

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	Harvey Recreational Gro	Tender No.	T122021			
2.	Authorisation to Tender: Refer Delegation 2.2.3	i. Allocation included within the Bi ii. CEO approval of tender specific iii. Tender Selection criteria approv iv. WALGA Tender process: YES TENDER AD	cation CEO sign:	Date:_2	10 15.10.21 15.10.21 15.10.21		
Advertisement		Advertising Date(s):	Newspaper(s): (Must be star	to wide N	otice)		
Details: (Copies of advertisement to be attached)		30 October 2021 (WA) and From: 29 October 2021 (Web) until closing date. From: 2 November 2021 (WR) every Tuesday until close	West Australian Harvey Reporter 4 o'clock Report Shire of Harvey Website Yes Yes Yes Yes				
	sing Date and e of Tender:	(loging lime: spm					
Copy of Advertisement to be placed below (Must be copied – Word version to be attached and							



extract from Newspaper to be placed below):

GGHP- GTYU-LEXP.

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

4.	TENDERS RECEIVED					
Certification: Tenders opened at 3-00 am / pm on						
Tenders ope	ned		NAME AND POSITION:		SNATURE:	
in the presen	ce m	MAGER DESIGN & DEVI	ELOPMER	7	a)	
of:	IA.	COCKER				
(A Senior Star		COWEMENT COMPL	ENT COMPLIANCE		O	
Member must present).	De T	LIE PANTALES	-a		× .	
present).	Ju	LIE PANIALES		Date &		
No. Compa	ny Name a	and Address:		Time Officers' Initials Opened		
,				25/11/2021	V (1-)	
CARO	DNE BE	COTHERS PTY LTD)	3-05 pm	90 .	
				•	/	
DETA	AILS OF T	ENDERERS IN ATTENDAN	CE AT THE	OPENING OF TI	HE TENDER	
Contact Name	е	واللمحق فبأراث فيرار	Company I	Name		
5.	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 MI		EETING	RESOLUTION NUMBER			
		N/A		N/A		
Name of Successful Tenderer(s): CARSONE B		CARSONE BROT	THERS	PTY LT)		
Amount of Su Tender(s):	Amount of Successful					
Was this a de	cision by	Delegated Authority: 모	S			

TENDER CHECKLIST- T122021 Harvey Recreational Ground - Outfall Drainage



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)

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 b) Tender specification approval and date (correct details of item(s)/service(s) sought (F&G14 (4) (b)) c) Selection Criteria approval and date (correct details of item(s)/service(s) sought (F&G14 (4) (c)) Complete "Section 3. Advertising Details and Dates" in Tender Coversheet (F&G 13, 14 and 17) a) Include copies of advertisements in Tender Coversheet b) Indicate if tenders are sought via: i. Public Tender ii. EQuotes WALGA Complete "Closing date and time" in Tender Coversheet (F&G 15) 2. TENDER ADVERTISEMENT Tender number is included Tender	1. COMPLETION OF TENDER COVERSHEET (Prior to Advertising)	V x N/A			
X:WordProcessing(CSO Administration Assistant)3. Procurement Administration/Procurement Compiler Section 1. Description of Tender Checklist docx Tender number and Description of Tender in Tender Register (Delegation 2.2.11) a) Allocation within the budget amount and Account number b) Tender specification approval and date (correct details of item(s)/service(s) sought (F&G14 (4) (b)) c) Selection 3. Advertising Details and Dates" in Tender Coversheet (F&G 13, 14 and 17) a) Include copies of advertisements in Tender Coversheet (F&G 13, 14 and 17) a) Include copies of advertisements in Tender Coversheet (F&G 13, 14 and 17) a) Include copies of advertisements in Tender Coversheet (F&G 13, 14 and 17) a) Include the funders are sought via: i. Public Tender, ii. EQuotes WALCA Complete "Closing date and time" in Tender Coversheet (F&G 15) 2. TENDER ADVERTISEMENT Tender number is included Tender	Tender Checklist (F&G 17 (1), (2),(3)) to be accessed from				
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	Remove advertisement from website	Ø			
Review tender documents received from service providers	Review tender documents received from service providers				

4. SELECTION PROCESS			
Establish Selection Panel	Ø		
Complete audit of compliance criteria			
Determine Meeting date with Selection Panel to finalise scoring of Selection Criteria according to matrix	Ø		
Finalise recommendation by selection panel			
SELECTION PROCESS (cont)			
Prepare Council Item for recommendation of preferred bidder/service provider	Ø		
Obtain Council resolution to accept quotation of preferred tenderer/service provider	Ø		
Council authorisation to CEO and Shire President to sign and seal General Conditions of Contract between Shire and successful service provider	Ø		
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))			
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))			
Obtain acceptance of offer by successful service provider			
Prepare Contract Agreement to be signed by both parties			
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			
b. 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			
e. Completed Tender Coversheet			
f. Completed Tender Checklist			
g. Copy of the Tender document			
h. Copy of Specifications (if applicable)			
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).			

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

Declaration

and the Tender Procedure has been a	adhered to:		
Signed (Official or Senior Manager)	Q PL	_ Date_	25/1/2022.
Signed (Procurement Officer)	A * * * * * * * * * * * * * * * * * * *	Date_	25/1/2022
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^{* &}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.