

## 9.3 Trade Services Tender - RFT 2022/73

REPORT BY THE PROCUREMENT OFFICER  
TO 19 JULY 2023 ORDINARY MEETING  
GOV400103, COR400564

### RECOMMENDATION

#### That Council:

1. receive the report by the Procurement Officer on the Trade Services Tender - RFT 2022/73
2. accept the following contractors, as the successful panel members for Tender RFT 2022/73 for the provision of Trade Services in accordance with Clause 178 of the Local Government (General) Regulation 2005 – Part 7 Tendering:
  - 2.1 C R Engineering
  - 2.2 Chill-Rite Refrigeration
  - 2.3 Cudgegong Electrics Pty Ltd
  - 2.4 Cudgegong Plumbing Pty Ltd
  - 2.5 Dependable Trade Solutions
  - 2.6 Graham Price Fencing
  - 2.7 J & A Rural Contracting Pty Ltd
  - 2.8 James Costigan
  - 2.9 McKid Mowing and Slashing
  - 2.10 Outwest Glass and Glazing
  - 2.11 Peter Witheriff Refrigeration and Air-Conditioning
  - 2.12 Peters Plumbing and Excavations
  - 2.13 Recurrent Energy
  - 2.14 Regan Air Conditioning
  - 2.15 Regional Energy Services NSW Pty Ltd
  - 2.16 Regional Energy Services Pty Ltd
  - 2.17 Stotts Building Contractors
  - 2.18 Stotts Painting Contractors
  - 2.19 Sutton Brothers Contracting Pty Ltd
  - 2.20 Wayne Stott Painting Pty Ltd.
3. accept the commencement date is 1 August 2023 and expiry is 31 July 2026;
4. provision be allowed for 1 year extensions and that the extensions will only be executed based on service provider performance which may take this contract to the 31 July 2027;
5. delegate authority to Procurement Officer or their nominated Council representative to notify suppliers of their submission outcome; and

**6. delegate the Manager Procurement and Fleet to approve Additional Suppliers to the Trade Services panel.**

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### Executive summary

Tenders were requested for the establishment of a preferred supplier list of suitable contractors to provide trade services to Council for a term of 3 years

This report requests to accept the submissions that are conforming by Council for the provision of Trade Services.

### Disclosure of Interest

Nil

### Detailed report

#### **Trade Services Tender**

An open tender process in accordance with Section 55 of the Local Government Act 1993 was carried out for the establishment of both a preferred supplier list (up to the nominated threshold of \$10,000) and also create prequalification list in which any works estimated over the nominated threshold would be quoted by all prequalified suppliers via Council's e-quoting system VendorPanel.

This contract will run for a period of three years commencing 1 August 2023 to 31 July 2026 with a possible one year extension.

The Trade Services tender incorporated 10 trade classifications – these are demonstrated in the confidential section.

#### **Purpose**

As specified in both the Request for tender documentation, this tender is designed to create both a preferred supplier and a prequalification panel, with the intension of creating opportunities for Council to seek constant value for money as well as a systematic, simple system for staff to ensure best practice procurement.

#### **Advertised**

Open to Market	17 April 2023
Closed	17 July 2023
Total days	25

Then the above tender was advertised in:

- The Mudgee Guardian on Friday 14 April 2023
- Council's e-Tendering portal –VendorPanel: 17 April 2023
- Information regarding this tender was published on Council's website

#### **Tenders Received**

10 non-conforming tenders were received, while 20 conforming tenders were received.

### **Late Tenders**

There were no late tender submissions received.

### **Process of Evaluation**

The process of evaluation, the methodology used and TEP members are in accordance to the information provided in the Procurement and Evaluation Plan.

### **Tender Evaluation Panel Members**

<u>Panel Member</u>	<u>Name</u>	<u>Position Title</u>
Chairperson	Michelle Neilsen	Procurement Officer
Panel Member 1	Ben Edmunds	Building Services Coordinator
Panel Member 2	Nikki Lockyer	Building Services Officer
Panel Member 3	Fiona Handicott	Assets Accountant

### **Probity**

The tender has been conducted in accordance with Clause 166(a) of the Local Government (General) Regulation 2005. Conflict of Interest Declarations were signed by all participating evaluation panel members both on advertising of the tender and prior to evaluation. The declarations are available to be viewed if required.

All tenderer insurance records and compliance information were checked against Tender requirements and potential non-conformities were noted in the Evaluation Matrix for the consideration of the panel.

The evaluation was conducted in accordance with the Local Government Tendering Guidelines and confidentiality and probity were maintained throughout the process.

### **Methodology**

All tenders were assessed and scored against the evaluation criteria listed in the tender documentation and weightings in the evaluation plan to determine the successful applicant.

All tenders were scored using the following criteria:

- Price
- Resourcing, communication and innovation
- Prior Performance
- Relationship Management

These scores were combined to create a preferred order ranking.

The outcomes of these scores are attached to this paper.

## Community Plan implications

<b>Theme</b>	<b>Good Government</b>
Goal	An effective and efficient organisation
Strategy	Prudently manage risks association with all Council activities

## Strategic implications

### **Council Strategies**

Nil

### **Council Policies**

Sustainable Procurement & Contracts Policy

### **Legislation**

Local Government Act 1993

Local Government (General) Regulation 2005 – Part 7 – Tendering

## Financial implications

Not Applicable

## Associated Risks

Not Applicable

**MICHELLE NEILSEN**  
**PROCUREMENT OFFICER**

**LEONIE VAN OOSTERUM**  
**CHIEF FINANCIAL OFFICER**

19 June 2023

*Attachments:*

1. Trade Services - Statement of Requirements. (Confidential - separately attached)
2. Evaluation - Non Price component. (Confidential - separately attached)
3. Evaluation - Price Component. (Confidential - separately attached)

### **APPROVED FOR SUBMISSION:**

**BRAD CAM**  
**GENERAL MANAGER**