



TENDER COVERSHEET

Completed in accordance with Local Government (Functions and General (F&G) Regulations Part 4 Provision of Goods and services and Shire of Harvey Council Policy 2.2.11 – Purchasing Policy

1.	Description of Tender DESIGN + CONSTRUCT A NEW PLAY AREA AT RIDLEY PLACE FORESHORE RESERVE	Tender No.	T102019
2.	Authorisation to Tender: Refer Delegation 1.2.13	i. Allocation included within the Budget \$ <u>550,000</u> Allocation/Job No. <u>112310</u> ii. CEO approval of tender specification CEO sign: <u>[Signature]</u> Date: <u>20.7.19</u> iii. Tender Selection criteria approved CEO sign: <u>[Signature]</u> Date: <u>20.7.19</u> iv. WALGA Tender process: <u>YES</u> / NO CEO sign: <u>[Signature]</u> Date: <u>20.7.19</u>	
3. TENDER ADVERTISEMENT			
Advertisement Details: (Copies of advertisement to be attached)	Advertising Date(s): <u>20 / 7 / 2019</u> <u>23 / 7 / 2019</u>	Newspaper(s): (Must be state wide Notice) West Australian Yes <input checked="" type="checkbox"/> Bunbury Herald/Harvey Reporter Yes <input checked="" type="checkbox"/> South West Times Yes <input checked="" type="checkbox"/> Shire of Harvey Website Yes <input checked="" type="checkbox"/>	
Closing Date and Time of Tender:	Closing Date: <u>8 / 8 / 2019</u> Closing Time: <u>3.00 PM</u> (Must be minimum 14 days from advertising)		
Copy of Advertisement to be placed below (Must be copied – Word version to be attached and extract from Newspaper to be placed below):			
<p style="text-align: center;">REFER TO ATTACHED COPY OF NEWSPAPER WITH ADVERTISEMENT</p>			



TENDER COVERSHEET

Completed in accordance with Local Government (Functions and General (F&G) Regulations Part 4 Provision of Goods and services and Shire of Harvey Council Policy 2.2.11 – Purchasing Policy

4. TENDERS RECEIVED			
Certification:	Tenders opened at <u>3</u> am/pm on <u>8</u> / <u>8</u> / <u>19</u>		
Tenders opened in the presence of: <i>(A Senior Staff Member must be present).</i>	NAME AND POSITION:	SIGNATURE:	
	NATALIE FIMMANO		
No.	Company Name and Address:	Date & Time Opened	Officers' Initials
	TOTAL EDEN , BIBRA LAKE	8/8/19 3.05	
	ACTIVE DISCOVERY , WELLINGTON MILL	8/8/19 3.10	
	PLAYGROUND CENTRE, BULIMBA QLD	8/8/19 3.14	
	PHASE 3 , O'CONNOR	8/8/19 3.18	
	NATURE PLAYGROUNDS , MIDLAND	8/8/19 3.23	
	NATURE PLAY SOLUTIONS, KEWDALE	8/8/19 3.29	
	LD TOTAL, BUNBURY	8/8/19 3.33	
	FORPARK, WELSHPOOL	8/8/19 3.38	
DETAILS OF TENDERERS IN ATTENDANCE AT THE OPENING OF THE TENDER			
Contact Name		Company Name	
5. COUNCIL RESOLUTION AND DETAILS OF SUCCESSFUL TENDER <i>(List Resolution Number and date of Meeting – Copy of Council Item and Resolution to be attached)</i>			
	DATE OF COUNCIL MEETING	RESOLUTION NUMBER	
	27 August 2019	19/220	
Name of Successful Tenderer(s):	PHASE3		
Amount of Successful Tender(s):	\$ 550,000 EXCL GST		
Was this a decision by Delegated Authority: YES <input type="checkbox"/> NO <input type="checkbox"/>			

TENDER CHECKLIST



The following checklist is to be completed as part of coordinating a Public Tender on behalf of the Shire of Harvey
 (Checklist drafted in accordance with Local Government (Functions and General (F&G)) Regulations 1996 Part 4
 Provision of goods and services* and
 Shire of Harvey Council Policy 2.2.11 Purchasing Policy)

