

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	Cleaning Services for Leschenault Leisure Centre, Oval change rooms and toilets	Tender No.	T032020
2.	Authorisation to Tender: Refer Delegation 1.2.13	i. Allocation included within the Budget \$ <u>141,000</u> Allocation/Job No. <u>113111 / 114194</u> ii. CEO approval of tender specification CEO sign: <u>[Signature]</u> Date: <u>22.2.20</u> iii. Tender Selection criteria approved CEO sign: <u>[Signature]</u> Date: <u>22.2.20</u> iv. WALGA Tender process: <u>YES</u> / NO CEO sign: <u>[Signature]</u> Date: <u>22.2.20</u>		
3.	TENDER ADVERTISEMENT			
Advertisement Details: (Copies of advertisement to be attached)	Advertising Date(s): <u>22 / 2 / 20</u> <u>25 / 2 / 20</u>	Newspaper(s): (Must be state wide Notice) West Australian <input checked="" type="checkbox"/> 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>19 March 2019</u> Closing Time: <u>3pm</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):





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4. TENDERS RECEIVED			
Certification:		Tenders opened at <u>3.10</u> am / pm on <u>19 / 3 / 20</u>	
Tenders opened in the presence of: (A Senior Staff Member must be present).	NAME AND POSITION:		SIGNATURE:
	Patrick Quinnivan Manager Community & Economic Development Shire of Harvey		
	Julie Pantaleo		
No.	Company Name and Address:	Date & Time Opened	Officers' Initials
1	Damian Mills Smart Cleaning Solutions	19/3/20 3.16 pm	
2	Bellrock Group	19/3/20 3.21 pm	
DETAILS OF TENDERERS IN ATTENDANCE AT THE OPENING OF THE TENDER			
Contact Name		Company Name	
Not applicable			
5. COUNCIL RESOLUTION AND DETAILS OF SUCCESSFUL TENDER (List Resolution Number and date of Meeting – Copy of Council Item and Resolution to be attached)			
	DATE OF COUNCIL MEETING	RESOLUTION NUMBER	
	28/04/2020	201095	
Name of Successful Tenderer(s):	N/A WITHDRAWN		
Amount of Successful Tender(s):	\$		
Was this a decision by Delegated Authority: <input type="checkbox"/> <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\Tenders 2020\2020 Final Tender Checklist.docx	<input 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 type="checkbox"/>
i. Public Tender,	<input checked="" type="checkbox"/>
ii. EQuotes WALGA	<input type="checkbox"/>
Complete "Closing date and time" in Tender Coversheet (F&G 15)	<input 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	<input checked="" type="checkbox"/>
Include an endorsement that postal, emailed or facsimile submissions will not be accepted	<input type="checkbox"/>
State wide public notice given on all tenders (F&G 14(1))	<input checked="" type="checkbox"/>
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)) Closing day should be a Thursday. (Additional advertisements can be placed in the local media)	<input checked="" type="checkbox"/>
Include: Canvassing of Councillors will automatically disqualify a tenderer.	<input 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"/>
Download Tender via Tenderlink.	<input 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 type="checkbox"/>
Remove advertisement from website	<input type="checkbox"/>
Review tender documents received from service providers	<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/se
 Obtain Council resolution to accept quotation of preferred tender
 Council authorisation to CEO and Shire President to sign and se
 Shire and successful service provider
 Complete "Section 5. Council resolution and details of successf
successful tenderer) in Tender Coversheet and attach a copy of
(F&G 18 (4))

Withdrawn

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 type="checkbox"/>
Obtain acceptance of offer by successful service provider	<input type="checkbox"/>
Prepare Contract Agreement to be signed by both parties	<input type="checkbox"/>
Complete Tender Coversheet (<i>Section 5. Of Tender Coversheet, column – 'Detail of successful Tender'</i>) Note: 'The Tender Coversheet is to include <i>Only</i> 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 type="checkbox"/>
Tender Process Completed, Recording of Tender documents and filing of all required information placed in Tender File	<input 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 type="checkbox"/>
b. Newspaper clipping to be scanned and included in the Tender Coversheet.	<input type="checkbox"/>
c. Full page extract of the newspaper (s) (name, page and date), to reflect published advertisement	<input type="checkbox"/>
d. Extract of Council Minutes with Resolution	<input type="checkbox"/>
e. Completed Tender Coversheet	<input type="checkbox"/>
f. Completed Tender Checklist	<input type="checkbox"/>
g. Copy of the Tender document	<input type="checkbox"/>
h. Copy of Specifications (if applicable)	<input 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 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 _____
 Signed (CCP) _____ Date _____