

The Shire of Boyup Brook

EVALUATION REPORT

Shire of Boyup Brook - Request for Tender – 23/001 – Town Hall Precinct
Upgrades

BACKGROUND

Title

The Shire of Boyup Brook issued a Request for Tender for the Upgrade of the Town Hall Precinct.

Scope

The Scope of Works includes but is not limited to:

1. Drainage – carpark and building as per Engineers report
2. Lesser Hall Flooring
3. Lesser Hall Entry
4. Ladies toilet flooring
5. Staircase balustrade
6. Lesser Hall - roof replacement
7. Committee room ceiling repair
8. Repair internal cracks and repaint
9. Other repairs as outlined in Appendix F

Tendering Budget

The cost for this procurement was estimated at \$665,062 ex GST when application for funding was made in mid-2021.

RFT PROCESS

Procurement Plan

Pre-Tender Estimate

The estimated value of the works after the design was completed, was approximately \$660,000 excluding GST.

Advertising Details

The RFT was advertised via the West Australian (Tuesday 31st January 2023) and on the Shire website outlining that copies of the tender documentation could be obtained via contacting the Project Officer by phone.

Tender Briefing / Site Visit

A non-Mandatory site visit/inspection was held on Thursday 9th February.

RFT Opening & Closing Date

RFT Opening date was the 31st January, with a closing date of 21st February 2023, at 4:00pm (AWST). The RFT open duration was 21 business days.

RFT Response Rate

- ✓ 9 tender packages were sent out

- ✓ 1 Supplier submitted an offer

Tenders Received

Tender submission received from the following organisation:

- (a) BRC Building Solutions

EVALUATION PANEL

Participants

An evaluation panel assessed each tender submission. Details on members of the panel are contained within the below table.

| Name | Organisation | Job Title | Voting/Non Voting Member |
|-----------------|----------------------|--------------------------|--------------------------|
| Lauren Carlin | Shire of Boyup Brook | Project Officer | Voting |
| Jason Forsyth | Shire of Boyup Brook | Manager Works & Services | Voting |
| Carolyn Mallett | Shire of Boyup Brook | Deputy CEO | Voting |

Evaluation Material

Prior to the evaluation meeting, each panel member was provided:

- (a) a copy of each tender submission;
- (b) an evaluation handbook. The handbook outlined the scoring process, and contained copies of scoring sheets;
- (c) each member of the evaluation committee disclosed any potential conflicts of interest or prior knowledge of the Tenderers.

Evaluation Process

- (a) each panel member individually read and assessed each tender;
- (b) the panel convened, discussed the tenders and reached a consensus on the preferred Tenderer.

THE EVALUATION

Compliance Evaluation

A. Compliance Criteria

The compliance criteria for this RFT were:

- a) Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.

- b) Compliance with the Specification contained in this Request
- c) Compliance with the Delivery Date.
- d) Risk Assessment – insurance, company background, referee, sub-contractor, and other sundry compliance risk assessable items.

Evaluation of Compliance Criteria

Compliance Criteria were evaluated on a "Yes/No" basis. The qualitative assessment was completed by the Evaluation Panel on 1st March 2023.

All submissions were processed through to the qualitative/price evaluation on the basis that all compliance criteria had been met.

B. Qualitative Assessment

Qualitative Criteria

The qualitative criteria for this tender:

- (a) 20% Relevant Experience
- (b) 20% Respondent's Resources
- (c) 20% Demonstrated Understanding
- (d) 10% Exclusions, Exemptions, Value Adding

The qualitative assessment was completed by the Evaluation Panel on 1st March 2023.

Tenderers were required to provide an offer on a lump sum basis for the outlined drainage and building works.

SUMMARY STATEMENT

Qualitative Scores

The qualitative scores received by each Tenderer:

| Tenderer | Score (out of 50) |
|----------|-------------------|
| BRC | 42/50 |
| | |
| | |

Price

The prices submitted by each Tenderer:

| Tenderer Name | Total Price (Ex GST) |
|---------------|----------------------|
| BRC | \$639,129.60 |
| | |

Summary Price and Qualitative Score Table

| | COMPANY (ex GST) | Compliant Tender | CRITERIA / POINTS SCORE | | | | | Total |
|---|------------------|------------------|-------------------------|----|---|----|---|-------|
| | | | 1 | 2 | 3 | 4 | 5 | |
| 1 | BRC \$639,129.60 | Y | 8 | 10 | 8 | 10 | 6 | 42 |
| 2 | | | | | | | | |

Comparative Statement - Qualitative Criteria and Price

A summary statement for the Tenderer is provided below.

The summary has been prepared for the purposes of providing feedback to respondents and as a brief overview of the principal issued evaluation workbook used by the evaluation panel to reach a decision on the preferred Tenderer. The summaries are not meant to cover all criteria and issues discussed by the evaluation panel.

TENDERER 1 – BRC

- BRC are Bridgetown based and have extensive recent experience with similar works in other southwest local governments. They meet all requirements of the Tender and provided good proof of successful past projects and outcomes. Overall the offer is considered to reflect the full scope of work outlined. The Panel note that whilst they were the only tender received, it was a detailed and strongly represented tender application.

BASIS OF DECISION

Basis

BRC Building Solutions is the Evaluation Panel's recommended Tenderer. The basis for this decision is as follows:

- Quality - Received a high qualitative non priced score and have completed similar works for other South West Local Governments
- Price – BRC Building Solutions offer was below the Shire's cost estimate for the project.
- A reference check was completed with Leigh Gutheridge, Shire of Bridgetown-Greenbushes.

In summary, BRC Building Solutions offer is consistent with current market trends and enables the Shire to progress our capital works program in the current over-committed market.

RECOMMENDATION FOR AWARD

Recommended Tenderer

BRC Building Solutions is the recommended Tenderer on the basis outlined above.

Contract Price

The contract price is \$639,129.60 excluding GST

Contract Period

As outlined in the RFT Document.

Contract Commencement Date

It is anticipated that the contract will commence 8th March 2023, with the contractor to take possession of the site on 15th March 2023.

Issues to be Resolved

Nil

Endorsement by Evaluation Panel

Lauren Carlin
(Project Officer)



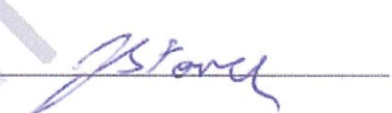
1/03/2023

Carolyn Mallett
(Deputy CEO)



1/03/2023

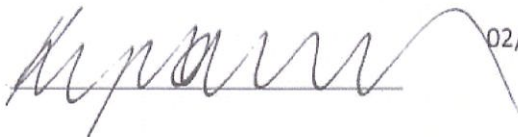
Jason Forsyth
(Manager Works & Services)



1/03/2023

Endorsement by ACEO / Director

Arthur Kyrn
(Acting Chief Executive Officer)



02/03/2023