



**TWEED**  
SHIRE COUNCIL

**Chairman:** Tr K Milne

**Trustees:** P Allsop  
R Byrnes (Deputy Chairman)  
C Cherry  
R Cooper  
J Owen  
W Polglase

# Agenda

## **Tweed Coast Holiday Parks Reserve Trust Meeting Thursday 5 July 2018**

held at  
**Harvard Room, Tweed Heads Administration Building,  
Brett Street, Tweed Heads**  
commencing at 5.30pm

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## Items for Consideration of the Trust:

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<b>1</b>	<b>[CONMIN-TCHP] Minutes of the Ordinary and Confidential Tweed Coast Holiday Parks Reserve Trust Meetings held Thursday 7 June 2018</b>	<b>5</b>
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## CONFIRMATION OF MINUTES

### 1 [CONMIN-TCHP] Minutes of the Ordinary and Confidential Tweed Coast Holiday Parks Reserve Trust Meetings held Thursday 7 June 2018

**SUBMITTED BY:** Corporate Governance

mhm



Making decisions with you  
*We're in this together*

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Making decisions with you
- 2.2 Engagement
- 2.2.4 Councillor and Civic Business - To provide assistance to Councillors and support for Council to operate within its legal framework.

**ROLE:** **Leader**

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#### SUMMARY OF REPORT:

The Minutes of the Ordinary and Confidential Tweed Coast Holiday Parks Reserve Trust Meetings held Thursday 7 June 2018 are attached for information and adoption by the Trust.

#### RECOMMENDATION:

**That:**

1. The Minutes of the Ordinary and Confidential Tweed Coast Holiday Parks Reserve Trust Meetings held Thursday 7 June 2018 be adopted as a true and accurate record of proceedings of that meeting.
2. ATTACHMENT 2 is CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-
  - (f) matters affecting the security of the council, councillors, council staff or council property.

**REPORT:**

As per Summary.

**COUNCIL IMPLICATIONS:**

**a. Policy:**

Code of Meeting Practice Version 2.6.

**b. Budget/Long Term Financial Plan:**

Not applicable.

**c. Legal:**

Not Applicable.

**d. Communication/Engagement:**

**Inform** - We will keep you informed.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*To view any "non confidential" attachments listed below, access the meetings link on Council's website [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au) or visit Council's offices at Tweed Heads or Murwillumbah (from Friday the week before the meeting) or Council's libraries (from Monday the week of the meeting).*

Attachment 1 Minutes of the Ordinary Tweed Coast Holiday Parks Reserve Trust Meeting held Thursday 7 June 2018 (ECM 5340169).

(Confidential) Attachment 2 Minutes of the Confidential Tweed Coast Holiday Parks Reserve Trust Meeting held Thursday 7 June 2018 (ECM 5340171).

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## REPORTS THROUGH THE EXECUTIVE MANAGER OF THE TRUST

### REPORTS FROM THE EXECUTIVE MANAGER OF THE TRUST

#### 2 [EM-TCHP] TCHP2018001 Proposed Civil Construction Works for Boyds Bay Holiday Park

SUBMITTED BY: Holiday Parks

Valid

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People, places and moving around  
*Who we are and how we live*

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 3 People, places and moving around
- 3.2 Places
- 3.2.4 Holiday Parks - To provide safe, attractive and accessible holiday accommodation on public land.

ROLE: **Leader**

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#### SUMMARY OF REPORT:

Request for Offer TCHP2018001 has been called to engage a suitably qualified and experienced organisation to demolish part of the existing infrastructure and construct new infrastructure for the Boyds Bay Holiday Park Tweed Heads South.

At the time of closing 4 Offers were received.

The evaluation of the offers against the Selection Criteria is contained in the Offer Evaluation Report included in **CONFIDENTIAL ATTACHMENTS 1 and 2**. The recommendations are based on the evaluation.

#### RECOMMENDATION:

**That the Tweed Coast Holiday Parks Reserve Trust, in respect to Contract TCHP2018001 Proposed Civil Construction Works for the Boyds Bay Holiday Park:**

1. **Awards the offer TCHP2018001 to BD Plumbing & Roofing Pty Ltd ABN 68 605 343 851 for the amount of \$302,727.73 (exclusive of GST).**
  2. **The Executive Manager be granted delegated authority to approve appropriately deemed variations to the contract and those variations be reported to Tweed Coast Holiday Parks Reserve Trust at finalisation of the contract.**
-

3. **ATTACHMENT 1 and 2 are CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
- (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.**



**REPORT:**

**Offer Background**

This Offer has been called to engage a suitably qualified and experienced organisation to demolish part of the existing infrastructure and construct new infrastructure for the Boyds Bay Holiday Park Tweed Heads South.

The scope of construction shall include but not limited to Demolition of part of the existing infrastructure, minor earthworks, road pavement, sewer reticulation, water reticulation, electrical services.

**Request for Offer Advertising**

The Offer was invited in accordance with the provisions of the Local Government Act 1993, the NSW Local Government (General) Regulation 2005 and the Tendering Guidelines for NSW Local Government. The Offer was officially advertised in The Sydney Morning Herald on Tuesday 8 May 2018 and also in The Tweed Link issued 7 May 2018.

