



**CITY of SWAN**

**CONFIDENTIAL MINUTES**

**TENDER REVIEW COMMITTEE**

**7 JULY 2021**

**CONFIRMED MINUTES**

These minutes were confirmed as a true and accurate record of the meeting at the Tender Review Committee held on 28 July 2021.

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## 1. OPENING

Meeting declared open at 5.00pm by Presiding Member Cr McCullough.

## 2. ATTENDANCE AND APOLOGIES

Councillors:	Cr C McCullough	Pearce Ward (Presiding Member)
	Cr K Bailey	Pearce Ward
	Cr P Jones	Pearce Ward
	Cr J McNamara	Whiteman Ward
	Cr B Parry	Whiteman Ward
Staff:	Mr J Coten	Executive Manager Operations
	Ms A Albrecht	Manager Governance and Strategy
	Ms C Donegan	Contracts and Procurement Manager
	Mr J Drake	Project Manager
	Mr V Mancini	Coordinator BIMS

Leave of  
Absence: Nil

Apologies: Cr M Congerton Whiteman Ward

## 3. DECLARATIONS OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

Cr Parry disclosed an interest affecting impartiality in Item 6.1 – Construction of Stock Road Extension Bullsbrook as a company was a former employer.

## 4. PUBLIC QUESTION TIME

Nil.

## 5. CONFIRMATION OF PREVIOUS MINUTES

**RESOLVED UNANIMOUSLY TO** that the Minutes of the Tender Review Committee meeting held on 21 June 2021 and 23 June 2021 be confirmed.

(Cr Bailey - Cr Parry)

## 6. CONFIDENTIAL ITEMS

The following report(s) are **CONFIDENTIAL** in accordance with section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.
- (e) a matter that if disclosed, would reveal -
  - (i) a trade secret;
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person

where the trade secret or information is held by, or is about, a person other than the local government.

**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 Parry - Cr Jones)

## **6.1 RFT21JD05 - CONSTRUCTION OF STOCK ROAD EXTENSION BULLSBROOK**

Originating Officer – John Drake, Project Manager – Stock Road, Project Management

Reviewed for compliance – Jason Cleasby, Contract Management Analyst, Contracts and Procurement

### **RECOMMENDATION**

It is recommended that the Tenders Review Committee resolve to:

- 5) **Maintain** confidentiality of this resolution until the contract has been awarded

### **RESOLVED UNANIMOUSLY TO:**

- 5) **Maintain** confidentiality of this resolution until the contract has been awarded

(Cr Bailey - Cr Jones)

## **6.2 RFT21VM27-SOR - PROVISION OF HVAC PLANT AND EQUIPMENT MAINTENANCE, REPAIRS AND TESTING SERVICES, AND CAPITAL WORKS.**

Originating Officer – Vic Mancini, Coordinator BIMS, Construction and Maintenance

Reviewed for Compliance – Megan Callus, Procurement Planning Specialist, Contracts and Procurement

### **RECOMMENDATION**

It is recommended that the Tenders Review Committee resolve to:

- 1) **Select** Australian HVAC Services Pty Ltd as the preferred *Tenderer for the Provision of HVAC plant and equipment maintenance, repairs and testing services, and capital works - RFT21VM27-SOR* for the initial period from the date of award until 30 June 2024 for the schedule of rates as per the Tenderer's Offer with the anticipated value of the Contract being one million, four hundred and ten thousand and forty-five dollars (\$1,410,045.00) excluding GST
- 2) **Allow** the option to extend the Contract by a further twenty four (24) months
- 3) **Advise** all Tenderers accordingly.

### **RESOLVED UNANIMOUSLY TO:**

- 1) **Select** Australian HVAC Services Pty Ltd as the preferred *Tenderer for the Provision of HVAC plant and equipment maintenance, repairs and testing services, and capital works - RFT21VM27-SOR* for the initial period from the date of award until 30 June 2024 for the schedule of rates as per the Tenderer's Offer with the anticipated value of the Contract being one million, four hundred and ten thousand and forty-five dollars (\$1,410,045.00) excluding GST
- 2) **Allow** the option to extend the Contract by a further twenty four (24) months
- 3) **Advise** all Tenderers accordingly.

(Cr Bailey - Cr Jones)

**7. ADOPTION OF THOSE RECOMMENDATIONS CONTAINED IN ITEMS NOT WITHDRAWN**

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

Items	6.1	6.2
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(Cr Bailey - Cr Jones)

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

(Cr Parry - Cr Jones)

**8. OTHER BUSINESS**

Nil.

**9. MEETING CLOSE**

There being no further business, the Presiding Member declared the meeting closed at 5.01pm.