

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	Pruning, Mulching and Re Locat	Tender No. T032021						
2.	Authorisation to Tender: Refer Delegation 2.2.3	i. Allocation included within the B ii. CEO approval of tender specific iii. Tender Selection criteria approv iv. WALGA Tender process: ¥ES	cation CEO sign:	on/Job No Date: <u>/4/5/202</u> 1 Date: <u>/4/5/202</u> 1 Date: <u>/4/5/202</u> 1					
3.		TENDER AD	VERTISEMENT						
Advertisement Details: (Copies of advertisement to be attached)		Advertising Date(s): 15 May 2021 (WA) and From: 15 May 2021 (WS) Until closing date 18 May 2021 (BH/WR) every Tuesday until closing date	Newspaper(s): (Must be state wide Notice) West Australian Yes Bunbury Herald/Harvey Reporter Yes Shire of Harvey Website Yes						
NEW YORK OF THE PARTY OF THE PA	sing Date and ne of Tender:	Closing Date: Thursday 10 June 2021 Closing Time: 3pm (Must be minimum 14 days from advertising)							
Cor	Conv. of Advertisement to be placed below (Must be copied - Word version to be attached and								

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.	4. TENDERS RECEIVED							
Cert	ification:	Tenders opened at 8-07 am / pm o	n					
Tend	ders opened	NAME AND POSITION:	SIG	NATURE:				
	e presence	MANAGER ENGINEERING	SIGNATURE.					
of:	aniar Ctaff	TETER RAY SERVICES	(// .				
	enior Staff ber must be	GOVERNANCE JULIE PANTALEO OFFICER	_	\mathcal{L}				
prese	ent).	JULIE PANTALED OFFICER	90					
No.	Company Nai	ne and Address:	Date & / Time Opened	Officers' Initials				
/	NORCAY	E	8-09 Am	R 8				
di	NORCAY TREEWO	R×.	8-09 Am 8-11 Am	M. 8				
				· /				
Cont	DETAILS O	F TENDERERS IN ATTENDANCE AT THE O		E TENDER				
Cont	act Name	Company N	ame					
	-							
5.		DUNCIL RESOLUTION AND DETAILS OF SU tion Number and date of Meeting – Copy of Co attached)						
		DATE OF COUNCIL MEETING	RESOLUTI	ION NUMBER				
		27 JULY 2021	21/15	0				
	e of Successful erer(s):	NORCAPE TREE SERVICE	S					
Amou Tend	unt of Success er(s):	s as per pricing sch	edule					
Was	this a decision	by Delegated Authority:						

Julie Pantaleo

From:

Rick Lotznicker

Sent:

Wednesday, 28 July 2021 11:45 AM

To:

Adam Niclair; Shane Faber; Peter Kay; Barry Dack

Cc:

Julie Pantaleo; Natalie Fimmano; Rebecca Mumford

Subject:

Tender No. T032021 Pruning, Mulching and Removal of Street Trees

FYI, at the Ordinary Council Meeting last night the following decision was made regarding the above tender. Thanks to all those involved in the tender evaluation etc.

That Council:

- 1. Awards Tender T032021 for the Pruning, Mulching and Removal of Street Trees to Norcape Tree Services, in accordance with their submitted schedule of prices; and
- 2. Authorises the Chief Executive Officer to prepare and sign the required contract documentation

Approved rates below:

<u>Pruning of Ornamental, Cultivated and Native Trees Growing in the Road Reserve Under Low Voltage</u> Powerlines

	Total Number of Trees	Norcape Tree Services
Lump Sum Price (\$)	755	\$64,175

Note: For the above component of the work, the tenderer was advised they would be required to provide <u>all</u> appropriate Traffic Management in accordance with Main Roads WA Code of Practice and where necessary provide appropriate traffic management to ensure public safety and the safety of the work site.

Ro = Roelands; Ha = Harvey; Br = Brunswick; Ya = Yarloop; Co = Cookernup; My = Myalup; Bi = Binningup; Au = Australind; Le = Leschenault

Parks and Reserves -Tree Pruning

	Height	Unit		Price (\$)					
			Ro	На	Br	Ya / Co	Bi / My	Au / Le	
	0m to15m	\$/tree	\$90	\$90	\$90	\$90	\$90	\$90	
			I see a see						
I	Over 15m	\$/h	\$250	\$250	\$250	\$250	\$250	\$250	

Road Construction - Road Side Tree Pruning

Height	Unit		Price (\$)					
		Ro	На	Br	Ya / Co	Bi / My	Au / Le	
0m to15m	\$/tree	\$12	\$12	\$12	\$12	\$12	\$12	
Over 15m	\$/h	\$240	\$240	\$240	\$240	\$240	\$240	

Tree Removals

_	1001101010								
	Height	Unit		Price (\$)					
			Ro	На	Br	Ya / Co	Bi / My	Au / Le	
	0m to15m	\$/tree							

Over 15m | \$/h | \$250 | \$250 | \$250 | \$250 | \$250 | \$250

Note:* Due to variances tree removals under 15m high will be charged at \$250/hour

Other Works

Height	Rate		Price (\$)				
		Ro	На	Br	Ya / Co	Bi / My	Au / Le
Pruning adjacent property clearance	\$/tree	\$90	\$90	\$90	\$90	\$90	\$90
Crown Lifting	\$/tree	\$60	\$60	\$60	\$60	\$60	\$60

