



**10.1 SPORTS GROUND PLAYING SURFACES MAINTENANCE**

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OPERATIONS AND INFRASTRUCTURE**

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MAINTENANCE  
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**1. PURPOSE**

- 1.1 To present the outcome of the procurement of sports ground playing surface maintenance services.
- 1.2 To recommend Council enter into Contract 000255 - Sports Ground Playing Surfaces Maintenance with GLG GreenLife Group Pty Ltd.

**2. EXECUTIVE SUMMARY**

- 2.1 Currently, maintenance works for Council's sports grounds is part of the existing Contract 2130 - Open Space Maintenance. This contract is structured to manage and maintain all of Council's horticultural assets in parks and open space, excluding trees. This was awarded by Council to Citywide Service Solutions Pty Ltd and commenced 1 September 2018. A two (2) year extension option is available from 1 April 2024 at the discretion of the CEO.
- 2.2 For a number of years, but particularly over the last 12-months there have been some concerns with the effectiveness of Council's maintenance of sportsfields.
- 2.3 Council resolved at its meeting on 1 March 2023:
- 2.4 'Notes that an investigation has commenced to provide a comparative assessment of the options of entering into a new maintenance Contract(s) or exercising the final two-year extension of the current maintenance Contract. Further noting that this will be presented to Council for decision before October 2023.'
- 2.5 In response to the Council direction, officers have updated the sports ground maintenance specification and contract structure to ensure that it will provide a high-quality service that is fit-for-purpose, delivers value for money to the community and enables Council to pivot efficiently if changes to usage and/or community expectations shift.
- 2.6 This report recommends the awarding of a new Sports Ground Playing Surfaces Maintenance Contract following a competitive public tender procurement process. The new contract will commence transition from 29 January 2024 for an initial four-year term with a four-year extension at Council's sole discretion.
- 2.7 The estimated Contract value over the full eight years of the Contract is \$7,101,949.09 (excluding GST).
- 2.8 Consumer Price Index increases will be applicable after year one of the Contract and be adjusted annually. This applies to the initial four-year term and the four-year extension, if this option is executed by Council.
- 2.9 Council officers explored opportunities for collaboration with other councils on this procurement but ultimately decided against it due to the complexity of other council requirements, and the resourcing required to align with other councils. There remain



opportunities for collaboration in the open space realm will continue to be assessed through other procurements.

### 3. RECOMMENDATION

That Council:

- 3.1 Does not execute the final two-year extension for Sports Ground Playing Surfaces only in Contract 2130 - Open Space Maintenance with Citywide Service Solutions Pty Ltd.
- 3.2 Council writes to Citywide Service Solutions Pty Ltd to notify them of the decision and thanks them for their service on Council's sports grounds.
- 3.3 Enters into Contract 000255 - Sports Ground Playing Surfaces Maintenance with GLG GreenLife Group Pty Ltd. at a date to be determined between 29 January 2024 and 1 April 2024, for an initial four-year term with an option of a further four-year extension.
- 3.4 Notes that the new estimated Contract sum is \$7,101,949.09 (excluding GST) for the full eight-year period.
- 3.5 Authorises the Chief Executive Officer, or their delegate, to execute the further four-year extension option as and when required, subject to satisfactory performance from GLG GreenLife Group Pty Ltd.