**Offer Addendums**

There was an Offer Addendums (Notice to Bidders) issued on 16 May 2018.

**Offer Submissions**

Offer submissions closed at 4:00pm (local time) on 6 June 2018 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

The Tender Box was opened by Councils delegated Officers after 4:00pm (local time) and the following Offers were recorded:

Bidder	ABN	Offered Amount (incl GST)
BD Plumbing & Roofing Pty Ltd	68 605 343 851	Confidential Information
BMD	65 158 035 539	
CD Excavations	25 308 895 106	
Hardings Earthmoving	68 002 019 794	

**Offer Evaluation**

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

**Evaluation Criteria**

Offers were evaluated as per the Offer Evaluation Plan dated 3 May 2018.

**Evaluation Summary**

BD Plumbing & Roofing Pty Ltd achieved the highest overall assessment score and is therefore deemed as the most advantageous option for the Trust.

**Recommendation**

It is recommended that the Offer from BD Plumbing & Roofing Pty Ltd ABN 68 605 343 851 be accepted to the value of \$302,727.73 (exclusive of GST)

**OPTIONS:**

That the Tweed Coast Holiday Parks Reserve Trust:

1. Awards the offer TCHP2018001 to BD Plumbing & Roofing Pty Ltd (ABN 68 605 343 851) for the amount of \$302,727.73 (exclusive of GST)
2. Awards the Contract to a different Bidder, including reasons for this course of action.
3. Declines to accept any of the Offers, including reasons for this course of action.

**CONCLUSION:**

BD Plumbing & Roofing Pty Ltd achieved the highest overall assessment score and is therefore deemed as the most advantageous option for the Trust.

It is recommended that the Offer from BD Plumbing & Roofing Pty Ltd ABN 68 605 343 851 be accepted to the value of \$302,727.73 (exclusive of GST).

**COUNCIL IMPLICATIONS:**

**a. Policy:**

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

- The Local Government Act 1993
- The NSW Local Government (General) Regulation 2005
- Council's Procurement Policy v 1.6

**b. Budget/Long Term Financial Plan:**

Provision for TCHP2018001 Proposed Civil Construction works for the Boyds Bay Holiday Park is included in the 2018/2019 Holiday Park Budget.

**c. Legal:**

Not Applicable.

**d. Communication/Engagement:**

**Inform** - We will keep you informed.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*(Confidential)* Attachment 1. TCHP2018001 - Offer Evaluation Report (ECM 5364138)

*(Confidential)* Attachment 2. TCHP2018001 – Offer Evaluation Worksheet (ECM5364160)

*(Confidential)* Attachment 3. TCHP2018001 – Offer Evaluation Plan (ECM5364752)

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**3 [EM-TCHP] TCHP2018002 Fabrication, Delivery and Installation of Prefabricated Buildings at Boyds Bay Holiday Park**

**SUBMITTED BY: Holiday Parks**

Valid



People, places and moving around  
*Who we are and how we live*

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:**

- 3 People, places and moving around
- 3.2 Places
- 3.2.4 Holiday Parks - To provide safe, attractive and accessible holiday accommodation on public land.

**ROLE: Leader**

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**SUMMARY OF REPORT:**

This tender was called to engage a suitably qualified organisation to Fabricate, Supply, Transport, Deliver and install 5 x 2 bedroom cabins, 2 x 3 bedroom cabins, 1 x accessible cabin and relocation of 2 existing cabins at Boyds Bay Holiday Park.

At the time of closing 4 Offers were received.

The evaluation of the offers against the Selection Criteria is contained in the Offer Evaluation Report included in **CONFIDENTIAL ATTACHMENTS 1 and 2**. The recommendations are based on the evaluation.

**RECOMMENDATION:**

**That in respect to Contract TCHP2018002 Fabrication, Delivery and Installation Prefabricated Buildings Boyds Bay Holiday Park:**

- 1. Tweed Coast Holiday Parks Reserve Trust awards the offer TCHP2018002 to Uniplan Group Pty Ltd ABN 64 602 475 574 for the amount of \$1,072,005.45 (exclusive of GST).**
- 2. The Executive Manager be granted delegated authority to approve appropriately deemed variations to the contract and those variations be reported to Tweed Coast Holiday Parks Reserve Trust at finalisation of the contract.**

3. **ATTACHMENT 1 and 2 are CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
- (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.**

## REPORT:

### Offer Background

This Offer has been called to engage a suitably qualified and experienced organisation to provide Fabrication, Supply, Transport, Delivery and installation of;

- 5 x 2 bedroom cabins
- 2 x 3 Bedroom cabins
- 1 x accessible cabin

and relocation of 2 existing cabins to new sites including new footings/ service connections.

All work are for the Boyds Bay Holiday Park at Tweed Heads South.

### Request for Offer Advertising

The Offer was invited in accordance with the provisions of the Local Government Act 1993, the NSW Local Government (General) Regulation 2005 and the Tendering Guidelines for NSW Local Government. The Offer was officially advertised in The Sydney Morning Herald on Tuesday 8 May 2018 and also in The Tweed Link issued 7 May 2018.

