

Doing Business with Wollongong City Council

Webinar will start at 1pm



A large mural of a man in a hat shouting, with a crowd of people walking in the foreground at night.

Webcast Statement

Participants are advised that this meeting is being recorded and broadcast live via the internet.

Council accepts no responsibility for defamatory, discriminatory or offensive statements made by any person during the meeting.



Mark Grimson

Economic Development Manager

Agenda

1. Introduction
2. Welcome
3. Council's Infrastructure Investment
4. Procurement at Wollongong City Council
5. Improving Your Tender Submissions
6. Overview of Local Government Procurement and Upcoming Workshops





Greg Doyle
General Manager



Council's Infrastructure Investment

Matthew Cascio

Business and Infrastructure Strategy
Manager



1000km roads



470km footpaths + cycleways



900km stormwater pipes



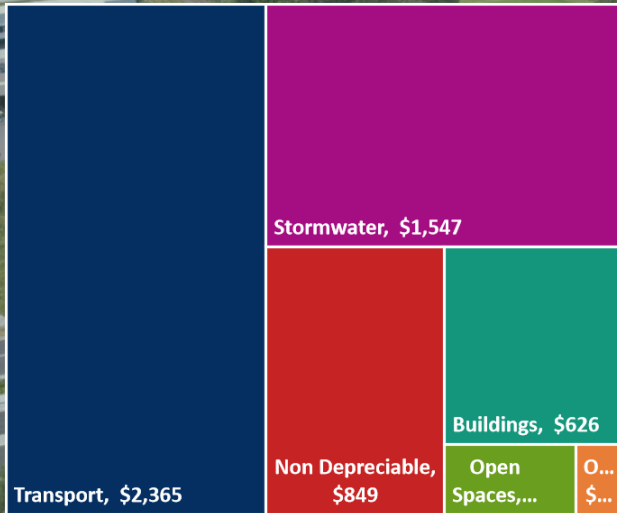
750 buildings



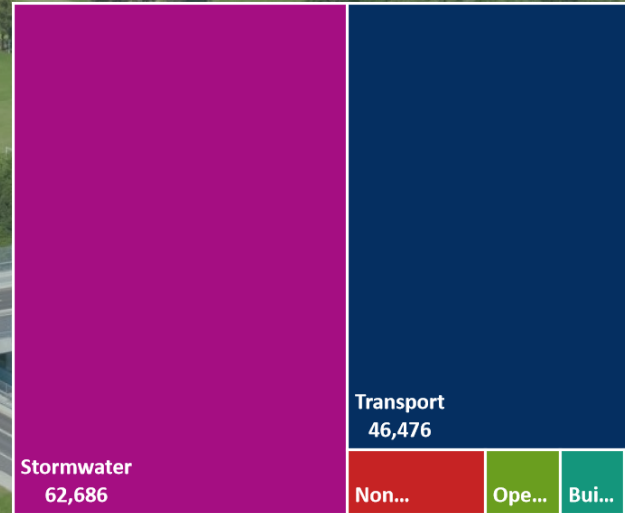
67 sports fields

\$5.5b
Assets

Assets by cost (\$M)



Assets by number





Wollongong City Council

Attachment 2
Draft Infrastructure
Delivery Program
2023-2024 -
2026-2027
For Exhibition



