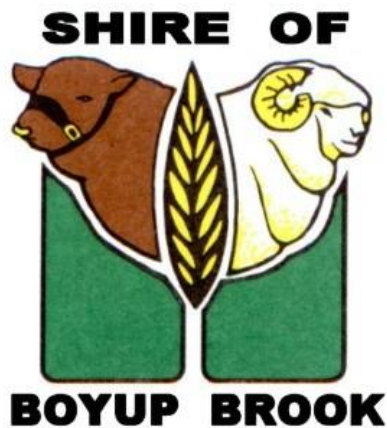


# Minutes



**SPECIAL COUNCIL MEETING**

held

Thursday 14 January 2021

Commenced AT 4.00PM

**SHIRE OF BOYUP BROOK  
CHAMBERS  
ABEL STREET-BOYUP BROOK**

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**1 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**

**1.1 Attendance**

Cr R F Walker  
Cr H C O'Connell  
Cr K J Moir  
Cr S E G Alexander  
Cr S Alexander  
Cr P Kaltenrieder  
Cr A Price  
Cr D E King

STAFF: Mr Dale Putland (Chief Executive Officer)  
Ms Vanessa Crispe (Manager of Works and Services)  
Ms Heather Aldridge (Acting Executive Assistant)

PUBLIC: Michael Giles  
Carina Wilson  
Paul Clancy

WATERCORP: Mick Irving

**1.2 Apologies**

Cr T Oversby

**1.3 Leave of Absence**

Nil

**2 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**3 WORKS AND SERVICES**

### 3.1 WORKS AND SERVICES

#### 3.1 Tender No: 020-003 – Supply Full Service of Bitumen and Sprayed Bituminous Surfacing

<b>Location:</b>	<i>Shire of Boyup Brook</i>
<b>Applicant:</b>	
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>24 December 2020</i>
<b>Author:</b>	<i>Vanessa Crispe, Manager of Works and Services</i>
<b>Authorizing Officer:</b>	<i>Dale Putland, Chief Executive Officer</i>
<b>Attachments:</b>	<i>Supply full service of Bitumen and Sprayed Bituminous Surfacing Tender Award Matrix, Rate Comparison (Commercial in Confidence)</i>

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#### **SUMMARY**

This tender is for provision of bitumen and sprayed bituminous surfacing within the Shire of Boyup Brook for 2020/2021 financial year.

This report recommends that the Council approve the tender price, as shown in the commercial sensitive attachments, to Downer Infrastructure.

#### **BACKGROUND**

Due to the nature and the value of providing bitumen and sprayed bituminous surfacing for the Shire of Boyup Brook's sealing program for the 2020/2021 financial year tenders are issued for Council approval yearly.

#### **Submissions**

The request for tender, Tender 020-003 Supply full-service Bitumen and Sprayed Bituminous Surfacing was advertised through WALGA eQuotes on Friday 27<sup>th</sup> November 2020 and closed on Friday 11<sup>th</sup> December 2020.

Three (3) submissions were received, and the submissions are summaries in confidential attachment 1.

All tender submissions comply with the request for tender guidelines and compliance criteria.

Tender submissions were received from the following companies

1. Downer Infrastructure
2. Fulton Hogan Industries Pty Ltd
3. Malatesta Road Paving and Hot Mix

#### **Evaluation Panel**

An evaluation panel was convened and consisted of the following Personnel:

- Vanessa Crispe – Manager of Works and Services
- Daly Winter – Community Emergency and Regulation Manager

#### **Evaluation Criteria**

The following evaluation criteria and weighting were used by the tender evaluation panel to assess tender submissions.

Demonstrated capacity and experience	35%
Personnel skills and experience	25%
Plant and equipment	25%
Performance	15%

#### **Comment:**

All tender submissions were assessed against the evaluation criteria and qualitative and quantitative results of this assessment and price are documented in confidential attachment 1.

Following the assessment of all tender submissions, against the selection criteria, the tender submitted by Downer Infrastructure EDI Works Pty Ltd was assessed as being best value for money that meets the shire's requirements.

The tender evaluation panel therefore recommends that the tender submission made by Downer Infrastructure EDI Works Pty Ltd be accepted.

