



CONTRACT NO: 2023-2024-0605

For the

Management of Sam Adams College

Pre-Tender Meeting and Site Visit

29 April 2024

AGENDA TO THE PRE - TENDER MEETING

Location: Sam Adams College, Muswellbrook NSW 2333

Date: 29 April 2024 at 11:00am

ATTENDEES: Mardi Eriksson (Acting Commercial Property Coordinator), Cameron O'Brien (Trainee Property Officer), Kim Randall (Acting Customer Experience Coordinator), Anna Marie Bird (Coordinator Procurement and Contracts)

Attendance of Tenderers' Representatives confirmed with the signed attendance sheet.

MINUTES TAKEN BY: Kim Randall

Welcome given by Anna Marie Bird, Coordinator Procurement and Contracts

Acknowledgement of Country given by Anna Marie Bird, Coordinator Procurement and Contracts

Housekeeping items addressed by Anna Marie Bird, Coordinator Procurement and Contracts

Background

Muswellbrook Shire Council, in partnership with TAFE and the Mining Industry constructed Sam Adams College in 2014. The purpose to provide affordable and supervised accommodation for students undertaking various forms of training and study in the Upper Hunter region. The accommodation maintains competitive neutrality, approval based on eligibility, priority and judgement.

The accommodation is available to a range of students, including students of TAFE and other learning institutions with a presence in the Upper Hunter region, including university and vocational students temporarily located in the region while undertaking work placement or coursework related to their studies.

Eligibility for tenancy

Priority for tenancy of the rooms will be given to:

- Students aged between 18 and 25;
- Students enrolled at Hunter TAFE (Muswellbrook Campus) in mining related studies;
- Persons employed in the Mining Industry as apprentices; trainees and those employed in any similar work based training scheme;
- Other students enrolled at Hunter TAFE (Muswellbrook Campus);
- Other students enrolled at Hunter TAFE – (Scone and Singleton Campuses);
- Other students enrolled at other learning institutions with a presence in the Upper Hunter Region;
- University and Vocational students undertaking coursework or work placement in the Upper Hunter Region

Extended to include Essential Services

- Council Staff – short term
- Health
- Education
- NSW Police

- Fire and Rescue NSW
- NSW Department of Communities and Justice

Accommodation structure: 21 semi-detached 3-bedroom units

- 14 – 15 residential units, no linen or small appliances, weekly rate.
- 6 – 7 short stay units, fully furnished, self-contained including linen and small appliances.

Providing accommodation for up to 63 students.

Overview of the Scope / Key Issues

Contract – 3 years. Subject to performance, 2 year extension.

Fee – will be adjusted on the anniversary of the commencement date each year.

The Fee payable to the Contractor is not subject to rise and fall and shall be adjusted for inflation at 12-monthly intervals from the date of the Agreement. Refer to clause 8.1 for adjustment formula.

Fee – all-inclusive management fee, including domestic maintenance (non-trade) and cleaning of the facility including its grounds.

Non-trade maintenance, not requiring a qualification. Experience and capability based, ie changing batteries and light globes.

Include all costs directly associated and required to complete the duties, ie cleaning equipment/chemical, ground maintenance equipment and consumables.

Consider – The manager's residence is available to the resident manager on a rent-free basis, including services – electricity, water, rates, internet. Excludes mobile phone and associated management costs, contents insurance.

The scope of the Services includes:

- the supply of all labour, equipment (excluding IT hardware and software and CCTV equipment), Material and other **things incidental to or necessary to perform the Services** in accordance with this Agreement (including, without limitation, the supply of any labour, equipment, Material and other things **associated with grounds maintenance and cleaning**, and an operational mobile telephone for use by the Resident Manager), at the Operator's expense; and
- all other matters and things the Operator must do in order to satisfy its obligations under this Agreement.

Included cleaning duties are specific to the residential units. Residential units attract a bond. Residents are responsible for regular cleaning and vacating clean. Site Manager to conduct regular inspections.

Excluded cleaning duties are specific to the short stay units – furnished. Servicing limited to once per week/per booking.

Itemise exclusions for assessment purposes.

Incentive Fee – The Incentive Fee is calculated as 8% of the gross revenue exceeding the gross revenue benchmark.

Operator must be registered for GST purposes.

