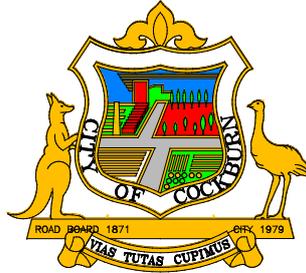


# CITY OF COCKBURN



## SPECIAL COUNCIL MEETING

## MINUTES

FOR

THURSDAY, 27 APRIL 2017

These Minutes are subject to Confirmation

Presiding Member's Signature

\_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF COCKBURN

## SUMMARY OF MINUTES OF SPECIAL COUNCIL MEETING HELD ON THURSDAY, 27 APRIL 2017 AT 6:00 PM

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# CITY OF COCKBURN

## MINUTES OF SPECIAL COUNCIL MEETING HELD ON THURSDAY, 27 APRIL 2017 AT 6:00 PM

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### PRESENT:

#### ELECTED MEMBERS

Mrs C Reeve-Fowkes	-	Deputy Mayor
Mrs L Sweetman	-	Councillor
Dr C Terblanche	-	Councillor
Mr S Portelli	-	Councillor
Ms L Smith	-	Councillor
Mr S Pratt	-	Councillor
Mr P Eva	-	Councillor
Mr B Houwen	-	Councillor

#### IN ATTENDANCE

Mr S. Cain	-	Chief Executive Officer
Mr D. Green	-	Director, Governance & Community Services
Mr S. Downing	-	Director, Finance & Corporate Services
Mr C. Sullivan	-	Director, Engineering & Works
Mr D. Arndt	-	Director, Planning & Development
Ms M. Tobin	-	Executive Manager Strategy & Civic Support
Ms M. Nugent	-	Media & Communications Officer
Ms J. Klobas	-	Personal Assistant to the CEO

### 1. DECLARATION OF MEETING

The Deputy Mayor declared the meeting open at 6.00pm

She acknowledged the Noongar people who are the Traditional Custodians of this Land. She also paid respect to the Elders, both past and present, of the Noongar Nation and extended that respect to other Indigenous Australians who may be present.

### 2. APPOINTMENT OF PRESIDING MEMBER (If required)

Nil



**3. DISCLAIMER (To be read aloud by Presiding Member)**

Members of the public, who attend Council Meetings, should not act immediately on anything they hear at the Meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

**4. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (by Presiding Member)**

Nil

**5 (SCM 27/04/2017) - APOLOGIES & LEAVE OF ABSENCE**

Mayor L Howlett - Apology  
Clr K Allen - Apology

**6. PUBLIC QUESTION TIME**

Nil

**7. DEPUTATIONS**

Nil

**8. PETITIONS**

Nil

**9. DECLARATION BY COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPERS**

Nil

**10 (SCM 27/04/2017) - PURPOSE OF MEETING**

The purpose of the meeting is to consider the Cleaning Tender for the Cockburn Aquatic and Recreation (ARC) Centre.



## 11. COUNCIL MATTERS

### 11.1 **(MINUTE NO 6064) (SCM 27/04/2017) - TENDER NO. RFT 09/2017 - COMMERCIAL CLEANING SERVICES, COCKBURN AQUATIC & RECREATION CENTRE (RFT 09/2017) (BMCEWIN) (ATTACH)**

#### **RECOMMENDATION**

That Council accepts the tender submitted by TJS Services (WA) Pty Ltd, for Tender No. RFT 09-2017 – Commercial Cleaning Services, Cockburn Aquatic & Recreation Centre, for an estimated contract value of \$1,573,079 GST exclusive for a three (3) year contract period, based on the Schedule of Rates submitted.

#### **COUNCIL DECISION**

MOVED Cllr S Portelli SECONDED Cllr L Sweetman that the recommendation be adopted.