#### **CONSULTATION**

Chief Executive Officer – Dale Putland

#### **STATUTORY OBLIGATIONS**

*Section 3.57(1) of the Local Government Act 1995 requires a local government to invite tenders before entering a contract of a prescribed kind under which another person is to supply the goods or services.*

*Tendering*

*2. Tender Exemption*

The regulations make provision for certain circumstance where tendering is not required. Regulations 11(2) of the Local Government (Functions and General) Regulations 1996:

- The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or a State Government Common Use Agreement.

**POLICY IMPLICATIONS**

Council Policy - Purchasing Policy F03

**BUDGET/FINANCIAL IMPLICATIONS**

The funding for this tender is included in the 2020/2021 Annual Budget to undertake the works.

The allocated operational budget for the sealing works as follows:

**Regional Road Group works:**

Boyup Brook – Cranbrook Road  
Boyup Brook – Arthur River Road  
Winnejup Road

**Roads to Recovery Projects:**

Beatty Street

**Local Roads and Community Infrastructure Projects:**

Forrest Street on street parking.

**STRATEGIC IMPLICATIONS**

Alignment with our Strategic Community Plan

**BUILT ENVIRONMENT: ENHANCED LIFESTYLE CHOICES**

Outcome 1.1                      Sustainable Infrastructure  
Objective 1.1.1                 Strengthen road safety and local infrastructure

**SUSTAINABILITY IMPLICATIONS**

- **Environmental**  
There are no known significant environmental issues.
- **Economic**  
There are no known significant economic issues.
- **Social**  
There are no known significant social issues.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION - ITEM 3.1**

1. Awards tender 020-003 Supply Full-Service Bitumen and Sprayed Bituminous Surfacing to Downer Infrastructure at the rates for each work package contained within the confidential attachment 1.
2. Authorises the Chief Executive Officer to sign a contract on behalf of the Shire of Boyup Brook for tender 020-003 Supply Full-Service Bitumen and Sprayed Bituminous Surfacing.

**COUNCIL DECISION – ITEM 3.1**

**MOVED: Cr P Kaltenrieder**

**SECONDED: Cr A Price**

1. Awards tender 020-003 Supply Full-Service Bitumen and Sprayed Bituminous Surfacing to Downer Infrastructure at the rates for each work package contained within the confidential attachment 1.
2. Authorises the Chief Executive Officer to sign a contract on behalf of the Shire of Boyup Brook for tender 020-003 Supply Full-Service Bitumen and Sprayed Bituminous Surfacing.

**CARRIED 8/0**

**Res 01/21**

**Impartiality Interest**

Cr D E King has declared an impartiality interest in the following item due dealings with the supplier.

**3.2 Tender No: 020-004 – Supply of Wet Hire Plant and Equipment**

<b>Location:</b>	<i>Shire of Boyup Brook</i>
<b>Applicant:</b>	<i>Wet Hire Plant &amp; Equipment</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>24 December 2020</i>
<b>Author:</b>	<i>Vanessa Crispe, Manager of Works and Services</i>
<b>Authorizing Officer:</b>	<i>Dale Putland, Chief Executive Officer</i>
<b>Attachments:</b>	<i>Wet Hire Plant and Equipment Tender Award Matrix, Rate Comparison (Commercial in Confidence)</i>

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**SUMMARY**

This tender is for provision of supply of wet hire plant and equipment within the Shire of Boyup Brook for a period of two (2) years.

This report recommends that the Council approve the tender price, as shown in the commercial sensitive attachments, to Blackwood Plant Hire.

**BACKGROUND**

Prior to this tender, wet hire of plant and equipment was undertaken through a quotation process with a strong focus of using local suppliers. With the increased nature of the Shire's works program, additional grant funding and local suppliers reaching the procurement limit, a tender process was undertaken. The tender has indicated that significant cost savings may be realised through an agreed contract with set rates over a 2-year period.

**Submissions**

The request for tender, Tender 020-004 Supply of Wet Hire Plant and Equipment was advertised through WALGA eQuotes on Friday 27<sup>th</sup> November 2020 and closed on Friday 11<sup>th</sup> December 2020.

Two (2) submissions were received, and the submissions are summarised in confidential attachment 1.