\$5.5b
Assets

An Extraordinary
Wollongong

Over 630
Projects

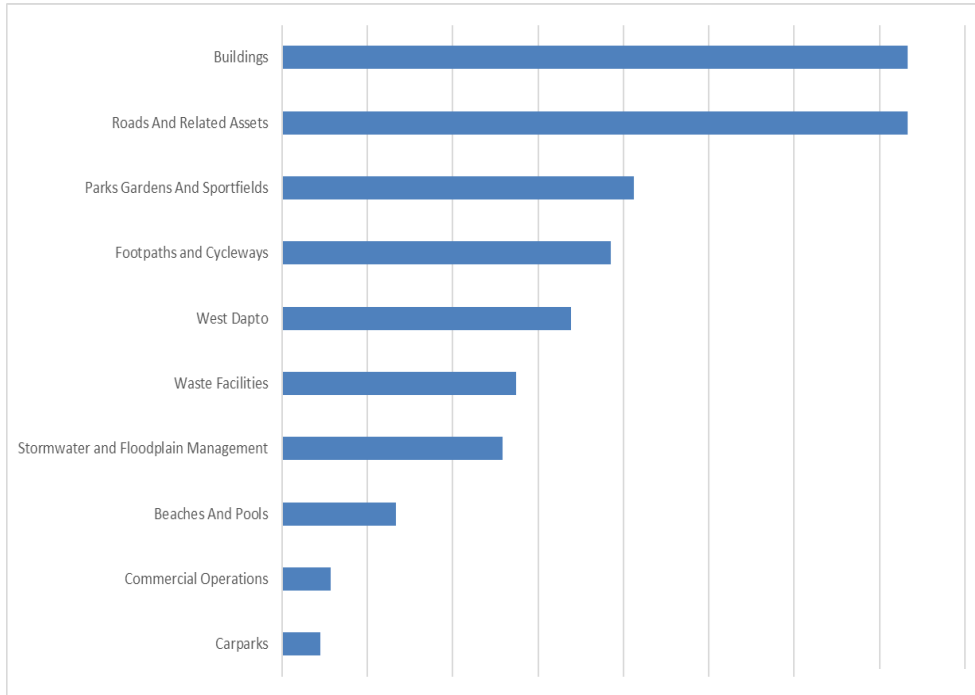
\$382m
Capital
Program

\$289m
Operations and
Maintenance
Budget





Future spend by asset class





Infrastructure Delivery Program

We have some exciting big-ticket items in the 2023-24 to 2026-27 Infrastructure Delivery Program. These include:

- West Dapto Access
- Beaton Park Tennis Complex
- Bellambi Gully Stormwater Upgrade
- McMahons St Detention Basin
- Hill 60 Accessible Viewing Area
- Stuart Park All-Access, All-Abilities Playground
- Southern Suburbs Community Centre and Library
- Fred Finch Netball Courts (Stage 2)

50 Years
19,000 dwellings
50,000 people
\$1.2B of infrastructure investment

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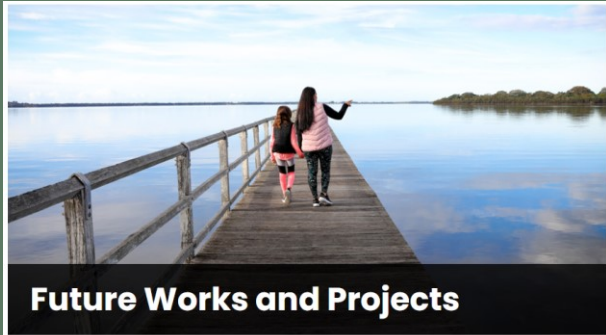


Infrastructure Delivery Program

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More information

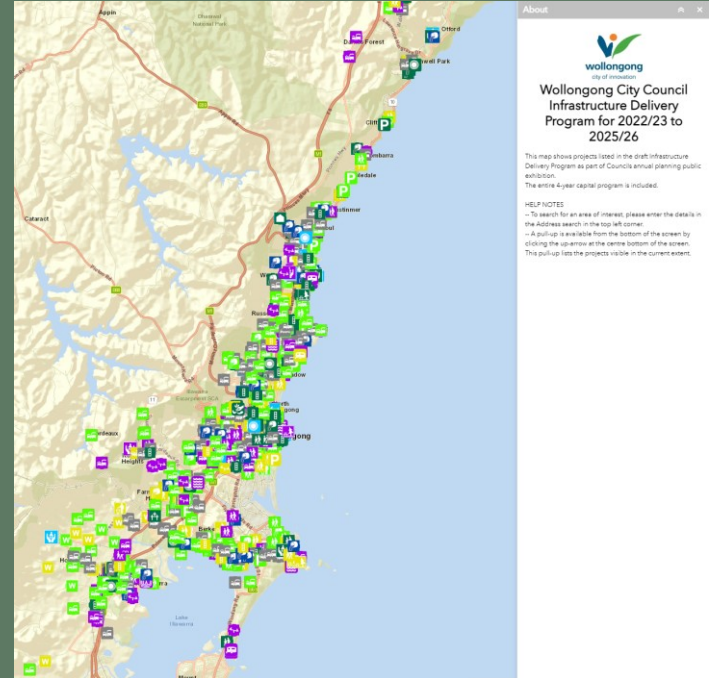
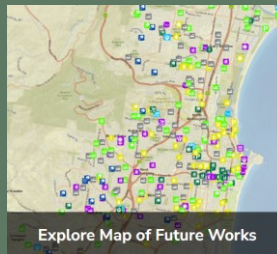