**CARRIED 8/0**

### **Background**

The Cockburn ARC development is scheduled to be completed mid May 2017. The venue includes a 50m pool, a 25m indoor heated pool, learn to swim pool, hot water pool, hot spa, sauna & steam room, cold recovery pool, aquatic leisure play, three world-class waterslides, crèche, café, indoor play area and 2 x children party rooms. The Health Club consists of an 800 square metre gym, 250 square metre and 111 square metre group fitness areas (program rooms 1 and 2), 36 square metre personal training room and a 103 square metre spin room. The cleaning areas also include public thoroughfares, meeting and administration rooms.

Regular cleaning services are required in accordance with daily and weekly schedules, as well as monthly, quarterly, post function, ad hoc cleaning and high level interior and exterior window cleaning.

Request for Tenders were advertised on Wednesday 15<sup>th</sup> March 2017 in the Local Government Tenders section of “The West Australian” newspaper for the provision of cleaning services for a period of three



(3) years, with Principal instigated options to extend for a further one (1) year period and then for twelve (12) months after that to a maximum period of five (5) years. The tender was open for three weeks and tenders closed at 2:00 p.m. (AWST) on Thursday 6<sup>th</sup> April 2017.

The RFT was also displayed on the City's E-Tendering website between Wednesday 15<sup>th</sup> March 2017 and Saturday 6<sup>th</sup> April 2017.

### Submission

The Request for Tender closed at 2.00PM (AWST) Thursday, 6 April 2017. Ten (10) submissions were received from the following companies:

Tenderer's Name:	Registered Business Name
COGS Services	COGS Services Pty Ltd
Delron Cleaning	Delron Cleaning Pty Ltd
Iconic Property Services	Iconic Property Services Pty Ltd
OCE Cleaning	Office Cleaning Experts Pty Ltd
Prompcorp	Prompcorp Pty Ltd
Quad Services	Quad Services Pty Ltd
Quayclean	Quayclean Australia Pty Ltd
Thor	Thor Commercial Cleaning Pty Ltd
TJS Services	TJS Services (WA) Pty Ltd
Wilson Property	Wilson Property Services Pty Ltd

### Report

#### Compliance Criteria

The following criteria were used to determine whether the submissions received were compliant:

	Description of Compliance Criteria
(a)	Compliance with the Conditions of Tendering ( <b>Part 1</b> ).
(b)	Attendance at the Mandatory Tender Briefing/Site Inspection
(c)	Compliance with the Specification ( <b>Part 2</b> ) contained in this Request.
(d)	Completion of <b>Section 7.1</b> – Form of Tender
(e)	Completion of <b>Section 7.2</b> – Tenderer's Contact Person
(f)	Compliance with Sub-Contractors requirements and completion of <b>Section 7.2.1</b> .



(g)	Compliance with Financial Position requirements and completion of <b>Section 7.2.2</b>
(h)	Compliance with Insurance Requirements and completion of <b>Section 7.2.3.</b>
(i)	Compliance with Qualitative Criteria and completion of <b>Section 7.3.2.</b>
(j)	Compliance with Fixed Price and completion of <b>Section 7.4.2</b>
(k)	Compliance with and completion of the Price Schedule (including Breakdown of Lump Sum) in the format provided in <b>Part 8</b>
(l)	Compliance with ACCC Requirements and completion of <b>Appendix B.</b>
(m)	Acknowledgement of any Addenda issued.

### Compliant Submissions

All ten (10) submissions were deemed compliant and were evaluated.

### Evaluation Criteria

<b>Evaluation Criteria</b>	<b>Weighting</b>
Hours of Work	10%
Demonstrated Cleaning Services Experience	40%
Evidence of Company Stability	10%
Sustainability	10%
Tendered Price	30%
<b>Total</b>	<b>100%</b>

### Tender Intent/ Requirements

The City requires a suitably qualified and experienced commercial cleaning contractor for the cleaning of the Cockburn Aquatic & Recreation Centre (Cockburn ARC), 31 Veterans Parade, Cockburn Central WA.

