



14.3 UPDATE ON PROVISION OF CARPENTRY AND HANDYMAN SERVICES

EXECUTIVE MEMBER: LACHLAN JOHNSON, GENERAL MANAGER, INFRASTRUCTURE AND AMENITY

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1. PURPOSE

1.1 To update Council on the new panel contract for Carpentry and Handyman Services (Contract 2241).

2. EXECUTIVE SUMMARY

2.1 The latest contract for Council's Carpentry and Handyman Services Panel expired on 31 March 2020. This contract will commence on 20 April 2020 till 30 June 2021 inclusive, with no further options to extend.

2.2 At a Special Council Meeting on 29 January 2020 Council noted that the Customer Experience Program delivery would significantly change the way that services are provided to our community and that there is an opportunity to ensure alignment with these changes across contracted service delivery through short-term contracts.

2.3 Accordingly, at this Council Meeting Council approved an increase in the Chief Executive Officer's financial delegation to enter into contract 2241 up to \$1.65M inclusive of GST for the purposes of the Carpentry and Handyman Services Panel.

2.4 This report summarises the results of the tender process, and advises Council that the Chief Executive, in accordance with Council's resolution of 29 January 2020, has entered into Contract 2241 for the Carpentry and Handyman Services Panel.

3. RECOMMENDATION

That Council:

3.1 Notes that the Chief Executive Officer has accepted tenders and entered into a new contract for the Carpentry and Handyman Services Panel (Contract 2241) with Johnson Building & Maintenance Pty Ltd; Building Impressions Pty Ltd as Trustee for Building Impressions Unit Trust; Executive Maintenance Pty Ltd; and Omnigas Services Pty Ltd Trading as Omni Trade Services, in accordance with the Council Resolution dated 29 January 2020.

4. KEY POINTS/ISSUES

4.1 Invitations for tender submissions for Contract 2241 (Carpentry and Handyman Services Panel) opened on 18 January 2020 and closed on 14 February 2020.

4.2 The former contract was for 15 months expiring on 31 March 2020, with no further options to extend.

4.3 The composition of the Tender Evaluation (TEP) is set out in Table 1 below.



TABLE 1 – COMPOSITION OF TEP	
Name	Title
Jim Maclean, Coordinator Building Maintenance	Chairperson
David Long Building Maintenance Officer	Member
Jeanene Simmons, Senior Contracts Advisor	Member
Bobby Turner, Contracts and Procurement Advisor	Non-voting member

- 4.4 All TEP members signed the standard form indicating they had no conflict of interest to declare and they would keep the tender information confidential.
- 4.5 The evaluation criteria and weightings are detailed in Table 2.

TABLE 2 – TENDER EVALUATION CRITERIA		
Filter type	Criteria	Percentage Weighting
Mandatory	OH&S System	Pass/ fail
	Price	40%
Non-pricing criteria	Capacity to meet the requirements of the technical specification	30%
	Experience and track record	20%
	Environmental Management	5%
	Corporate social responsibility	5%

- 4.6 Council received a total of twelve submissions in response to the tender.
- 4.7 No mandatory site inspections were undertaken for this tender.
- 4.8 Tender submissions received from two companies were assessed by the TEP as non-conforming and were eliminated from further consideration.
- 4.9 Following initial evaluation, the TEP shortlisted the top four scoring tenderers to proceed to interview. The TEP reviewed scoring for the shortlisted tenderers after interviews were held via teleconference on 26 and 27 March 2020.
- 4.10 The TEP's adjusted and final weighted scores after Best and Final Offers (BAFO) were sought are shown in Table 3.



