

Meeting Date: Tuesday 11 December 2012
Location: Council Chambers, Level 6, Civic Centre, 1 Devlin Street, Ryde
Time: 7.30pm

Note: *This meeting will be recorded on audio tape for minute-taking purposes as authorised by the Local Government Act 1993.*

NOTICE OF BUSINESS

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25 REQUEST FOR TENDER - COR-RFT-14/12 - Playground Equipment Maintenance Services for the City of Ryde

Report prepared by: Service Unit Manger - Project Development
File No.: GRP/11/3/6/7 - BP12/1474

REPORT SUMMARY

Historically, Council playgrounds have been inspected and maintained by one service provider.

In order to address the current procurement requirements of City of Ryde, both services have been a subject of a tender process.

Request for Tender (COR-RFT-14/12) for the "*Provision of Playground Equipment Condition Maintenance Services to City of Ryde Council*" was advertised via Tenderlink in August with a closing date Tuesday of 2 October 2012.

The tender document was seeking proposals for a Provision of Playground Equipment Maintenance Services for a period of three (3) years with additional two (2) year option, by mutual agreement.

Council received three (3) conforming tenders.

Based on the tender price and other criteria outlined in the Tender Document, the Tender Evaluation Panel is recommending that Council accept the tender from Kico Inspection & Testing Services Pty Ltd for this service.

RECOMMENDATION:

- (a) That Council accepts the tender from Kico Inspection & Testing Services Pty Ltd for the Playground Equipment Maintenance Services for the amount of \$32,010.00 for year 1 (plus parts), \$33,610.50 for year 2 (plus parts) and \$35,289.57 for year 3, with an option to extend for additional two (2) years by mutual agreement.
- (b) That Council delegate to the General Manager the authority to enter into a contract with Kico Inspection & Testing Services Pty Ltd on the terms contained within the tender and the contract documents
- (c) That Council advise all the respondents of Council's decision.

ATTACHMENTS

- 1 COR-RFT - 14/12 - Playground Maintenance Service Evaluation Report - CIRCULATED UNDER SEPARATE COVER - CONFIDENTIAL

ITEM 25 (continued)

Report Prepared By:

Peter Nguyen
Service Unit Manger - Project Development

Report Approved By:

Terry Dodds
Group Manager - Public Works

ITEM 25 (continued)

Discussion

Council chose the method of tendering to an open market through an RFT documents posted on the Tenderlink site.

The tenders were released on the 28 August 2012 and closed on 2 October 2012.

By closing date, Council received the following conforming tenders:

- Kico Inspections & Testing Services Pty Ltd
- Playfix Pty Ltd
- Solid Dynamics Pty Ltd

Evaluation

A Tender Evaluation Panel comprising Council staff assessed all tenders against the following criteria:-

- Tender Price
- Previous Experience
- Occupational Health & Safety
- Conformity to the EPA requirements & past records of non-compliance
- Conformity to the Documentation & understanding of Council's requirements
- Sustainability & Environmental consideration
- Proven experience & Availability of Resources
- Methodology & Project program

Following an initial evaluation, the Panel held post-tender interviews with all companies.

Based on the comprehensive assessment criteria and reference checks, the Tender Evaluation Panel found the tender submitted by Kico Inspections & Testing Services as most comprehensive and inclusive of all returnable schedules. Kico Inspections & Testing Services currently has a contract to service the playground equipment throughout a number of other Councils. Their experience and track record is apparent in the submission. The existing contracts in place are a testimony of the company standing.

Tenders evaluation report was reviewed by Manager of tenders and contract.

A Tender Evaluation report has been circulated to Councillors **UNDER SEPARATE COVER – Confidential**.

Consultation

Internal Council's Business Units consulted included:

- Open Space
- Project Development

ITEM 25 (continued)**Financial Implications**

The annual labour cost for service of the Playground Equipment Maintenance as per the schedule is as follows:

- Year 1 - \$32,010.00 plus parts
- Year 2 - \$33,610.50 plus parts and
- Year 3 - \$35,289.57 plus parts.

