

WORKING WITH LIVERPOOL CITY COUNCIL

PROCUREMENT



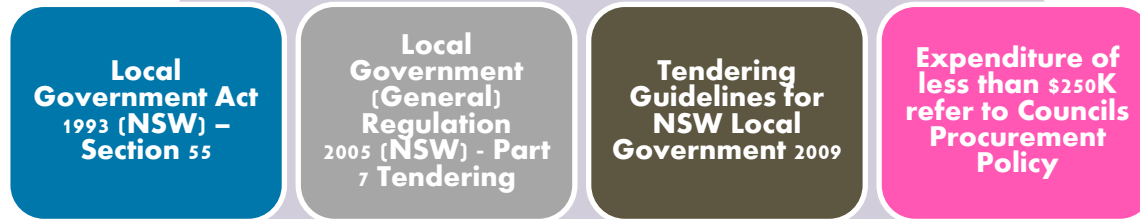
AGENDA

1. Governance
 2. Procurement Decision Process
 1. Prescribed Panels
 2. Procurement Thresholds
 3. Liverpool Council Procurement Model
 4. Commitment to Local Business
 1. Definition
 2. Policy
 3. Standards
 4. Criteria & Response Form
 5. Aide for Weighting – Local Preference Loading
 5. Supplier Relationship
 6. Connections
 7. Future Tenders
-



GOVERNANCE

Procurement in NSW local government- Key regulations and guidelines



Procurement Probity Principals



Doing Business with Council

Liverpool City Council is committed to supporting local business.

If you are a supplier, contractor, consultant or run a professional service and interested in doing business with Liverpool City Council, kindly register on Liverpool City Council's e-procurement portal [Tenderlink](https://www.liverpool.nsw.gov.au/forms/supplier-interest-register).

<https://www.liverpool.nsw.gov.au/forms/supplier-interest-register>



Tender

Learn about Council's tendering process and how to submit your tender.



Working with Council

Find out how suppliers, contractors and professional services and consultants benefit from working with council.



Work Health & Safety

Work Health & Safety is a way of life for all our Employees, Contractors, and Volunteers



Expressions of Interest for Council events

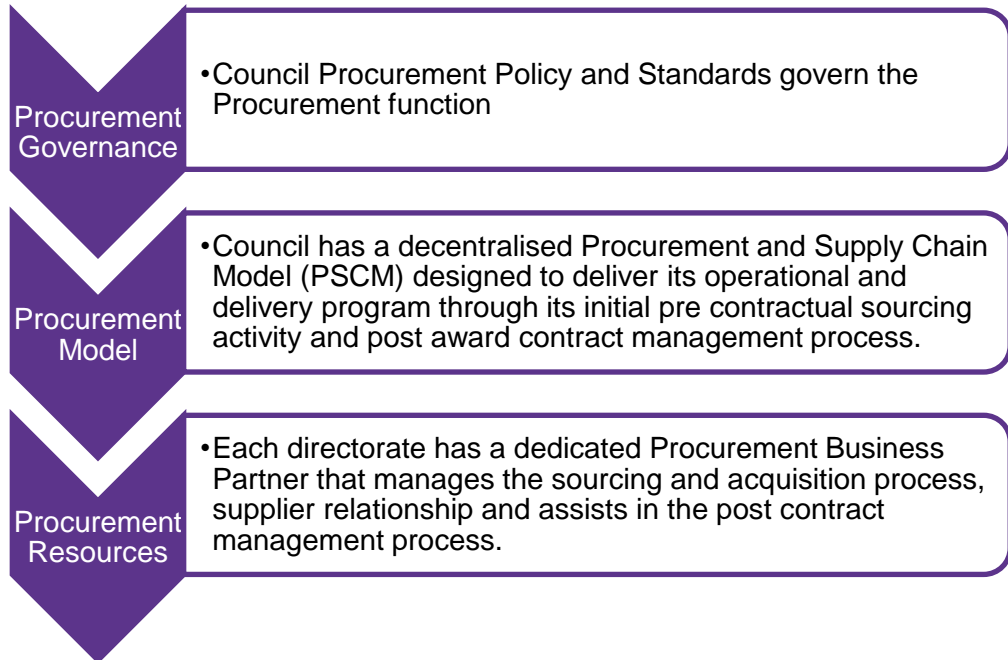
Council runs a mix of internal and external events for the community throughout the year.