### 4. KEY POINTS/ISSUES

- 4.1 Council's sports grounds are utilised for a variety of activities such as school use, passive recreation, social interactions including informal dog off leash areas, formal sport training and various levels of competition play. Sports ground service levels aim to provide an acceptable level of suitability for the different sports/activities and standards, dependent on the level of usage and the competition standards
- 4.2 Council's contract for sports ground maintenance (and other open space maintenance) was awarded to Citywide Service Solutions Pty Ltd and commenced in 2018.
- 4.3 Whilst it was arguably fit for purpose at the time, it is no longer appropriate. The sports ground maintenance section requires the contractor to prepare a turf management plan for each site and for them to implement it. These turf management plans are proposed to identify turf management activities such as frequency of mowing, application of fertiliser, over-sowing, weeding, herbicide application, etc.
- 4.4 It is these turf management plans which Council holds the contractor accountable for delivery against. The contract in essence requires the contractor to identify issues with the sports ground, prepare turf management plans and implement them. Noting that the current contract is not able to adapt and be entirely fit for purpose to meet current demands.
- 4.5 Council has prioritised recruitment for positions to ensure experienced staff are now available inhouse to prepare turf management plans and to respond quickly to the everchanging needs of the sports ground management requirements. To assist the officers, a modernised Contract structure and specification has been developed to focus on specialist turf management services required to ensure all sports grounds are maintained to a high quality and safe manner for community use.
- 4.6 In accordance with the provisions of the Local Government Act 2020, a public procurement process has been conducted for the proposed service. The Tender was released to the market via Tenderlink on 15 July 2023 and closed on 7 August 2023.

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- 4.7 The proposed Contract is for an initial four years with one four-year extension at Council's sole discretion.
- 4.8 The Composition of the Tender Evaluation (TEP) is set out in Table 1

TABLE 1: COMPOSITION OF TEP	
Position	Title
Senior Project Manager (TEP Chairperson)	TEP Chairperson - Voting
Coordinator Parks	TEP Member - Voting
Open Space and Turf Management Officer	TEP Member - Voting
Acting Manager Maintenance & Assets	TEP Member - Voting
Senior Procurement and Contracts Business Partner	TEP Member – Non-Voting
Procurement and Contracts Business Partner	TEP Member – Non-Voting
Pitcher Partners	Independent Probity Advisor

All TEP members signed the standard form indicating they had no conflict of interest to declare and keep the tender information confidential.

- 4.9 The evaluation criteria and weightings are detailed in Table 2:

TABLE 2: TENDER EVALUATION CRITERIA	
Filter Criteria	
Insurances as outlined in Schedule <ul style="list-style-type: none"> <li>Public liability insurance – minimum value of \$20 million;</li> <li>Motor vehicle insurance; and</li> <li>Work Cover insurance</li> </ul>	Pass/ Fail
An occupational health and safety management System that meets the Conditions of Contract <ul style="list-style-type: none"> <li>OHS Policy/Certification</li> <li>Safe Work Practices</li> <li>OHS Training</li> <li>Health and Safety Workplace Inspection</li> </ul>	Pass/ Fail



<ul style="list-style-type: none"> <li>OHS Performance Monitoring</li> </ul>	
<b>Criteria</b>	<b>Weighting</b>
Price	35%
Capacity to meet the requirements of the specification	20%
Relevant experience and capability	20%
Track Record/Past Performance	15%
Corporate Social Responsibility	10%

- 4.10 Council received a total of eight submissions in response to the tender. All tenders were deemed to be conforming and were evaluated.
- 4.11 All of the tender submissions were deemed compliant as they met the mandatory requirement with Occupational Health and Safety and held the required Insurances.
- 4.12 The submitted pricing is available in the Confidential Attachment.
- 4.13 The TEP assessed the tender submissions against the evaluation criteria. A summary of the results is presented in Table 3:

TABLE 3: WEIGHTED SCORE		
NO.	Tenderer's Name	
1	Tenderer A	629.67
2	GLG GreenLife Group Pty Ltd	870.00
3	Tenderer C	751.54
4	Tenderer D	733.72
5	Tenderer E	669.04
6	Tenderer F	802.50
7	Tenderer G	840.09
8	Tenderer H	614.27



- 4.14 Following the initial evaluation, the TEP shortlisted the top three scoring tenderers to proceed to interview. Interviews were held in person with tenderers on 30 August 2023.
- 4.15 The TEP assessments considered that two of the three companies provided detailed and full responses to questions in the interview process which further clarified their responses to the tender. Both of these companies were deemed as having the requisite experience, resources, and track record to deliver the requirements of the Contract.
- 4.16 One company was not able to provide the TEP thorough responses during the interview. This outlined they did not have a full understanding of the tender requirements and were not adequately resourced to meet the requirements of this Contract.
- 4.17 GLG GreenLife Group Pty Ltd provided comprehensive answers regarding capability, quality, experience and industry knowledge, innovation in the industry and the required technology for reporting systems.
- 4.18 Reference checks were undertaken with three councils where GLG GreenLife Group hold current Contracts. All referees provided a breakdown of the services provided by the tenderer and answered questions regarding the capability and transition phases from current Contracts. The referees also provided comment on length and value of their Contracts along with comment on the OHS standards being met, communication and reporting capabilities of the tender being adequate.
- 4.19 Following the interviews, the TEP decided not to request a Best and Final Offer (BAFO) as it was agreed that given the current market climate there was a risk that costs may increase, and the rates supplied were fair, reasonable and within benchmarks to supply the agreed service.
- 4.20 It was unanimously agreed by the TEP that GLG GreenLife Group Pty Ltd should be recommended contractor for the Sports Ground Playing Surfaces Maintenance Contract.
- 4.21 A financial evaluation was conducted on the recommended tenderer through the Illion Tenderlink Commercial Portal. A standard Risk of Failure Report confirmed that the recommended tenderer has a low probability of failure in the next 12 months.
- 4.22 Accordingly, the tender submitted by GLG GreenLife Group Pty Ltd is deemed to be the most advantageous to Council. Upon award, a comprehensive transition process will be commenced and a plan put into place with the contractor to ensure the handover of sites occurs without any interruption to service delivery.

## **5. CONSULTATION AND STAKEHOLDERS**

- 5.1 The contract contributes to the maintenance requirements of Council's sports ground assets. Feedback and technical knowledge were provided on the service specifications required in this Contract, in particularly from the parks and open space teams.
- 5.2 Relevant Council departments were consulted in the preparation of the Procurement Plan and the TEP's Evaluation Plan.

## **6. LEGAL AND RISK IMPLICATIONS**

- 6.1 In accordance with the provisions of the Local government Act 2020, neighbouring Councils were contacted regarding the opportunity to do a joint procurement exercise



for sports grounds maintenance services. Due to existing contractual arrangements and City of Port Phillips tender timeline, collaboration was not possible in this instance.

- 6.2 The provision of sports ground maintenance is a key function of Council's commitment to providing access to safe and well-maintained open space for the use by our community.
- 6.3 The tendering process for the Sports Ground Playing Surfaces Maintenance Contract was overseen by an independent probity advisor from Pitcher Partners, who has provided their probity report and has raised no concerns with the procurement process.
- 6.4 The recommended tenderer is required to hold insurance policies of \$20,000,000 public liability, Workcover and vehicle insurance.
- 6.5 The recommended tenderer will be required to adhere to Occupational Health and Safety standards as set out in the Contract, as well as Risk and Quality Assurance targets.

## **7. FINANCIAL IMPACT**

- 7.1 The required budget of \$7,101,949.09 (excluding GST) for the entire term of the Sports Ground Playing Surfaces Maintenance Contract incorporates both the allocated labour, projected plant, materials and reactive service provisions based on historical spend.
- 7.2 The tender price is within Council's annual budget allocations for sports ground maintenance.
- 7.3 Tenders were assessed in accordance with the guiding principles of the Procurement Policy, as well as the evaluation criteria and weightings set-out in the procurement plan agreed by the TEP prior to the procurement process.
- 7.4 Budget impact to Council with this change in service provider is negligible. The current budget for Sports Ground Maintenance has sufficient funding to enable the change with minimal impact to ongoing costs through the term of the contract.
- 7.5 The transition period between the current and proposed Contract will be managed by the Contract Manager to ensure a smooth change in service delivery with minimal overlap of services. This outcome will minimise changeover costs between current and the new Contract commencement whilst ensuring no interruption to the service delivery.