We plan ahead for works, projects and maintenance over the coming few years.


This information is updated each year when we prepare our [Delivery Program and Operational Plan](#).

Pick an option below to view our current Infrastructure Delivery Program, or download a PDF of our [Infrastructure Delivery Program 2022-2023 to 2025-2026](#)

You can also view our [Draft Future Works Program](#) which was publicly exhibited from 5 April to 2 May 2023.



About

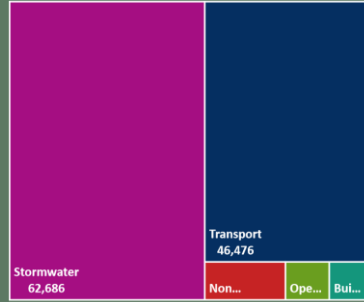
wollongong
city of innovation

Wollongong City Council Infrastructure Delivery Program for 2022/23 to 2025/26

This map shows projects listed in the draft Infrastructure Delivery Program as part of Council's annual planning public exhibition.
The entire 4-year capital program is included.

HELP NOTES

- To search for an area of interest, please enter the details in the Address search in the top left corner.
- A pull-up is available from the bottom of the screen by clicking the up arrow at the centre bottom of the screen. This pull-up lists the projects visible in the current extent.



1000km roads



470km footpaths + cycleways



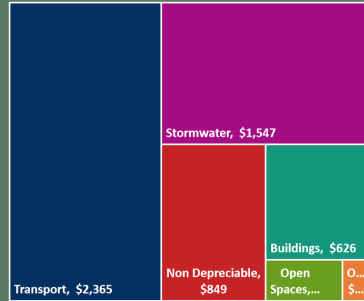
900km stormwater pipes



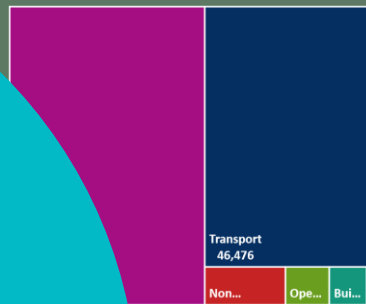
750 buildings



67 sports fields



\$5.5b Assets



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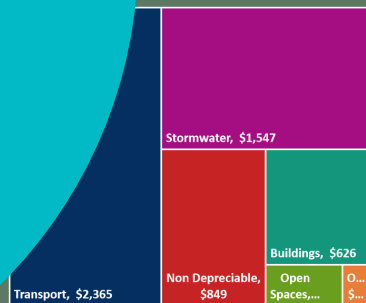
900km stormwater pipes



750 buildings



67 sports fields





Opportunity

Diversity of Scale

\$1,000's to \$10,000,000's

Diversity of Skills

- Trades
- Consultants
- Design Engineers
- Operators
- Construction Managers

Diversity of Jobs

- Playgrounds
- Roads
- Footpaths
- Bus shelters
- I.T
- Landscaping
- Wet and dry hire