Overview of Process

Tender timelines

- Closing date: 06 May 2024 at 2:00 PM
- Question cut off is exactly 7 days before the closing date.
- Council meeting targeted: late May 2024 (successful and unsuccessful tenderers will be notified thereafter).
- The contract start date will be agreed with the successful Tenderer.
- Tender documentation available from Council's Website, hardcopies can be provided upon request (printing charge applies)

Lodgement options

- Electronic Submission via e-mail is preferred council@muswellbrook.nsw.gov.au
- The subject for e-mail submissions must be: 'Tender Submission to 2023-2024-0605 – Management of Sam Adams College'
- Hardcopy submission to Tender box:
 - Campbell's Corner, 60-82 Bridge St, Muswellbrook NSW 2333
 - Address for Postal delivery: PO Box 122, Muswellbrook NSW 2333

Tenderers are advised to allow plenty of time for submission the documents and to cater for any potential issues related to internet speed, and other unforeseen problems.

Late submissions will not be accepted, unless in cases where the Tenderer can prove that the tender response was submitted on time to allow for on-time submission in ordinary circumstances (example: postal delay).

Probity

Council manages probity through the process as follows:

- All questions to be submitted to procurement@muswellbrook.nsw.gov.au and the answers will be published on Council's Website;
- Council will not be accepting phone calls whilst the tender is open;
- All tender submissions must be made to the Council inbox (council@muswellbrook.nsw.gov.au) the Records Team will ensure no submissions are forwarded to Council staff prior to the Tender Closing Time.
- A list of all tenders received (without prices) will be uploaded to Council's website;
- Any clarification requests will be issued to the applicable respondent(s) after tenders have been opened by Council;
- Once the tender has been resolved on by Council, successful and unsuccessful letters will be distributed via e-mail;
- At this stage tenderers are able to request feedback on their submissions;

- Information on the successful contractor will be available from Council's GIPA register on Council's website once the contract has been executed.

Tender documentation

The tender documentation is comprised of:

- Request for Tender Document
- Schedules Part A: Conditions of Contract
- Schedules Part B: Returnable Schedules (non-price and price)

Tenderers shall complete the Returnable Schedules in full, sign the contained declarations and attach the required supporting information. Incomplete submissions may be passed over. Tenderers are to submit their response in the format requested, for word documents this means converting the final response to PDF, for Excel documents this means completing them and submitting them as an Excel file.

Tenderers must review the conditions of contract provided as part of this Request for Tender (Part A) and submit any requested departures as part of their tender submission. An addendum to Tender Schedules Part A was issued this morning, including a redline providing an overview of changes.

Modern Slavery schedule is required, due to Council's Modern Slavery reporting obligations and its requirements to comply with the Anti Slavery Commissioners 'Guidance on Reasonable Steps'. The way those schedules are structured allows for us to gauge your awareness and how we must work with you to mitigate risks, should your tender submission be successful.

Assessment process

Assessment process is structured into the following steps:

1. Conformance review
2. Non-price review - The two (2) envelope system is used for the submission of this tender, where price and non-price items are submitted in separate envelopes (hard copy submission) and two separate files (electronic submission) and assessed separately.

Key qualitative assessment criteria:

- a. Experience and capability;
 - b. Proposed personnel (including structure of the proposed team);
 - c. Results of reference checks;
 - d. Work Health and Safety management; and
 - e. Local content.
3. Price review and final scoring.

At Muswellbrook Shire Council all tenders are subject to a Council resolution, which will be undertaken in closed Council.

Onboarding process

The onboarding process requires:

1. Set up in Councils finance system;
2. Set up in Council's contract management and compliance monitoring system VAULT; and
3. HR inductions for all staff that will be attending site.

Questions

1. Question:

Will the successful tenderer have access to facility trades?

Answer:

Council has a panel contract with a list of trades (carpenter, electrician, painters, gyprockers etc) that would be accessible to the successful tenderer to utilise.

2. Question:

Will there be a set figure in the Contract to stipulate an amount of which the successful tenderer would need Council permission to utilise tradespeople?

Answer:

A maintenance approval cap will be considered and can be set as part of the start up process with the successful tenderer.

3. Question:

Will the successful tenderer have a “right of refusal” to remove a resident/student from site if necessary?

Answer:

To be confirmed.

4. Question:

Are the unit’s disability compliant?

Answer:

One of the units is disability compliant.

5. Question:

Are there laundry facilities on site?

Answer:

Yes, there is a communal laundry facility on site including washers and dryers. The units are free for residents.

6. Question:

Who manages the money collected in the coin operated washers and dryers on site?

Answer:

The units are free for residents.

7. Question:

Yearly fee for consumables?

Answer:

Not included in the current contract, quantities are domestic quantities, not bulk. Can be considered with the successful tenderer.

8. Question:

Is there an option in the tender submission to include additional information?

Answer:

Yes, you can submit additional information with your tender submission.

9. Question:

What Policies and Procedures are in place?

Answer:

Council and TAFE will work in conjunction with the successful tenderer.