



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

SPECIAL MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

Tuesday 7th November 2017

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1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Deputy Mayor Neil Walker declared the meeting open at 8:45am.

2. ATTENDANCE

Mayor: Mayor Belinda Murphy declared a material personal interest (as per section 172 of the Local Government section 172 of the Local Government Act 2009) in relation to 1.0 2018 Pre-Qualified Plant Hire Repeal Resolution from October Ordinary Meeting and 2.0 2018 Pre-Qualified Suppliers Plant Hire. Mayor Belinda Murphy did not attend the Special Meeting of Council and therefore took no part in the meeting at any point on 7 November 2017.

Members: Cr. N Walker (Chair of the Special Meeting of Council), Cr Royes, Cr. J Fegan

Staff:
Chief Executive Officer Mr Peter Fitchat
Executive Assistant Mrs Amy Tinning
Director of Engineering, Environmental & Regulatory Services Mr Andrew Boardman

Apologies: Nil

Teleconference:
Cr. P. Curr

1. ENGINEERING SERVICES

1.0 2018 Pre-Qualified Plant Hire Repeal Resolution from October Ordinary Meeting

In the October Ordinary Meeting Council resolved to adopt and endorse the pre-qualified suppliers – plant hire process and documentation. It was found that these documents require additional information to the compliance with legislative requirements in particular the Planning Act 2016 and the Building Act 1975.

RECOMMENDATION

That Council resolves to repeal resolution 085/1718 made in the October Ordinary Meeting 2017 to;

- a) adopt the following criteria for the 2018 pre-qualified suppliers plant hire tender process, and;
- b) endorse the use of the attached request for tender documents and evaluation plan (*2.1 2018 Pre-Qualified Suppliers Request For Tender – Plant Hire and 2.2 2018 Pre-Qualified Suppliers Evaluation Plan – Plant Hire*).

Resolution No. 092/1718

That Council resolves to repeal resolution 085/1718 made in the October Ordinary Meeting 2017 to;

- a) adopt the following criteria for the 2018 pre-qualified suppliers plant hire tender process, and;
- b) endorse the use of the attached request for tender documents and evaluation plan (*2.1 2018 Pre-Qualified Suppliers Request For Tender – Plant Hire and 2.2 2018 Pre-Qualified Suppliers Evaluation Plan – Plant Hire*).

Moved Cr. J Fegan

Seconded Cr. P Curr

CARRIED 4/0

2.0 2018 Pre-Qualified Suppliers Plant Hire

Council are moving the pre-qualified suppliers – plant hire to a calendar year. Council staff have prepared documentation for the tender process that is located in attachments *2.1 2018 Pre-Qualified Suppliers Request For Tender – Plant Hire* and *2.2 2018 Pre-Qualified Suppliers Evaluation Plan – Plant Hire*. Council’s endorsement of the tender process is sought.

RECOMMENDATION

That Council resolves to;

- a) adopt the following criteria for the 2018 pre-qualified suppliers plant hire tender process, and;
Evaluation Criteria and Scoring Methodology

Item	Criteria	Scoring methodology	Price or non-price	Weighting
1.	*Rates	<p>To determine the scores for each item of plant submitted for inclusion on that Register:</p> <ul style="list-style-type: none"> the lowest hourly rate submitted by any tenderer for a particular item of plant for a particular Register (Lowest Rate) shall be given a score of 10; the Lowest Rate shall be divided by the rate for each other item of plant, and multiplied by 10 in accordance with the following formula: $\text{Score for Tendered Rate (out of 10)} = \frac{\text{Lowest Rate}}{\text{Tendered Rate}} \times 10$	Price criteria	60%

Item	Criteria	Scoring methodology	Price or non-price	Weighting
2.	*Development of competitive local industry	<p>Non-local suppliers shall score 0.</p> <p>Local suppliers shall be scored on a sliding scale from 6 to 10, with 10 being the highest. In considering the score to be applied, the Evaluation Panel shall consider whether the premises from which the Tenderer conducts its business are compliant with the Planning Act 2016, Building Act 1975 and all other legislation applicable to the use of such premises, and will be scored as follows:</p> <ul style="list-style-type: none"> • 6 - The Tenderer undertakes to meet with Council officers within 30 days of the date of lodgement of the Tender to ascertain what approvals are required • 7 – At the time of lodgement of the Tender, the Tenderer had met with Council officers to ascertain what approvals are required • 8 – At the time of lodgement of the Tender, the Tenderer had begun preparation, or engaged consultants to undertake preparation, of the applications required • 9 – At the time of lodgement of the Tender, the Tenderer had lodged all necessary applications necessary to bring the premises from which the Tenderer conducts its business into compliance with the Planning Act 2016, Building Act 1975 and all other legislation applicable to the use of the such premises • 10 - The premises from which the Tenderer conducts its business are fully compliant with the Planning Act 2016, Building Act 1975 and all other legislation applicable to the use of such premises <p>A local supplier is a supplier that:</p> <ul style="list-style-type: none"> • is wholly or partly beneficially owned by persons whose usual place of residence is in the McKinlay Shire Council Local Government area; or • has a place of business in the McKinlay Shire Council Local Government Area AND the majority of staff employed in connection with the services are residents of the McKinlay Shire Council local government area. 	Non-price Criteria	10%
3.	Ability of Operators	<p>The ability of operators shall be scored on a sliding scale of 1 to 10, with 10 being the highest. In considering the score to be applied, the Evaluation Panel shall consider, amongst other things:</p> <ul style="list-style-type: none"> • extent of experience with the particular 	Non-price Criteria	10%

