

Late Addendum Report

REPORTS FROM THE DIRECTOR ENGINEERING

a19 [E-CM] RFO2016093 - Supply of Three (3) Wide Area Mowers

SUBMITTED BY: Infrastructure Delivery

Validms



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

| | |
|-------|---|
| 1 | Civic Leadership |
| 1.3 | Delivering the objectives of this plan |
| 1.3.1 | Council's organisation will be resourced to provide the essential services and support functions to deliver the objectives of this Plan |

SUMMARY OF REPORT:

Request for Offer RFO2016093 Supply of Three (2) Wide Area Mowers, was called to supply Council operations with the following:

- Three (3) replacement Wide Area Mowers for existing aged unit's as per Council's 10 year asset replacement strategy.

The three wide area mowers are to be used for ground maintenance by Council's Recreation Services Unit's Tweed Heads and Tweed Coast sites.

Offers were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. Offer submissions closed at 4.00pm (local time) on 20 July 2016 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah, NSW, 2484.

Recommendations have been formulated based on the Selection Criteria which is contained in the Offer Evaluation Plan Report included in **CONFIDENTIAL ATTACHMENTS 1 and 2**. A summary of the Selection criteria is also included in the body of this report.

RECOMMENDATION:

That:

1. In respect to RFO2016093 Supply of Three (3) Wide Area Mowers, Council awards the Contract to KC Farm Equipment (ABN 22010879848, ACN 010879848) for the price of \$303,681.82 (Exclusive of GST)

Late Addendum Report

2. **The General Manager be granted delegated authority to approve appropriately deemed variations to the contract and those variations be reported to Council at finalisation of the contract.**

3. **ATTACHMENTS 1 and 2 are CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
 - (c) **information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.**
 - (d) **commercial information of a confidential nature that would, if disclosed:**
 - (i) **prejudice the commercial position of the person who supplied it, or**
 - (ii) **confer a commercial advantage on a competitor of the council, or**
 - (iii) **reveal a trade secret.**

Late Addendum Report

REPORT:

Offer Background

Offer RFO2016093 for the Supply of Three (3) Wide Area Mowers was called to supply Council operations with replacement for existing aged units as per Council's 10 year asset replacement strategy.

Offer Advertising

In accordance with the provisions of the Local Government Act 1993, the NSW Local Government (General) Regulation 2005, and as per Council's Procurement Protocol Version 1.8, offers were officially advertised for RFO2016093 on 11 June 2016 in the Brisbane Courier Mail, Gold Coast Bulletin, 13 June 2016 in the Tweed Link and 14 June 2016 in the Sydney Morning Herald.

The offer document was also advertised on Council's Tenders website

Offer Addendums

There were no Addendums issued before close of Offer.

Offer Submissions

At the closing time for Offer submissions, the Tender Box was opened and seven (7) offers were recorded at the Tender Box opening for Supply of Three (3) Wide Area Mowers.

Offers were recorded as below –

| Bidder | ABN |
|---|--------------|
| Chesterfield Australia Pty Ltd (1 x Submission) | 42 001654762 |
| KC Farm Equipment (3 x Submissions) | 22 010879848 |
| Mower City Tweed Heads (3 x Submissions) | 27 605478915 |

Offer Evaluation

An Offer Assessment Plan was developed based on the premise that competitive Offers were to be received and scored against specific selection criteria in order to select the best value Offer.

The Offer Evaluation Panel was made up as follows:

| Position |
|--------------------------------------|
| Fleet Administration Officer |
| Rec Service Supervisors X 3 |
| Fleet Plant Maintenance Technician |
| Council Wide Area Mower Operator X 2 |

Late Addendum Report

Offers were evaluated based on the criteria noted in the table below which were also listed in the Conditions of Offering.

| Criterion | Document Reference | Weighting (%) |
|-----------------------------|--------------------|---------------|
| Value for Money - WOL Costs | Section 19 | 30 |
| Operational Evaluation | Section 19 | 30 |
| Maintenance Evaluation | Section 19 | 15 |
| Operator Evaluation | Section 19 | 15 |
| Local Content | Section 19 | 10 |

The details of the price and non-price evaluation are shown on the Offer Evaluation Report and Offer Evaluation Scoring Sheets. A copy of the Offer Evaluation Report and Offer Evaluation Scoring Sheets are included in ATTACHMENTS 1 and 2 which are CONFIDENTIAL in accordance with Section 10A:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret

OPTIONS:

That Council:

1. Accepts the recommendation to award the contract to KC Farm Equipment for RFO2016093 Supply of the Three (3) Wide Area Mowers; or
2. Awards the contract to another supplier; or
3. Does not proceed with the contract and advises the suppliers of the reasons for not proceeding.

CONCLUSION:

The offer submitted for RFO2016093 Supply of the Three (3) Wide Area Mowers by KC Farm Equipment presents the best value to Council.

COUNCIL IMPLICATIONS:

a. Policy:

The Offer invitation and evaluation have been conducted in accordance with the provisions of:

Late Addendum Report

- The Local Government Act 1993 and the NSW Local Government (General) Regulation 2005
- Council's Procurement Policy v1.6
- Council's Procurement Protocol v1.8

b. Budget/Long Term Financial Plan:
Fleet Budget 2016/17 (3 X Wide Area Mowers)

c. Legal:
Not Applicable.

d. Communication/Engagement:
Inform - We will keep you informed.

UNDER SEPARATE COVER/FURTHER INFORMATION:

(Confidential) Attachment 1. RFO2016093 Offer Evaluation Report (ECM 4179541).

(Confidential) Attachment 2. RFO2016093 Offer Evaluation Scoresheet (ECM 4179783).

Late Addendum Report

THIS PAGE IS BLANK