



CITY of SWAN

CONFIDENTIAL MINUTES

TENDER REVIEW COMMITTEE

13 APRIL 2022

ATTENTION

These minutes are subject to confirmation.

Prior to acting on any resolution of the Tender Review Committee contained in these minutes, a check should be made of the minutes of the following Tender Review Committee to ensure that there has not been a correction made to the resolution.

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PART A - OPENING PROCEDURES

1. OPENING

The Presiding Member opened the meeting at 5.00pm.

2. ATTENDANCE AND APOLOGIES

Councillors:	Cr C McCullough	Pearce Ward (Presiding Member)
	Cr M Congerton	Whiteman Ward
	Cr R Henderson	Swan Valley/Gidgegannup Ward (Deputising)
	Cr B Parry	Whiteman Ward

Staff:	Mr J Coten	Executive Manager Operations
	Ms A Albrecht	Manager Governance
	Mr I Lynch	Manager Fleet & Waste
	Mr S Rosati	Contracts Specialist
	Ms C Donegan	Contracts and Procurement Manager
	Ms T Reilly	Minutes Officer

Leave of
Absence: Nil

Apoloiges:	Cr A Bowman	Pearce Ward
	Cr A Kiely	Atone Ward

Not present:	Cr P Jones	Pearce Ward
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3. DECLARATIONS OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

Cr Parry disclosed an interest affecting impartiality in Item 1 - Provision of cleaning services to City of Swan facilities in Altone Place - by virtue of being a member of Swan Active.

4. PUBLIC QUESTION TIME

Nil.

5. CONFIRMATION OF PREVIOUS MINUTES

RESOLVED UNANIMOUSLY that the Minutes of the Tender Review Committee meeting held on 15 December 2022 be confirmed.

(Cr Congerton - Cr Parry)

6. MEMBERS QUESTIONS

6.1 ANSWERS TO QUESTIONS WHICH WERE TAKEN ON NOTICE

Nil

6.2 QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

6.3 QUESTIONS OF WHICH NOTICE HAS NOT BEEN GIVEN

Nil

PART B - REPORTS AND PRESENTATIONS

RESOLVED UNANIMOUSLY that the Tender Review Committee meet behind closed doors, having regard to the provisions of s.5.23(2)(c) and/or (e) of the *Local Government Act 1995*.

(Cr Congerton - Cr Parry)

1. PROVISION OF CLEANING SERVICES TO CITY OF SWAN FACILITIES IN ALTONE PLACE – RFT22EV03-SOR

Ward: Altone Ward (Construction and Maintenance)

Disclosure of Interest: Nil

Authorised Officer: Executive Manager, Operations

An attachment to this report is **CONFIDENTIAL** as it includes information regarding a contract which may be entered into by the local government and which relates to a matter to be discussed at the meeting and a matter that if disclosed would reveal a trade secret or contains information about or of value to a person. Should Council seek to discuss the confidential information during the Tenders Review Committee, Council should resolve to move behind closed doors.

RECOMMENDATION

That the Tenders Review Committee resolve to:

- 1) Select ASF Cleaning Pty Ltd ATF Bellrock Cleaning Services Trust as the preferred tenderer
- 2) Allow the option to extend the contract
- 3) Upon award of the contract, advise all tenderer's and update the City's public tender register in accordance with Local Government (Functions and General) Regulations 1996 (WA).

MOTION that the Committee resolve to:

- 1) Select G. J. & K. Cleaning Services Pty Ltd as the preferred tenderer.
- 2) Allow the option to extend the contract.
- 3) Upon award of the contract, advise all tenderers and update the City's public tender register in accordance with the Local Government (Functions and General) Regulations 1996.

- 4) Record the reasons for changing the Officer Recommendation is that G.J. & K. Cleaning Services has submitted the lowest cost tender and as per the report are capable of delivering the service.

(Cr Henderson)

MOTION LAPSED due to the lack of a seconder.

MOTION that the Committee resolve to adopt the Officer recommendation.

(Cr Congerton – Cr Parry)

RESOLVED (3/1) TO:

- 1) Select ASF Cleaning Pty Ltd ATF Bellrock Cleaning Services Trust as the preferred tenderer
- 2) Allow the option to extend the contract
- 3) Upon award of the contract, advise all tenderer's and update the City's public tender register in accordance with Local Government (Functions and General) Regulations 1996 (WA).

For: Crs Congerton, Parry and McCullough

Against: Cr Henderson

RESOLVED UNANIMOUSLY that the Tender Review Committee no longer meet behind closed doors.

(Cr Parry - Cr Congerton)

2. JULY 2021 TO DECEMBER 2021 LIGHT FLEET REPORT

Ward: No Wards (Fleet and Waste Services)

Disclosure of Interest: Nil

Authorised Officer: Executive Manager Operations

RECOMMENDATION

That the Tenders Review Committee:

- 1) Receive the report titled July 2021 To December 2021 Light Fleet Report.

CARRIED EN BLOC

**3. TENDERS MADE UNDER DELEGATED AUTHORITY IN 2020/2021
FINANCIAL YEAR**

Ward: (All Wards) (Governance and Strategy)

Disclosure of Interest: Nil

Authorised Officer: (Chief Executive Officer)

RECOMMENDATION

That the Council resolve to:

Note the list of declined and accepted Tenders made under delegated authority in the 2020/2021 financial year.

CARRIED EN BLOC

RESOLVED UNANIMOUSLY that the reports of the Tender Review Committee Agenda not withdrawn be received and the recommendations therein adopted:

Items	2	3
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(Cr Parry - Cr Congerton)

PART C - CLOSING PROCEDURES

1. NEXT MEETING

The next meeting of the Tender Review Committee is scheduled for 11 May 2022 and will be held in the Council Chambers.

2. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 5.18pm.