

**TENDER RFT IE69/2020 – BULK GREEN WASTE VERGE COLLECTIONS – APPOINTMENT OF SUCCESSFUL TENDERER**

**Attachments:** 1. Evaluation Worksheet - Confidential

**RECOMMENDATION:**

That Council **ACCEPTS** the tender submitted by Steann Pty Ltd for Tender IE69/2020 for Green Waste Verge Collection.

**PURPOSE OF REPORT:**

To report to Council the outcome of Tender IE 69/2020-1 and to recommend the acceptance of a tenderer.

**BACKGROUND:**

The City of Vincent provides a bi-annual Green Waste Verge Collection to all residential dwellings. The current Green Waste Contract has expired. This tender has been sought as an initial two year contract with the option of a twelve month extension (at the City's sole discretion) to give surety to both the successful tenderer and the City and to ensure collection dates can be scheduled well in advance, allowing timely notification to residents.

Green Waste from bulk verge collections is 100% recycled and turned into quality mulch and compost, contributing to the City's vision of zero waste to landfill by 2028.

**DETAILS:**

The estimated value of the contract is \$310,000.00. As the total budget exceeds \$250,000.00, Policy No. 1.2.3 – Purchasing has been applied which requires an open public tender process. Under CEO Delegation 1.19 the Executive Director Infrastructure and Environment approved the procurement plan, which included the following evaluation criteria.

<b>Qualitative Criteria</b>		<b>Weighting</b>
1.	<p><b>Relevant skills and experience to deliver the requirements of the contract.</b></p> <p>Respondents must, as a minimum, address the following information in an attachment and label it <b>"Relevant Skills and Experience"</b></p> <p>a) Respondents to demonstrate recent experience with Contracts of similar size and scope with Local Government;</p> <p>b) Respondents to provide as a minimum, information of proposed personnel to be allocated to this Contract, including:</p> <ul style="list-style-type: none"> <li>• Their role in the performance of the Contract</li> <li>• Experience of the personnel in Contracts of a similar size and scope and relevant qualifications.</li> </ul>	40%
2.	<p><b>Demonstrated understanding of operational and plant requirements and collection methodology for bulk verge green waste collections; including Capacity to deliver in accordance with the City schedules (as outlined below).</b></p> <p>Capacity to deliver the service Oct/Nov 2020/21 and Mar/Apr 2021/22</p> <p>Supply details in an attachment labelled "Demonstrated Understanding of operational and plant requirements and collection methodology (including capacity to deliver)".</p>	50%
3.	<p><b>Environmental Responsibility</b></p> <p>Respondents must, as a minimum, address the following information:</p> <p>a) Provide details of the organisations environmental policy and/or practices which manage or reduce the impact on the environment;</p>	10%

Qualitative Criteria		Weighting
b)	Offer details of any initiatives that would support the sustainability objectives of the Principal and assist them to achieve environmental targets (i.e. how could you assist the Principal to recycle, reuse and reduce, use of hybrid/electric vehicles, etc.)	
<b>TOTAL</b>		<b>100%</b>

### Tender Assessment

At the close of the advertising period, three tender responses were received, of which two were judged compliant, from the following companies:

- Steann Pty Ltd
- W.A. Recycling Services.

The tenders were assessed by members of the Tender Evaluation Panel (below) and each tender was assessed using the above Evaluation Criteria, with a scoring system being used as part of the assessment process.

EVALUATION PANEL	
Convenor (non-voting)	Executive Director Infrastructure and Environment
Voting	Manager Waste and Recycling
Voting	Coordinator Waste and Recycling
Voting	Waste Contracts and Operations Officer
Non-Voting	Procurement and Contracts Office
Meeting Date:	6 August 2020

### Evaluation

A summary table for each compliant Tenderer is provided below. A full outline of the Qualitative Evaluation Criteria for each tenderer and pricing is contained within Confidential Attachment 1.

Company	Qualitative Score/100	Ranking
Steann Pty Ltd	88	1
WA Recycling Services	19	2

Based upon panel's assessment of the Qualitative Evaluation Criteria, only Steann Pty Ltd was judged as demonstrating that it was capable of meeting the City's requirements.

### **CONSULTATION/ADVERTISING:**

The Request for Tender IE 69/2020 was advertised in the West Australian Newspaper on the 20 June 2020 and closed on Friday 10 July, no compliant Tenders were received and as a result the Tender was re-advertised.

The request for Tender IE 69/2020-1 was re-advertised in the West Australian on the 22 July 2020 and on both the City's website and Tenderlink portal between 22 July and 5 August.

### **LEGAL/POLICY:**

The RFT was prepared and advertised in accordance with the City's purchasing protocols: *Policy No. 1.2.3 Purchasing*.

### **RISK MANAGEMENT IMPLICATIONS:**

Low If a tender was not accepted then the City would not be able to provide the service.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

*Enhanced Environment*

*We have improved resource efficiency and waste management.*

The City's Waste Strategy 2018-2023 has a vision of zero waste to landfill through maximising recovery and avoidance and cost effective, sustainable and contemporary waste services.

*Innovative and Accountable*

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

The *City's Sustainable Environment Strategy 2019-2024* has identical aims to the City's Waste Strategy and sets the target of zero waste to landfill by 2028.

**FINANCIAL/BUDGET IMPLICATIONS:**

Costs associated with bulk verge green waste collections are budgeted annually with the annual expenditure on this collection contract was estimated to be \$103,000. The tender pricing offered is in line with the service budget.

**COMMENTS:**

The submission from Steann Pty Ltd complies with all the tender requirements. The submission was well presented and included all specified information. The evaluation panel deemed the response to be compliant with all evaluation criteria, demonstrating the capability, capacity and experience relevant to provide the service.

The evaluation panel recommends that the tender submitted by Steann PTY Ltd for Tender IE69/2020 for Green Waste Verge Collection is accepted as it represents the best overall value for money to the City.