Procurement at Wollongong City Council

Nikki Romanczukiewicz
Procurement and Supply Manager



How we buy at WCC

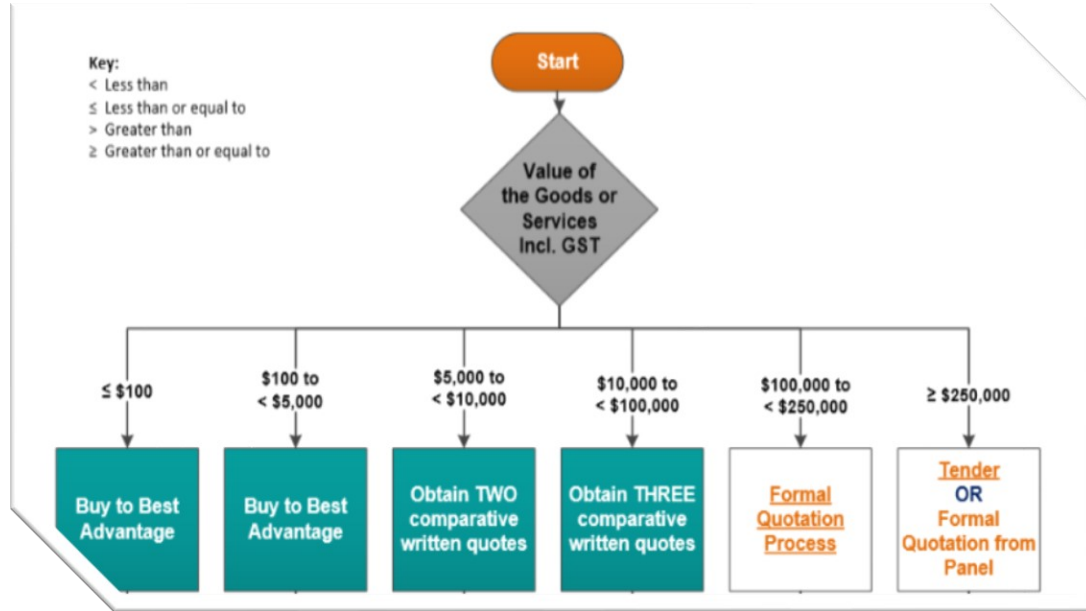
Council provides a wide and diverse range of services to our Community.

In delivering these services, when it is identified a Contractor/ Supplier is required to assist in their delivery, Council will pursue competitive submissions.

The estimated value of the goods or service being procured determines how Council approaches the market.

For larger works we progress these actions via processes of Formal Quotation and Tender (*adhering to statutory requirements*).

Purchasing thresholds



Over \$250,000 Tender in accordance with requirements of the Local Government Act 1993.

High-value sourcing

For **high value sourcing (over \$100,000)** competitive submissions are sought via the use of different software applications; TenderLink or VendorPanel.

TenderLink

- Tenders
- Formal Quotations
- Expressions of Interest



VendorPanel

Panel quotations

Panels include:

- Wollongong City Council
- Local Government Procurement
- Illawarra Shoalhaven Joint Organisation





TenderLink



To enhance efficiency and probity, the **TenderLink** commercial software system is used to publish and maintain Formal Quotations, Expressions of Interest and Tenders to market.

TenderLink enables Council to easily manage the process of publication, forum questions and addendums during the submission period, and the final submissions from Tenderers.

Tenders are published for at least 21 days after the date of publication.

To access the tenders being called by Wollongong City Council, register at:

<https://portal.tenderlink.com/wollongong>

Registering with TenderLink increases the possibility of works for suppliers (not only with our Council).

Contractors can register with TenderLink to receive notifications of opportunities let to the market (for a charge from TenderLink).

Contractors do not have to register to gain access to TenderLink, they can log directly to the site to view current opportunities.

If registering to receive information, the Contractor can determine if they wish to register and pay for 1 State, 2-3 States, Nationwide or Australasian opportunities for the categories they select.



