



LITHGOW CITY COUNCIL

1. ACQUISITION AND DISPOSAL OF ASSETS

Policy 1.4

TENDERING

Version 3

1. ACQUISITION AND DISPOSAL OF ASSETS

1.4 TENDERING

OBJECTIVE: To provide a tendering framework for Council to follow for all purchases of goods with a value in excess of \$150,000 or where Council determines a tender process is to be followed.

POLICY:

GENERAL

1. All goods to be purchased with an apparent value of greater than \$150,000 shall be undertaken through a tender process;
2. Unless specifically altered by the General Manager, the "appropriate person" who shall be responsible for the management of tender documents in accordance with the Local Government Act 1993 and its associated regulation(s) is the senior officer in the Records section of the Council, or in their absence, their immediate supervisor or the General Manager;
3. All tenders will be conducted using principles of transparency, equity and probity;
4. Council may determine to charge a fee for the provision of tender documents;
5. Council will endeavour to provide the same information to all interested parties wherever possible;
6. The General Manager shall appoint designated staff to be responsible for opening, processing and assessing tenders;
7. The General Manager will appoint a Manager or another member of staff to take leadership of the tender assessment group;
8. A set of criteria shall be developed for the assessment of tenders.

ADVERTISING

1. All Tenders and Expressions of Interest shall be advertised in the Sydney Morning Herald and Lithgow Mercury;
2. Other local newspapers may be utilised in addition if required to advertise tenders and expressions of interest at the tender team leader's discretion;
3. Advertisements shall be placed in the local newspaper Council column in the format prescribed in the Standard Working Procedure for advertising;
4. Advertisements in the Sydney Morning Herald shall be in the format in the SWP Advertising.

RELEVANT MANAGERS

1. Relevant Managers will be responsible for managing tendering and purchasing processes for goods up to the value of \$150,000 within their divisions;
2. The General Manager shall determine the appropriate Manager to facilitate a tender process.

DETERMINATION OF TENDER APPROACH

1. The tender approach shall be determined by a resolution of Council;
2. Tender approach decision made by Council shall determine the approach to be either by Open Tender or Selective Tender and will be made by a resolution of Council;
3. If a selective tendering process is resolved by Council, Expressions of Interest shall result in the determination of potential tenderers for the project who will be invited to submit tender submissions;
4. Alternatively, Council may determine to create a list of potential tenderers for works where multiple projects may call for services;
5. Council will, by resolution, determine its acceptance or rejection of tender(s).

OPEN TENDER PROCESSES

1. All open tenders shall be advertised for a period of 21 days minimum from the date of the first publication of the advertisement in accordance with the Local Government Act and its associated regulations;
2. Council may consider the particular exceptions circumstances clauses in the Local Government Act and its regulations where the advertised period may be shortened;
3. Open tenders shall be managed in accordance with the Local Government Act 1993 and its regulation(s).

SELECTIVE TENDER PROCESSES

1. All Selective tenders shall be advertised for a period of 21 days minimum from the date of the first publication of the advertisement in accordance with the Local Government Act and its associated regulations;
2. Council may consider the particular exceptions circumstances clauses in the Local Government Act and its regulations where the advertised period may be shortened;
3. Selective tenders shall be managed in accordance with the Local Government Act 1993 and its regulation(s).

SUBMISSION OF TENDERS AND EXPRESSIONS OF INTEREST WHERE SELECTIVE TENDERS WILL BE CALLED

1. All tenders must be submitted in writing;
2. Facsimile submissions will be accepted;
3. Electronic submission of tenders will be accepted only via Council's approved e-tendering portal which will be determined by the General Manager;
4. Electronic submissions of tenders by standard email will not be accepted;
5. Tenders received after the closing time and date as advertised will not be considered;

6. Unless delivered via facsimile or e-tendering, tenders should be submitted in a sealed envelope;
7. Price will be one, but not the sole determinant, of the recommended tenderer;
8. Council may determine to reject all tenders;
9. All who submit submissions will be advised in writing of the ultimate outcome of the tender consideration following Council's determination of the submissions.

CONTRACTS

1. All contracts are to be in writing;
2. All contracts for tendered projects must be executed by or on behalf of the Council.

LOBBYING OF COUNCILLORS AND COUNCIL STAFF

1. Contacting Councillors or Council staff other than the designated contact person directly will automatically disqualify an interested party from all tender or expression of interest processes.

Maintained by Department:	Policy and Planning	Approved by:	Council		
Reference:	Policy Register	Council Policy No:	1.4	Effective Date:	4 Nov 08
Min No:	P08-19 (V1) O08-110 (V2) P08-136 (V3)	Version No:	3	Review Date:	Nov 2009
Attachments:					