
2	Demonstrated understanding of the required service	45%
3	Environmental and Social	10%

Qualitative Assessment

The qualitative assessment on all compliant submission were as follows:

Respondent #	Weighted Percentage Score	Qualitative Ranking
Respondent 8	76%	1
Respondent 3	70%	2
Respondent 4	69%	3
Respondent 2	60%	4
Respondent 7	59%	5
Respondent 1	45%	6
Respondent 5	30%	7
Respondent 6	25%	8

Refer to **Confidential Attachment 1** for further details.

Price Assessment

The panel carried out an assessment of the submitted pricing offered by the top four (4) shortlisted submissions. The top four (4) submissions were determined to have reasonable and acceptable levels of rates for all sites listed in the Request for Tender. Pricing information submitted by the top four (4) submissions can be found at **Confidential Attachment 2**.

Evaluation Summary

The panel concluded that the tender submission from Respondent 8 Australian HVAC Services Pty Ltd ATF Skenpost Trust t/a Australian HVAC Services provides value for money to the City and is recommended for the provision of IE297/2023 HVAC Maintenance Services for the following reasons:

- compliance with the submission requirements;
- ranked first in the qualitative assessment;
- submitted pricing is reasonable and acceptable for the type of services provided; and
- pricing demonstrates value for money.

It is therefore recommended that Council accepts the tender submitted by Australian HVAC Services Pty Ltd ATF Skenpost Trust t/a Australian HVAC Services for Tender IE297/2023 HVAC Maintenance Services.

CONSULTATION/ADVERTISING:

This matter is subject to a statutory advertising requirement. No community consultation required. The Request for Tender IE297/2023 HVAC Maintenance Services was advertised in the West Australian on Saturday 27th January 2024 and on both the City's website and VendorPanel between 27th January 2024 and 23rd February 2024.

LEGAL/POLICY:

The Request for Tender was prepared and advertised in accordance with:

- Section 3.57 of the Local Government Act 1995;
- Part 4 of the *Local Government (Functions and General) Regulations 1996*; and
- City of Vincent Purchasing Policy.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to accept the preferred Respondent.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Enhanced Environment

We have minimised our impact on the environment.

Connected and Healthy Community

Our community facilities and spaces are well known and well used.

Thriving Places

Efficiently managed and maintained City assets in the public realm.

Innovative and Accountable

We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the City's Sustainable Environment Strategy 2019-2024, although the sustainability and environmental management practices of Respondents was a weighted qualitative criterion of this request, and the preferred Respondent provided some evidence of sustainability practices.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

A total budget of \$800,000 over the life of the contract (5 years plus 2 extension options of 1 year) was identified and approved through the Annual Budget and Procurement Plan. The funding for this service will be sourced from the operational and maintenance budgets for each City of Vincent owned asset.

COMMENTS:

The tender submission from Australian HVAC Services Pty Ltd ATF Skenpost Trust t/a Australian HVAC Services complies with all tender requirements. The submission was well presented and included all relevant and specific information required and requested within the tender specification.

The Evaluation Panel deemed the response to be of a very good standard, convincing and credible, demonstrating the capability, capacity and experience for key evaluation criteria and therefore recommend award of tender IE297/2023 HVAC Maintenance Services to Australian HVAC Services Pty Ltd ATF Skenpost Trust t/a Australian HVAC Services.