

## 11.3 RFT2021-29 Supply and Installation of Modular Cabins at Mudgee Valley Caravan Park

REPORT BY THE DIRECTOR COMMUNITY  
TO 15 SEPTEMBER 2021 ORDINARY MEETING  
GOV400088, COR400446

### RECOMMENDATION

#### That Council:

1. **receive the report by the Director Community on the RFT2021-29 Supply and Installation of Modular Cabins at Mudgee Valley Caravan Park;**
2. **note the details provided in the attached confidential report and accept the tender submission for the RFT2021-29 Supply and Installation of Modular Cabins at Mudgee Valley Caravan Park in accordance with Clause 178 of the Local Government (General) Regulations 2005 at the tendered price of \$XXX excluding GST;**
3. **authorise the General Manager to finalise and execute the contract on behalf of Council with Hutchinsons Builders for RFT2021-29 Supply and Installation of Modular Cabins at Mudgee Valley Caravan Park;**
4. **grant delegation to the General Manager to approve variations to the contract up to an accumulative total of 10% of the original contract sum; and**
5. **notify other tenderers that their tenders were unsuccessful.**

### Executive summary

At the meeting held on 21 July 2021, Council endorsed the expansion of the Mudgee Valley Park. This expansion includes the installation of an additional 31 cabins on the site.

A tendering process was initiated for the supply and installation of the cabins and a Procurement Plan and Tender Evaluation Plan were developed. A Tender Assessment Panel was formed, comprising of representatives from the most relevant departments within Council. Members of the Tender Assessment Panel used the Evaluation Plan and methodology to determine which tenderers offered the best value for money in the Design and construction of bridge works.

### Disclosure of Interest

Nil.

### Detailed report

#### Advertised

Open to the Market: 2 August 2021

Closed: 30 August 2021

28 days in total

The above tender was advertised in the:

- Mudgee Guardian
- Council's e-Tendering portal – VendorPanel
- Sydney daily newspaper (in Tuesday Local government section)
- Information regarding this tender was also published on Council's website

### **Tenders Received**

Six (6) companies submitted tenders;

1. Uniplan Group
2. Hutchinsons Builders
3. Westkey Modular Housing
4. Hoek Modular Homes Pty Ltd
5. Fenisi Pty Limited
6. Ausco Modular Pty Ltd

### **Late Tenders**

No late submissions were received.

### **Conforming Tenders**

All tenders were assessed as conforming.

### **Evaluation Methodology**

The objective of the evaluation was to select the tenderer offering the best outcome for Council, in a rational and defensible way that is fair to all tenderers. The evaluation criteria was identified in the Request for Tender documentation.

The criteria were:

- Price
- Experience, Capability & References
- Ability to meet the Project Program

Tenders were evaluated strictly in accordance with the Tender Evaluation Plan and in compliance with the provision of the Local Government Act 1993 and Local Government (General) Regulation 2005.

Based on the evaluation criteria, Hutchinson Builders were assessed to be the highest scoring tenderer and this is the recommendation to Council.

### **Assessment Panel**

Daniel Newman Manager Major Projects  
Simon Jones Director Community  
Neil Bungate Manager Finance

## Community Plan implications

<b>Theme</b>	<b>Looking After Our Community</b>
Goal	Effective and efficient delivery of infrastructure
Strategy	Provide infrastructure and services to cater for the current and future needs of our community

## Strategic implications

### **Council Strategies**

Not Applicable.

**Council Policies**

Procurement Policy.

**Legislation**

Local Government Act

Local Government (General) Regulations 2005.

Financial implications

The anticipated cost of works has been assessed, and the recommended tenderer is currently budget compliant.

Associated Risks

Council is managing the procurement risks through the detailed tender process that included reference checking of the successful tenderer and a detailed financial review.

SIMON JONES  
DIRECTOR COMMUNITY

2 September 2021

*Attachments:* 1. Mudgee Valley Caravan Park Confidential Attachment. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM  
GENERAL MANAGER