Item	Criteria	Scoring methodology	Price or non-price	Weighting
		plant for which the operator is nominated <ul style="list-style-type: none"> • projects worked on in the last 12 months • Council's existing knowledge of the operator (if any) primarily based on supervisor reports • referee checks 		
4.	Suitability of Plant	The suitability of the proposed plant shall be scored on a sliding scale of 1 to 10, with 10 being the highest. In considering the score to be applied, the Evaluation Panel shall consider, amongst other things: <ul style="list-style-type: none"> • the appropriateness of plant (i.e. 14 ft grader over 12 or 16 ft) • ancillary equipment; • age of plant; • condition of plant; • any known reliability issues (including from council supervisor reports). 	Non-price Criteria	10%
5.	Financial and Managerial Capability of Supplier	The capability of the supplier shall be scored on a sliding scale of 1 to 10, with 10 being the highest. In considering the score to be applied, the Evaluation Panel shall consider, amongst other things: <ul style="list-style-type: none"> • financial information submitted by the supplier • ability to manage relationships with key stakeholders (Council staff, other subcontractors etc) • quality, safety, environmental systems 	Non-price Criteria	10%
		TOTAL		100%

**As these criteria are objectively verifiable, the Procurement Administrator shall determine the scores for these criteria, which shall then be checked by the remaining Evaluation Panel members. If another Evaluation Panel member considers that any error has been made in the allocation of these scores, that Evaluation Panel member should notify the Procurement Administrator.*

Scoring guideline

Unless otherwise specifically identified, the following guideline may be used in assessing non-price criteria required to be scored on a sliding scale of 1 to 10.

Description	Definition	Rating
Excellent	Exceeds the requirement. Tenderer has provided an outstanding response which substantially exceeds Council's expectations in relation to the relevant criterion. Response identifies factors that will offer potential added value. Sufficient supporting evidence provided.	9-10
Good	Satisfies the requirement with minor additional benefits. Tenderer has provided an above average response which exceeds Council's expectations in relation to the relevant criterion. Sufficient supporting evidence provided.	7-8
Acceptable	Satisfies the requirement. Tenderer has provided an acceptable response which meets Council's expectations in relation to the relevant criterion. Sufficient supporting evidence provided.	5-6
Minor reservations	Satisfies the requirement but with minor reservations. Tenderer has provided a response which meets most of Council's expectations in relation to the relevant criterion, but Council has identified minor deficiencies, concerns or risks. Some supporting evidence provided.	3-4
* Major reservations	Satisfies the requirement but with major reservations. Tenderer has provided a response which meets some of Council's expectations in relation to the relevant criterion, but Council has identified major deficiencies, concerns or risks. Little or no supporting evidence provided.	1-2
* Unacceptable	Does not meet the requirement. Tenderer has provided no response to the relevant criterion or has provided a response which does not meet any of Council's expectations for that criterion. Little or no supporting evidence provided.	0

***Unacceptably low score:** the Evaluation Panel may determine that a tender should be rejected, notwithstanding the total aggregate score for that tender, if the Evaluation Panel consensus score for any criteria is 2 or less.

endorse the use of the attached request for tender documents and evaluation plan (2.1 2018 Pre-Qualified Suppliers Request For Tender – Plant Hire and 2.2 2018 Pre-Qualified Suppliers Evaluation Plan – Plant Hire).