1. COMPLETION OF TENDER COVERSHEET (Prior to Advertising)

√ x N/A

Tender Checklist (F&G 17 (1), (2),(3)) to be accessed from X:\Executive\EMCS\Tenders\2019 Final Tender Checklist.docx	<input checked="" type="checkbox"/>
Tender number and Description of Tender	<input checked="" type="checkbox"/>
Complete "Section 1. Description of Tender" in Tender Register (F&G 14)	<input checked="" type="checkbox"/>
Complete "Section 2. Authorisation to Tender" in Tender Register (Delegation 2.2.11)	<input checked="" type="checkbox"/>
a) Allocation within the budget amount and Account number	<input checked="" type="checkbox"/>
b) Tender specification approval and date (correct details of item(s)/service(s) sought (F&G14 (4) (b))	<input checked="" type="checkbox"/>
c) Selection Criteria approval and date, providing details for evaluation of the tender (F&G14 (4) (c))	<input checked="" type="checkbox"/>
Complete "Section 3. Advertising Details and Dates" in Tender Coversheet (F&G 13, 14 and 17)	<input checked="" type="checkbox"/>
a) Include copies of advertisements in Tender Coversheet	<input checked="" type="checkbox"/>
b) Indicate if tenders are sought via:	<input checked="" type="checkbox"/>
i. Public Tender,	<input checked="" type="checkbox"/>
ii. EQuotes WALGA	<input checked="" type="checkbox"/>
Complete "Closing date and time" in Tender Coversheet (F&G 15)	<input checked="" type="checkbox"/>

2. TENDER ADVERTISEMENT

Tender number is included	<input checked="" type="checkbox"/>
Brief description of the goods or services sought (i.e. the description of the service required, location of the service) (F&G 14 (3) (a))	<input checked="" type="checkbox"/>
Particulars identifying a person from whom additional tender information may be obtained (F&G 14 (3)(b))	<input checked="" type="checkbox"/>
Include information as to where and how tenders may be submitted (i.e. Instructions to be given that tender must be lodged via Tenderlink by the closing date (F&G 14 (3) (c)) and that details of the Tender and Specifications are available by registering with Tenderlink at www.tenderlink.com/ShireofHarvey. Include an endorsement that postal, emailed or facsimile submissions will not be accepted.	<input checked="" type="checkbox"/>
State wide public notice given on all tenders (F&G 14(1)) Advertisements MUST be placed in the West Australian newspaper	<input checked="" type="checkbox"/>
Include a date and time after which tender cannot be submitted, closing time and date (F&G 14 (3) (d)) (The time after which tender cannot be submitted (closing date) has to be at least fourteen (14) days after the notice is first published in the West Australian (F&G 15(1)) (Additional advertisements can be placed in the local media) Include: Canvassing of Councillors will automatically disqualify a tenderer	<input checked="" type="checkbox"/>
Advertising is not to occur until the Tender Specification is signed by the CEO, inclusive of the selection criteria and weightings to apply.	<input checked="" type="checkbox"/>
Inform Marketing and Communications Officer of project and advertising period for placement on Shire website.	<input checked="" type="checkbox"/>

3. POST ADVERTISING

Downloading of submitted tenders from Tenderlink on Tender Closing Date and closing time (F&G 16, 17)	<input checked="" type="checkbox"/>
Complete "Section 4. Tenders Received" in Tender Coversheet (F&G 16, 17), (Name and Address of Tenderer, Date and time of tender opening and initials of officers present) Include Details of Tenderers in Attendance at the Opening of Tenders (Name of representative and company name), (F&G 16)	<input checked="" type="checkbox"/>
Complete "Certification" in Tender Coversheet (F&G 16). (Tender opening date and time – two officials to complete this section – One Senior Staff member MUST be present).	<input checked="" type="checkbox"/>
Remove advertisement from website	<input checked="" type="checkbox"/>
Review tender documents received from service providers	<input checked="" type="checkbox"/>

4. SELECTION PROCESS

Establish Selection Panel	<input checked="" type="checkbox"/>
Complete audit of compliance criteria	<input checked="" type="checkbox"/>
Determine Meeting date with Selection Panel to finalise scoring of Selection Criteria according to matrix	<input checked="" type="checkbox"/>

