



# Shire of Quairading

## **SPECIAL COUNCIL MEETING AGENDA**

16<sup>th</sup> November 2017

# Notice of Special Meeting of Council

## 16<sup>th</sup> November 2017

Dear Councillors,

Pursuant to Section 5.5(2) of the Local Government Act 1995 and Regulations of the Local Government (Administration) Regulation 1996, notice is hereby given that a Special Meeting of Council will be held on Thursday 16<sup>th</sup> November 2017 in the Shire Council Chambers commencing at 5pm.

The purpose of the meeting is for Council to consider the Quotes received for Works.

**GRAEME FARDON**  
Chief Executive Officer

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### **Disclaimer**

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Quairading during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Quairading. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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# Table of Contents

ITEM 1	OPENING & ANNOUNCEMENTS .....	4
ITEM 2	ATTENDANCE AND APOLOGIES.....	4
ITEM 3	PUBLIC QUESTION TIME .....	4
ITEM 4	DECLARATIONS OF INTEREST.....	4
ITEM 5	MATTERS FOR CONSIDERATION – WORKS.....	5
5.1	Supply, Spread of Bitumen and Aggregate Full Service Shire of Quairading 17/18 Works...5	
5.2	Supply of Road Surface Stabilisation and Wet Mixing Services Shire of Quairading 17/18 Works .....	8
ITEM 6	CLOSURE .....	11

# SHIRE OF QUAIRADING

## ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at \_\_\_\_\_ pm.

“Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting”.

## ITEM 2 ATTENDANCE AND APOLOGIES

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### Councillors

Cr WMF Davies	Shire President
Cr B McGuinness	Deputy Shire President
Cr LR Brown	
Cr JN Haythornthwaite	
Cr J McRae	
Cr WE Shenton	
Cr PD Smith	
Cr TJ Stacey	

### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr AJ Merillo	Deputy Chief Executive Officer
Mr A Rourke	Manager of Works & Services
Mr R M Bleakley	Economic Development Project Officer
Mrs A Strauss	Chief Executive Officer's Secretary

### Observers/Visitor

### Apologies

### Leave Of Absence Previously Granted

## ITEM 3 PUBLIC QUESTION TIME

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## ITEM 4 DECLARATIONS OF INTEREST

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Councillors to use pro forma declaration of interest handed to Chief Executive Officer prior to meeting or verbal declaration of interest.

- Declarations of Financial Interest – Local Government Act 1995 Section 5.60a
- Declarations of Proximity Interest – Local Government Act 1995 Section 5.60b
- Declarations of Impartiality Interest – Administration Regulations 1996 Section 34c

## ITEM 5      MATTERS FOR CONSIDERATION – WORKS

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### 5.1      **Supply, Spread of Bitumen and Aggregate Full Service Shire of Quairading 17/18 Works**

REPORTING OFFICER

Date: 5<sup>th</sup> November 2017

Allan Rourke – Manager Works and Services

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – Shire of Quairading

MATTER FOR CONSIDERATION –

For Council to consider the quotes received for the Supply, Spread of Bitumen and Aggregate Full Service in respect for the Shire of Quairading's 17/18 works programme.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA

EQuotes (Tenders) received and assessed. Evaluation details included in item.

\*Confidential: In confidence spreadsheet under separate cover to Councillors.

BACKGROUND –

Council's 2017/18 budget includes an allocation for the procurement of services for road sealing for its construction program. As the total cost of the services will exceed \$150,000 a Request for Quotation (RFQ) process was undertaken through the WALGA Preferred Supplier eQuotes.

A specification was drawn up and the RFQ was advertised on the WALGA Preferred Supplier eQuotes portal on the 16th October 2017. The closing date of the RFQ was on 27th October 2017 at 5.00pm.

The five suppliers were invited to Tender being:-

- 1: Bitutek Pty Ltd
- 2: Boral Resources WA
- 3: COLAS Western Australia Pty Ltd
- 4: Downer Infrastructure
- 5: Malatesta Road Paving and Hot Mix.

At the time of closing three eQuotes (Tenders) were received from the suppliers stated below:-

- 1: Bitutek Pty Ltd
- 2: COLAS Western Australia Pty Ltd
- 3: Downer Infrastructure

The Scope of Works contained in the specification called for the submission of prices for the supply, Spread of Bitumen and Aggregate (for two coat primer seals), for various roads included in the 2017/18 construction programme with Tenders being subject to the following criteria in the evaluation of the submissions.

