

Shire of Harvey  
**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	Upgrades - Uduc and Hinge Roads	Tender No.	T072020
2.	Authorisation to Tender: Refer Delegation 1.2.13	i. Allocation included within the Budget \$ <u>690,000</u> Allocation/Job No. <u>SEE OVER</u> ii. CEO approval of tender specification CEO sign: <u>[Signature]</u> Date: <u>15.4.20</u> iii. Tender Selection criteria approved CEO sign: <u>[Signature]</u> Date: <u>15.4.20</u> iv. WALGA Tender process: YES/ NO CEO sign: <u>[Signature]</u> Date: <u>15.4.20</u>		

3.	<b>TENDER ADVERTISEMENT</b>			
Advertisement Details: (Copies of advertisement to be attached)	Advertising Date(s): <u>18 / 04 / 2020</u> <u>21 / 04 / 2020</u>	Newspaper(s): (Must be state wide Notice) West Australian Bunbury Herald/Harvey Reporter Yes <input checked="" type="checkbox"/> South West Times Yes <input type="checkbox"/> Shire of Harvey Website Yes <input checked="" type="checkbox"/>		

Closing Date and Time of Tender:	Closing Date: <u>07/05/2020</u> Closing Time: <u>3pm</u> (Must be minimum 14 days from advertising)
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Copy of Advertisement to be placed below (Must be copied – Word version to be attached and extract from Newspaper to be placed below):



SHIRE OF HARVEY  
 REQUEST FOR TENDER  
 T072020  
 UDOC AND HINGE ROADS  
 UPGRADE

Tenders are invited for suitably qualified and experienced contractors to construct kerbing, drainage and base with the Shire's asphalt contractor on the Uduc and Hinge Roads project in Harvey.

Details of the Tender and Specifications are only available by registering on the Tenderlink e-tendering Website: [www.tenderlink.com/ShireofHarvey](http://www.tenderlink.com/ShireofHarvey)

Items requiring clarification, whether Contractual and/or Technical, must be submitted via the online forum on the Shire of Harvey e-tendering portal. A response will be posted on the portal for all tenders to view.

The Shire of Harvey encourages Aboriginal and Torres Strait Islander businesses, as well as disability organisations to tender for work with us.

Tenders close at 3.00pm on Thursday 7 May 2020 and can only be lodged using the e-tendering website: [www.tenderlink.com/ShireofHarvey](http://www.tenderlink.com/ShireofHarvey)

Late Tenders, postal, emailed or facsimile submissions will not be accepted. The lowest price, or any tender, will not necessarily be accepted.

Canvassing of Councillors will automatically disqualify.