VendorPanel



Council also procures via established “Panel” Contracts. These opportunities have been let to the market by Tender and are now Panels to be used for competitive submissions:

- Wollongong City Council Panels
- Illawarra Shoalhaven Joint Organisation (ISJO) Contracts
- Local Government Procurement (LGP) Panels

Local Government Procurement supplier lists (external)

External supplier lists verified, approved and managed by Local Government Procurement

1 Asbestos Removal & Remediation (LGP119) (LGP119)	15	7
2 Bins (MGBs) + Waste Prods. & Servs (NPN111-3)	11	6
3 Bitumen, Emulsions + Asphalt Materials (LGP213-2)	67	2
4 Bulk Fuel, Fuel Card, Oil, Lubes (NPN117)	14	5
5 Corporate Clothing, Workwear and PPE (LGP219)	30	7
6 Debt Recovery Services (LGP109-3)	12	5
7 Electric Vehicle & Charging Infrastructure (LGP321) (Supply of Electric Light Vehicles; Fleet...)	6	3
8 Energy Services (LGP319)	16	7
9 Fleet Management, FMIS, Leasing & Disposal (LGP221) (Fleet Management Services; Fle...	15	4
10 Horticultural, Pest, Pwd & Water Mgmt (LGP408-4)	14	6
11 HR - Perm, Temp Placements & Services (LGP808-4)	67	6
12 Industrial Cons, Hardware & Materials (NPN116-2)	17	4
13 Intl Audit and Mgmt Consulting Services (LGP218)	12	7
14 IT&C Products, Services & Consulting (LGP115-2) (LGP115-2)	130	36
15 Legal Services (LGP320)	26	7
16 Library Books, Resource Mat & Furniture (LGP507-4)	24	7
17 Line/Road Marking Works & Services (LGP120)	12	6
18 Media, Advertising and Creative Services (LGP719)	22	7
19 Minor + Major Civil Works + Materials (LGP420)	212	19
20 MS Licensing for NSW Local Gov via LSPs (LGP108-4)	4	5
21 Office Supplies & Associated Products (LGP1007-3)	6	7
22 Operating Lease Services (LGP1107-3)	1	2
23 Plant, Machinery and Equipment (LGP419)	44	8
24 Playground, Open Space, Infrastructure (LGP308-3)	59	6
25 Professional Consulting Services (LGP1208-4)	265	9
26 Road Signs, Assoc. Hardware & Prod (LGP114-2)	16	7
27 Solar Power Purchase Agreements (PPAs) (LGP283)	6	3
28 Traffic Management Services (LGP113-2)	28	7
29 Trucks: Bodies and Trailers (LGP220)	10	7
30 Trucks: Cab - Chassis (NPN0413)	15	7
31 Trucks: Specialised Trucks (NPN115-2)	19	7
32 Tyres & Batteries: Supply+Servs+Recycl (NPN114-2)	7	5

Important - it is the responsibility of the supplier to keep their contact details up to date in VendorPanel

A photograph of a busy pedestrian walkway. In the foreground, a group of people, including a man, a woman, and a young girl, are walking. The ground is paved with red bricks. In the background, there are trees and a sign that reads '10 SHARED ZONE' with icons of a pedestrian and a car. A dark green rectangular box is overlaid on the right side of the image, containing the text 'What to expect' in white.

What to expect

Form of quote/tender

Response Document

Invitation to quote/tender

Instructions for completing and submitting a quote/tender

Specification

A detailed description of the requirements

Contract

The proposed contract including terms and conditions



Addressing criteria

In the Form of Quote / Tender you must complete the Mandatory Criteria in full and address all Assessable Criteria to a satisfactory level.

Mandatory criteria

- Must meet requirements
- Pass/fail assessments
- Eliminate responses that fail

Assessable criteria

- Evaluate commercial and technical criteria
- Weighted scoring assessment



Strengthening of local Economic Capacity

The inclusion of a mandatory evaluation criterion for demonstrated strengthening of local economic capacity, weighted at 10% is included in all formal quotations and tenders.