All tender submissions comply with the request for tender guidelines and compliance criteria.



Tender submissions were received from the following companies

4. Blackwood Plant Hire
5. EarthMac Pty Ltd

### **Evaluation Panel**

An evaluation panel was convened and consisted of the following Personnel:

- Vanessa Crispe – Manager of Works and Services
- Daly Winter – Community Emergency and Regulation Manager

### **Evaluation Criteria**

The following evaluation criteria and weighting were used by the tender evaluation panel to assess tender submissions.

Demonstrated capacity and experience	25%
Personnel skills and experience	25%
Plant and equipment	25%
Performance	25%

### **Comment:**

All tender submissions were assessed against the evaluation criteria and qualitative and quantitative results of this assessment and price are documented in confidential attachment 1.

Following the assessment of all tender submissions, against the selection criteria, the tender submitted by Blackwood Plant Hire was assessed as being best value for money that meets the shire's requirements.

The tender evaluation panel there recommends that the tender submission made by Blackwood Plant Hire be accepted.

### **CONSULTATION**

Chief Executive Officer – Dale Putland

### **STATUTORY OBLIGATIONS**

*Section 3.57(1) of the Local Government Act 1995 requires a local government to invite tenders before entering a contract of a prescribed kind under which another person is to supply the goods or services.*

*Tendering*

*2. Tender Exemption*

The regulations make provision for certain circumstance where tendering is not required. Regulations 11(2) of the Local Government (Functions and General) Regulations 1996:

- The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or a State Government Common Use Agreement.

### **POLICY IMPLICATIONS**

Council Policy - Purchasing Policy F03

### **BUDGET/FINANCIAL IMPLICATIONS**

The funding for this tender is included in the 2020/2021 Annual Budget to undertake the works.

The allocated operational budget for the works as follows:

#### **Regional Road Group works:**

Boyup Brook – Cranbrook Road  
Boyup Brook – Arthur River Road  
Winnejup Road

#### **Roads to Recovery Projects:**

Beatty Street  
Kulikup South Road

#### **Local Roads and Community Infrastructure Projects:**

Forrest Street on street parking.  
Reservoir Dam Project  
Boyup Brook – Cranbrook Shoulders  
Flax Mill reticulation works

#### **Municipal Works**

Gravel sourcing push up and blending  
Rehabilitation of Gravel puts  
Landfill pit excavation  
Parks and Gardens  
Transfer Station

### **STRATEGIC IMPLICATIONS**

Alignment with our Strategic Community Plan

#### **BUILT ENVIRONMENT: ENHANCED LIFESTYLE CHOICES**

Outcome 1.1                      Sustainable Infrastructure  
Objective 1.1.1                 Strengthen road safety and local infrastructure

**SUSTAINABILITY IMPLICATIONS**

- **Environmental**  
There are no known significant environmental issues.
- **Economic**  
There are no known significant economic issues.
- **Social**  
There are no known significant social issues.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION - ITEM 3.2**

1. Awards tender 020-004 Supply Wet Hire Plant and Equipment to Blackwood Plant Hire at the set rates for each item of plant and equipment for two years contained within the confidential attachment 1.
2. Authorises the Chief Executive Officer to sign a contract on behalf of the Shire of Boyup Brook for tender 020-004 Supply Wet Hire Plant and Equipment.

**COUNCIL DECISION – ITEM 3.2**

**MOVED: Cr S E G Alexander**

**SECONDED: Cr H C O’Connell**

1. Awards tender 020-004 Supply Wet Hire Plant and Equipment to Blackwood Plant Hire at the set rates for each item of plant and equipment for two years contained within the confidential attachment 1.
2. Authorises the Chief Executive Officer to sign a contract on behalf of the Shire of Boyup Brook for tender 020-004 Supply Wet Hire Plant and Equipment.

**CARRIED 8/0**

**Res 02/21**

**4 CLOSURE OF MEETING**

There being no further business the Shire President, thanked all for attending and declared the meeting closed at 4.03pm.

The minutes were confirmed at a meeting on .....

SIGNED this.....day of.....2021 as a true record of proceedings.

\_\_\_\_\_  
PRESIDING MEMBER