

# Periodic Standing Contracts Tender

## Contract No. CD.010/2024

### Notice to Tenderers No.1

18 April 2024

- This is a Multi Use Register tender using a Schedule of Rates contract, based upon AS 4000 - 1997.
- An amendment to item 1.13.1, tendered sums will be subject to rise and fall. The rise and fall shall be calculated using the March Consumer Price Index (all groups - Hobart) compared to the published CPI of the corresponding quarter for the previous year.
- Contractors whose business includes the provision of any of the works and services listed within Section C Form 6 - Rates and Prices and who can meet the registration criteria for those services may apply for registration on the Periodic Standing Contracts Multiple Use Register.
- The City of Launceston will not be bound to accept the lowest or any tender.
- Contractors must not:
  - Engage in any form of collusive tendering;
  - Lobby Councillors or Council employees;

Any Contractors will be disqualified if a Contractor is found to have acted in breach of this requirement.

- In order to pass Stage 1 of the tender evaluation, tenderers must ensure they complete and sign tender return schedules in Section C of the tender document, and address all criteria in Section A - Item 1.12.1 - Evaluation Criteria.
- For clarity and ease of assessing Stage 1 it is recommended that within their submission, tenderers make note of which schedule/s in Section C Form 6 - Rates and Prices they are providing a response for.
- Once tenderers pass Stage 1 of the assessment, their submission will proceed to Stage 2 - weighted attributes assessment.

### Questions and Answers

**Q1. Can a Contractor nominate a rate for a scheduled item and use another company to do the work i.e. is subcontracting permitted?**

A1. An answer to this question and further sub-contractor issues will be provided by Close of Business Friday 19 April 2024.

**Q2. How often do City of Launceston allocate works to Contractors outside the Periodic Standing Contracts panel?**

A2. It is not a common occurrence and is usually only undertaken when Contractors accepted for works on a list schedule are unavailable.

Please note Council retains the right to invite tenders or quotations from parties not registered on the Periodic Standing Contracts Multi-Use Register for categories of works or services listed on the register if in the circumstances it considers it necessary to do so.

**Q3. Do you have any indication of the total value of works and services undertaken by Contractors engaged through the Periodic Standing Contracts register?**

A3. This information is not tracked. All capital expenditure is publicly reported and available in annual Council Financial Reports, however it is not broken down into the method of engagement i.e. open tender, selected quote, or use of Periodic Standing Contracts.

**Q4. Is there a cap on works and services performed under the Periodic Standing Contracts register?**

A4. Yes, \$250,000. Works estimated at being above this cost are required to proceed to open tender.

**Q5. How is the percentage weighting used in the assessment of submissions?**

A5. Due to the unique nature of this tender a "dummy project" is created and all compliant responses with applicable Schedule of Rate submissions are assessed against this project.

The use of qualitative assessment determines the ranking of responses and identifies the most preferred Contractor for the works and services detailed on the schedules in Section C Form 6 - Rates and Prices

**Q6. Are items such as side-entry pits able to be included in the supplier portion of the schedule of rates?**

A6. No, similar to other items listed on the schedule of rates Contractors are asked to take into consideration the risk on these items and price accordingly.

**Q7. Item A9.0 is Adjust existing access chamber, stop valve lids etc., to suit new design surface levels (within +/- 300 mm), is there any additional detail for sub-item A9.0 (d) - D.S.G. pits?**

A7. Includes pits ranging from 400 mm square to 750 mm square. If larger than these sizes a specific price will be requested from the Contractor.

**Q8. Query raised regarding consideration of late submissions.**

A8. If a tender response is not submitted by the nominated closing time then it will not be considered.

However, as per the Local Government Act suppliers may apply for registration on the panel at any time provided they have not had an application rejected within the preceding 12 months. Council retains the right to not accept the application and consideration will only take place once the current tender process is complete.

**Q9. What Contractor rates information is made publically available?**

A9. The name of companies registered on the Periodic Standing Contracts will be published and made publically available, **no rates information is made available.**

Rates information is tightly controlled within Council and only made available on a strictly needs basis.

**Q10. How many companies have downloaded the tender documents?**

A10. At this point in time 34 downloads have been made.

**Acknowledgement of Receipt of Notice to Tenderers**

Tenderers shall promptly acknowledge receipt of this Notice to Tenderers by executing and returning the following Acknowledgement of Receipt of Notice to Tenderers by email to:

[submissions@launceston.tas.gov.au](mailto:submissions@launceston.tas.gov.au)

Tenderers shall also include the executed Acknowledgement of Receipt of Notice to Tenderers in their Tender submission. Any Tender submission that does not include the following Acknowledgement of Receipt of Notice to Tenderers may be considered to be a non-conforming Tender.

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**Acknowledgement of Receipt of Notice to Tenderers**

**Periodic Standing Contracts**

**Contract No. CD.010/2024**

**Notice to Tenderers No.1 (4 pages) – 18 April 2024**

Name of Tenderer: .....

Signature of Tenderer: .....

Dated this.....day of.....2024