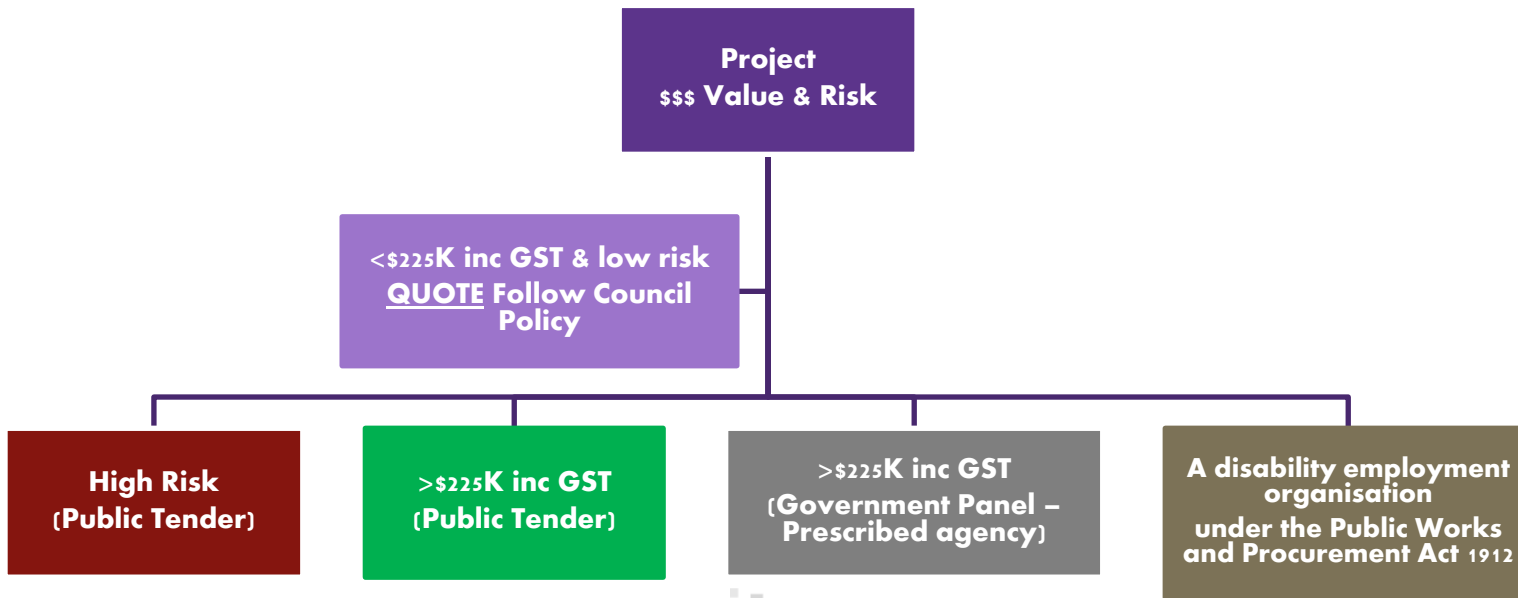
FAQs

FAQs and requirements on doing business with Council.

LIVERPOOL COUNCIL PROCUREMENT MODEL



PROCUREMENT DECISION PROCESS



Prescribed Agencies

Section 55, 3 a) of the Local Government Act 1993 the regulations do not apply when goods and services are sourced from prescribed agency.

This means Council can access any prescribed agency contract, irrespective of the value and are exempt in following the full Tender process including seeking approval from Council to award the contract.