ANNIE RIORDAN  
 CHIEF EXECUTIVE OFFICER



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<b>4. TENDERS RECEIVED</b>			
<b>Certification:</b>		Tenders opened at <u>1.45</u> am/pm on <u>08 / 05 / 2020</u>	
<b>Tenders opened in the presence of:</b> (A Senior Staff Member must be present).	<b>NAME AND POSITION:</b>		<b>SIGNATURE:</b>
	<u>RICK LOTZNICKER</u>		
<u>IAN COCKER</u>			
<b>No.</b>	<b>Company Name and Address:</b>	<b>Date &amp; Time Opened</b>	<b>Officers' Initials</b>
<u>1</u>	<u>JAK CIVIL</u>	<u>08/05/2020</u> <u>1.45 Pm</u>	
<u>2</u>	<u>CARBONE</u>	<u>08/05/2020</u> <u>1.46 Pm</u>	
<u>3</u>	<u>EARTH MAC</u>	<u>08/05/2020</u> <u>1.50 Pm</u>	
<u>4</u>	<u>GEOGRAPHE CIVIL</u>	<u>08/05/2020</u> <u>1.56 Pm</u>	
<b>DETAILS OF TENDERERS IN ATTENDANCE AT THE OPENING OF THE TENDER</b>			
<b>Contact Name</b>		<b>Company Name</b>	
<u>N/A</u>			
<b>5. COUNCIL RESOLUTION AND DETAILS OF SUCCESSFUL TENDER</b> (List Resolution Number and date of Meeting – Copy of Council Item and Resolution to be attached)			
	<b>DATE OF COUNCIL MEETING</b>	<b>RESOLUTION NUMBER</b>	
	<u>26 MAY 2020</u>	<u>20/130</u>	
<b>Name of Successful Tenderer(s):</b>	<u>GEOGRAPHE CIVIL</u>		
<b>Amount of Successful Tender(s):</b>	<u>\$ 312840.20</u>		
<b>Was this a decision by Delegated Authority:</b> <input checked="" type="checkbox"/> <input 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"/>
Finalise recommendation by selection panel	<input checked="" type="checkbox"/>
SELECTION PROCESS (cont.)	
Prepare Council Item for recommendation of preferred bidder/service provider	<input checked="" type="checkbox"/>
Obtain Council resolution to accept quotation of preferred tenderer/service provider	<input checked="" type="checkbox"/>
Council authorisation to CEO and Shire President to sign and seal General Conditions of Contract between Shire and successful service provider	<input checked="" type="checkbox"/>
Complete "Section 5. Council resolution and details of successful tender" ( <i>Resolution Number, meeting date, successful tenderer</i> ) in Tender Coversheet and attach a copy of the extract from the Council Meeting minutes (F&G 18 (4))	<input checked="" type="checkbox"/>
5. APPOINTMENT OF SERVICE PROVIDER	
Notification in writing by the CEO to the successful tenderer, unsuccessful tenderers containing particulars of the successful tender, or advising that no tender was accepted (F&G 19 and 18(5))	<input checked="" type="checkbox"/>
Obtain acceptance of offer by successful service provider	<input checked="" type="checkbox"/>
Prepare Contract Agreement to be signed by both parties	<input checked="" type="checkbox"/>
Complete Tender Coversheet ( <i>Section 5. Of Tender Coversheet, column – 'Detail of successful Tender'</i> ) Note: 'The Tender Coversheet is to include <b>Only</b> the amount for the successful tenderer after Tender has been accepted by the service provider (Do not include amount submitted by other tenderers), (F&G17(3))	<input checked="" type="checkbox"/>
Tender Process Completed, Recording of Tender documents and filing of all required information placed in Tender File	<input checked="" type="checkbox"/>
DOCUMENTS TO BE INCLUDED IN THE TENDER FILE	
a. Printed advertisement of "Notice for request for Tender" sent to newspaper publisher or publishing	<input checked="" type="checkbox"/>
b. Newspaper clipping to be scanned and included in the Tender Coversheet.	<input checked="" type="checkbox"/>
c. Full page extract of the newspaper (s) (name, page and date), to reflect published advertisement	<input checked="" type="checkbox"/>
d. Extract of Council Minutes with Resolution	<input checked="" type="checkbox"/>
e. Completed Tender Coversheet	<input checked="" type="checkbox"/>
f. Completed Tender Checklist	<input checked="" type="checkbox"/>
g. Copy of the Tender document	<input checked="" type="checkbox"/>
h. Copy of Specifications (if applicable)	<input checked="" type="checkbox"/>
i. Copy of Tender Register showing Tender ( <i>to include hyperlinks to Tender Coversheet, Council Item Minutes, Request for Tender Document (Brief) and Tender received from successful Tenderer</i> ).	<input checked="" type="checkbox"/>

\* "Tenders have to be publically invited according to the requirements before a local government enters into a contract for another person to supply goods and services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise" - Functions and General 11(1) Regulations 1996.

#### Declaration

The Tender Checklist and Tender Coversheet as outlined in the above have been completed and the Tender Procedure has been adhered to:

Signed (Official or Senior Manager)  Date 16-06-2020

Signed (CCP) \_\_\_\_\_ Date 16/6/2020