

Doing Business with Wollongong City Council

Webinar will start at 10am

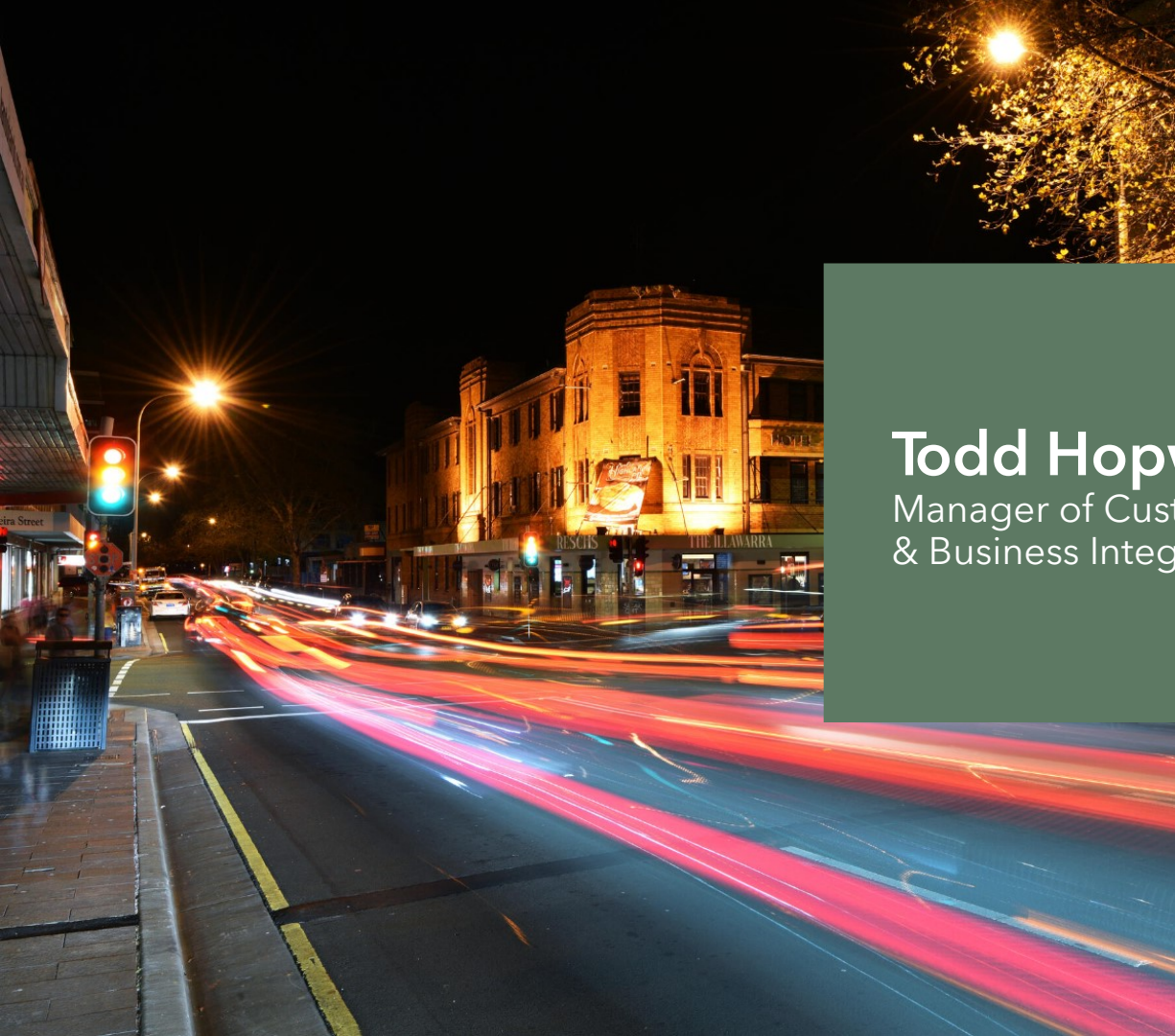




Webcast Statement

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.



Todd Hopwood

Manager of Customer
& Business Integrity

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
7. Questions





Greg Doyle
General Manager



Upcoming Infrastructure Investment

Chris O'Connor
Infrastructure Governance Manager



1000km roads



470km footpaths + cycleways



900km stormwater pipes

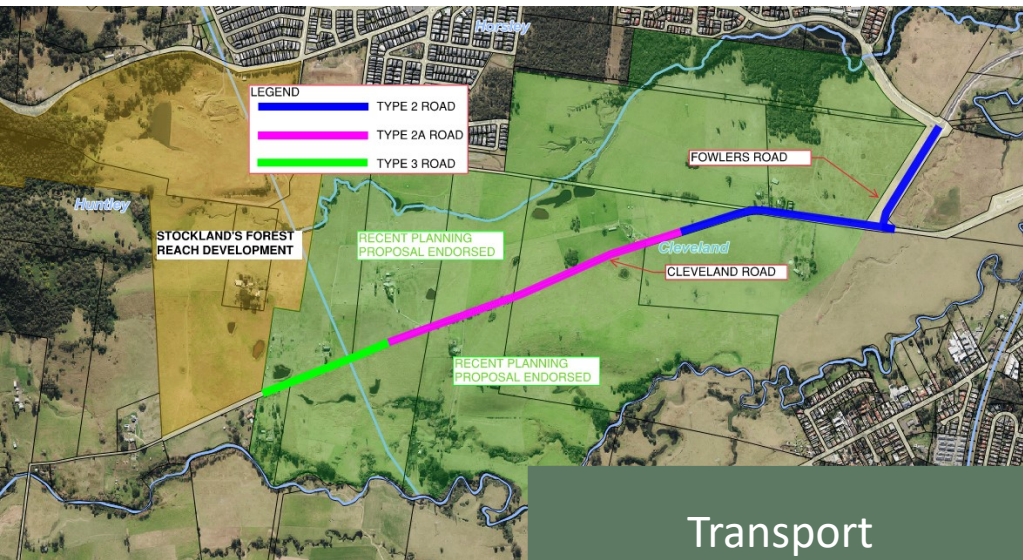


750 buildings



67 sports fields

\$6.9b
Assets
and Land



Transport Infrastructure



Cleveland Road Upgrade:

- Stage 1
- Stages 2 and 3

Shared Path Infrastructure

- Grand Pacific Walk Upgrades - Coalcliff and Austinmer
- Murray Road Shared Path - Corrimal Train Station to Grand Pacific Walk



Open Space Infrastructure

- Darkes Sporting and Community Hub (Stage 1)
 - Sportsfield
 - Lighting
 - Accessible Amenities
 - Parking
- North Wollongong Beach Seawall (Stage 2)



Buildings Infrastructure



Helensburgh Community Centre + Library

Darke Sporting And Community Hub (Stage 2)

Art Gallery & Town Hall Refurbishment / HVAC

Dapto Ribbonwood Refurbishment / HVAC

Amenities Upgrades

Indicative Tender Timing - Major Project

Project	Indicative Tender Timing
Thomas Gibson Oval Amenities Upgrade	Late 2024
Grand Pacific Walk Austinmer	Early 2025
North Wollongong Beach Seawall (Stage 2)	Mid 2025
Wollongong Art Gallery and Town Hall Upgrade	Mid 2025
Darkes Sporting and Community Hub (Stage 1)	Late 2025

More information



Wollongong City Council

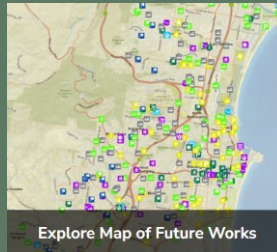
Attachment 2
Draft Infrastructure
Delivery Program
2023-2024 -
2026-2027
For Exhibition