PROCUREMENT THRESHOLDS

Dollar value \$	Process Required
Petty Cash	
Less than \$100	Petty Cash
Council credit card	
Less than \$1,000	Council Credit Card
Informal Quotations	
Less than \$10,000	Minimum one (1) Quotation
\$10,000.01 - \$50,000	Minimum two (2) Quotations
\$50,000.01 - \$75,000	Minimum three (3) Quotations
Formal Quotations	
\$75,000.01 - \$225,000	Engage Procurement - minimum of three (3) Quotations required
Tender	
Greater than \$225,000.01	Engage Procurement – Open Tender process required

For Expressions of Interest:

Dollar value \$	Process Required
Less than \$50,000	Minimum two (2) Quotations
Between \$50,000.01 and \$75,000	Minimum three (3) Quotations
Between \$75,000.01 and \$225,000	Engage Procurement - minimum of three (3) Quotations required
Greater than \$225,000.01	Engage Procurement – Open Tender process required

Purchasing from an Established Panel Arrangement:

Dollar value \$	Process Required
Less than \$75,000	Minimum one (1) Quotation
Greater than \$75,000	Engage Procurement - minimum of three (3) Quotations required

COUNCIL COMMITMENT TO LOCAL BUSINESSES

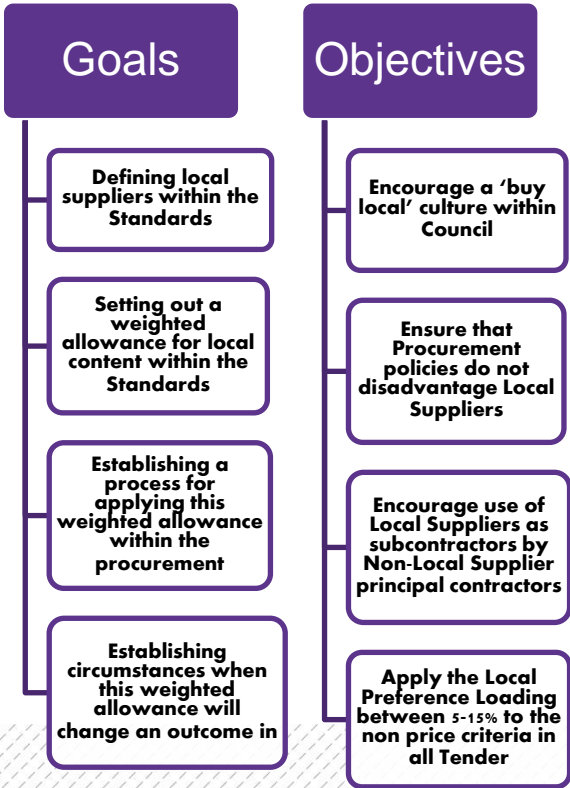
PROCUREMENT POLICY

3.6 LOCAL PREFERENCE

3.6.1 Commitment to Local Content

Council is committed to promoting high-value local business content within its supply chain.

To this end, and in cases where evaluation demonstrates the capacity for local business to deliver a competitive supply, Council will take proactive steps to provide opportunities for local businesses and suppliers to overcome a narrow deficit over a non-local supplier.



LOCAL SUPPLIER DEFINITIONS

BENEFITS TO THE LOCAL COMMUNITY

PROCUREMENT STANDARDS DEFINITIONS

Local Supplier	means either: <ul style="list-style-type: none"> • an organisation or business that operates from permanently staffed premises within the boundaries of Council's Local Government Area (LGA), has its principal place of business in Council's LGA and has operated from those premises for a minimum period of six (6) months prior to the date of Council first advertising or calling for Offers; • an organisation or business that has less than 150 employees and is at least 50% owned by an individual (or individuals) that live within the boundaries of Council's LGA and has done so for a minimum period of six (6) months prior to the date of Council first advertising or calling for Offers. It is assumed that owners are residents or rate payers of Council's LGA; • an organisation that otherwise has a place of business within Council's LGA which solely or primarily employs at least (five) full time employees who are residents or rate payers of Council's Local Government Area.
Local Supplier Threshold	<ul style="list-style-type: none"> • means the value of goods and services being procured by Council that is greater than or equal to the value in which Council would be required to commence a formal quotation process, with a minimum floor of \$225,000.00 (including GST).
Non-Local Supplier	<ul style="list-style-type: none"> • an organisation or business that does not meet the criteria of a Local Supplier definition.

