

Report by Brooke Martin, Acting Manager Civic Space

RECOMMENDATION

That Council accept Northern Contract Cleaning as the preferred contractor for the supply of regular cleaning services for Council's buildings.

PURPOSE OF REPORT

To advise Council of the results of the tender process, in accordance with Council's *Purchasing and Tendering Guidelines* and Section 377 of the Local Government Act 1993 for Council's cleaning contract.

REPORT

The cleaning contract is for the provision of cleaning services to Council and Community facilities for a period of two years, with an option to extend the contract period for another year subject to overall performance of the Contractor.

The following report details the approach Council employed at each stage of the tendering process, concluding with a summary listing reasons underlying the selection of Northern Contract Cleaning as the preferred contractor.

Regular cleaning services to Council's facilities include the Council depot, Strathfield Community Centre, Homebush Early Childhood Health Centre, Strathfield Main Library, Strathfield South Library and Information Centre, Council Chambers and Town Hall, Administration Building and Council Cottage, Airey Park amenities, Bark Huts Reserve amenities, Begnell Oval amenities, Cooke Park amenities, Ford Park amenities, Hudson Park Greenkeepers Shed and Grandstand (lower level and public toilets), Strathfield Park amenities, Mason Park amenities and Dean Reserve public toilet.

The Contractor will be managed by Council's Civic Space section of the Technical Services Department.

Tendering process

The selection of a suitably qualified contractor for the cleaning contract was completed through an open tendering process following Council's *Purchasing and Tendering Guidelines (2007)*.

The following tasks were completed as part of the tendering process:

- Preparation of request for tender documentation in accordance with Council procurement and tendering guidelines.
- Tender advertisement on Council's website from 13 September 2011 and one edition of the Sydney Morning Herald on 13 September 2011.
- Contractors were invited to register their interest in the project by downloading the tender information package from Council's website.

- An information session was held for all interested Contractors on Tuesday 20 September 2011. Twenty five contractors were in attendance for the information session.
- The tender period closed at 4:00pm on Wednesday 5 October 2011. Tenders were opened at 4:05pm by Councils Legal Officer, Procurement Coordinator and Group Manager Corporate Services.
- A total of nineteen (19) tenders were received from the following companies:

Tender	Address
ADZ Cleaning Services Pty Ltd	3/159 Arthur Street Homebush West NSW 2140
ATM Cleaning Management Pty Ltd	PO Box 1332 Strathfield NSW 2135
Bond Services Pty Ltd	11A Linley Way Ryde NSW 2112
Bogdan Investments Pty Ltd T/A BG Corporate Services	54 Prince Albert Crescent Taylors Lakes Vic 3038
Cama Corp	23a Olympian Parade Leura NSW 2780
Challenger Cleaning Pty Ltd	Suite 303 Level 3 55 Holt St Surry Hills NSW 2010
Eternal Cleaning Services Pty Ltd	PO Box 7043 Bass Hill NSW 2197
HYJ Pty Ltd	Unit 2/ 3 Raymond St East Lidcombe NSW 2141
James Li Cleaning Services Pty Ltd	49 Ramsay Rd Pennant Hills NSW 2120
LPK Services Pty Ltd	11 Cave Rd Strathfield NSW 2135
Northern Contract Cleaning	142/2-18 Buchanan Street Balmain NSW 2041
Quad Services Pty Ltd	12 Carlotta St Artarmon NSW 2064
SKG Pty Ltd	Unit 22 205-213 Port Hacking Rd Miranda NSW 2228
Starlight Commercial Pty Ltd	2/34 East Street FiveDock NSW 2046
Statewide Quality Services	74 Railway Parade Canley Vale NSW 2166
The Sparkle Team Pty Ltd T/A TST Property Services	Unit 3/77 Newton Rd Wetherill Park NSW 2176
TJS Cleaning Services Pty Ltd	12 Clevedon St Botany NSW 2019
United Property Enterprises Pty Ltd	201A Woodville Rd Villawood NSW 2163
Vivid Property Services	23-26/26 Narabang Way Belrose NSW 2085

Tender evaluation

The above tenders were assessed by the tender evaluation committee, following Council's *Purchasing and Tendering Guidelines (2007)*.

- Evaluation criteria were prepared and weighted prior to the tender advertisement.
- Following the close of the tender submission period, each tender was evaluated individually by the members of the tender assessment panel.
- The evaluation criteria used to rank the tenders is shown below:

Evaluation criteria	Description
Conformity of tender requirements	Compliance with the specification, conditions of tendering, attendance at the mandatory information session, quality assurance requirements, deadline, completion of the price schedule, necessary licences and registrations.
Relevant Experience	Experience in completing similar works, tendered involvement in the works including details of outcomes, demonstrated experience in working within places with confidential information, Compliance with Australian

	Standards Quality Management Systems.
Key personnel skills and experience	Provide proposed personnel to be allocated to this contract, their role in the contract, curriculum vitae, memberships to any professional or business associations, qualifications, police clearance and authority to work in Australia.
Tenderer's Resources	Demonstrated ability to supply and sustain the necessary plant, equipment, materials and personnel.
Demonstrated Understanding	Demonstration of the process to achieve the requirements of the specification including a contract schedule or timeline, process for delivery or performance of the works, value add suggestions, demonstrated understanding of the scope of work and scenario explanations.
Price	Lump sum price with a price schedule.
Training processes	OHS, Safety plan, Safe work method statements and risk assessments.
Sustainability	Supplier environmental questionnaire.

- In accordance with clause 176 of the Local Government (General) Regulation 2005 a request for clarification to all tenderer's pricing submissions was issued, due to the detection of a number of errors in many submissions.
- A tender evaluation committee was formed consisting of the Acting Manager Civic Space (Assets Engineer), Buildings & Facilities Coordinator and Manager Executive Projects.
- Five tender evaluation meetings were held on the 21, 24, 25 26 and 27 October 2011, and were chaired by the Procurement Coordinator with the Legal Officer in attendance for probity.
- All tenders were checked for conformity. All nineteen of the tender submissions did not sign the Business Ethics Policy declaration; however the panel considered all nineteen of the tenders to be conforming otherwise, so all tenders submitted were assessed.
- The tenders were ranked using the evaluation criteria according to performance.

Tender	Rank
Northern Contract Cleaning	1
TJS Services Pty Ltd	2
The Sparkle Team	3
Challenger Services Pty Ltd	4
SKG Property Services Australia	5
Quad Services Pty Ltd	6
ATM Cleaning Management Pty Ltd	7
Bond Services	8
BG Corporate Services	9
Statewide Quality Services	10
Eternal Cleaning Services	11
Cama Corp Pty Ltd	12
ADZ Cleaning Services	13
LPK Services	14
HYJ Pty Ltd	15
Starlight Commercial Pty Ltd	16
Vivid Property Services	17
United Property Enterprises	18
James Li Cleaning Services Pty Ltd	19

- Referees for Northern Contract Cleaning were contacted on 27 October 2011 for verification of the nomination.

Selection Summary

Northern Contract Cleaning is the preferred contractor for the cleaning contract. Northern Contract Cleaning scored highly in all the evaluation criteria with strengths in relevant experience, key personnel skills and experience, tenderer's resources, demonstrated understanding and pricing.

REFERRAL FROM OTHER DEPARTMENT

No referral was required.

FINANCIAL IMPLICATIONS

Proposed Expenditure: \$285,350 excl GST over two years.

Funding has been provided in the current budget for this purpose as set out below:

Program	Approved Budget	Expenditure to Date
Civicscape	\$1,172,200	\$384,620

Report approved by:

Patrick Wong
Director Technical Services