The following five sub-criteria must be applied to all procurements \geq \$100,000:

- **DEMONSTRATED STRENGTHENING OF LOCAL ECONOMIC CAPACITY**

The tenderer must describe how the engagement of the tenderer would strengthen local economic capacity by including details of:

- location of business premises of the tenderer in the City of Wollongong:

Yes No

[If yes, list the address]

- proposed locally sourced materials (grown, manufactured, assembled or made within the City) specific to this project;

[response]

- proposed locally sourced services specific to this project (e.g. maintenance, cleaning, consultancies);

[response]

- proposed locally sourced labour specific to this project, either by direct employment or sub-contract;

[response]

- proposed locally sourced labour and materials from businesses located in the City.

[response]

Conserve Accreditation



Council request that service suppliers register with a third party:

Conserve Contractor Services Pty Ltd

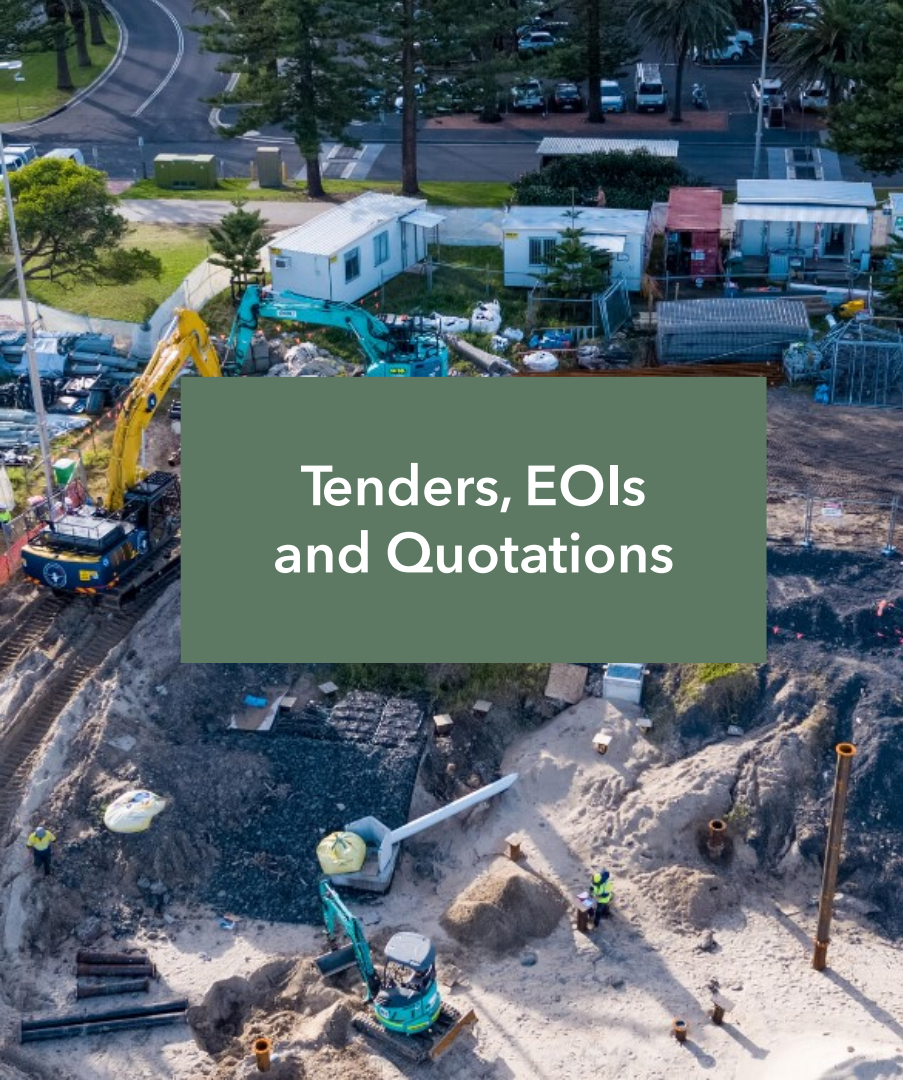
- This is only required upon award of works – Council will contact you when to commence registration
- The fee and registration can enable you to “register” for multiple Councils
- Only identify those employees who will be working for Council



Council can only approve tenders that are completed in full and submitted before the closing time of the Request for Tender (RFT) / Request for Quote (RFQ)

Late tender submissions cannot and will not be accepted. You are best to commence your response to the RFT as soon as possible after release of the RFT and not wait until the last moment to respond.