### Offer Addendums

There were no Offer Addendums (Notice to Bidders) issued before close of Offer.

### Offer Submissions

Offer submissions closed at 4:00pm (local time) on 6 June 2018 in the Tender Box located in the foyer at the Tweed Shire Council Civic and Cultural Centre, Murwillumbah NSW 2484.

The Tender Box was opened by Councils delegated Officers after 4:00pm (local time) and the following Offers were recorded:

Bidder	ABN	Offered Amount (incl GST)
Ascension Living	71 143 850 846	Confidential Information
Fleetwood	78 114 678 349	
Uniplan Group Pty Ltd	64 602 475 574	
Uniplan Group Pty Ltd (Upgraded Offer)	64 602 475 574	
Eastcoast Homes & Park Cabins	26 078 352 824	

### Late and/or Non-Conforming Offers

The offer from Ascension Living was considered Non-Conforming as a lump sum price could not be found in their submitted documentation. The offer was not assessed further.

### Post Offer Correspondence

Eastcoast Homes & Park Cabins were contacted to clarify their tender program as dates were not provided in their submission. Eastcoast Homes & Park Cabins verified that cabins could be ready to be delivered and installed by February 2019 which is outside the desired timeframe for this project.

### Offer Evaluation

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

### Evaluation Criteria

Offers were evaluated as per the Offer Evaluation Plan dated 3 May 2018

### Evaluation Discussion

Eastcoast Homes & Park Cabins were scored lower in Proposed Program Timing as their clarified delivery/installation date is outside the desired timeframe. Their design and conformity to the site footprints were considered excellent for the project.

The details in the offer from Fleetwood indicated low end finishes and their submission also lacked design details verification that the proposed cabins fit inside the cabin site footprints.

Uniplan Group Pty Ltd offered a basic offer for a series of cabins which appeared to be smaller than the sizing expected for current Holiday Park accommodation expectations. Bedrooms were quite small and the outdoor balconies are much smaller than that in the offer from Eastcoast Homes & Park Cabins.

The Upgrade Offer as provided by Uniplan Group Pty Ltd provides design sizing very similar to the Eastcoast Homes & Park Cabins design. The three bedroom upgraded design offers an attractive roof line with high windows to allow natural light to the cabin. The two bedroom design has similar dimensions to the Eastcoast Homes & Park Cabins offer.

Details of the price and non-price evaluation scoring is shown on the attached Offer Evaluation Worksheet. Total scores and verification of offer conformity are shown below:

<b>Bidder</b>	<b>Evaluation Score</b>
Ascension Living	N/A
Fleetwood	93.21
Uniplan Group Pty Ltd (Basic Offer)	97.45
Uniplan Group Pty Ltd (Upgrade Offer)	100.00
Eastcoast Homes & Park Cabins	89.22

### Evaluation Summary

Uniplan Group Pty Ltd (Upgrade Offer) achieved the highest overall assessment score and is therefore deemed as the most advantageous option for the Trust.

The three bedroom upgraded design offers an attractive roof line with high windows to allow natural light to the cabin. The two bedroom design has similar dimensions to the Eastcoast Homes & Park Cabins offer.

### Recommendation

It is recommended that the Offer from Uniplan Group Pty Ltd (Upgrade Offer) ABN 64 602 475 574 be accepted to the value of \$1,072,005.45 (exclusive of GST).

**OPTIONS:**

That the Trust:

1. Awards the offer TCHP2018002 to Uniplan Group Pty Ltd ABN 64 602 475 574 for the amount of \$1,072,005.45 (exclusive of GST)
2. Awards the Contract to a different Bidder, including reasons for this course of action.
3. Declines to accept any of the Offers, including reasons for this course of action.

**CONCLUSION:**

Uniplan Group Pty Ltd (Upgrade Offer) achieved the highest overall assessment score and is therefore deemed as the most advantageous option.

It is recommended that the Offer from Uniplan Group Pty Ltd (Upgrade Offer) ABN 64 602 475 574 be accepted to the value of \$1,072,005.45 (exclusive of GST).

**COUNCIL IMPLICATIONS:**

**a. Policy:**

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

- The Local Government Act 1993
- The NSW Local Government (General) Regulation 2005
- Council's Procurement Policy v 1.6

**b. Budget/Long Term Financial Plan:**

Provision for TCHP2018002 Fabrication, Delivery and Installation Prefabricated Buildings Boyds Bay Holiday Park is included in the 2018/2019 Holiday Park Budget.

**c. Legal:**

Not Applicable.

**d. Communication/Engagement:**

**Inform** - We will keep you informed.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*(Confidential)* Attachment 1. TCHP2018002 – Offer Evaluation Worksheet (ECM5364753)

*(Confidential)* Attachment 2. TCHP2018002 - Offer Evaluation Report (ECM 364889)

*(Confidential)* Attachment 3. TCHP2018002 - Offer Evaluation Report (ECM5364857)

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