



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	Provision of Gym Equipment and Maintenance Plan for Leschenault Leisure Centre	Tender No.	T132019
2.	Authorisation to Tender: Refer Delegation 1.2.13	i. Allocation included within the Budget \$272,200 Allocation/Job No. 112300 ii. CEO approval of tender specification CEO sign: Date: 14.10.19 iii. Tender Selection criteria approved CEO sign: Date: 11.10.19 iv. WALGA Tender process: YES / NO CEO sign: Date: 11.10.19		

3. TENDER ADVERTISEMENT

Advertisement Details: (Copies of advertisement to be attached)	Advertising Date(s): <u>12 / 10 / 19</u>	Newspaper(s): (Must be state wide Notice)
		West Australian Yes <input checked="" type="checkbox"/>
		Bunbury Herald/Harvey Reporter Yes <input type="checkbox"/>
		South West Times Yes <input type="checkbox"/>
		Shire of Harvey Website Yes <input type="checkbox"/>
Closing Date and Time of Tender:	Closing Date: <u>31st October 2019</u> Closing Time: <u>3pm.</u> (Must be minimum 14 days from advertising)	

Copy of Advertisement to be placed below (Must be copied – Word version to be attached and extract from Newspaper to be placed below):

SHIRE OF HARVEY
A Breath of Fresh Air

REQUEST FOR TENDER
T132019
PROVISION OF GYM EQUIPMENT AND MAINTENANCE PLAN FOR LESCHENAULT LEISURE CENTRE

Tenders are invited from suitably experienced suppliers for the provision of gym equipment and maintenance plan for Leschenault Leisure Centre.

Details of the Tender and Specifications are only available by registering on the Tenderlink E-Tendering website: www.tenderlink.com/ShireofHarvey.

General enquiries may be directed to Richard Duke on (08) 9797 4001. Items requiring clarification must be via the online forum on the E-tendering portal.

Tenders close at 3pm on **Thursday, 31 October 2019** and can only be lodged using the E-Tendering website: www.tenderlink.com/ShireofHarvey.

Late tenders, postal, emailed or facsimile submissions will not be accepted. The lowest price, or any tender, will not necessarily be accepted.

Canvassing of Councillors will automatically disqualify.

Annie Riordan
Chief Executive Officer



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 <u>3.05</u> am / pm on <u>31 / 10 / 19</u>		
Tenders opened in the presence of: (A Senior Staff Member must be present).	NAME AND POSITION:		SIGNATURE:	
	Patrick Quinlivan Manager Community + Economic Development			
HELEN KARAGEORGIOU - COORDINATOR CORPORATE PLANNER				
No.	Company Name and Address:	Date & Time Opened	Officers' Initials	
1	Navafit WA Pty Ltd	3.07		
2	Gymcare Unit 131, McDonald Crescent, Bossenden 6054	3.10		
3	Fleet Commercial Gym 8 Cressall Road, Balcatta 6021	3.12		
4	Body - Bike A Unit 12/141 Hartley Road Smeaton Downs NSW	3.15		
DETAILS OF TENDERERS IN ATTENDANCE AT THE OPENING OF THE TENDER				
Contact Name		Company Name		
Nil				
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 MEETING		RESOLUTION NUMBER	
	19/11/2019		19/295	
Name of Successful Tenderer(s):	FLEET COMMERCIAL GYMNASIUMS PTY LTD			
Amount of Successful Tender(s):	\$ 288,810 (EXCLUDING GST)			
Was this a decision by Delegated Authority: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				

TENDER CHECKLIST



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)

1. COMPLETION OF TENDER COVERSHEET (Prior to Advertising)

√ X N/A

Tender Checklist (F&G 17 (1), (2),(3)) to be accessed from X:\Executive\EMCS\Tenders\2019 Final Tender Checklist.docx	<input checked="" type="checkbox"/>
Tender number and Description of Tender	<input checked="" type="checkbox"/>
Complete "Section 1. Description of Tender" in Tender Register (F&G 14)	<input checked="" type="checkbox"/>
Complete "Section 2. Authorisation to Tender" in Tender Register (Delegation 2.2.11)	<input checked="" type="checkbox"/>
a) Allocation within the budget amount and Account number	<input checked="" type="checkbox"/>
b) Tender specification approval and date (correct details of item(s)/service(s) sought (F&G14 (4) (b))	<input checked="" type="checkbox"/>
c) Selection Criteria approval and date, providing details for evaluation of the tender (F&G14 (4) (c))	<input checked="" type="checkbox"/>
Complete "Section 3. Advertising Details and Dates" in Tender Coversheet (F&G 13, 14 and 17)	<input checked="" type="checkbox"/>
a) Include copies of advertisements in Tender Coversheet	<input checked="" type="checkbox"/>
b) Indicate if tenders are sought via:	<input checked="" type="checkbox"/>
i. Public Tender,	<input checked="" type="checkbox"/>
ii. EQuotes WALGA	<input checked="" type="checkbox"/>
Complete "Closing date and time" in Tender Coversheet (F&G 15)	<input checked="" type="checkbox"/>

2. TENDER ADVERTISEMENT

Tender number is included	<input checked="" type="checkbox"/>
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))	<input checked="" type="checkbox"/>
Particulars identifying a person from whom additional tender information may be obtained (F&G 14 (3)(b))	<input checked="" type="checkbox"/>
Include 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 that details of the Tender and Specifications are available by registering with Tenderlink at www.tenderlink.com/ShireofHarvey.	<input checked="" type="checkbox"/>
Include an endorsement that postal, emailed or facsimile submissions will not be accepted.	<input checked="" type="checkbox"/>
State wide public notice given on all tenders (F&G 14(1))	<input checked="" type="checkbox"/>
Advertisements MUST be placed in the West Australian newspaper	<input checked="" type="checkbox"/>
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)) (Additional advertisements can be placed in the local media)	<input checked="" type="checkbox"/>
Include: Canvassing of Councillors will automatically disqualify a tenderer	<input checked="" type="checkbox"/>
Advertising is not to occur until the Tender Specification is signed by the CEO, inclusive of the selection criteria and weightings to apply.	<input checked="" type="checkbox"/>
Inform Marketing and Communications Officer of project and advertising period for placement on Shire website.	<input checked="" type="checkbox"/>

3. POST ADVERTISING

Downloading of submitted tenders from Tenderlink on Tender Closing Date and closing time (F&G 16, 17)	<input checked="" type="checkbox"/>
Complete "Section 4. Tenders Received" in Tender Coversheet (F&G 16, 17), (Name and Address of Tenderer, Date and time of tender opening and initials of officers present)	<input checked="" type="checkbox"/>
Include Details of Tenderers in Attendance at the Opening of Tenders (Name of representative and company name), (F&G 16)	<input checked="" type="checkbox"/>
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).	<input checked="" type="checkbox"/>
Remove advertisement from website	<input checked="" type="checkbox"/>
Review tender documents received from service providers	<input checked="" type="checkbox"/>

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"/>

TENDER CHECKLIST





Finalise recommendation by selection panel	☑
SELECTION PROCESS (cont.) √ X N/A	
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" (<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))	☑
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 (<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))	☑
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) ADDENDUM TO TENDER DOCUMENTS INCLUDED	☑
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>).	☑

* "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 \$150 000 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 (Employee)  Date 6/1/20
 Signed (CCP)  Date 6/1/2020