Regular cleaning services are to be in accordance with daily, weekly schedules, as well as monthly, quarterly, post function and ad hoc cleaning services as required. The areas of the facility to be cleaned as tendered consist of:

1. Health club
2. Stadium
3. Aquatic facilities
4. Change rooms
5. Internal street
6. Crèche



## 7. Common areas

Note: This contract does not include any areas occupied or under the control of Fremantle Football Club.

Evaluation Panel

The tender submissions were evaluated by the following City of Cockburn Officers.

<b>Name</b>	<b>Position &amp; Organisation</b>
Mr Brett McEwin	Manager Cockburn ARC (Chairman)
Mr Stuart Downing	Director Finance & Corporate Services
Ms Margot Tobin	Executive Manager Strategy & Civic Support
Ms Sarahjayne Whiteley	Operations Coordinator
<u>Probity Role Only</u>	
Ms Tammy Chappel	Contracts Performance Officer

Scoring Table - Combined Totals

The assessment panel individually evaluated the Qualitative Criteria of the respondents in the absence of the tendered prices (two-envelope system).

<b>Tenderer's Name</b>	<b>Percentage Score</b>		
	<b>Non-Cost Evaluation</b>	<b>Cost Evaluation</b>	<b>Total</b>
	<b>70%</b>	<b>30%</b>	<b>100%</b>
Quayclean Australia Pty Ltd	54.56%	27.71%	82.27%
TJS Services	52.41%	29.38%	81.78%
Quad Services Pty Ltd	42.56%	29.48%	72.03%
Office Cleaning Experts (OCE)	47.48%	22.32%	69.80%
Delron Services Pty Ltd	46.23%	22.73%	68.96%
COGS Services Pty Ltd	38.67%	30.00%	68.67%
Iconic Property Services Pty Ltd	41.09%	26.26%	67.35%
Prompcorp Pty Ltd	32.17%	28.69%	60.87%
Thor Commercial Cleaning	23.16%	26.26%	49.42%
Wilson Property Services	21.98%	8.27%	30.25%



## Evaluation Criteria Assessment

Due to the large number of tenderers, comments have been provided for the two highest ranking tenders.

### Hours of Work

Tenderers were required to detail their proposed staffing resources and cleaning hours per annum to meet the contract requirements for both day and night cleaning. TJS Services and Quayclean were considered comparable to the median in the hours of cleaning nominated.

### Demonstrated Cleaning Experience

Quayclean demonstrated a thorough understanding of the requirements and has the commercial cleaning experience and capacity to provide the required services. Quayclean demonstrated extensive experience providing similar services for the Melbourne Sports and Aquatic Centre, Sydney Olympic Park, South Australian Aquatic Leisure Centre, HBF Arena/Stadium and the Western Australia Institute of Sport venues.

TJS Services ranked 2 in this criterion. They have the required commercial cleaning experience and capacity to provide the services. TJS Services demonstrated experience in undertaking cleaning of office buildings. TJS Service provided similar services for recreation/leisure centres for the City of Melville, City of Joondalup and City of Subiaco.

The remaining tenderers demonstrated varying levels of experience in providing similar services for State Government, Local Governments and private enterprises.

### Evidence of Company Stability

Quayclean has been in operation for approximately 14 years employing a large number of permanent and casual staff across Australia. Quayclean presented as being strong financially and hold various industry memberships including Venues Managers Association, Property Council Australia and Facility Management Association.

TJS Services has been in operation for approximately 10 years with a head office in Sydney and a local office in Innaloo. TJS Services employs a large number of personnel across Australia. TJS Services presented a stable structure providing commercial cleaning services for over 20 major clients.

All remaining tenderers demonstrated varying levels and lengths of time in providing cleaning services. All Tenderers provided evidence of financial statements, major clients, awards and industry membership affiliations.

### Sustainability



Sustainability experience was based on the Tenderers current level of Environmental Management System certification and their degree of focus on sustainability. Quayclean and TJS Services rated satisfactorily for this criterion.

All remaining tenderers demonstrated varying levels of evidence for these criteria. A number of tenderers did not demonstrate satisfactory levels to meet the criteria.

#### Summation

Quayclean and TJS Services submissions were considered to have the capacity to meet the City's requirements as detailed in the Specifications as well as comply with the General Conditions of Contract as stated in the tender document.

The evaluation panel carried out the evaluation of the submissions in accordance with the City's evaluation process. Based on the evaluation result the panel concluded that the tender that provides best value to the City is TJS Services and is therefore the recommended contractor.

Reference checks were undertaken on Quayclean and TJS Services. This information was used to confirm the City requirements can be met.

### **Strategic Plan/Policy Implications**

#### **City Growth**

- Ensure planning facilitates a desirable living environment and meets growth targets

#### **Community, Lifestyle & Security**

- Provide residents with a range of high quality, accessible programs and services
- Provide for community facilities and infrastructure in a planned and sustainable manner

#### **Economic, Social & Environmental Responsibility**

- Improve water efficiency, energy efficiency and waste management within the City's buildings and facilities and more broadly in our community

#### **Leading & Listening**

- Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management

### **Budget/Financial Implications**

Payment for cleaning services is included in the adopted 2016/17 budget and proposed 2017/18 budget. The annual budget accounts are summarised below for 2016/17:



Account: Various Materials and Contracts  
 Budget item Cleaning Expenses – Contract  
 Cleaning Expenses – Materials

Budget amount	\$113,751
Amount spent to date	\$ 0
Proposed cost (16/17 financial)	<u>\$ 87,393</u>
Balance	\$ 26,358

All amounts quoted in this report are exclusive of GST.

Council will consider the budget for 2017/18 cleaning services as part of the annual budget process. The funding needed and allocation will be based on the anticipated contractual costs for the financial year and has been proposed as part of the 2017/18 budget for Council's consideration in June 2017.

The City has undertaken a financial review of the recommended tenderer. The review was performed by Corporate Scorecard, who has undertaken similar reviews for all tenders above the value of \$1m. The outcome of the review will be provided at the SCM.

### **Legal Implications**

Section 3.57 of the Local Government Act 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996 refers.

### **Community Consultation**

N/A

### **Risk Management Implications**

In line with the Council's risk policy in the context of Council deferring, not supporting or taking no action to this recommendation, would be that the new Aquatic and Recreation Centre will have a health and safety impact. The facility will be non-compliant under relevant health legislation and will have both Health & Safety regulation impacts for the ongoing maintenance and cleanliness of change rooms, waste rooms, offices. This in turn will not allow the building to be used.

The inference of this risk if it arises is that

- Occupation of newly constructed building will be delayed or will not occur
- The planned benefits (already agreed sport fixtures, swimming lessons, crèche usage, Gym, Health and Wellbeing classes) of operating the newly constructed building cannot be utilised



**Attachment(s)**

The following Confidential Attachments are provided under a separate cover:

1. Compliance Criteria Assessment
2. Consolidated Evaluation Panel Score Sheet; and
3. Tendered Prices

**Advice to Proponent(s)/Submissioners**

Those who lodged a tender submission have been advised that this matter is to be considered at the 27 April 2017 Special Council Meeting.

**Implications of Section 3.18(3) Local Government Act, 1995**

Nil

**12. (MINUTE NO 6065) (SCM 27/04/2017) - RESOLUTION OF COMPLIANCE (SECTION 3.18(3), LOCAL GOVERNMENT ACT 1995)**

**RECOMMENDATION**

That Council is satisfied that resolutions carried at this Meeting and applicable to items concerning Council provided services and facilities, are:-

- (1) integrated and co-ordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (2) not duplicated, to an extent Council considers inappropriate, services or facilities as provided by the Commonwealth, the State or any other body or person, whether public or private; and
- (3) managed efficiently and effectively.

**COUNCIL DECISION**

MOVED Clr C Terblanche SECONDED Clr L Sweetman that the recommendation be adopted.

**CARRIED 8/0**

**13 (SCM 27/04/2017) - CLOSURE OF MEETING**

The Deputy Mayor declared the meeting closed at 6.03pm.