Ability to provide more environmentally sustainable outcomes through conserving the use of energy and resources such as reducing fuel consumption in travel and transport

Local goods are more readily available reducing lead time to fulfil order or provide parts required for maintenance

Service providers are in closer proximity and can provide faster service and faster support

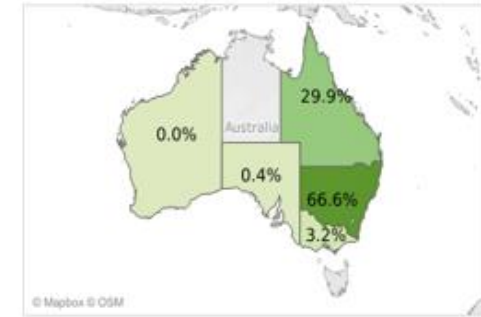
Create new local employment opportunities and maintain the existing local employment base

Developing a competitive local business and industry

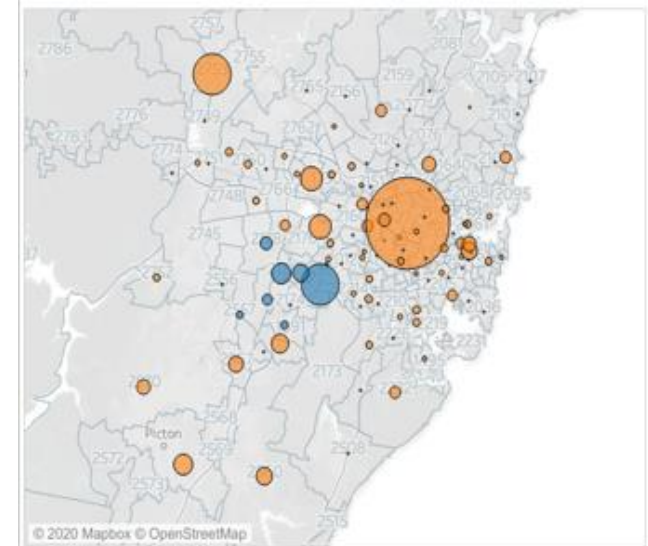
Supporting local supply chains by encouraging all Council suppliers to sub-contract with, or seek goods and services from local suppliers

LOCAL SPEND DATA

	Source System	Under \$100	\$100 - \$999	\$1,000 - \$9,999	\$10,000 - \$99,999	\$100,000+
Amount	AP	\$78,383	\$1,799,581	\$6,104,892	\$7,325,701	\$22,454,352
No of transactions	AP	1,439	4,175	2,153	337	44
Average per transaction	AP	\$54.47	\$431.04	\$2,835.53	\$21,737.98	\$510,326.18
Amount	Total	\$78,383	\$1,799,581	\$6,104,892	\$7,325,701	\$22,454,352
No of transactions	Total	1,439	4,175	2,153	337	44
Average per transaction	Total	\$54.47	\$431.04	\$2,835.53	\$21,737.98	\$510,326.18



	Amount	No of suppliers	Average per supplier	No of transactions	Average per transaction	No of POs	No of contracts
Rest of NSW	\$21,180,794	253	\$83,719	3,944	\$5,370	1,429	560
Rest of Australia	\$12,298,811	42	\$292,829	518	\$23,743	127	50
Liverpool	\$3,336,919	88	\$37,920	3,256	\$1,025	417	180
Unknown address	\$765,735	40	\$19,143	478	\$1,602	87	47
Grand Total	\$37,582,258	421	\$89,269	8,196	\$4,585	2,057	792



REQUEST FOR TENDER

Evaluation Criteria

CLOSING TIME AND DATE

Offers for this RFQ close at 3pm on Wednesday, 15 July 2020.

DOCUMENTATION

The following documentation forms part of this RFQ and any subsequent Contract:

- This RFQ;
- General Conditions of Contract – Professional Services & Consultants;
- Specifications; and
- Response Form.

EVALUATION CRITERIA

Offers will be evaluated based on the following criteria;

- Price
- Local Government Experience
- Professional Experience and Qualifications of Proposed Staff
- Proposed Methodology to Undertake the Project
- Reference Checks (mandatory pass/fail)
- Workplace Health and Safety (mandatory pass/fail)
- Conformance to the Conditions (mandatory pass/fail)

Council, at its discretion, can apply a local preference supplier non-price loading.

