



Gladstone Regional Council

ABN 27 330 979 106

Briefing Agenda & Minutes

Construction Trade Services

RPQS 83-21 Trade Services (Building)

RPQS 84-21 Trade Services (Concreting)

RPQS 85-21 Trade Services (Electrical)

RPQS 86-21 Trade Services (Plumbing)

RPQS 87-21 Trade Services (Welding)

Date & Time

2pm Friday 9 October 2019

Location

Hall A of Gladstone Entertainment Convention Centre

56 Goondoon Street, Gladstone QLD 4680

Offers Close

2pm 3 November 2020

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1. ATTENDANCE

1.1 Gladstone Regional Council Representatives

- Jody McMullen (Contracts Specialist);
- Suzanne Leonard (Contracts Officer);
- Darlene Farr (Contracts Officer);

2. OPENING

2.1 Acknowledgement to Country

I would like to pay my respect and acknowledge the traditional custodians of the land on which this meeting takes place, and also pay respect to Elders past, present and future.

2.2 Safety during the Briefing

- Please be aware that smoking is not permitted on Council sites.
- Emergency Exits & Assembly Area;
- Amenities

2.3 Record Keeping

Please ensure that you have registered your attendance with a Representative of Council here today and had your name checked off against the online RSVPs received.

3. CONTACT PERSON

To ensure consistency of advice to tenderers all correspondence during the tender period must be via contracts@gladstone.qld.gov.au

4. PURPOSE OF THE MEETING

The intentions of the briefing meeting is to:

- Explain to Tenderers the intent of the Tender/s and provide a clear overview of the intent of the Registered Pre-Qualified Arrangement (RPQS), including:
 - When the RPQS will be used by Council;
 - When competitive quotes will be sought under the RPQS; and
 - How safety will be managed for work on an RPQS contract.
- Review key points from the RPQS Service Provider Agreement.

- Provide guidance on completion of Section 3 – Tenderer's Offer to ensure submitted offers are conforming and proceed to the evaluation stage.
- Introduce Beakon Portal (Council's new safety management tool for staff and contractors).
- Give the Tenderers the opportunity to seek clarification and/or to comment on any aspect of the Tender Documents

In this regard please note:

- Minutes of the Meeting will be taken and distributed to the Tenderers via LG Tenderbox.
- It remains the responsibility of the Tenderers to fully inform themselves of the Tender requirements.

5. LG TENDER BOX

5.1 Method of downloading Invitation to Tender and submitting Offer/s

LG Tender Box is the online system utilised by Council to advertise and issue Invitations to Tender and receive offers from prospective tenderers.

Council no longer accepts hardcopy or emailed offers – you must submit your offer via LG Tender Box.

If you are not already registered, please visit <https://www.lgtenderbox.com.au/> and set your business up as a registered member. There is no fee for this service.

If you are setting up an account for the first time, some hints based on our experience are:

- Select more than one 'category' for your business if you service multiple needs; and
- Set up the account with a general email address (such as admin@bobsplumbing.com) rather than a personal email address. This will ensure invitations aren't missed if someone is on leave or has left the business.

5.2 Questions from Tenderers

6. OVERVIEW OF REGISTER OF PRE-QUALIFIED SUPPLIER (RPQS) ARRANGEMENT

6.1 What is an RPQS?

The *Local Government Regulation 2012* provides an exception for purchasing requirements where a Council has established an RPQS.

An RPQS is intended for use for high frequency, low value purchases.

By establishing an RPQS, Council does not need to seek formal written quotes and the associated documentation (such as insurances etc), for appointment of a Contractor/Service Provider for low value work.

6.2 When will Council appoint a Service Provider for a Job on an RPQS?

Council's primary intent is to utilise the Construction Trades RPQS arrangements to directly engage Service Provider for work up to \$15,000 ex GST, however there may be times that an RPQS arrangement is used for work higher than that value.

Depending on the complexity and/or risk of a job, Council may or may not seek quotes for the work to be completed when the appointment is for someone on an RPQS. We have an obligation under the *Local Government Regulation 2012* (and to our rate payers) to ensure value for money in all of our contracting activities.

If quotes are sought, submitting the returnable documents will be far less onerous than the current process, as the quote will need only to include the job specific information such as price/program etc.

6.3 How will safety be managed for a Job on an RPQS?

Council requires that all Service Providers complete a Safe Work Method Statement (SWMS) where it is required under safety legislation. Where a SWMS is not required under legislation, Council requires Service Providers to complete a Risk Assessment for the Job prior to commencement.

Part of the requirements of your Offer is that completed SWMS or Risk Assessment copies are provided, to demonstrate that your business has a safety management system in place.

In addition to completing a SWMS or Risk Assessment prior to commencement of a Job, all Service Providers appointed to the RPQS will be required to complete an online induction and maintain records of licences/tickets/qualifications in Council's safety management system, Beakon. Refer to Section 8 for more information about Beakon.

6.4 Questions from Tenderers

7. SERVICE PROVIDER AGREEMENT

7.1 Service Provider Agreement

The following points have been identified for discussion during the meeting today, but all tenderers must review the FULL relevant Service Provider Agreement, available with the Invitation to Tender on LG Tender Box prior to submitting an Offer.

- Term 2 + 1 + 1 + 1 (maximum term is five years). Offers should include any proposed rate increase to be applied upon extension options being exercised. During this time, Council may elect to run a 'refresh' of the RPQS arrangement (for example, should the demand arise for additional Service Providers) – if Council elects to do this, Service Providers on the existing arrangement will not be required to resubmit offers.
- Safety Laws and Legislative Requirements: Council has used its best endeavours to include relevant legislation relating to each of the trades tenders, however it is expected that as the subject matter experts in your field, you have the expertise to identify any other related Acts/Regulations/Codes of Practice relevant to the work you may complete for Council.
- Subcontracting: Council will not accept subcontracting of work that is the subject of the RPQS to another business (for example if you are appointed as an Electrical Service Provider, you can not subcontract electrical work). Subcontracting of other services that your business does not provide, such as traffic control, is acceptable. For the Building Services tender, it is understood that a range of subcontracting may be required where the work has a broad scope – this would be assessed for each Job, but generally would be acceptable.

7.2 Proposed Departures

Tenderer's may propose departures to the Service Provider Agreement included in the Invitation to Tender by completing Section 3.13 of the Tenderer's Offer.

Departures listed elsewhere in the submission will not be considered.

Departures proposed, if considered unacceptable (in quantity or nature) by Council, may eliminate the offer from evaluation.

Departures proposed once the contract has been issued to those selected for the RPQS will not be considered and may terminate Council's offer to be appointed to the RPQS.

7.3 Questions from Tenderers

8. BEAKON ONLINE PORTAL

8.1 Introduction of Beakon

Gladstone Regional Council (GRC) utilises Beakon software for the management of contractor safety. Throughout the term of the Contract, the Service Provider is required to comply with all requirements of this software as directed by Council.

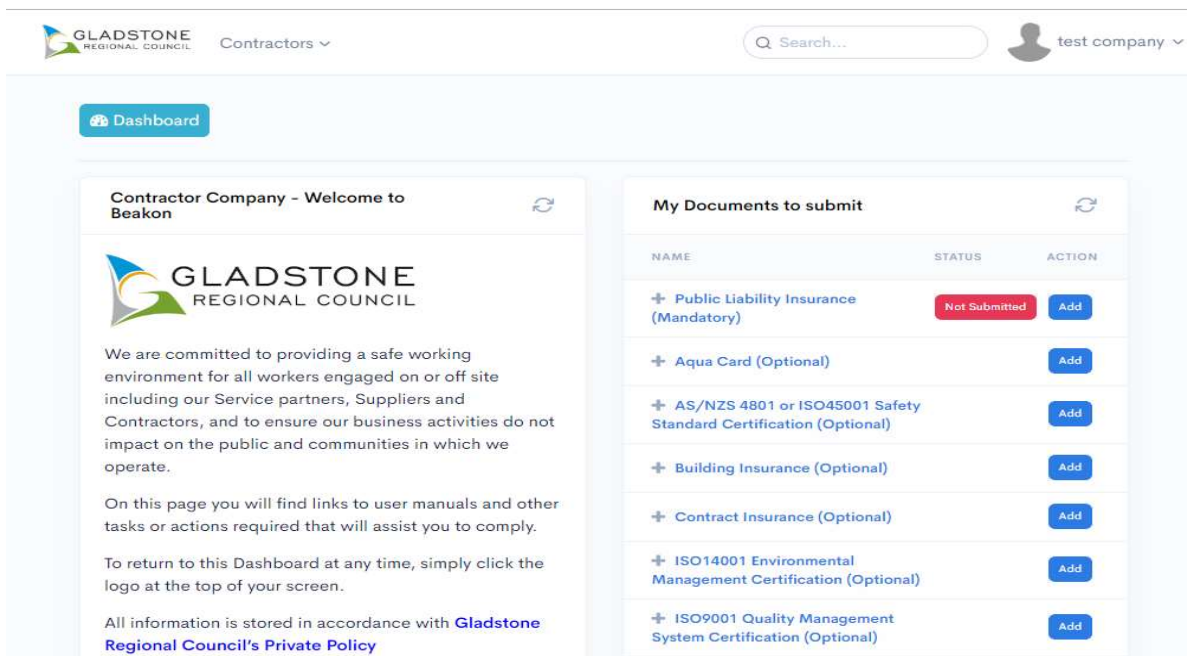
Once a contract has been awarded, GRC will request registration details for an administrator within your Company. A profile will then be created, and the administrator will receive log in details, providing them access to the Beakon platform (refer Figure 1 – Beakon Platform Home Page). Council will provide an End User Guide to your administrator to guide them through the process of getting setup in the Beakon platform.

