

10.5 RFT IE258/2023 CLEANING SERVICES

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

RECOMMENDATION:

That Council:

1. **NOTES** the outcome of the evaluation process for Tender IE258/2023 Cleaning Services; and
2. **ACCEPTS** the tender submission of Iconic Property Services Pty Ltd for both portions of Tender IE258/2023 Cleaning Services.

PURPOSE OF REPORT:

For Council to accept the tender submission of Iconic Property Services Pty Ltd for both portions of Tender IE258/2023 Cleaning Services.

BACKGROUND:

The City of Vincent has various facilities for sporting and community groups, both public and operational, that require to have scheduled and non-scheduled cleaning services.

The City sought offers from suitably qualified and experienced cleaning contractor(s) to provide cleaning services in accordance with the facility schedules for two separable portions;

1. Operational Buildings; and
2. Public Toilets, Community and Sporting Facilities.

The contractor(s) will be required to undertake specific tasks on a daily, weekly, monthly basis, as well as periodic, emergency and ad hoc cleaning in line with the City's Building Level of Service framework (BLOS).

DETAILS:**Tender Submissions**

Submissions were received from three (13) Respondents:

Respondent 1	BrightMark Group Pty Ltd
Respondent 2	Briteshine Cleaning Services
Respondent 3	Cadin Contract Cleaners
Respondent 4	CCM Cleaning Services
Respondent 5	Charles Service Company
Respondent 6	CleanPeak Pty Ltd
Respondent 7	DMC Cleaning
Respondent 8	Iconic Property Services Pty Ltd
Respondent 9	Intelife Group
Respondent 10	M.A Services Group Pty Ltd
Respondent 11	OCE Corporate Cleaning
Respondent 12	ServiceFM Pty Ltd
Respondent 13	Smart Cleaning Solutions (VIC) Pty Ltd

Evaluation Panel

The Evaluation Panel comprised of five members, being:

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

Compliance Assessment

Ten (10) of the offers received were assessed as fully compliant and progressed to the qualitative assessment.

The three (3) submissions below were assessed as non-compliant and did not proceed:

Respondent 1	BrightMark Group Pty Ltd	Did not compliantly respond to the qualitative criteria
Respondent 3	Cadin Contract Cleaners	Did not compliantly respond to the qualitative criteria
Respondent 13	Smart Cleaning Solutions (VIC) Pty Ltd	Did not compliantly respond to the qualitative criteria

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	40%
2	Demonstrated understanding of the required service	40%
3	Environmental and Social	20%

Qualitative Assessment

Respondent #	Respondent Name	Weighted Percentage Score	Qualitative Ranking
Respondent 2	Briteshine Cleaning Services	74%	2
Respondent 4	CCM Cleaning Services	54%	6
Respondent 5	Charles Service Company	68%	4
Respondent 6	CleanPeak Pty Ltd	54%	6
Respondent 7	DMC Cleaning	70%	3
Respondent 8	Iconic Property Services Pty Ltd	76%	1
Respondent 9	Intelife Group	36%	8
Respondent 10	M.A Services Group Pty Ltd	56%	5
Respondent 11	OCE Corporate Cleaning	52%	7
Respondent 12	ServiceFM Pty Ltd	54%	6

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

Price Assessment

The panel carried out an assessment of the submitted pricing offered. The weekly rate below includes the cleaning of all Operational locations and the City's Public Toilets, Community and Sporting Facilities. The pricing has been benchmarked against current requirements and current rates.

Respondent #	Respondent Name	Weekly Rate (A&B)	Rank
Respondent 8	Iconic Property Services Pty Ltd	\$7,346.25 ex GST	2

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

Evaluation Summary

The panel concluded that the tender from Iconic Property Services Pty Ltd provides value for money to the City and is therefore recommended for the provision of IE258/2023 Cleaning Services for the following reasons:

- Compliance with the submission requirements;
- Ranked first in the qualitative assessment;
- Ranked second in the pricing assessment;
- References conducted and verified claims; and
- Pricing demonstrates value for money.

It is therefore recommended that Council accepts the tender submitted by Iconic Property Services Pty Ltd for Tender IE258/2023 Cleaning Services.

CONSULTATION/ADVERTISING:

The Request for Tender IE258/2023 Cleaning Services was advertised in the West Australian on Saturday 20 May 2023 and on both the City's website and VendorPanel between 20 May 2023 and 14 June 2023.

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*:

Connected and Healthy Community

We protect, improve and promote public health and wellbeing within Vincent.

Thriving Places

Efficiently managed and maintained City assets in the public realm.

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 criteria of this request, and the preferred Respondent provided some evidence of sustainability practices.

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:

Prevent and control of communicable diseases

FINANCIAL/BUDGET IMPLICATIONS:

The pricing offered has been benchmarked against current requirements and current rates, and will meet the City's budget for this service.

COMMENTS:

The tender submission from Iconic Property Services Pty Ltd 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 convincing and credible, demonstrating the capability, capacity and experience for key evaluation criteria.