



2019/20 Business and Innovation Branch
 Significant Contracting Plan

Section 221 of the *Local Government Regulation 2012* stipulates that a Significant Contracting Plan must be prepared prior to commencement of a contract that Council has identified as a Significant Contract. Council may, by resolution, amend a Significant Contracting Plan at any time before the end of the financial year to which the plan relates.

1. Key Information	
Significant Contract Title: Landscape Maintenance Services	
Group: Built Infrastructure	Branch: Parks and Gardens
Contract Administrator: Stephan Georg	Position: Contracts Officer
Procurement Specialist: Brian Weyhardt	
Contract/Project Description: Various Open Space, Road Network and Environmental Operations landscape and bioretention system maintenance and associated services across a number of zones.	
Link to Procurement Plan:	

2. Council Resolutions	
Previous Council resolutions:	Not applicable
This plan endorsed by Council:	

3. Background
<p><i>Council's current contract ITT1626 for Landscape Maintenance Services, which has been in place since 1 March 2017, requires renewal due to contract expiry on 28 February 2021.</i></p> <p><i>Contract is for landscape maintenance and associated services across a number of zones :</i></p> <p><i>Open Space Landscape Maintenance - This is the scheduled maintenance of parkland, easements, road side verges and traffic treatments eg. roundabouts - this will consist of 12 Separable Portions</i></p> <p><i>Road Network Landscape Maintenance - This is the scheduled maintenance of various medians and verges along Council and Department of Main Roads thoroughfares - this will consist of 2 Separable Portions</i></p> <p><i>Environmental Operations Landscape Maintenance - This is the scheduled maintenance of various bioretention systems within Council environmental reserves - this will consist of 2 Separable Portions.</i></p>

4. Objectives
What are the objectives of this contract?
To maintain a high standard and meet community expectation for open space parklands and roadside networks, and maintain effective operation of bioretention systems across the region at all times.
How will objectives be achieved?
<p>Sites will be maintained in a Cyclic nature in accordance with Service levels and the Open Space hierarchy adopted by Council. In addition to this, Contractors performance will be monitored by the Parks and Gardens and Environmental Operations contracts team.</p> <p>Regular communications with the contractor such as Monthly Operational Audit reports, Quarterly KPI reports and meetings. Defect notices will be issued for performance related matters (service, reporting, complaints, deadlines). Works and Minor Site variations will be managed by issuing letters quarterly.</p>

How will achievement of objectives be measured?
Parks Contract Support Officers conduct regular operational performance audits as well as safety audits. Any defects or shortfalls are managed through raising a Notice to Remedy and forwarded to the contractor for action by the specified timeframe. In addition other communications schedule to be received by the contractor are measured and if fall short with the KPIs are also recorded within the Quarterly KPI report.
What are the alternative ways of achieving the objectives? Include reasons for not adopting alternative ways.
Council may choose to expand on the internal service delivery teams. The current method (contract) is efficient when receiving assets and growth from development due to the schedule of rates (per hectare). In addition it provides good value for money in comparison with internal teams due to need to carry the FTE permanently.

5. Proposed category and contractual arrangements

Which category does this contract fall within?
Operational Works and Services
Which contractual arrangements should be applied to this contract, and why?
Goods and Services

6. Market and Risk Assessment

Provide an assessment of the market in which the contract is to happen, including an assessment of any procurement risks. Refer to the Risk Assessment Calculator in the Procurement Plan.
There are several known service providers locally who provide a high quality service and across South East Queensland. Not all have provided competitive submissions for previous tenders. Incumbent contractors are considered local suppliers with established local presence. Some incumbents are performing to a high standard but not all. This is believed to be due to some being above capacity and new contractors would provide Council with a more competitive environment and greater resilience during peak periods.
Procurement risks identified
<ol style="list-style-type: none"> 1. Service levels are mostly providing the necessary requirements to the community. Service requirements can fluctuate seasonally through dry periods and wet weather events. This can directly affect performance of contractors and their ability to meet the KPIs. 2. Contract Structure and ability to balance the needs of various stakeholders within the organisation, as well as allow for growth in sites requiring maintenance. 3. This contract provides services on many of our high flow Council and TMR roads and this is considered to be high WHS risk. Traffic management regulations and legislation is constantly changing and evolving. As the coast develops competing pressure to deliver services aesthetically vs safely with increasing traffic requires careful consideration.
Proposed mitigations for identified risks:
<ol style="list-style-type: none"> 1. This schedule of rates contract provides flexibility and allows adjustment to meet community, budget, environmental and safety requirements. The proposed contract structure will have the ability to meet varying service level requirements and asset growth presented throughout the region. Services can be reduced or eliminated due to seasonal variances budget limitation and based on risk and priority. 2. The contract is structured so the maintenance requirements for Open Space is separate to Road Network, and the other stakeholder Environmental Operations has their own Separable Portions. For the previous contract, the Open Space was structured into 10 separable portions, it will now have 12 to allow for the recent and future growth of Caloundra South. 3. Close partnership with TMR provides Council with expert advice in relation to Traffic Management, legislation and regulations. This important stakeholder will be consulted during the planning phase of the Contract Structure and Specification. In addition Councils Traffic Management team will be consulted to ensure we meet their needs of both

stakeholders. In addition to this Parks and Gardens will work closely with Councils WHS team to ensure that the works prescribed meet our strict Safety requirements.

Undertake an assessment of operational risks relating to the contract/project. Attach details.

1. It has been identified during the current contract, incumbent contractors have experienced difficulties in meeting the demand during peak periods particularly where ad hoc services may take the contractor off their scheduled cycle. The proposed structure for the new contract will be to establish a panel of approved contractors which supplement the service contractors to meet this demand particularly during the peak growth season.

2. Workplace health and safety is considered an ongoing risk which is mitigated through legislative requirements which the contractor is required to adhere to. Council officers conduct regular contractor audits and the contractor is required to attend Contract performance meetings.

Approvals (prior to resolution)

Position	Name	Signature	Date
Manager, (of Branch seeking contract)		 <p>Digitally signed by Mark Presswell DN: cn=Mark Presswell, o=Sunshine Coast council, ou=Parks and gardens, email=mark.presswell@sunshinecoa.st.qld.gov.au, c=AU Date: 2020.06.01 12:31:09 +10'00'</p>	
Manager, Business and Innovation			10 June 2020