



TENDER COVERSHEET


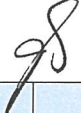




Completed in accordance with Local Government (Functions and General (F&G) Regulations Part 4 Provision of Goods and services and Shire of Harvey Council Policy 2.2.11 – Purchasing Policy

1.	Description of Tender	Pruning, Mulching and Removal of Trees – Various Locations		Tender No.	T032021
2.	Authorisation to Tender: <i>Refer Delegation 2.2.3</i>	i. Allocation included within the Budget ii. CEO approval of tender specification iii. Tender Selection criteria approved iv. WALGA Tender process: YES / NO	\$ <i>See Attached</i> Allocation/Job No. _____ CEO sign: _____ Date: <i>14/5/2021</i> CEO sign: _____ Date: <i>14/5/2021</i> CEO sign: _____ Date: <i>14/5/2021</i>		
3. TENDER ADVERTISEMENT					
Advertisement Details: <i>(Copies of advertisement to be attached)</i>	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 <input checked="" type="checkbox"/> Bunbury Herald/Harvey Reporter Yes <input checked="" type="checkbox"/> Shire of Harvey Website Yes <input checked="" type="checkbox"/>			
Closing Date and Time of Tender:	Closing Date: Thursday 10 June 2021 Closing Time: 3pm <i>(Must be minimum 14 days from advertising)</i>				
Copy of Advertisement to be placed below (Must be copied – Word version to be attached and extract from Newspaper to be placed below):					
<div data-bbox="416 1547 1214 1816" data-label="Image"> <p>SHIRE OF HARVEY A Breath of Fresh Air</p> <p>REQUEST FOR TENDER PRUNING, MULCHING AND REMOVAL OF TREES - VARIOUS LOCATIONS</p> <p>Tenders are invited for suitably qualified and experienced contractors to undertake the pruning, Mulching and Removal of Trees in various locations within the Shire of Harvey.</p> <p>Details of the Tender and Specifications are only available by registering on the website: https://portal.tenderlink.com/shireofharvey</p> <p>Items requiring clarification, whether Contractual and/or technical, must be submitted via the online tendering portal, A response will be posted on the portal for all tenders to view.</p> <p>The Shire of Harvey encourages Aboriginal and Torres Strait Islander businesses, as well as disability organisations to tender for work with us.</p> <p>Tenders close at 3.00pm on Thursday, 10 June 2021 and must be lodged using the e-tendering website: https://portal.tenderlink.com/shireofharvey</p> <p>Late Tenders, postal, emailed or facsimile submissions will not be accepted. The lowest priced tender will not necessarily be accepted.</p> <p>Canvassing of Councilors will automatically disqualify.</p> <p>ANNIE RIORDAN CHIEF EXECUTIVE OFFICER</p> </div>					



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4. TENDERS RECEIVED				
Certification:		Tenders opened at <u>8-07</u> am / pm on <u>11 / 06 / 2021</u>		
Tenders opened in the presence of: <i>(A Senior Staff Member must be present).</i>	NAME AND POSITION:		SIGNATURE:	
	<u>PETER KAY</u> MANAGER ENGINEERING SERVICES			
		<u>JULIE PANTALEO</u> GOVERNANCE OFFICER		
No.	Company Name and Address:	Date & Time Opened	Officers' Initials	
<u>1</u>	<u>NORCAPE</u>	<u>8-09 Am</u>		
<u>2</u>	<u>TREEWORX</u>	<u>8-11 Am</u>		
DETAILS OF TENDERERS IN ATTENDANCE AT THE OPENING OF THE TENDER				
Contact Name		Company Name		
<u>—</u>		<u>—</u>		
<u>—</u>		<u>—</u>		
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		
	<u>27 July 2021</u>	<u>21150</u>		
Name of Successful Tenderer(s):	<u>NORCAPE TREE SERVICES</u>			
Amount of Successful Tender(s):	<u>\$ as per pricing schedule</u>			
Was this a decision by Delegated Authority: <input type="checkbox"/> <input type="checkbox"/>				

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:

- 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*
- Authorises the Chief Executive Officer to prepare and sign the required contract documentation*

Approved rates below:

Pruning of Ornamental, Cultivated and Native Trees Growing in the Road Reserve Under Low Voltage 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 all 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	Ha	Br	Ya / Co	Bi / My	Au / Le
0m to15m	\$/tree	\$90	\$90	\$90	\$90	\$90	\$90

Over 15m	\$/h	\$250	\$250	\$250	\$250	\$250	\$250
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Road Construction - Road Side Tree Pruning

Height	Unit	Price (\$)					
		Ro	Ha	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

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

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

Other Works

Height	Rate	Price (\$)					
		Ro	Ha	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	Ha	Br	Ya /Co	Bi / My	Au / Le
Emergency Response	mins	45	60	45	75	50	40

Rick Lotznicker

Director Infrastructure Services

Shire of Harvey

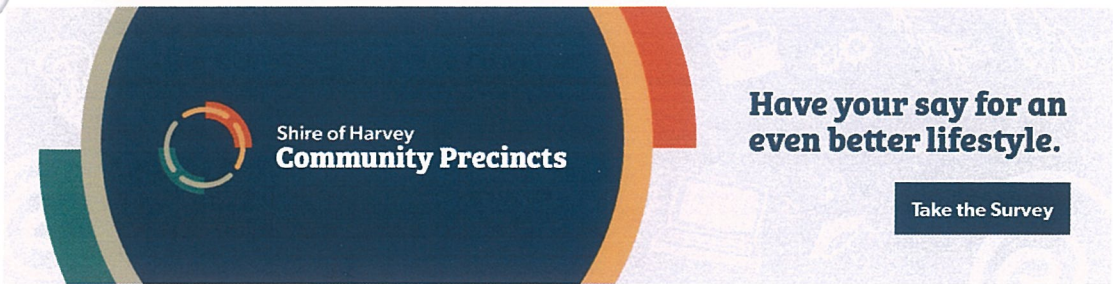
P: (08) 9729 0361 | F: (08) 9729 2053

E: rickl@harvey.wa.gov.au

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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 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))	<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 \$250 000 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 28/7/2021

Signed (Procurement Officer) _____ Date 28/7/2021