



2018/19 Business Development 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: Street Sweeping Services

Group: BI

Branch: Parks and Gardens

Contract Administrator: Stephan Georg

Position: Contracts Officer

Procurement Specialist: Brian Weyhardt

Contract/Project Description: Street Sweeping Services

Link to Procurement Plan:

[https://eddieweb.scc.qld.gov.au/HPECContentManager?uri=11928464&t=record&lang=ln\\_english&mbd=false](https://eddieweb.scc.qld.gov.au/HPECContentManager?uri=11928464&t=record&lang=ln_english&mbd=false)

**2. Council Resolutions**

Previous Council resolutions:

Nil

This plan endorsed by Council:

**3. Background**

The Street Sweeping Services contract requires renewal due to contract expiry 13 October 2018.

The performance of the cyclic street sweeping service is a core service that Council provides to the community.

**4. Objectives**

What are the objectives of this contract?

Sweep streets as per service levels, to ensure kerb and road assets meet amenity, environmental and safety standards.

How will objectives be achieved?

Cycled services as set by service levels (cycles) and asset requirements.

How will achievement of objectives be measured?

1. Through visual audits recorded via mobile application.
2. Review of gps data to verify completion of the scope of works.

What are the alternative ways of achieving the objectives? Include reasons for not adopting alternative ways.

Council may choose to purchase the plant to provide these services internally. Currently this is not a preferred method due to the large capital expense for a street sweeping fleet and the ongoing maintenance costs, as well as labour costs.

Current service is an international standard and service, however innovation further into the future may provide alternatives such as robotic or autonomous vehicles to perform such services.

**8. 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
Performance of routine services over a period of time.

**9. 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 many reputable service providers nationally, for the previous tender 3 competitive submissions were recieved, the incumbent contractor has established a local presence and depot.

*Procurement risks identified*

1. Service levels are restricted due to budget. Service requirements can fluctuate seasonally through dry periods and extreme weather events. This can directly affect performance of actual spends compared with budget.
2. The accuracy of data and asset information vs actual streets/roads swept.

Proposed mitigations for identified risks:

1. The service level framework is based on road and street heirachy and profile. This schedule of rates contract provides flexibility and allows for service level adjustments to meet community, budget, environmental and safety requirements. In addition ad hoc services can be provided to meet unforeseen events or requirements, or alternatively service levels can be reduced due to budget limitation or where services are not required.
2. Assets and Service levels have been previously mapped via GIS, to enable projections of spend. The GIS data is updated as required and service levels are reviewed based on customer information, service level condition reporting.

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

1. Low base service levels for residential areas, which are assessed following customer requests, whereby ad hoc services can be provided based on requirements. Typically residential servicing is performed during the week within working hours.
2. Fleet and Plant replacement methodology, modernisation, maintenance and breakdowns can directly affect service delivery outcomes, which the tender outcome will consider as part of the recommendations for award.

**Approvals**

Position	Name	Signature	Date
Manager, (of Branch seeking contract)			
Group Executive (of Group seeking contract)			
<i>Prior to going to Council</i>			
Manager, Business Development			
Chief Executive Officer			