It should be noted that Council has an option to extend the contract for a further two (2) years, by mutual agreement. The costs associated with this contract can be funded from the existing budget.

**26 REQUEST FOR TENDER - COR-RFT - 15/12 - Playground Equipment
Condition Audit Services for City of Ryde**

Report prepared by: Service Unit Manger - Project Development
File No.: GRP/11/3/6/7 - BP12/1473

REPORT SUMMARY

Historically, Council's playgrounds have been inspected and maintained by one service provider with no record of procurement process for the provision of these services.

In order to address the procurement requirements of City of Ryde, both services have been a subject of a tender process.

Request for Tender (COR-RFT-15/12) for the "*Provision of Playground Equipment Condition Audit Services for the City of Ryde*" was advertised in August 2012 via Tenderlink, with a closing date of Tuesday, 2 October 2012.

The Tender was seeking proposals for the reliable and cost effective Provision of Playground Equipment Comprehensive Annual Audit Service. The Contract undertaking these services will provide Council with a detailed inspection record, on an annual basis.

Based on the tender price and other criteria outlined in the Tender Document, the Tender Evaluation Panel is recommending that Council accept the tender from Playfix Pty Ltd.

RECOMMENDATION:

- (a) That Council accepts the tender from Playfix Pty Ltd for the Playground Equipment Condition Audit Services for the amount of \$13,095 for year 1, \$13,618.00 for year 2, and \$14,162.00 for year 3 with an option to extend for a further two (2) years, as mutually agreed.
- (b) That Council delegate to the General Manager the authority to enter into a contract with Playfix Pty Ltd on the terms contained within the Tender.
- (c) That Council advise all the respondents of Council's decision.

ATTACHMENTS

- 1 COR-RFT - 15/12 - Playground Condition Audit Evaluation Report -
CIRCULATED UNDER SEPARATE COVER - CONFIDENTIAL

ITEM 26 (continued)

Report Prepared By:

Peter Nguyen
Service Unit Manger - Project Development

Report Approved By:

Terry Dodds
Group Manager - Public Works

ITEM 26 (continued)

Discussion

Council chose the method of tendering to an open market through RFT documents posted on the Tenderlink site.

The tenders were released on the 28 August 2012 and closed on 2 October 2012.

By closing date, Council received the following conforming tenders:

- Claim Central Pty Ltd
- Kico Inspections & Testing Services
- Playfix Pty Ltd
- Solid Dynamics Pty Ltd

Evaluation

A Tender Evaluation Panel comprising four (4) Council officers assessed all tenders against the following criteria:-

- Tender Price
- Previous Experience
- Occupational Health & Safety
- Conformity to the EPA requirements & past records of non-compliance
- Conformity to the Documentation & understanding of Council's requirements
- Sustainability & Environmental consideration
- Proven experience & Availability of Resources
- Methodology & Project program

Following an initial evaluation, the Panel held post-tender interviews with all four (4) companies. Based on the evaluation of the assessment criteria and reference check, the Tender Evaluation Panel found the tender submitted by Playfix as being comprehensive and inclusive of all returnable schedules.

Playfix currently has the contract to provide audit and maintenance service for the playground equipment for the City of Ryde. It is also apparent from their submission that Playfix serve significant number of other Councils. The existing contracts in place are a testimony of the company standing.

The Tender Evaluation Report was reviewed by Manager of Tenders and Contracts.

A Tender Evaluation report has been circulated to Councillors **UNDER SEPARATE COVER – Confidential**.

Consultation

Internal Council Business Units consulted included:

- Open space
- Project Development

ITEM 26 (continued)**Financial Implications**

The annual cost of the tender for Playground Equipment Condition Audit Services is as follows:

- Year 1 - \$13,095
- Year 2 - \$13,618.00
- Year 3 - \$14,162.00

It should be noted that Council has an option to extend for a further two (2) years, by mutual agreement. The costs for the service can be funded from within the existing budget.