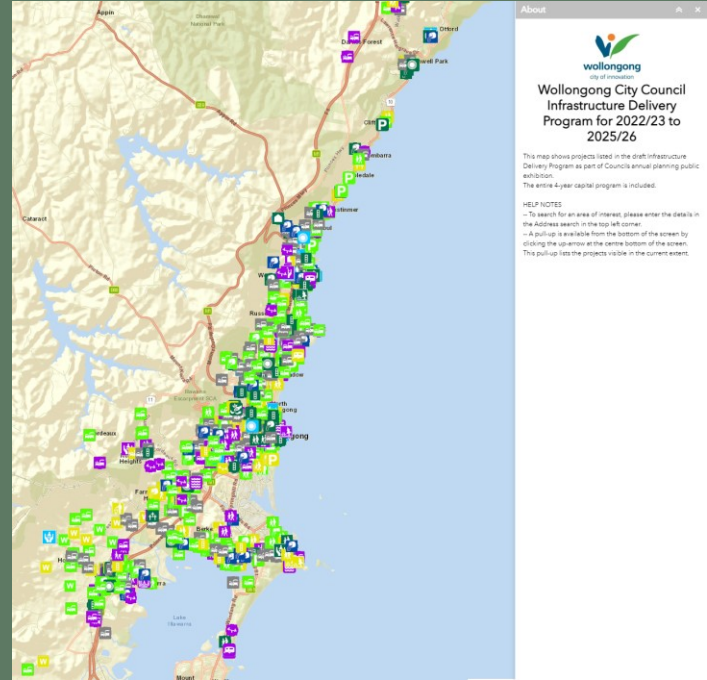
Future Works by Suburb



Future Works by Category



Explore Map of Future Works





Procurement at Wollongong City Council

Nikki Romanczukiewicz
Procurement & Supply Manager



How we buy at WCC

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

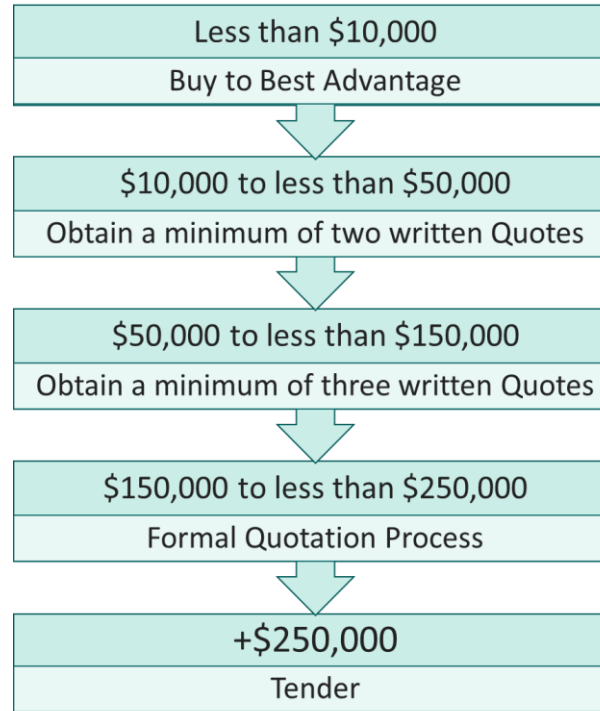
In delivering these services, when it is identified a Contractor/ Supplier is required to assist in their delivery, Council will pursue competitive submissions.

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 \$150,000)** 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>

VendorPanel



Council also procures via established “Panel” Contracts.

These opportunities have been let to the market by Tender or EOI and are now Panels to be used for competitive submissions:

- Wollongong City Council Panels
- Local Government Procurement (LGP) Panels

Through VendorPanel Council can view:

- Approved suppliers
- Location of suppliers
- Pricing schedules
- Demonstrated experience
- Capability & qualification

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 \$150,000 incl GST:

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:

- 1 Is the Tenderer's registered business address or corporate headquarters located within the City of Wollongong LGA?
Yes Address: [Address]
> Go to Question 3.
No
> Go to Question 2.
- 2 Does the Tenderer have a permanent office or work location within the City of Wollongong LGA but is headquartered elsewhere?
Yes Address: [Address]
No
- 3 Proposed locally sourced materials [grown, manufactured, assembled, or made within the Wollongong LGA] specific to the submission or project:
Materials and location: [insert response here]
- 4 Proposed locally sourced services [maintenance, cleaning, consultancies, direct employment, sub-contracting or labour hire from within the Wollongong LGA] specific to the submission or project:
Services and location: [insert response here]

Social procurement involves Council using procurement processes and purchasing power to generate positive social value above and beyond the cost of the goods, services or construction being procured.

The Direct Approach Purchasing of goods, or services from a 'social benefit supplier' such as Aboriginal or Torres Strait Islander business, or an Australia Disability Enterprises.

The Indirect Approach Purchasing goods, services, or construction from a 'mainstream supplier' and imposing requirements on those suppliers to deliver social and/or sustainable outcomes.

An aerial photograph of a park. In the foreground, there is a green lawn with a few trees. In the middle ground, there is a playground with colorful equipment, a swimming pool with a slide, and a picnic shelter with a white roof. In the background, there are more trees and a parking lot with several cars. The sky is clear and blue.

Social Procurement



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 as soon as possible after release 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.



Conserve Accreditation

Council request that service suppliers register with a third party:

Conserve Contractor Services Pty Ltd

- Business insurance checklist
 - Public liability
 - Professional Indemnity
 - Workers Compensation
 - Motor Vehicle insurance

Registration 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



Contractor Performance Reports

Reason for Report:

- Periodic reports
- End of contract
- Unsatisfactory performance

Records contractor performance against KPIs

Suitability for further work

Reports are forwarded to contractors who are provided 10 business days to respond

The Contractor acknowledges that Council reserves the right to use these reports in the evaluation of the award of future works.



Upcoming Panels

Tender - Minor Civil Works Panels

- Road, Footpath and Shared Pathway Construction
- Stormwater, kerb and gutter construction
- Guardrail Maintenance, Repair and Installation
- Subsoil Drainage Installation & Water
- Service Lowering, location & potholing

Due for release to tender late 2024

Expected expenditure under this panel between \$5m-\$9m based on operational requirements and budgets over 5 years.

Tender – Trade & Building Services Panels

- Electrical services
- Plumbing services
- HVAC services
- Gutter cleaning
- Roller Door/Shutter maintenance
- Graffiti removal
- Building works
- Carpentry services

Due for release early 2025

Upcoming Panels

Tender - Design & Technical Services Panel

- Multidisciplinary Civil
- Multidisciplinary Buildings + Architectural
- Civil Design
- Structural Design
- Stormwater and Flooding
- Water Servicing Co-ordinator (WSC)
- Building Services Engineering
- Electrical Investigation & Design
- Coastal Engineering
- Drafting Services
- Geotechnical Services
- Environmental Services
- Survey & Spatial Services
- Quantity Surveying & Cost Estimation Services
- Waste Classification, HAZMAT and Contamination Assessment
- Underground Utility Location Services
- Materials Assessment, Testing and Remediation
- Building Certification & Compliance Services
- Arboriculture Services

Estimated Expenditure of \$8-10 million over 5 years
Anticipated Release of late 2024



NSW Small Business Commissioner

Doing business with your local Council

Local procurement:

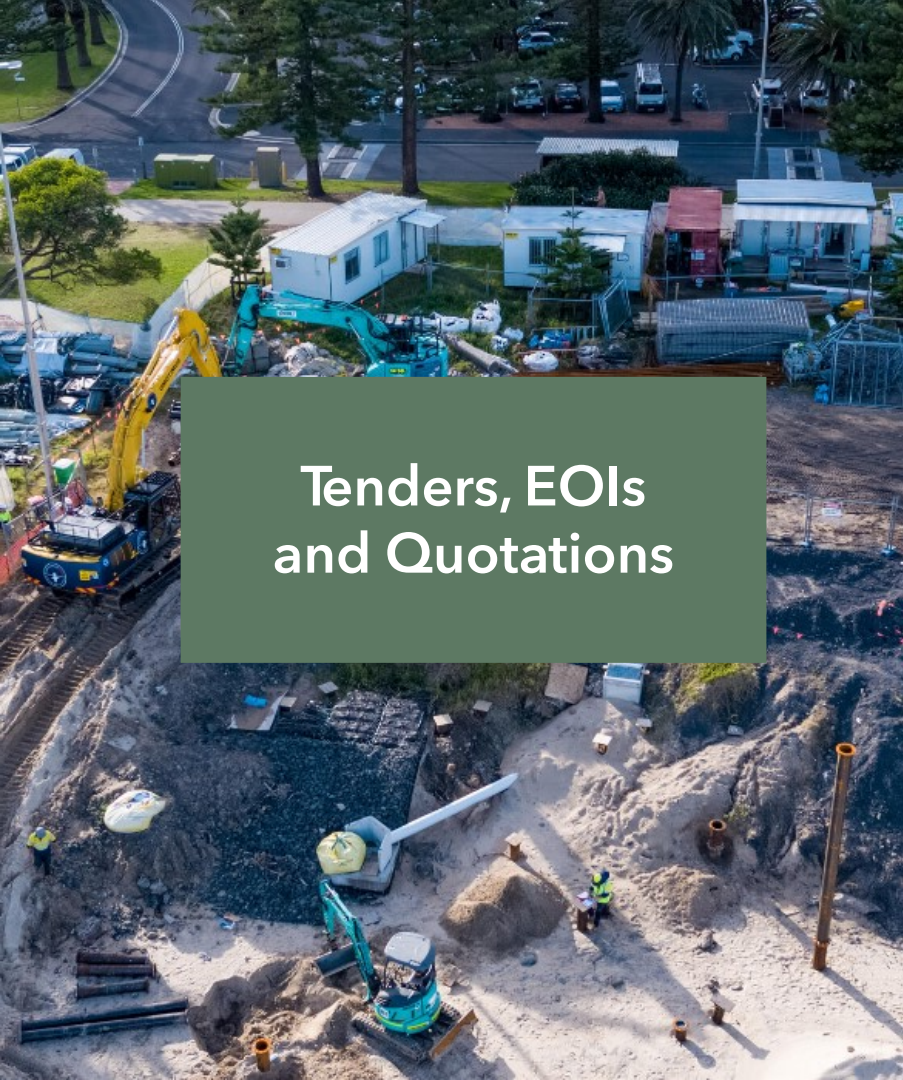
A guide to doing business with local councils



Small
Business
Commissioner

- [Small Business Guide to Council Procurement](#)
- [Small Business Insurance Fact-sheet](#)
- [Modern Slavery – Information for small business](#)





Tenders, EOs and Quotations

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

+ Current tenders

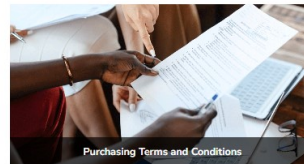
+ Recently closed tenders

+ Recently determined tenders

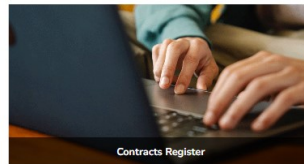
More information



Doing Business With Council



Purchasing Terms and Conditions



Contracts Register



Opportunities for Artists and Performers



Helpful links

Tender Portals

Tenderlink - www.tenderlink.com

Procurepoint - www.procurepoint.nsw.gov.au

VendorPanel - www.vendorpanel.com.au

Local Government Panels

Local Government Procurement - www.lgp.org.au

Procurement Australia - www.procurementaustralia.com.au

NSW Government Tenders

NSW Government eTendering - www.tenders.nsw.gov.au

Buy NSW - www.buy.nsw.gov.au/ic



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 to Council
- Previous similar experience
- Staff qualifications
- Proposed subcontractors
- Project schedule
- WHS & Environmental
- Strengthening of Local Economic Capacity



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 – projects listed should have a similar scale and complexity

Include information on the experience of proposed subcontractors

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

28th October 2024

John Pennock – *Business Development Manager, Southern Region*

Alison Lyons – *Category Manager, Civil Works*

Agenda

Local Government Procurement (LGP) Overview

Why Council Procurement use LGP Contracts

LGP Contracts – Wollongong Council

Benefit for Approved Supplier under LGP Contracts

LGP Website – Contracts & Tenders

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

**Direct
Engagement or
Run a Quote**

Prepare a
simple
RFQ



Issue
RFQ via
online
platform



Respond
&
evaluate



Award &
engage

LGP Contracts - Wollongong Council

- ▶ Approximately \$75M dollars reported spend over the last 3 years (FY22 – FY24)
- ▶ Top 4 spend areas.
 - ◆ Roads
 - ◆ Construction and Operations
 - ◆ IT & Telecom
 - ◆ Plant and Vehicles
- ▶ Other key areas include:
 - ◆ Playground and Open Spaces
 - ◆ Plant and Gardens
 - ◆ Waste Management and Landfill

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

LGP Website – Contracts & Tenders

Contracts & Tenders are listed on the LGP website.

- ▶ Apply to become a contractor - [Apply to become a contractor – Local Government Procurement](#)
- ▶ Tender Program - [Tender Program – Local Government Procurement](#)
- ▶ Approved Contractors - [LGP Approved Contractors – Local Government Procurement](#)



Thank you.

LGP Supplier contacts.

E: suppliers@lgp.org.au

PH: 02 8270 8700



Any Questions?