Please ensure that the evaluation criteria are addressed in the Response Form. Council is not bound to accept the lowest or any offer.

Local Preference - Response Form


Part 5.5.4 – Local Preference

To qualify for the Local Preference Non-Price Loading tender proponents must demonstrate how value for money and economic benefits will be realised in the LGA. Their submission should in part include the following information:

- Whether their entity is based in or occupy a branch in the LGA;
- Intention to utilise locally based contractors and subcontractors to deliver the works or services;
- Demonstrate utilisation of local suppliers / supply chains;
- Other information considered relevant for the application of the Local Preference Non-Price Loading.

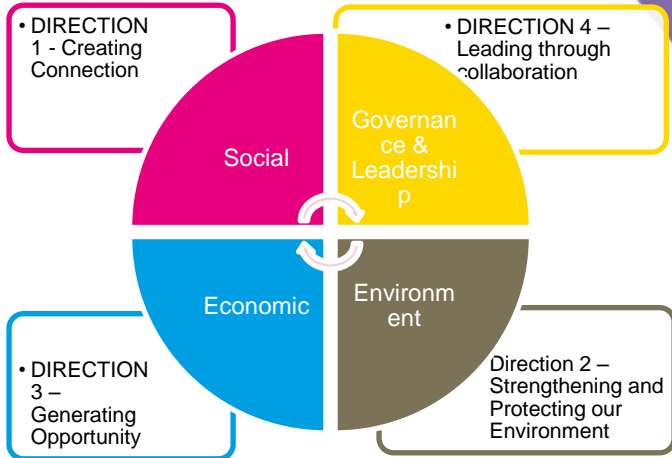
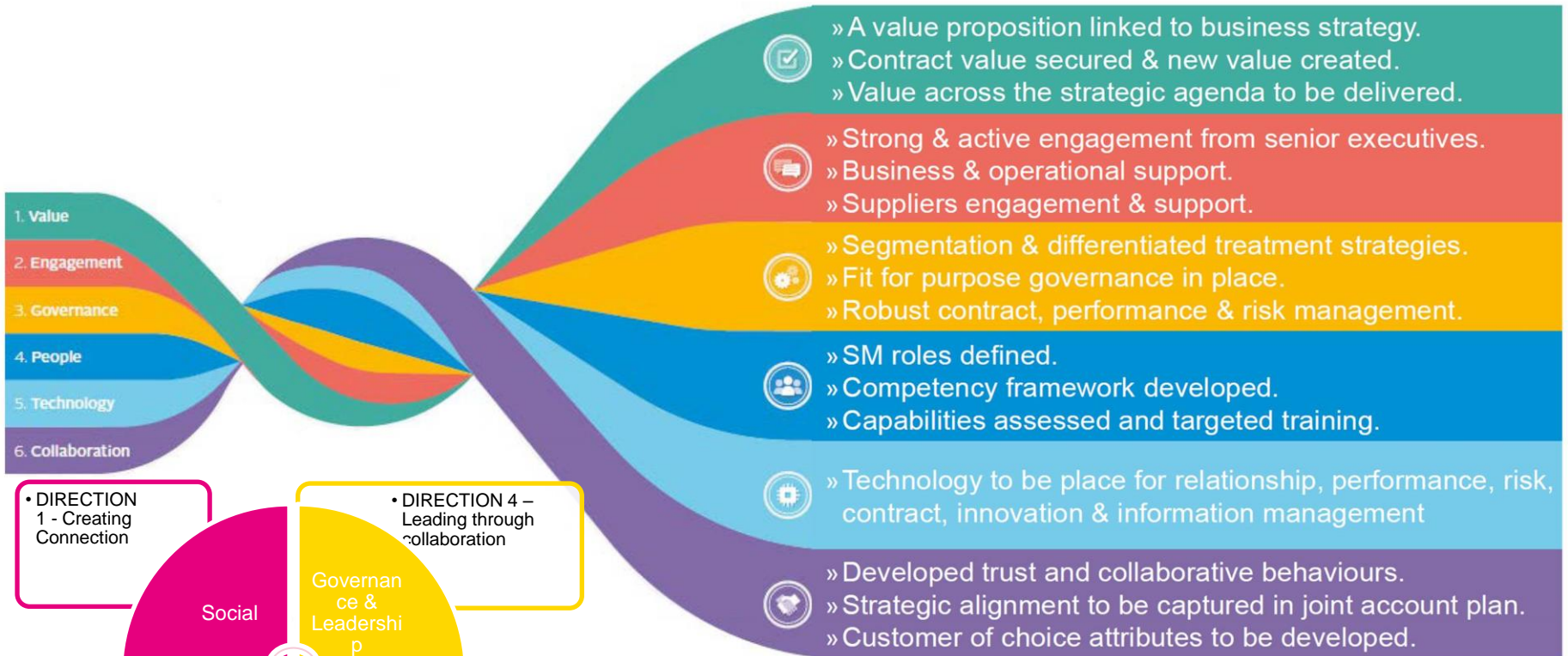
Provide response here....