Fees/Rates	60%
Understanding the Specification	20%
Relevant Experience	10%
Available Resources	10%

The Shire has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the RFQ containing the lowest price will not necessarily be accepted, nor will the RFQ ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score.

A scoring system was used for the assessment of the qualitative criteria and the quoted price.

#### STATUTORY ENVIRONMENT –

#### LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 11

##### 11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or 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.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
  - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
  - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;

#### POLICY IMPLICATIONS –

The Shire of Quairading Purchasing Policy, 2.20, requires that for prices over \$150,000 Council goes to public tender. WALGA's preferred supplier list allows for the tender process to be waived in lieu of seeking quotations from suppliers on WALGA's 'preferred supplier list'.

#### FINANCIAL IMPLICATIONS –

The procurement of contractors to carry out the 2017/18 construction program has been allocated in the 2017/18 budget. The Shire's provision with the funding is \$433,180 and the recommended Tender is \$321,317.50.

Any identified savings to budget on this Item of Procurement will need to be allocated within the Working Construction Budget.

#### STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

#### **Built Environment**

##### Objective

Planning and infrastructure to meet the needs of the community

##### Outcomes and Strategies

Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry.

#### COMMUNITY CONSULTATION – N/A.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Low Risk

Health – N/A

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

#### COMMENT –

Of the three submissions, all companies are known to the officer. COLAS Western Australia has previously provided services to the Shire of Quairading and has been proven to conduct business in a professional manner. COLAS Western Australia has worked for many Local Governments and has good references for their work. Therefore the officer is comfortable in recommending them as the successful supplier.

**EXECUTIVE SUMMARY –**

All submissions were of a high standard and all were compliant. Scores out of 100 were based on the submitted information.

1: Bitutek Pty Ltd – 74.52

2: COLAS Western Australia Pty Ltd - 84

3: Downer Infrastructure – 67.44

**OFFICER RECOMMENDATION**

**That Council award the Supply, Spread of Bitumen and Aggregate Full Service for the Shire of Quairading's 17/18 Works Road programme to COLAS Western Australia Pty Ltd for the quoted price of \$321,317.50 for 75,250 square metres @ \$4.27 per square metre.**

**VOTING REQUIREMENTS – Simple Majority**

Scorecard for  
Supply of Bitume and Aggregate  
Full Service

Rating Scale:

- 10 = Outstanding offer, greatly exceeds criterion
- 8 = Very good offer, exceeds criterion
- 6 = Good offer, no deficiencies, meets criterion
- 4 = Fair offer, few deficiencies, almost meets criterion
- 2 = Marginal offer, some deficiencies, partly meets criterion
- 0 = Inadequate offer, many deficiencies, does not meet criterion

Insert Score out of 10 in Blue  
sectors - Weighted Score and  
Totals will automatically fill

Selection Criteria	Weighting	Colas Score	Weighted Score	Downer Score	Weighted Score	Bitutek Score	Weighted Score	Supplier D Score	Weighted Score	Supplier E Score	Weighted Score
Insert appropriate criteria and alter weightings to suit		(Out of 10)		(Out of 10)		(Out of 10)		(Out of 10)		(Out of 10)	
Fees/Rates	60%	10	60	7.24	43.44	8.42	50.52		0		0
			0		0		0				
Overview of available resources	10%	6	6	6	6	6	6		0		0
			0		0		0				
Experience with similar projects	10%	6	6	6	6	6	6		0		0
			0		0		0				
Understanding of specification	20%	6	12	6	12	6	12		0		0
			0		0		0		0		0
Totals			84		67.44		74.52		0		0



## 5.2 Supply of Road Surface Stabilisation and Wet Mixing Services Shire of Quairading 17/18 Works

REPORTING OFFICER

Date: 5<sup>th</sup> November 2017

Allan Rourke – Manager Works and Service.

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – Shire of Quairading

MATTER FOR CONSIDERATION –

For Council to consider the quotes received for the Supply of Road Surface Stabilisation and Wet Mixing Services in respect for the Shire of Quairading's 17/18 works programme.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA

EQuotes (Tenders) received and assessed. Evaluation details included in item.

\*Confidential: In confidence spreadsheet under separate cover to Councillors.

BACKGROUND –

Council's 2017/18 Budget includes an allocation for the procurement of services for road stabilisation and wet mixing for its construction program. As the total cost of the services will exceed \$150,000 a Request for Quotation (RFQ) process was undertaken through the WALGA Preferred Supplier eQuotes.