## **8. ENVIRONMENTAL IMPACT**

- 8.1 The service specifications for this Contract have been structured to place requirements on the recommended contractor to limit impacts from their operations on the environment.
- 8.2 Within the proposed Contract the contractor committed to the following;
  - ISO 14001-2015 Environmental certification in place
  - Use of battery operated equipment to limit noise pollution and fumes
  - Low fuel consumption fleet vehicles
  - Utilising the services of global positioning systems and navigation equipment to clearly identify sites and to improve efficiency in establishing schedules
  - A hygiene management plan developed with procedures to necessarily prevent the spread of pathogens and weeds through works on the Contract





- The disposal of waste, litter and debris will be performed in an environmentally responsible manner approved by the Contract Manager
- Commit to the ongoing process of continuously improving energy efficiency and the reduction of the carbon footprint for the Contract works.

## 9. COMMUNITY IMPACT

- 9.1 The establishment of new specialised Sports Ground Playing Surfaces Maintenance Contract will provide a partnership between Council and GLG GreenLife Group Pty Ltd to deliver Council's annual maintenance plan to sports grounds and curation of turf cricket wickets with a focus on improved level of service, increased quality and greater efficiency.
- 9.2 This increase of service delivery includes additional services for high profile sports grounds, with the annual maintenance plan highlighting the outcomes required to ensure the turf surfaces maintained under this Contract will directly benefit all users of the facilities whilst ensuring all sporting grounds are maintained to a high standard whilst providing a safe surface that is fit for purpose.
- 9.3 Improved delivery of services to Council's sports ground assets is essential from a community expectation and financial point of view. This service aligns in accordance with Council's Enterprise Asset Management Plan and Policy.
- 9.4 This new Contract is essential for the management of Council's sport grounds as we see participation and informal use increase across the municipality. This structure now enables Council to pivot efficiently along with the new Contractor to changes of sports ground condition, user group concerns regarding usage or if community expectations shift - requiring an alternate turf management requirement to be implemented. This Contract enables a quick and proactive response to all concerns raised by the community.
- 9.5 Tenderers were required to provide responses as part of the public tender processes to demonstrate their activities and processes that align with Council's corporate social responsibility principles. The proposed contractor committed to the following;
- Continued local employment of staff
  - Look for opportunities to invest back into the community through the support of community initiatives
  - Continues to foster a culture of social responsibility, sharing and inclusion by directly investing back into the community.

## 10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

- 10.1 The appointment of the recommended tenderers will support Council in its delivery of key initiatives of the Council Plan 2021-2031, specifically:

### Direction 5 - Well Governed Port Phillip

- a) improved procurement and contract management practices to deliver best value and embed corporate social responsibility outcomes; and
- b) investment to improve the condition, functionality, capacity and sustainability of community assets to achieve best value for our community, protect them for future generations and ensure asset management requirements of the LGA 2020 are achieved.



## 11. IMPLEMENTATION STRATEGY

### 11.1 TIMELINE

- 11.1.1 It is recommended that Council awards the proposed Contract to GLG GreenLife Group Pty Ltd.
- 11.1.2 Contract documentation will be prepared and forwarded to GLG GreenLife Group Pty Ltd for execution within 10 working days.
- 11.1.3 Council officers work through an intensive transition plan as outlined in the Contract specification with the current provider and GLG GreenLife Group Pty Ltd to ensure no decline in service delivery with the change of contractors.
- 11.1.4 All unsuccessful tenders will be notified in writing and offered a debrief with the TEP Chairperson.

### 11.2 COMMUNICATION

- 11.2.1 Writes to Citywide Service Solutions Pty Ltd to notify them of the decision and thanks them for their service on Council's sportsgrounds.
- 11.2.2 Key internal stakeholders will be notified of the appointment of this Contract and the contract management plan will be implemented and reported on.
- 11.2.3 Works with the Sports and Recreation Team to alert them of the upcoming Contract transition and work with them to communicate this to the required user groups.

## 12. OFFICER DIRECT OR INDIRECT INTEREST

- 12.1 No officers involved in the preparation of this report have any material or general interest in the matter.

## ATTACHMENTS

- 1. *Confidential*- RFT000255 Evaluation Matrix