Missing out on submitting your response in time could mean that you are not included on a Council contract or panel for several years.



Tenders, EOIs and Quotations

<https://wollongong.nsw.gov.au/council-projects/tenders-eois-and-quotations>

+ Current tenders

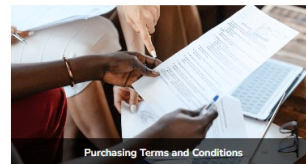
+ Recently closed tenders

+ Recently determined tenders

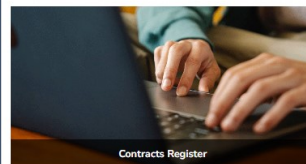
More information



Doing Business with Council



Purchasing Terms and Conditions



Contracts Register



Opportunities for Artists and Performers



Helpful links

www.wollongong.nsw.gov.au

<https://illion.tenderlink.com/>

www.tenderlink.com.au/wollongong

www.lgp.org.au

www.procurementaustralia.com.au

(<https://paltd.com.au/>)

<https://conserve.com.au/>



Improving your Tender Submissions

Lance Hazell
Major Projects Manager

Tenders



- >\$250,000
- Advertised via Tenderlink
- A Tender Assessment Panel reviews the tender package, assesses tenders and makes recommendations to Council
- Tender package contains; an Invitation to Tender, Form of Tender including returnable schedules, proposed contract and technical documentation specifying the proposed works
- Clarifications during the tender period must be requested via the Tenderlink Forum



Tender Assessment

Two types of Assessment Criteria:

1. Mandatory Criteria

- Referees
- Financial capacity
- WHS accreditation
- Site inspection attendance

2. Assessable Criteria

Examples:

- Cost
- Previous similar experience
- Proposed subcontractors
- Project schedule
- WHS & Environmental
- Strengthening of Local Economic Capacity



Weightings on assessable criteria

Assessable criteria have weightings assigned

Cheapest cost does not necessarily win the tender

Take note on where the greater weightings are applied

Allocate corresponding resources and prioritise to address the requirements of criteria

Mandatory 10% weighting to local content for firms located in the LGA or source materials and labour locally



Quality of Information

Respond to the information being requested in the Returnable Schedules in the Form of Tender

Avoid generic statements without application to the tendered project works and be careful with cut and paste

Do not restate the scope of works to demonstrate appreciation of scope of works

Provide a description of the proposed methodology showing an understanding of the constraints – not just a listing of activities



Quality of Information

Previous experience of tenderer and proposed project team – similarity of projects offered will score more highly

Experience of proposed subcontractors – do not provide a description of experience from their website

Project schedule – ensure dates comply with information provided but are realistic

Schedule A

- All rows and columns to be completed
- “Included” not to be used under AMOUNT column
- Tender price submitted unable to be altered once received by Council

SCHEDULE A LUMP SUM TENDER PRICE SCHEDULE

Note: The information in this schedule, except for the Total Lump Sum Price, does not form part of the Contract. The information is used by Council for the purpose of valuing Variations or assessing Payment Claims.

NB: This information must be provided for your tender to be assessed as compliant.

ITEM	DETAILS	QTY	UNIT	RATE	AMOUNT
GENERAL REQUIREMENTS					
1	Preliminaries				
1a					\$
PROJECT-SPECIFIC REQUIREMENTS					
2	Outstanding Works				
2a					\$
3					
3a					\$
4	Miscellaneous Items not covered elsewhere				
4a					\$
SUB-TOTAL (ex GST)					\$
GST					\$
TOTAL LUMP SUM PRICE (inclusive of GST)					\$



Conforming and Non-Conforming Bids

A conforming bid is one where a tender price has been submitted to undertake construction works that covers all the requirements included in the tender documentation including drawings, specifications, proposed contract, etc

Not meeting of any one of the requirements of the tender documentation can make the tender submission non-conforming. E.g. a statement advising a change to a contract clause

An alternative tender submission can be submitted but to be considered as conforming, a conforming bid must be submitted as well.



