

CT7826 STREET & PARK LITTERBIN COLLECTION & MAINTENANCE SERVICES

Report Author: Manager Resilient Environment
Responsible Officer: Director Planning and Sustainable Futures
Ward(s) affected: (All Ward);

The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.

CONFIDENTIALITY

Confidential information is contained in the attachments to this report. This information relates to contractual matters and contains commercially sensitive information including, but not limited to, the name of tendering parties, the evaluation panel members, the tendered prices, and the evaluation of the tenders received against the published evaluation criteria. The Attachments are confidential in accordance with Section 3(1)(g)(i)(g)(ii) of the *Local Government Act 2020*. This report provides details regarding approval to award a contract that complies with Section 108 of the *Local Government Act 2020*.

SUMMARY

This report aims to present the findings of the Tender Evaluation Panel for tender CT7826, concerning the Street & Park Litterbin Collection & Maintenance Services, which closed on 09 May 2025. Additionally, it seeks approval to award Contract CT7826 Street & Park Litterbin Collection & Maintenance Services to the preferred tenderer, as recommended in the Confidential Attachment to this Recommendation Report.

RECOMMENDATION

That

- 1. Council enters into a contract with Lever Waste Services Pty Ltd for the Street & Park Litterbin Collection & Maintenance Services for an initial period of five and a half years for an estimated value \$5,287,039 as indicated in the Confidential CT7826 - Financial Summary Attachment.***
- 2. The Director of Planning and Sustainable Futures be delegated authority to sign the deeds and any related contract documentation.***
- 3. The Director of Planning and Sustainable Futures be delegated authority to extend the contract term by one period of one year to a maximum term of six and a half years.***
- 4. The Confidential Attachments to this report remains confidential indefinitely as it relates to matters specified under section 3(1)(g)(i)(g)(ii) of the Local Government Act 2020.***

RELATED COUNCIL DECISIONS

There are no related Council decisions relevant to this item.

DISCUSSION

Purpose and Background

The purpose of this report is to award Contract CT7826 for Street & Park Litterbin Collection & Maintenance Services. A tender process was conducted to establish a new contract for the collection and maintenance of these services. To ensure a comprehensive evaluation of tenders, a cross-organisation Tender Evaluation Panel was formed. The Panel included representatives from various Council services and was established in line with the Council's Procurement Guidelines with an independent Probity Advisor overseeing the process. The panel consisted of subject matter experts, probity and procurement consultants, in addition to other Council representatives.

Council has 914 street and park litterbins across the municipality. These consist of wheelie bins in metal/timber surrounds (cabinets) individual wheelie bins attached to pedestals as well as bins at sporting facilities. Depending on the location of the bins and the usage, bins can be collected between one and seven times per week, increasing during peak season. This equates to 3,148 bin collections per week between the periods of May - October and with an additional 330 bin collections per week in the peak season between the period of November - April where collection is increased in specific areas equating to approximately 3,478 collections.

The contract also allows for adding or removing bins based on need, particularly where there is an increase in tourism numbers and the need to adjust bin ratios. It also permits adjusting the collection frequency throughout the year and adding temporary bins during peak seasons

The contractor is responsible for maintaining and cleaning all litterbins, as well as picking up any litter within three metres of a litterbin. Since the CDS Basket trial involves street and park litterbins that fall within the three-metre range, the contractor is also required to maintain and monitor CDS baskets.

Options considered

The procurement method for this tender was a single-stage competitive open tender. An advertisement inviting tenders was published on the Council's online e-tendering portal and in The Age newspaper on Saturday, 12 April 2025. The tender period closed on Friday, 09 May 2025, with two tenders received.

The tender process was conducted in accordance with the Council's Procurement Policy. Tenders were assessed for conformity with the tender documents. A summary of these tender submissions is included in the confidential attachment to this report. The evaluation panel scored the tenders based on the pre-established criteria outlined in the tender document.

A summary of the evaluation criteria follows:

Scored Criteria	Weighting
Price	30%
Schedule of Prices	30%
Non- Priced Criteria	70%
Capability, Planning and Methodology	25%
Capacity	25%
Reporting, Information Management Systems and Technology	10%
Innovation	5%
Community Benefit	5%

The attachments to this report contain confidential information related to contractual matters and commercially sensitive details. This includes, but is not limited to, the names of the tendering parties, the evaluation panel members, the tendered prices, and the evaluation of the tenders against the published criteria.

The Contract will be for an initial period of five and a half (5.5) years with an option to extend the contract for an additional period of one (1) year to a maximum Contract term of six and a half (6.5) years from the Commencement Date.

Recommended option and justification

Following a comprehensive evaluation process, including consultations with subject matter experts and probity advice, and in line with the Evaluation Matrix, the panel recommends awarding the contract to Tenderer Lever Waste Services Pty Ltd.

FINANCIAL ANALYSIS

The contract pricing for Street & Park Litter Bin Collections is based on a schedule of rates for the contract term, including indices and transport rate adjustments, which incorporate CPI.

The landfill disposal cost is covered by the Council under a separate contract and is not included in this contract.

The total contract value under Lever Waste Services Pty Ltd is \$6,392,578M for the maximum contract term of 6.5 years. Year one the cost estimation is \$885,093 which is included within the Waste Charge of the 25/26 operational budget.

For additional financial details, please refer to the confidential document titled 'CT7826 – Financial Summary Attachment'.

APPLICABLE PLANS AND POLICIES

The recommendation of this report contributes to the following strategic objective(s) in the Council Plan:

- Protected & Enhanced Natural Environment
- High Performing Organisation

Other key Policies and Plans include:

- Community Waste and Resource Recovery Plan 2023 – 2030
- Resource Recovery and Waste Services Policy 2023
- Council's Procurement Policy

RELEVANT LAW

This report seeks Council approval to award a contract that complies with the Section 108 of the *Local Government Act 2020*. The works and outcomes associated with this report relate directly to the requirements outlined in the State Governments Recycle Victoria – A New Economy Policy. The services identified under this tender align with the Council's Community Waste Resource Recovery Plan.

SUSTAINABILITY IMPLICATIONS

Economic

Investing in a street and park litterbin service can lead to substantial economic benefits while fostering a cleaner, safer, and more vibrant community. By preserving infrastructure and reducing cleanup costs, these services ensure that public spaces remain well-maintained and inviting.

Enhanced public safety is another key advantage, as properly managed waste reduces hazards and promotes a healthier environment, potentially lowering healthcare costs. Additionally, clean and attractive public areas can draw in tourists and businesses, boosting local economies and increasing revenue. This investment not only supports the well-being of residents but also contributes to the overall economic prosperity of the community.

Social

Street and park litterbins are essential in fostering healthier, safer, and more connected communities. By providing convenient disposal options, they help keep public spaces clean and free from litter, reducing pollution and promoting environmental stewardship. These bins also contribute to public safety by minimizing the hazards that discarded waste can create. Moreover, well-maintained and

accessible litterbins encourage community pride and responsibility, making shared spaces more enjoyable for everyone. In essence, litterbins are small but vital components that support the well-being and unity of our neighbourhoods.

Environmental

Waste Management and Resource Recovery Services are vital to our sustainability efforts, playing a crucial role in protecting our environment. By adhering to strict contract specifications and obligations, these services are designed to minimise environmental impacts, ensuring that waste is managed responsibly and resources are recovered efficiently. This approach not only reduces pollution and conserves natural resources but also promotes a circular economy where materials are reused and recycled. Through these efforts, we can create a cleaner, greener future for our communities, fostering a sense of environmental stewardship and collective responsibility.

COMMUNITY ENGAGEMENT

No specific community engagement has occurred directly associated with this confidential tender process.

COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT

Due to differing litterbin collection service types being undertaken across councils and differing contract timeframes, a joint procurement collaboration model was deemed not viable.

From an innovation perspective the trial and future expansion of the CDS baskets is aimed at reducing recycling items entering the landfill stream. In turn contributing to Councils waste reduction targets as outlined in the Community Waste and Resource Recovery Plan.

RISK ASSESSMENT

The procurement process undertaken in line with the Council's Procurement Policy has a strong focus mitigating risk to Council risk with strong processes and systems that support the procurement and tender evaluation process.

CONFLICTS OF INTEREST

All members of the Evaluation Panel signed the Conflict of Interest and Confidentiality Declaration.

Upon receiving the Secondary Conflict of Interest Declaration after the tender closed but before submissions were released to the Evaluation Panel, two Evaluation Panel members disclosed their day-to-day operational interactions with a tenderer and a prior working relationship with the former incumbent.

Council subsequently recorded the declarations and the associated mitigation strategy

in the Conflict-of-Interest Register. Following consultation with the Council's probity advisor, and an assessment of the panel members' commitment to adhere to the prescribed business-as-usual (BAU) protocol throughout the procurement process, it was determined that both panel members could continue in their roles within the evaluation process.

CONFIDENTIAL ATTACHMENTS TO THE REPORT

1. Confidential CT7826 – Council Evaluation Report
2. Confidential CT7826 – Financial Summary Attachment
3. Confidential CT7826 – Probity Report