Local Preference - Response Form

		
AIDE FOR WEIGHTING EVALUATION CRITERIA		
RFQ Number:		
RFQ Title		
Instructions:		
1. List all of the evaluation criteria under heading 'criterion'		
2. Under heading 'Importance', rate the criteria in order of importance. Set the most important criteria at 10, and the least important at 1.		
3. As you set the 'Importance' the final column will automatically allocate a percentage weighting to that criterion. This figure will be used to evaluate offers.		
Local Supplier Preference		
Please select whether you wish to add a local supplier loading as a criterion* (Select from drop down).	YES	THANK YOU
What is the value of your procurement?	1500000	THIS SHOULD BE STATED IN YOUR REQUEST TO INITIATE A TENDER PROCESS DOCUMENT
Please specify the Local Supplier Loading* based on the threshold specified.		Based on the value of your procurement, the maximum Local Supplier Factor allowed is 7%

Local Supplier Preference		
Please select whether you wish to add a local supplier loading as a criterion* (Select from drop down).	NO	ENSURE YOU REFLECT THAT A LOCAL SUPPLIER FACTOR WILL NOT APPLY IN YOUR OFFER DOCUMENTATION AND CORRECT INTERNAL DOCUMENTATION
What is the value of your procurement?	2000001	THIS SHOULD BE STATED IN YOUR REQUEST TO INITIATE A TENDER PROCESS DOCUMENT
Please specify the Local Supplier Loading* based on the threshold specified.		Based on the value of your procurement, the maximum Local Supplier Factor allowed is 5%

FORWARD VISION: SUPPLIER RELATIONSHIP



DEVELOPING CONNECTIONS

- Council actively connects and utilises Tier 1, 2 and 3 prequalifies suppliers for the deliver of core and complex goods and services.
- Council reviews and improves its category supplier vendor Masterfile with a view of meeting internal demand.
- Council has a portal for suppliers to register an interest by completing a form on Council's website.

The screenshot shows the Liverpool City Council website's 'Supplier Interest Register' page. At the top, there is a navigation bar with the council's name and a weather widget for Liverpool, NSW (11.4°C, 5°C, 14°C, Rain developing). Below the navigation bar, the page title is 'Supplier Interest Register'. The main content area contains a disclaimer: '**Disclaimer** By registering your interest on this website, Liverpool City Council does not guarantee you will receive an opportunity to work for Council.' Below the disclaimer are four input fields: 'Company Name', 'Company ABN', 'Company Address', and 'Suburb'.



UPCOMING TENDERS

INVITATION TO SUBMIT A TENDER

The aim of this Request for Tender (RFT) is for Liverpool City Council (Council) to enter into a Recognised Contractor Listing (RCL) involving one or more suitable contractors (Contractors) to provide services over a set period in accordance with agreed terms and conditions, including price.

Tenders are invited for Provision of Essential Trade Services, for nine (9) Recognised Contractors Listings broken up into the following portions:

Portion A: Electrical

Portion B: Plumbing

Portion C: Construction/Carpentry Work

Portion D: Refrigeration & Air Conditioning Work up to 15 KW

Portion E: Handyman Services

Portion F: Steel Fabrication Services

Portion G: Fencing Construction & Maintenance

Portion H: Glazing Services

Portion I: Painting & Decorating

Tenderer enquiries must be submitted via the online forum www.tenderlink.com/liverpoolcity. Council staff are not permitted to take verbal enquiries.

EVALUATION CRITERIA

Tenders will be evaluated based on the following criteria:

Weighted

- Schedule of Rates
- Corporate Capability
- Service Delivery
- Cultural Fit
- Transition

Non Weighted

- Local Preference Non-Price Criteria Loading
- Workplace Health and Safety (pass/fail)
- Conformance to Conditions
- Reference Checks
- Financial Assessment

The Evaluation Criteria will be separately assessed for each portion. Accordingly, Tenderers must ensure that **Part E – Response Forms** are completed for each separate portion in order to be assessed. Council is not bound to accept the lowest or any offer.

T4.20 Minor and Major Civil Works including Construction Materials

Local Government Procurement Pty Ltd (LGP) invites tenders for Standing Offers to provide: Minor and Major Civil Works including Construction Materials:

Scope of Requirements in this tender are:

- Requirement 1 - Site Preparation and Construction Works
- Requirement 2 - Road Construction Works
- Requirement 3 - Water, Wastewater Treatment and Distribution
- Requirement 4 - Drainage Construction
- Requirement 5 - Marine and Coastal Construction
- Requirement 6 - Swimming Pool and Reservoir Construction
- Requirement 7 - Bulk Construction and Landscape Materials
- Requirement 8 - Landscaping Works
- Requirement 9 - Building Construction Minor Works and Services
- Requirement 10 - Transportation and Disposal of Waste including Contaminated Materials
- Requirement 11 - Recycled or Re-Purposed Discarded Construction Materials
- Requirement 12 - Other Minor and Major Civil Works

Obtaining Documentation: Tender documents may be obtained by registering via the E Tendering Portal: www.tenderlink.com/lgp Should you experience difficulties accessing the above website please call the Tenderlink helpdesk on 1800 233 533.

Note that the Tender documents are available from Tuesday, 4 August 2020.

Requests for General Information regarding the RFT: Please contact Tender Officer, Evariste Ngenzi on 02 8270 8700, or via email at consulting@lgp.org.au

Deadline: Tender closes at 2:00 pm on Friday, 4 September 2020.

2020-21 Capital Works - proposed program and budget

Program summary and objectives

Total Budget - \$93 million for infrastructure capital works

- Asset renewal** - \$43million for the renewal and replacement of existing assets to improve asset conditions and service levels.
- New assets** - \$50 million for the provision of new assets and upgrades to facilities to support growth and meet demand.



	2018/19	2019/20	2020/21
Asset renewal	\$55M	\$33M	\$43M
New assets	\$49M	\$53M	\$50M
Total	\$104M	\$86M	\$93M

SUMMARY

- **Local Suppliers will benefit from the additional loading applied to their Non-Price related criteria score.**
- **Council's Website advertises tenders that are going to the market and provides a link to the Tenderlink website where suppliers can create an account, download all the relevant documents and submit a response by the closing date.**
- **Suppliers wishing to be register as suppliers can do so on Council's website.**
- **Suppliers needing assistance in responding to quotes can email Council's Procurement team.**
- **Suppliers wishing to register as Prescribes Agency Supplier will need to apply and if successful eligible to work with all NSW Council's under the tender exemption.**

RESOURCES

Tender Portals

- Tenderlink

www.tenderlink.com

- Procurepoint

www.procurepoint.nsw.gov.au

- VendorPanel

www.vendorpanel.com.au

- Tenders.net

www.tenders.com.au

- Apet360

www.360providers.apetsoftware.com.au

- eProcure

www.eprocure.com.au

For more information and to register with LCC:

<https://www.liverpool.nsw.gov.au/forms/supplier-interest-register>

Local Government Panels

- Local Government Procurement

www.lgp.org.au

- Procurement Australia

www.procurementaustralia.com.au

NSW Government Tenders

- NSW Government eTendering

www.tender.nsw.gov.au

- Buy NSW

www.buy.nsw.gov.au/ict

Small Business Guide:

<https://www.smallbusiness.nsw.gov.au/what-we-do/advocacy/small-business-friendly-councils-initiative>

<https://www.smallbusiness.nsw.gov.au/resources/doing-business-local-councils>