Upon log in, the Beakon home page will prompt for mandatory documents to be uploaded for review by GRC. These documents include (but are not limited to) – insurances and certificates as per the requirements of the ITT.

The administrator will also be required to create profiles for any Contractor Employees that will be entering GRC sites. Once the profiles have been created, the Contractor Employee will be required to complete the GRC induction and upload any mandatory licences to their profiles prior to entering GRC sites.

The Contractor Company Administrator will be responsible for approving any licences that have been uploaded against a Contractor Employee.

Once documents expire, the Contractor Company will receive an automated notification from Beakon, prompting them to upload new documents.



The screenshot displays the Beakon Platform Home Page for a Contractor Company. The page features a header with the Gladstone Regional Council logo, a search bar, and a user profile dropdown. The main content area is divided into two sections: a welcome message and a list of documents to submit.

Contractor Company - Welcome to Beakon

We are committed to providing a safe working environment for all workers engaged on or off site including our Service partners, Suppliers and Contractors, and to ensure our business activities do not impact on the public and communities in which we operate.

On this page you will find links to user manuals and other tasks or actions required that will assist you to comply.

To return to this Dashboard at any time, simply click the logo at the top of your screen.

All information is stored in accordance with [Gladstone Regional Council's Private Policy](#)

My Documents to submit

NAME	STATUS	ACTION
+ Public Liability Insurance (Mandatory)	Not Submitted	Add
+ Aqua Card (Optional)		Add
+ AS/NZS 4801 or ISO45001 Safety Standard Certification (Optional)		Add
+ Building Insurance (Optional)		Add
+ Contract Insurance (Optional)		Add
+ ISO14001 Environmental Management Certification (Optional)		Add
+ ISO9001 Quality Management System Certification (Optional)		Add

Figure 1 – Beakon Platform Home Page

8.2 Tenderer's Questions (Beakon)

9. OFFER REQUIREMENTS

9.1 Conforming offer requirements

Review of Section 3 document – example completed conforming submission provided and each section explained.

The first 'gate' against which offers are assessed is for conformance with the tender requirements. During this review, the offer is assessed against the points defined in Section 1.4.1 of the Invitation to Tender.

Please check your offer meets the requirements of Section 1.4.1 below prior to submitting it. Failure to meet these requirements may result in the offer being excluded from evaluation.

To be a conforming offer the offer must:

- 1) be received by the Closing Date;
- 2) be received in the format and by the method prescribed in this Invitation to Tender;
- 3) satisfy the requirements of clause **Error! Reference source not found.**;
- 4) be open for not less than the period required under clause **Error! Reference source not found.**;
- 5) satisfy all mandatory requirements defined in **Error! Reference source not found.**
- 6) be signed by an authorised representative of the business;
- 7) meet GRC's safety and environment standards;
- 8) meet GRC's commercial requirements; and
- 9) respond to all parts of **Error! Reference source not found.** in full and include all required supporting documentation.

Common **errors** identified during this stage include the below:

- Offer not signed
- All fields not completed
- 'See attached' written instead of questions being answered

9.2 Questions from Tenderers

10. EVALUATION CRITERIA

10.1 Council's Evaluation Criteria

Conforming Tender Submissions will be evaluated and scored against the following criteria (as listed in the Objective Evaluation Criteria:

Objective Evaluation Criteria	Weighting
Offer demonstrates understanding of the scope and GRC's requirements	10%
Proposed resourcing addresses all aspects of the scope and GRC's requirements	10%
Nominated trade references meet GRC's experience requirements	20%
Proposed Key Personnel have the qualifications and experience required by GRC	20%
Price	30%
Local Content	10%

10.2 Questions from Tenderers

11. CONTRACTS PROCESS

11.1 Summary of Tender Process after Closing

- Submissions will be downloaded at approximately 2.30pm 3 November 2020.
- Submissions will be reviewed for compliance. Any non-confirming tenders will not undergo further evaluation (refer to ITT Section 1.4.1 for conforming offer requirements).
- Evaluation of conforming tenders will occur against weighted criteria as listed above in Section 10.
- Selected Tenderer's will be contacted and issued a Service Provider Agreement for execution – target timeframe is last week of November, first week of December.
- RPQS commencement target is 1 January 2021.

11.2 Questions from Tenderers

12. TENDERER QUESTIONS

13. CLOSURE

Minutes will be circulated by 16 October 2020. Circulation will be via LG Tender Box.

The briefing meeting concluded at: