



***CONTRACTS APPROVAL
DELEGATED COMMITTEE***

MINUTES

10 March 2021

**MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS APPROVAL DELEGATED
COMMITTEE OF THE BALLARAT CITY COUNCIL, HELD BY A VIRTUAL MEETING
ON WEDNESDAY 10 MARCH 2021 AT 12:30PM**

**Evan King
(Chief Executive Officer)**

MINUTES

ORDER OF BUSINESS:

PRESENT

Cr Ben Taylor (Chair)
Cr Mark Harris
Cr Tracey Hargreaves

IN ATTENDANCE

Mr Evan King (Chief Executive Officer)
Mr Sean Portelli (Director Corporate Services)
Ms Bridget Wetherall (Director Infrastructure and Environment)
Mr Vaughn Notting (Executive Manager Infrastructure)
Mr Trevor Harris (Procurement Co-ordinator)
Louise Turner (Manager Environment Services)
Luke Ives (Co-ordinator Road Maintenance)
Ms Lorraine Sendall (Minutes)

APOLOGIES

Nil

DECLARATIONS OF INTEREST

No conflicts of interest were recorded.

CONFIRMATION OF MINUTES

RESOLUTION:

That the minutes of the Contracts meeting held on 24 February, 2021 as circulated, be confirmed.

Moved Cr Tracey Hargreaves
Seconded Cr Ben Taylor

CARRIED

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves, pursuant to Section 66 of the Local Government Act 2020, that the meeting be closed to members of the public, whilst the Committee is dealing with the following matters, that may include matters that are Commercial in Confidence that may prejudice Council: -

Moved Cr Ben Taylor
Seconded Cr Tracey Hargreaves

CARRIED

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5.1 CONTRACT 2020/21-10 BIN DELIVERIES AND REPAIRS (RO – Bridget Wetherall / Emma Swift)

SUMMARY

This report recommended that the Contracts Approval Delegated Committee approves the awarding of a contract for the provision of bin deliveries and repairs under a schedule of rates.

BACKGROUND

This contract is for the delivery, repair and storage of the mobile bin supplies for the provision of new bins to support Council's Kerbside Collection Service (operated by the Environment Unit).

The tender was advertised in The Ballarat Times News Group, Council's Website and eProcure from 15 October 2020. The invitation period closed on 4 November 2020 with three tenderers submitting responses.

KEY MATTERS

The Evaluation Panel met on 4 December, 2020 to review the initial scoring of the tenders by evaluation panel members. The weighted score of each panel member for each submission was added in aggregate.

Ballarat Regional Industries is recommended due to their extensive experience in conducting the current existing contract satisfactorily and demonstrated experience to assemble and deliver bins in Ballarat. Their response included detailed information about their staff, plant, end-markets for recycling and equipment to undertake the service which all aligned with their total cost.

The Committee noted that there was a discrepancy in the VFM (Value for Money) component in the evaluation, however, this did not change the recommendation.

RESOLUTION

That the Contracts Approval Delegated Committee:

- 1. Resolves to enter into Contract Number 2020/21 - 10 for the provision of Bin Deliveries & Repairs under a schedule of rates contract with Ballarat Regional Industries for the estimated annual price of \$115,652.00 (ex GST). The anticipated annual price is based on a schedule of rates giving an estimated spend over the life of the contract of \$462,608.00 (ex GST) including the one-year extension option.**
- 2 The contract Term is for 3 years with the provision of a 1-year extension at the sole discretion of Council.**
- 3 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.**

Moved Cr Tracey Hargreaves
Seconded Cr Ben Taylor

CARRIED

5.2 **CONTRACT 2020/21-310 LANGSTAFFE DRIVE** (RO – Bridget Wetherall / Robin Hand)

SUMMARY

This report recommended that the Contracts Approval Delegated Committee approves the awarding of a Contract for road reconstruction and associated works in Langstaffe Drive, Wendouree.

BACKGROUND

Langstaffe Drive has pavement that is failing with areas of localised ponding and potholing with old brick footpaths which have significant movement. This project will see approximately 430 metres of existing road pavement in Langstaffe Drive, between Gillies Street and Molbray Street reconstructed with a new asphalt surface, concrete footpath and kerb & channel.

Langstaffe Drive is a highly trafficked residential street providing connection between Forest Street and Gillies Street with an approx. length of 830 metres. Langstaffe Drive serves as a public bus route and is frequently used by residents. Langstaffe Drive runs adjacent to the rear of Mount Rowan Secondary College.

The project involves several components of work which were identified during the design stage including the following:

- earthworks;
- minor drainage construction;
- kerb & channel works;
- road pavement reconstruction;
- asphalt road surfacing;
- line marking;
- raised pavement markers;
- signage, and ancillary works.

The prioritisation of this project and the extent of works was determined by using a weighted scoring methodology for the road reconstruction. This weighting is based on specific scoring criteria as set out below:

- Sustainable Service - Asset Management Plan requirement (whole of life), requirement for urgent treatment, service level not up to standard for application;
- Safety - Safety hazard reduction;
- Financial benefit - Reduced costs, return on investment, generates revenue;
- Hierarchy Level - Level of Importance in network;
- Community Benefit - Improved local community equity, promotes sustainable economic benefit for the community, satisfies ratepayer initiative, enhances streetscape.

This project was one of many that received high weightings and as such was placed on the 2020/21 Capital Works Program.

Five tender responses were received with all submissions being considered as conforming tenders and being evaluated by panel members.

RESOLUTION

The Contracts Approval Delegated Committee resolves to:

- 1. Award Contract 2020/21-310 for the provision of road reconstruction and associated works in Langstaff Drive, Wendouree to Pipecon Pty Ltd for the total tendered price of \$779,167.98 (GST exclusive).**
- 2. Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Mark Harris

Seconded Cr Tracey Hargreaves

5.3 CONTRACT 2020/21-221 SUB SURFACE STORM WATER DRAIN CLEARING (RO – Bridget Wetherall / Luke Ives)

SUMMARY

This report recommended that the Contracts Approval Delegated Committee approves the awarding of a Contract for the provision of Panel-Sub Surface Storm Water Drain Cleaning.

BACKGROUND

The City of Ballarat is responsible for the maintenance and renewal of drainage infrastructure throughout the Municipality. The road maintenance team undertake reactive and proactive pit and pipe cleaning works that includes cleaning of Council owned gross pollutant traps. CCT inspections are regularly undertaken to determine the cause of issues and the most appropriate repair options of the underground drainage network.

The scope of the contract involves the sourcing of preferred suppliers for sub surface drain cleaning and closed-circuit television (CCT) survey on drainage infrastructure throughout the City of Ballarat.

KEY MATTERS

The tender was advertised in The Ballarat Times News Group, Council's Website and eProcure from 29 October 2020. The invitation period closed on the 25 November 2020, with 11 tenderers submitting responses.

The Evaluation Panel met on 23 December 2020, to review the initial scoring of the tenders by evaluation panel members.

The evaluation panel assessed contractors to best meet the requirements of the evaluation criteria, due to their ability to meet required timeframes and their capacity and proven history of providing Sub Surface Storm Water Drain Cleaning and CCT services.

The Committee noted that there was a discrepancy in the VFM (Value for Money) component in the evaluation, however, this did not change the recommendation.

RESOLUTION

The Contracts Approval Delegated Committee resolves to:

- 1. Enter into Contract Number 2020/21 - 221, for the provision of Panel - Sub Surface Storm Water Drain Cleaning with Veolia Environmental Services (Australia) Pty Ltd, Bartlett's Waste Management Pty Ltd, and Gavlex Pty Ltd t/a RSP Environmental Services, for the contract term of three years, with the provision of one, plus one-year extensions at Council's sole discretion.**
- 2. Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves to come out of Section 66 and adopt the resolutions made therein.

Moved Cr Mark Harris

Seconded Cr Tracey Hargreaves

CARRIED

There being no further business, the Chairperson declared the meeting closed at 12:42pm

Confirmed this 7th day of April, 2021

Cr Ben Taylor

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**Cr Ben Taylor
Chairperson**