

**20.1 Tender T26/1 - Provision of Cleaning Services for Shire Owned Buildings**

File Ref:	D26/24008
Previous Items:	Nil.
Applicant:	Nil.
Author and Title:	Dale Burton (Manager Building Services)
Declaration of Interest:	Nil.
Voting Requirements:	Simple Majority
Appendices:	Item 20.1 Appendix 1 - Evaluation Report - Cleaning tender (under separate cover)

**Recommendation/Council Decision OCM26/055****Moved: Cr S Carter****Seconded: Cr S Lee****That Council:**

- 1. Accepts the Confidential Assessment Report in Appendix 1;**
- 2. Accepts BrightMark Group Pty Ltd as the preferred tenderer for T26/1 – Provision of Cleaning Services for Shire Owned Buildings, for a period of three years with the option to extend for an additional two years, subject to satisfactory performance.**

**In Favour: President Douglas McLarty, Crs Ange Rogers, Geoff Black, Stuart Kirkham, Steve Lee, Stewart Carter, Nicole Willis, Prue George and Rob Cashman**

**Against: Nil.**

**CARRIED UNANIMOUSLY 9:0**

**In Brief**

- The Shire of Murray sought tenders from suitably experienced and resourced contractors for the provision of cleaning services to Shire owned buildings.
- The Request for Tender (**RFT**) proposed a contract term of three years, with an option to extend for a further two years, subject to satisfactory performance.
- A public tender process was undertaken in accordance with legislative requirements, with 14 submissions received and evaluated.
- Following assessment, a preferred tenderer has been identified and is recommended for Council's acceptance.

**Background**

The Shire's previous cleaning services contract has recently expired, and in order to ensure continuity of essential services a new public tender process has been undertaken.

**Report Detail**

Tenders were invited for the provision of cleaning services to Shire owned buildings, including the Administration Building, Murray Library, Operations Centre, Dwellingup Visitors Centre, community centres, and public toilets. In total 38 Shire facilities are included within the scope of the tender.

The RFT was publicly advertised in The West Australian on 14 March 2026 and 21 March 2026, as well as on the Shire's website and via the VendorPanel tendering portal. Submissions were required to be lodged electronically through VendorPanel.

A total of 14 submissions were received prior to the closing date.

An Evaluation Panel comprising the Manager Building Services, Coordinator Building Maintenance, and Building Surveyor was established to assess the submissions. All tenders were initially

assessed for compliance with the mandatory submission requirements. Five submissions were determined to be non-conforming and were not considered further in the assessment.

The remaining conforming submissions were evaluated against the criteria set out in the RFT documentation, including qualitative criteria and price information. The qualitative criteria were assessed using a weighted scoring system, with scores reflecting the extent to which each submission demonstrated experience, understanding of required tasks, capacity to deliver and community impacts.

Price information formed part of the evaluation separate to the qualitative criteria. The RFT specified that the lowest price would not necessarily be accepted. Submissions were assessed on a value for money basis, having regard to both qualitative and financial considerations.

Following detailed evaluation, one submission achieved the highest overall ranking, demonstrating superior performance against the qualitative criteria and the most competitive pricing structure.

It is noted that the recommended appointment will result in a change of contractor. To ensure confidence in the proposed contractor, reference checks were undertaken with three nominated referees. All referees provided positive feedback regarding the contractor’s performance, reliability, service quality, and professionalism. Each referee indicated they would readily recommend the contractor for similar works.

Based on the evaluation outcomes and favourable reference checks, it is considered that the preferred tenderer has demonstrated the capacity and capability to deliver the required services to the Shire’s expected standards. The recommended tender is considered to represent the most advantageous outcome to the Shire, having regard to both qualitative assessment and pricing, and is considered to deliver best value for money.

Detailed scoring and pricing information is contained within the Confidential Assessment Report at **Appendix 1**.

**Council Plan**

<b>Focus Area</b>	People
<b>Outcome 1</b>	A safe community.

**Other Strategic Links**

Nil.

**Statutory Environment**

The tender process has been conducted in accordance with:

- Section 3.57 of the *Local Government Act 1995*, which requires public tenders to be invited for contracts above the prescribed threshold; and
- Regulation 11 of the *Local Government (Functions and General) Regulations 1996*, which sets out the requirements for publicly inviting tenders.

**Sustainability & Risk Considerations**

*Economic - (Impact on the Economy of the Shire and Region)*

The contract will support asset management objectives by ensuring buildings are maintained to appropriate cleanliness and hygiene standards, thereby reducing long term deterioration and lifecycle costs.

*Social – (Quality of life to community and/or affected landowners)*

The provision of consistent and high quality cleaning services contributes to community wellbeing by ensuring that public facilities are safe, hygienic, and fit for purpose which supports positive user experiences across Shire facilities.

*Environment – (Impact on environment’s sustainability)*

Nil.

*Policy Implications*

Nil.

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Low	Risk of the contractor not meeting required standards. The contract contains inspection and reporting requirements that will allow early detection if services do not meet the required standards to allow prompt action to be taken.

**Consultation**

Nil.

**Resource Implications**

*Financial*

Provision for cleaning services is included within the Shire’s annual operating budget. The establishment of a fixed term multiple year contract provides improved financial certainty and assists in budget planning.

*Workforce*

Nil.

**Options**

1. To accept the recommended tender.
2. To accept an alternative tender, if considered to provide a more advantageous offer.

**Conclusion**

Following a compliant public tender process and detailed evaluation, a preferred tenderer has been identified as representing the most advantageous outcome to the Shire. The tender demonstrates strong capability, competitive pricing, and capacity to deliver the required services. It is therefore recommended that Council accept this preferred tender.