A specification was drawn up and the RFQ was advertised on the WALGA Preferred Supplier eQuotes portal on the 16th October 2017. The closing date of the RFQ was on 24th October 2017 at 5.00pm.

The four suppliers were invited to Tender being:-

- 1: Stabilisation Technology Pty Ltd
- 2: Stabilised Pavements of Australia Pty Ltd
- 3: WA Profiling
- 4: WA Stabilising

At the time of closing two eQuotes (Tenders) were received from the suppliers stated below:-

- 1: Stabilisation Technology Pty Ltd
- 2: Stabilised Pavements of Australia Pty Ltd

The Scope of Works contained in the specification called for the submission of prices for the supply of road stabilisation and wet mixing for various roads included in the 2017/18 construction programme with Tenders being subject to the following criteria in the evaluation of the submissions.

Fees/Rates	50%
Understanding the Specification	20%
Relevant Experience	10%
Available Resources	10%
Approach/Methodology	10%

The Shire has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the RFQ containing the lowest price will not necessarily be accepted, nor will the RFQ ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score.

A scoring system was used for the assessment of the qualitative criteria and the quoted price.

## STATUTORY ENVIRONMENT –

### LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 11

#### 11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or 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.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
  - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
  - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;

## POLICY IMPLICATIONS –

The Shire of Quairading Purchasing Policy, 2.20, requires that for prices over \$150,000 Council goes to public tender. WALGA's preferred supplier list allows for the tender process to be waived in lieu of seeking quotations from suppliers on WALGA's 'preferred supplier list'.

## FINANCIAL IMPLICATIONS –

The procurement of contractors to carry out the 2017/18 construction program has been allocated in the 2017/18 budget. The Shire's provision with the funding is \$216,800 and the recommended Tender is \$98,018.50.

Any identified savings to budget on this Item of Procurement will need to be allocated within the Working Construction Budget.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### **Built Environment**

#### Objective

Planning and infrastructure to meet the needs of the community

#### Outcomes and Strategies

Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry.

## COMMUNITY CONSULTATION – N/A.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Low Risk

Health – N/A

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

## COMMENT –

Of the two submissions, all companies are known to the officer. Stabilisation Technology Pty Ltd has previously provided services to the Shire of Quairading, has been proven to conduct business in a professional manner and the locality base of the operations is a cost benefit in mobilisation to the Shire. Therefore the officer is comfortable in recommending them as the successful supplier.

**EXECUTIVE SUMMARY –**

All submissions were of a high standard and all were compliant. Scores out of 100 were based on the submitted information.

1: Stabilisation Technology Pty Ltd – 79

2: Stabilised Pavements of Australia Pty Ltd – 77.5.

**OFFICER RECOMMENDATION**

**That Council award the Supply of Road Surface and Stabilisation and Wet mixing Services for the Shire of Quairading's 17/18 Works Road programme to Stabilisation Technology Pty Ltd for the quoted price of \$98,018.50 for 101,050 square metres @ \$0.97 per square metre.**

**VOTING REQUIREMENTS – Simple Majority**

**Rating Scale:**

- 10 = Outstanding offer, greatly exceeds criterion
- 8 = Very good offer, exceeds criterion
- 6 = Good offer, no deficiencies, meets criterion
- 4 = Fair offer, few deficiencies, almost meets criterion
- 2 = Marginal offer, some deficiencies, partly meets criterion
- 0 = Inadequate offer, many deficiencies, does not meet criterion

Insert Score out of 10 in Blue  
sectors - Weighted Score and  
Totals will automatically fill

Selection Criteria	Weighting	Stabilisation Technology		Stabilised Pavements of Australia		Supplier C		Supplier D		Supplier E	
		Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score
Insert appropriate criteria and alter weightings to suit		(Out of 10)		(Out of 10)		(Out of 10)		(Out of 10)		(Out of 10)	
Fees/Rates	50%	10	50	9.5	47.5				0		0
			0		0						
Overview of available resources	10%	5	5	6	6				0		0
			0		0						
Experience with similar projects	10%	6	6	6	6				0		0
			0		0						
Understanding of specification	20%	6	12	6	12				0		0
Approach/Methodology	10%	6	6	6	6				0		0
			0		0		0		0		0
<b>Totals</b>			<b>79</b>		<b>77.5</b>		<b>0</b>		<b>0</b>		<b>0</b>

ITEM 6 CLOSURE

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There being no further business, the Chairperson closed the Special Council Meeting at \_\_\_\_\_ pm.