

## ITEM 16 TENDER T19/14 - CASH-IN-TRANSIT SERVICES

This report recommends acceptance of a tender for provision of cash-in-transit services in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005. This service covers the collection and transportation of cash from Council facilities and parking meters to the bank.

The current contract for the provision of cash-in-transit services for Council's external sites and parking meters is due for expiration. Two conforming tenders were received and the report recommends Council accept the tender submitted by Knightguard Protections Services Pty Ltd t/as Knightguard Protection Group.

### RECOMMENDATIONS

- 1 In accordance with the Local Government (General) Regulation 2005, Clause 178 (1) (a), Council accept the tender of Knightguard Protections Services Pty Ltd t/as Knightguard Protection Group for the provision of cash-in-transit services for the approximate sum of \$164,031, excluding GST, in accordance with the priced schedule of collections, for the period of three years.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required to give effect to this resolution.

### REPORT AUTHORISATIONS

Report of: Brian Jenkins, Chief Financial Officer

Authorised by: Renee Campbell, Director Corporate Services - Connected + Engaged City

### ATTACHMENTS

There are no attachments for this report.

### BACKGROUND

Expressions of interest for the tender were invited by an open expression of interest method with a close time and date of 10.00 am, 17 September 2019, due to the sensitive and high-risk nature of Council's cash-in-transit policies and processes. Expressions of interest were judged on the following criteria:

- 1 Demonstrated ability to perform Cash-In-Transit Services for a large organisation
- 2 Demonstrated compliance with Cash-in-Transit Code of Practice 2013
- 3 Demonstrated Workplace Health & Safety Policies and Procedures
- 4 Referees

Expressions of interests were scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Finance, Governance and Information and Property and Recreation Divisions.

From this process, six expressions of interest were deemed appropriate for the requirements of Council and were subsequently invited by the closed tender method with a close of tenders 10.00 am, 17 October 2019.

Two conforming tenders were received by the close of tender and all tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Finance, Governance and Information and Property and Recreation Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria as set out in the formal tender documents:

- 1 Cost to Council
- 2 Practical application of WHS and Risk Assessment Methodology of Council’s nominated sites
- 3 Demonstrated strengthening of local economic capacity
- 4 Score brought forward from the Expression of Interest process
- 5 Referees
- 6 Financial capacity

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of five in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of five to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council. Table 1 below summarises the results of the tender assessment and the ranking of tenders.

<b>Tenderer</b>	<b>Rank of Tender</b>
Knightguard Protection Group	1
ECS International Security and Investigations	2
Crackweld Pty Ltd	NA
Australasian Protective Services Pty Ltd	NA
Prosegur Australia Holdings	NA
Commander Security Services Pty Ltd	NA

## PROPOSAL

It is proposed that Council award Knightguard Protections Services Pty Ltd t/as Knightguard Protection Group, to carry out the provision of cash-in-transit services in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council’s standards and in accordance with the technical specification.

## CONSULTATION AND COMMUNICATION

Members of the Tender Assessment Panel.

## PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal “We are a connected and engaged community”.

It specifically delivers on core business activities as detailed in the Financial Services Service Plan 2019-20.

## RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council’s Procurement Policies and Procedures and the Local Government Act 1993.

## FINANCIAL IMPLICATIONS

It is proposed that the service be funded from the existing budget.

## CONCLUSION

Council endorses the recommendations of this report.