

**ITEM 15. TENDER – SUPPLY AND DELIVERY OF LANDSCAPE PLANTS**

**FILE NO: X008043**

**TENDER NO: 1708**

**SUMMARY**

This report provides details of the tenders received for the Supply and Delivery of Landscape Plants. Plants to be supplied by the successful tenderer include evergreen trees, deciduous trees, shrubs, ground cover plants and grasses. These plants will be used in routine park maintenance and in the City's displays, events and projects. The City procures over 80,000 plants annually.

The existing contract for the Supply and Delivery of Landscape Plants expires on 30 June 2017. It is proposed the new contract, based on a schedule of rates, will commence on 1 July 2017 for a term of three years, with a two-year extension option that will be subject to satisfactory performance during the initial three-year term.

This report recommends that Council accept the tender offer of Tenderer 'A' for the Supply and Delivery of Landscape Plants.

**RECOMMENDATION**

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' for the Supply and Delivery of Landscape Plants for a period of three years, with the option of an extension of two years;
- (B) authority be delegated to the Chief Executive Officer to negotiate, execute and administer the contracts relating to the tender; and
- (C) authority be delegated to the Chief Executive Officer to exercise the option referred to in clause (A), if appropriate, and negotiate the price to extend the contract accordingly.

**ATTACHMENTS**

**Attachment A:** Tender Evaluation Summary (Confidential)

**Attachment B:** Schedule of Rates (Confidential)

**(As Attachments A and B are confidential, they will be circulated separately from the agenda paper and to Councillors and relevant senior staff only.)**

## **BACKGROUND**

1. The City is dedicated to providing best practice, internationally recognised park services. It aims to deliver the Sustainable Sydney 2030 Strategy and the Greening Sydney Plan to ensure it provides parks and open spaces of the highest quality to the community. The Plant Supply and Delivery Contract enables the City to efficiently provide additional greening and to ensure existing garden beds are well presented.
2. The City plants over 80,000 landscape plants annually including evergreen trees, deciduous trees, shrubs, ground cover plants and grasses.
3. Plants are typically used for routine park maintenance and infill planting, displays, events and landscape construction projects in the City's parks, open spaces and street gardens.
4. The tender covered the common species of landscape plants used by the City, with tenderers submitting a schedule of rates to cover a range of sizes.
5. Plants are delivered to City depots or direct to work sites.
6. The current supply and delivery contract expires 30 June 2017.

## **INVITATION TO TENDER**

7. The tender was advertised in The Sydney Morning Herald and The Daily Telegraph for a period of three weeks from 21 March to 13 April 2017.
8. Tenderers were invited to provide a schedule of rates for the supply and delivery of landscape plants.

## **TENDER SUBMISSIONS**

9. Two submissions were received from the following organisations:
  - Alpine Nurseries Pty Ltd
  - Plantmark Pty Ltd.
10. No late submissions were received.

## **TENDER EVALUATION**

11. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
12. The relative ranking of tenders as determined from the total weighted score is provided in the Confidential Tender Evaluation Summary – Attachment A.
13. All submissions were assessed in accordance with the approved evaluation criteria being:
  - (a) the schedule of rates;
  - (b) proposed delivery;

- (c) demonstrated capacity to supply the volume and variety of plants required under the contract;
- (d) warranties and standards;
- (e) environmental management;
- (f) Work, Health and Safety; and
- (g) financial and commercial trading integrity including insurances.

#### **PERFORMANCE MEASUREMENT**

14. Upon entering into a contract, the City will ensure performance standards are monitored against specific key performance indicators by:
  - (a) reviewing work method statements, quarterly reports and claims;
  - (b) undertaking quality assurance inspections, reviewing samples, product data and certifications to ensure all materials and works meet specifications and Australian Standards; and
  - (c) conducting biannual contract meetings with the contractor and undertaking formal performance reviews in accordance with the City's standard contract management practices.
15. The contract will be let for a period of three years, with the option to extend for a further period of two years subject to satisfactory performance. Satisfactory performance will be assessed on whether the contract services are delivered in accordance with the specifications and the City's Procurement and Contracts Policy.

#### **FINANCIAL IMPLICATIONS**

16. There are sufficient funds allocated for this contract within the current year's operating budget and future years' forward estimates.

#### **RELEVANT LEGISLATION**

17. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005 and the City's Contracts Policy.
18. Attachments A and B contain confidential commercial information of the tenderers and details of Council's tender evaluation and contingencies which, if disclosed, would:
  - (a) confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
  - (b) prejudice the commercial position of the person who supplied it.
19. Discussion of the matter in an open meeting would, on balance, be contrary to the public interest because it would compromise Council's ability to negotiate fairly and commercially to achieve the best outcome for its ratepayers.

**CRITICAL DATES / TIME FRAMES**

20. If approved, the contract would be for an initial three-year period. Subject to performance, and at the City's discretion, there is an option for a two-year extension.
21. Time frames are:
- (a) existing contract expires – 30 June 2017;
  - (b) new contract commences – 1 July 2017;
  - (c) end of initial three-year term – 30 June 2020;
  - (d) exercise extension option – 1 July 2020; and
  - (e) end of two-year option – 30 June 2022.

**DAVID RIORDAN**  
Director City Operations

Michelle Munda, Contract Coordinator Parks Services  
Joel Johnson, Manager City Greening and Leisure