

11.2 RFT 2022/75 Cleaning of Council Buildings

REPORT BY THE COORDINATOR BUILDING SERVICES
TO 14 DECEMBER 2022 ORDINARY MEETING
GOV400098, COR400566

RECOMMENDATION

That Council:

1. **receive the report by the Coordinator Building Services on the RFT 2022/75 Cleaning of Council Buildings;**
2. **accept Absolute Cleaning as the sole provider for RFT 2022/75 Cleaning of Council Buildings;**
3. **note that the service contract period is for 3 years with no extension period;**
4. **approve the tender value \$XX for the first twelve (12) month as a base value and acknowledge that CPI is to be applied annually;**
5. **delegate the General Manager to approve contract variations for additional cleaning schedules as required;**
6. **delegate relevant Council Officers to approve additional unplanned cleaning services outside regular servicing schedules, within financial delegation and approved budget; and**
7. **notify Tenderers in writing of the outcome of the evaluation and subsequent Council endorsement of these recommendations.**

Executive summary

Tender submissions were received for the provisions of professional Cleaning Services for Council buildings. This reports request to accept Absolute Cleaning as the sole provider for Councils nominated building cleaning services.

Disclosure of Interest

Nil

Detailed report

Building Services department oversees the management and provisions of Cleaning Services for Council's building assets. The current cleaning services contract expires month end January 2023.

The key function of the cleaning services contract is to undertake professional cleaning services of a high quality for identified Council Buildings across the entire local government area. Facilities included, however are not limited to, public toilets, public halls, sporting facilities, swimming pools, libraries and corporate offices.

Tender Invitation and Process

Council opened tender submissions to open market on 4 November 2022 and closed at 1.00pm on 25 November 2022. The tender comprised of cleaning schedules that detailed the service level requirements for nominated Council buildings across the entire local government area.

The above tender was advertised on the following platforms:

- Council e-Tendering portal- VendorPanel
- Mudgee Guardian
- Sydney Morning Herald
- Council's website

A non-mandatory briefing session was held on 10 November 2022 at 2.00pm in the Council Stables Building.

Given the extensive travel time required between various sites, cleaning schedules were consolidated into schedules for the three (3) major centres, this being Mudgee, Gulgong and Rylstone/Kandos. Tenderers were invited to apply for individual schedules or all schedules as deemed suitable by the Tenderer.

Tenders were evaluated on the following criteria and weighting:

- Relevant experience – 25%
- Capability, resourcing and ability to meet scope- 25%
- Price – 50%

A tender assessment panel was formed comprising of representative from the most relevant departments within Council. Members of the tender assessment panel comprised of:

- Manager Recreation Services;
- Coordinator Building Services; and
- Coordinator Financial Operations

Tender Submissions

Five (5) submissions were received from the following organisations:

- Absolute Cleaning
- Bond Services Pty Ltd
- Hartlock Pty Ltd trading as Cleaning Sorted
- Merfield Group
- Permies

The following tenders were deemed non-conforming as they did not meet the project requirements:

- Permies was removed from evaluation based on a non-compliant tender
- Bonds Pty Ltd was removed from evaluation based on a non-compliant tender

Tender Evaluation

The relative ranking of tenders as determined from the total weighted score is provided in the confidential attachment- RFT 2022/75 Cleaning of Council Buildings Evaluation Sheet.

All submissions were assessed in accordance with the approved evaluation criteria:

- Demonstrated relevant experience required to meet contract requirements;
- Demonstrated capability, resourcing and ability to meet scope; and
- The lump sum of the schedule of rates for nominated cleaning schedules and services.

Community Plan implications

Theme	Looking After Our Community
Goal	Effective and efficient delivery of infrastructure
Strategy	Provide infrastructure and services to cater for the current and future needs of our community

Strategic implications

Council Strategies

Community and Operational Plan
Building Asset Plan

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

There are no financial implications from this report as it is expected that the existing operational budgets provided will cover the mandatory cleaning services.

Associated Risks.

Council will be unable to provide safe and clean buildings in the event that a successful tender is not awarded.

BENJAMIN EDMUNDS
COORDINATOR BUILDING SERVICES

SIMON JONES
DIRECTOR COMMUNITY

1 December 2022

Attachments: 1. RFT 2022/75 Cleaning of Council Buildings Evaluation Sheet. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER