

REF: CM190/09

**TENDER T09/25 - PROVISION OF SHREDDING OF GREEN WASTE AT HELENSBURGH LANDFILL FACILITY**

Report of Manager City Works (CH) 29/09/09

04.17.02.388

**PRECIS**

This report is submitted in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005 and recommends the acceptance of a tender for the Provision of Shredding of Green Waste at Helensburgh Landfill Facility from Davis Earth Moving and Quarrying Pty Ltd.

**RECOMMENDATION**

- 1 In accordance with the Local Government (General) Regulation 2005, Clause 178 (1) (a), Council accept the tender of Davis Earth Moving and Quarrying Pty Ltd for the Provision of Shredding of Green Waste at Helensburgh Landfill Facility.**
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.**
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.**

**BACKGROUND**

Helensburgh Waste Depot has a green waste drop-off area provided for residents, businesses and Council generated material. This raw green waste is required to be shredded to allow it to either be transported from the site for further processing into mulch, compost and soil products or to be retained on-site for future use of Council. The quantity of green waste accepted at the facility varies annually depending on climatic conditions and other external factors. The green waste tonnage accepted at the facility over the past 3 years is 3,000 – 4,000 tonnes per annum.

Managing unprocessed raw green waste in a timely manner reduces a fire risk and disposal of the material to landfill.

Tenders were invited by the open tender method with a close of tenders of 3.00pm on 18 September 2009. Four tenders were received by the close of tenders and all tenders have been scrutinised and assessed by a Tender Assessment Panel comprising representatives of the City Works, Finance and Governance + Information Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria as set out in the formal tender documents:

ITEM 7

	Assessment Criteria	Weighting (%)
1	Demonstrated experience in undertaking services of similar size and scope, including the provision of at least 3 referees who the Tenderer has provided similar services to	20%
2	Plant and equipment to be made available for the provision of the services and detailed information on the location, further processing and end markets for green waste removed from the site	20%
3	Details of staff qualifications and experience who will be managing and providing the services, including an organisational/management structure chart	5%
4	Demonstrated OH&S, Risk and Environmental Management policies, procedures, assessments and plans relevant to the provision of services	15%
5	Schedule of rates for the services	40%

The Tender Assessment Panel utilised a numerical scoring method for the assessment of tenders in relation to the assessment criteria.

Table 1 below summarises the results of the tender assessment and the ranking of tenders.

**Table 1 – Summary of Tender Assessment**

Tenderer	Ranking
Davis Earth Moving & Quarrying Pty Ltd	1
Soil Co Pty Ltd	2
Camden Soil Mix	3
Dana Pty Ltd	4

### PROPOSAL

Council authorise the engagement of Davis Earth Moving & Quarrying Pty Ltd to carry out the services in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council's standards and in accordance with the technical specification.

Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

The term in the proposed Contract is for two years with two, one year extension options, at Council's sole discretion.

### CONSULTATION AND COMMUNICATION

- Members of the Tender Assessment Panel consisted of representatives from City Works, Finance and Governance + Information Divisions.
- Nominated Referees contacted included Hastings Council and Gosford City Council.

## PLANNING AND POLICY IMPACT

The recovery of green waste and diversion from landfill is consistent with Council's Waste Management and Resource Recovery and Climate Change strategic directions.

## RISK ASSESSMENT

The Services Contract will require the successful tenderer to undertake site specific risk assessments and develop appropriate mitigation strategies for general risk, OH&S and environmental management risks. The contract also requires that the Contractor has in place appropriate management policies, procedures, assessments and plans for risk, OH&S and environmental management aspects of the services.

## FINANCIAL IMPLICATIONS

The project will be funded from Council's Waste Services Recurrent Budget, Helensburgh Waste Depot Operations, Green Waste Processing.

## CONCLUSION

Davis Earth Moving & Quarrying Pty Ltd has submitted an acceptable tender to carry out the services. Council should endorse the recommendations of this report.

Name	Position Title
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## ATTACHMENTS

There are no attachments for this report.