TABLE 3 – WEIGHTED SCORING		
No.	Tenderer's name	Score (out of 1000)
1.	Tenderer A	604.91
2.	Building Impressions Pty Ltd	749.27
3.	Executive Maintenance Pty Ltd	757.57
4.	Tenderer D	Non-conforming
5.	Tenderer E	Non-conforming
6.	Tenderer F	561.58
7.	Johnson Building & Maintenance Pty Ltd	841.35
8.	Tenderer H	570.41
9.	Omnigas Services Pty Ltd trading as Omni Trade Services	744.17
10.	Tenderer J	353.18
11.	Tenderer K	575.74
12.	Tenderer L	684.05

4.11 Table four provides a summary of the prices submitted by each tenderer.

TABLE 4 – TENDERS RECEIVED		
No.	Tenderer's name	\$ Price (excluding GST) over the 15-month contract period
1.	Tenderer A	\$186,857.50
2.	Building Impressions Pty Ltd	\$131,650.00
3.	Executive Maintenance Pty Ltd	\$151,300.00
4.	Tenderer D	Non-conforming
5.	Tenderer E	Non-conforming
6.	Tenderer F	\$171,600.00



7.	Johnson Building & Maintenance	\$130,900.00
8.	Tenderer H	\$171,300.00
9.	Omnigas Services Pty Ltd	\$150,992.88
10.	Tenderer J	\$364,952.00
11.	Tenderer K	\$198,192.50
12.	Tenderer L	\$228,293.75

4.12 A financial evaluation was conducted on the recommended tenderers through the Illion Tenderlink Commercial Portal. A standard risk of failure report confirmed that all four short listed tenderers have a low probability of failure (0.06% - 1.54%) in the coming twelve months.

4.13 Reference checks on the preferred tenderers were also conducted and confirmed the tenderers' respective credentials and experience.

4.14 In accordance with the temporary increase in financial delegation, Council's Chief Executive Officer has approved that Council enter into Panel Contract 2241 with the recommended tenderers:

- Johnson Building and Maintenance Pty Ltd
- Building Impressions Pty Ltd Trustee for Building Impressions Unit Trust
- Omnigas Servies Pty Ltd trading as Omni Trade Services
- Executive Maintenance Pty Ltd

5. CONSULTATION AND STAKEHOLDERS

5.1 In addition to aligning a future long-term contract with the Customer Experience program, part of the intent of this short term, 15-month contract is to provide the time for a comprehensive review and stakeholder engagement on the services provided under the Carpentry & Handyman Services contract.

5.2 More detailed community feedback and stakeholder engagement will be sought as part of the detailed service reviews, ahead of procuring long term contracts in 2021.

6. LEGAL AND RISK IMPLICATIONS

6.1 The provision of carpentry and handyman services is a key function of Council's commitment to maintaining its assets and providing safe and accessible buildings and spaces for the community.

6.2 The appointed contractors are required to hold insurance policies of: \$20,000,000 public liability cover and \$5,000,000 professional Indemnity insurance cover.

6.3 The appointed contractors will be required to adhere with ISO Certification Standards for Occupational Health & Safety, Risk and Quality Assurance.

7. FINANCIAL IMPACT

7.1 The new panel contract estimated value of \$1,650,000 is within the allocated Council budget for this service.



8. ENVIRONMENTAL IMPACT

8.1 The service specifications for this contract have been structured to place requirements on contractors to limit impacts from their operations on the environment. Furthermore, corporate social sustainability has been involved as a weighted evaluation criteria as part of the tender process.

9. COMMUNITY IMPACT

9.1 The community and users of Council buildings value highly the maintenance of Council's assets and the services provided under this contract. Officers developed the specifications for the service with particular regard to the feedback from asset managers and those involved in building maintenance, to ensure the necessary service standards were specified to the market.

9.2 Officers have developed these recommendations to ensure that services remain in place and we can continue delivering safe and accessible assets for our community.

10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

10.1 Service specifications for the contract and the associated tender process have been developed to align with the following strategic direction in the council plan 2017-2027.

10.1.1 - Direction 3 – We have smart solutions for a sustainable future

10.2 The outcomes arising from the service specifications are also strongly linked with Council's Community Safety Strategies, in particular to maintaining high perceptions of safety and accessibility through the provision of safe, well-maintained buildings and spaces.

11. TIMELINE

11.1 Following completion of the procurement process the successful tenderers have been appointed and the new contract commenced on 20 April 2020.

11.2 The contract will be sealed in accordance with the Council Resolution dated 29 January 2020.

11.3 Unsuccessful tenderers have been provided with the opportunity for a telephone debrief with the TEP Chair.

12. OFFICER DIRECT OR INDIRECT INTEREST

12.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

TRIM FILE NO: 14/01/2241

ATTACHMENTS Nil