Tender Debriefs

Feedback on tenders cannot be provided by the project officer

Opportunity is available to seek a debrief with the Tender Assessment Panel to seek feedback on any potential improvements to tenders

Recommended to seek this feedback as a way of becoming familiar with Council's requirements and any other improvements to your tenders



**LOCAL
GOVERNMENT
PROCUREMENT**



Introduction to Local Government Procurement

18th May 2023

John Pennock – *Business Development Manager, Southern Region*

Agenda

Local Government Procurement (LGP) Overview

Why Council Procurement use LGP Contracts

Benefit for Approved Supplier under LGP Contracts

Contract Panel – LGP420 Minor & Major Civil Works

Local Government Procurement (LGP) Overview



Business arm of Local Government NSW



Prescribed under Section 55 of
Local Government Act 1993 (NSW)

Created to provide procurement services
to councils in NSW



Why Council Procurement use LGP Contracts



- ✓ LGP tender process for all contracts complies with the Local Government Act 1993 (NSW) and the Local Government (General) Regulation 2005 (NSW)
- ✓ Ensure audit and compliance with legislation
- ✓ Apply best procurement practice and guidelines for local government



- ✓ Robust contract management process
- ✓ Cost savings and achieve value for money
- ✓ Address compliance, probity, suitability and sustainability
- ✓ Reduce risk by using standard form contracts
- ✓ Supplier relationship development and management



- ✓ Direct and fast supplier engagement
- ✓ Streamlined access to wide range of supplier expertise and capabilities
- ✓ Assist the delivery of time-sensitive projects
- ✓ Increase operational efficiencies and save time



- ✓ Ongoing individual support through LGP Business Manager
- ✓ Access to Procurement expertise and advice
- ✓ Involvement in contract development and enhancement
- ✓ Learning new knowledge and best procurement practice in local government

Approx. 3 - 6 weeks process

Prepare a simple RFQ



Issue RFQ via online platform



Respond & evaluate



Award & engage

Benefit for Approved Supplier under LGP Contracts

Easier to do business

✓ Councils can engage you directly or through an RFQ

Access to VendorPanel

✓ Submit quotes securely and easily through an online platform

Save time and effort

✓ No need to respond to multiple tenders if councils can access you through LGP

Grow your Business

✓ Easier access to councils – your own local area or all of NSW – it's up to you

Support from LGP

✓ Support through ongoing communications, face to face contact and promotional initiatives

Contract Panel - LGP420 Minor & Major Civil Works

9. SCOPE OF REQUIREMENTS

9.1.1 The deliverables available under this Contract comprise the supply of labour, materials and equipment necessary to carry out works and services associated with all aspects of minor and major civil works including the supply, transportation and disposal of construction materials as follows:

- a) Requirement 1 – Site Preparation and Construction Works
- b) Requirement 2 – Road Construction Works
- c) Requirement 3 – Water, Wastewater Treatment and Distribution:
- d) Requirement 4 – Drainage Construction
- e) Requirement 5 – Marine and Coastal Construction
- f) Requirement 6 - Swimming Pool and Reservoir Construction
- g) Requirement 7 – Bulk Construction and Landscape Materials
- h) Requirement 8 – Landscaping Works
- i) Requirement 9 – Building Construction Minor Works and Services
- j) Requirement 10 – Transportation and Disposal of Waste, including Contaminated Materials.
- k) Requirement 11 – Recycled or Re-Purposed Discarded Construction Materials.
- l) Requirement 12 – Other Minor and Major Civil Works

Webinar Information Session

29th June 2023 – 3-4pm

LGP420 Minor and Major Civil
Works - Tender Preparation
Supplier Workshop



Thank you.

Any enquires, please contact

John Pennock

Business Development Manager, Southern Region

Mobile: 0427 620 913

Email: jpennock@lgp.org.au



Any Questions?