Emergency Response

	Description	Time	Ro	На	Br	Ya /Co	Bi / My	Au / Le
E	Emergency Response	mins	45	60	45	75	50	40

Rick Lotznicker

Director Infrastructure Services

Shire of Harvey

P: (08) 9729 0361 | F: (08) 9729 2053

E: rickl@harvey.wa.gov.au

102 Uduc Rd Harvey WA 6220. PO Box 500 Harvey WA 6220





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TENDER CHECKLIST- T032021



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)

100	Cimile of Frances Council Foliaty 2.2.111 aronading Foliaty)	
	COMPLETION OF TENDER COVERSHEET (Prior to Advertising)	√ x N/A
	Tender Checklist (F&G 17 (1), (2),(3)) to be accessed from	
	X:\WordProcessing\CSO Administration Assistant\3.Procurement Administration\Procurement	
	Compliance\1.Documentation\2021 Tender Checklist.docx	
	Tender number and Description of Tender Complete "Section 1. Description of Tender" in Tender Perioter (F2 C 11)	
	Complete "Section 1. Description of Tender" in Tender Register (F&G 14) Complete "Section 2. Authorisation to Tender" in Tender Register (Delegation 2.2.11)	
-	a) Allocation within the budget amount and Account number	囡
-	b) Tender specification approval and date (correct details of item(s)/service(s) sought (F&G14 (4) (b))	
-	c) Selection Criteria approval and date, providing details for evaluation of the tender (F&G14 (4) (c))	□
)	Complete "Section 3. Advertising Details and Dates" in Tender Coversheet (F&G 13, 14 and 17)	Lipin .
T	a) Include copies of advertisements in Tender Coversheet	
	b) Indicate if tenders are sought via:	
	i. Public Tender,	V
	ii. EQuotes WALGA	
	Complete "Closing date and time" in Tender Coversheet (F&G 15)	
	2. TENDER ADVERTISEMENT	
	Fender number is included	
	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))	Ø
	Particulars identifying a person from whom additional tender information may be obtained (F&G 14 (3)(b))	ď
	nclude 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 hat details of the Tender and Specifications are available by registering with Tenderlink at	€
1	portal tenderlink.com/ShireofHarvey nclude an endorsement that postal, emailed or facsimile submissions will not be accepted	
	State wide public notice given on all tenders (F&G 14(1))	ď
	Advertisements MUST be placed in the West Australian newspaper	
	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)	ď
	nclude: Canvassing of Councillors will automatically disqualify a tenderer.	
8	Advertising is not to occur until the Tender Specification is signed by the CEO, inclusive of the selection criteria and weightings to apply	ď
	Jpload project information and advertising period for placement on Shire website.	
J	Jpload Tender via Tenderlink.	ø
	B. POST ADVERTISING	
	Downloading of submitted tenders from Tenderlink on Tender Closing Date and closing time (F&G 16, 17)	1
	Complete "Section 4. Tenders Received" in Tender Coversheet (F&G 16, 17), (Name and Address of Tenderer,	
1	Date and time of tender opening and initials of officers present). nclude Details of Tenderers in Attendance at the Opening of Tenders (Name of representative and company name), (F&G 16)	Ø
(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)	Q
_	Remove advertisement from website	Ø
F	Review tender documents received from service providers	Ø

4. SELECTION PROCESS						
Establish Selection Panel	ď					
Complete audit of compliance criteria						
Determine Meeting date with Selection Panel to finalise scoring of Selection Criteria according to matrix						
Finalise recommendation by selection panel						
SELECTION PROCESS (cont.)						
Prepare Council Item for recommendation of preferred bidder/service provider						
Obtain Council resolution to accept quotation of preferred tenderer/service provider						
Council authorisation to CEO and Shire President to sign and seal General Conditions of Contract between Shire and successful service provider						
Complete "Section 5. Council resolution and details of successful tender" (Resolution Number, meeting date, successful tenderer) in Tender Coversheet and attach a copy of the extract from the Council Meeting minutes (F&G 18 (4))	D					
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))	. E					
Obtain acceptance of offer by successful service provider	V					
Prepare Contract Agreement to be signed by both parties	\Box					
Complete Tender Coversheet (Section 5. Of Tender Coversheet, column – 'Detail of successful Tender') Note: 'The Tender Coversheet is to include Only 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))						
Tender Process Completed, Recording of Tender documents and filing of all required information placed in Tender File	₫					
DOCUMENTS TO BE INCLUDED IN THE TENDER FILE						
a. Printed advertisement of "Notice for request for Tender' sent to newspaper publisher or publishing	1					
 Newspaper clipping to be scanned and included in the Tender Coversheet. 						
c. Full page extract of the newspaper (s) (name, page and date), to reflect published advertisement						
d. Extract of Council Minutes with Resolution	Ø					
e. Completed Tender Coversheet						
f. Completed Tender Checklist						
g. Copy of the Tender document	P					
h. Copy of Specifications (if applicable)	7					
i. Copy of Tender Register showing Tender (to include hyperlinks to Tender Coversheet, Council Item Minutes, Request for Tender Document (Brief), and Tender received from successful Tenderer)	₽					

Declaration

and the Tender Procedure has been	adhered to:		
Signed (Official or Senior Manager)	A Company of the Comp	Date	28/7/2021
Signed (Procurement Officer)		Date	28/7/2021

The Tender Checklist and Tender Coversheet as outlined in the above have been completed

^{* &}quot;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 \$250 000 unless subregulation (2) states otherwise" - Functions and General 11(1) Regulations 1996.