Resolution No. 093/1718

Council resolves to;

b) adopt the following criteria for the 2018 pre-qualified suppliers plant hire tender process, and;

Evaluation Criteria and Scoring Methodology

Item	Criteria	Scoring methodology	Price or non-price	Weighting
1	*Rates	To determine the scores for each item of plant submitted for inclusion on that Register: <ul style="list-style-type: none"> the lowest hourly rate submitted by any tenderer for a particular item of plant for a particular Register (Lowest Rate) shall be given a score of 10; the Lowest Rate shall be divided by the rate for each other item of plant, and multiplied by 10 in accordance with the 	Price criteria	60%

Item	Criteria	Scoring methodology	Price or non-price	Weighting
		<p>following formula:</p> $\frac{\text{Score for Tendered Rate}}{\text{Lowest Rate}} = \frac{\text{Tendered Rate}}{\text{Lowest Rate}} \times 10$ <p>(out of 10)</p>		
2	*Development of competitive local industry	<p>Non-local suppliers shall score 0.</p> <p>Local suppliers shall be scored either 9 or 10, with 10 being the highest. In considering the score to be applied, the Evaluation Panel shall consider whether the premises from which the Tenderer conducts its business are compliant with the Planning Act 2016, Building Act 1975 and all other legislation applicable to the use of such premises, and will be scored as follows:</p> <ul style="list-style-type: none"> • 9 - The Tenderer undertakes to meet with Council officers within 30 days of the date of lodgement of the Tender to ascertain what approvals are required, and at the time of lodgement of the Tender, the Tenderer had met with Council officers to ascertain what approvals are required and at the time of lodgement of the Tender, the Tenderer had begun preparation, or engaged consultants to undertake preparation, of the applications required • 10 - The premises from which the Tenderer conducts its business are fully compliant with the Planning Act 2016, Building Act 1975 and all other legislation applicable to the use of such premises <p>A local supplier is a supplier that:</p> <ul style="list-style-type: none"> • is wholly or partly beneficially owned by persons whose usual place of residence is in the McKinlay Shire Council Local Government area; or • has a place of business in the McKinlay Shire Council Local Government Area AND the majority of staff employed in connection with the services are residents of the McKinlay Shire Council local government area. 	Non-price Criteria	10%
	Ability of Operators	<p>The ability of operators shall be scored on a sliding scale of 1 to 10, with 10 being the highest. In considering the score to be applied, the Evaluation Panel shall consider, amongst other things:</p> <ul style="list-style-type: none"> • extent of experience with the particular plant for which the operator is nominated 	Non-price Criteria	10%

Item	Criteria	Scoring methodology	Price or non-price	Weighting
		<ul style="list-style-type: none"> • projects worked on in the last 12 months • Council's existing knowledge of the operator (if any) primarily based on supervisor reports • referee checks 		
3	Suitability of Plant	<p>The suitability of the proposed plant shall be scored on a sliding scale of 1 to 10, with 10 being the highest. In considering the score to be applied, the Evaluation Panel shall consider, amongst other things:</p> <ul style="list-style-type: none"> • the appropriateness of plant (i.e. 14 ft grader over 12 or 16 ft) • ancillary equipment; • age of plant; • condition of plant; • any known reliability issues (including from council supervisor reports). 	Non-price Criteria	10%
4	Financial and Managerial Capability of Supplier	<p>The capability of the supplier shall be scored on a sliding scale of 1 to 10, with 10 being the highest. In considering the score to be applied, the Evaluation Panel shall consider, amongst other things:</p> <ul style="list-style-type: none"> • financial information submitted by the supplier • ability to manage relationships with key stakeholders (Council staff, other subcontractors etc) • quality, safety, environmental systems 	Non-price Criteria	10%
		TOTAL		100%

**As these criteria are objectively verifiable, the Procurement Administrator shall determine the scores for these criteria, which shall then be checked by the remaining Evaluation Panel members. If another Evaluation Panel member considers that any error has been made in the allocation of these scores, that Evaluation Panel member should notify the Procurement Administrator.*

Scoring guideline

Unless otherwise specifically identified, the following guideline may be used in assessing non-price criteria required to be scored on a sliding scale of 1 to 10.

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* Major reservations	Satisfies the requirement but with major reservations. Tenderer has provided a response which meets some of Council's expectations in relation to the relevant criterion, but Council has identified major deficiencies, concerns or risks. Little or no supporting evidence provided.	1-2
* Unacceptable	Does not meet the requirement. Tenderer has provided no response to the relevant criterion or has provided a response which does not meet any of Council's expectations for that criterion. Little or no supporting evidence provided.	0

***Unacceptably low score:** the Evaluation Panel may determine that a tender should be rejected, notwithstanding the total aggregate score for that tender, if the Evaluation Panel consensus score for any criteria is 2 or less.

b)endorse the use of the attached request for tender documents and evaluation plan (2.1 2018 Pre-Qualified Suppliers Request For Tender – Plant Hire and 2.2 2018 Pre-Qualified Suppliers Evaluation Plan – Plant Hire).

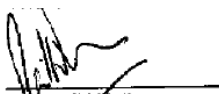
Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 4/0

12. CLOSURE OF MEETING

The Chair of the meeting, Deputy Mayor Neil Walker declared the meeting closed at 8:55am.


Cr. Neil Walker
Deputy Mayor