



CLARENCE CITY COUNCIL
INVITATION FOR APPLICATIONS
FOR REGISTRATION ON
COUNCIL'S MULTIPLE USE REGISTER
2016 - 2018

Part 1 Overview

What is Council's multiple use register?

Under the Local Government Act Council is required to publicly (by advertisement in the local newspaper) call tenders if it requires goods or services of a value exceeding \$250,000. For goods or services below that value, tenders or quotations may be invited without being publicly advertised.

The Act also allows Council to establish and use a Multiple Use Register ("MUR") as part of its procurement process.

The MUR allows Council to carry out certain pre-checks of contractors and service providers and, subject to them satisfying the conditions for registration on the MUR, have them "on the books" and ready to be approached should it require goods or services of certain kinds and to certain values. This avoids the need for the public advertisement of Council's requirements in such circumstances and makes for a more efficient procurement process.

Council has adopted a Code of Tenders and Contracts which can be accessed on its web-site at <http://www.ccc.tas.gov.au/codefortenders>

How does the multiple use register work?

If Council requires services of the kind listed in the MUR it may, rather than advertising publicly for quotes or tenders, simply send invitations for quotations or tenders only to those contractors registered on the MUR to provide those services.

Some services such as minor electrical or building repairs and provision of plant and equipment may be required on a brief one-off basis. For such services applicants will be required to provide details of their current hourly rates at which their services or plant and equipment will be provided to Council. Any variations to those rates should be notified to Council. Engagement for such services, particularly in cases where emergency work is required, may be simply on the basis of an order for works being issued to one registrant in the relevant category.

Council retains the right to invite tenders or quotations publicly or from parties not registered on the MUR for categories of works or services listed on the MUR if in the circumstances it considers it necessary to do so.

How long does the MUR operate for?

Council is required to publicly invite applications for registration on the MUR every two years. However suppliers may apply for registration at any time provided they have not had an application rejected within the preceding 12 months.

The MUR for which applications are now being invited will apply for two years from October 2016 until 30 September 2018. Towards the end of this period if Council decide to continue with the MUR process a fresh invitation may be made for registration on the MUR for the following two years.

Who may apply for registration?

Contractors whose business includes the provision of any of the listed works and services and who can meet the registration criteria for those services may apply for registration on the MUR.

Consultants:

It will be noted that consultants are not included on the 2016-2018 MUR.

These services are to be obtained in accordance with the provisions on the Councils Adopted Procurement Procedure (5 October 2015).

What categories of works and services are on the MUR?

- Category 1.** Works under \$100,000
- Category 2.** Works between \$100,000 and \$250,000
- Category 3.** Provision of plant and equipment.

Each of these categories is divided into sub-categories; any number of which may be applied for. There is a separate application form for each category.

For full details of the categories and their sub-categories see Part 3 of this invitation.

More than one category or sub-category of services may be applied for.

Conditions of registration

Applicants must satisfy Council that they have the experience, capacity and where applicable, suitable plant and equipment to provide the specified services in the manner required by Council.

They must also show they have acceptable workplace health and safety systems and practices in place within their business operation.

To do this they must address certain evaluation criteria applicable to the category of service for which they apply for registration. This includes answering certain questions about how they normally carry on their business.

How to apply for registration

If you wish to be registered for a particular category or categories you should:

- download the application form/s from www.ccc.tas.gov.au \ Council \ Tenders and Contracts \ Multi Use Register,
- or ask for the relevant documentation and application form/s, to be sent by contacting Councils Executive Assistant Officer, Ms S. Jones on telephone (03) 6217 9645 during normal office hours Monday to Friday 8:30am to 5:15pm.
- on that form tick the relevant sub-category or sub-categories you would like to be registered for,
- address all assessment criteria and answer the questionnaire for the category. You may need to do this in a separate document,
- make sure the application is signed by an authorised person or persons, and
- send the application to Council **clearly marked**;

“MULTIPLE USE REGISTER APPLICATION E1083-16”

Applications may be sent:

- **by mail** addressed to:
The General Manager
Clarence City Council
PO Box 96
ROSNY PARK
Tasmania 7018

or

- **by email** addressed to :
clarence@ccc.tas.gov.au

Applications may be lodged for registration on Council’s Multi Use Register throughout the period of the 2016-2018 register.

How applications will be dealt with

Council officers will assess all applications. If your application is rejected you will be advised in writing and given reasons. You may however make a further application at the expiry of 12 months from the date of notification of your rejection.

If your application is successful you will be advised in writing. When services are needed for any sub-category for which you are registered, you and all other registrants for that category will be written to and asked to quote or tender for it.

Part 2 Conditions of registration and assessment process

Evaluation criteria and evaluation method

The application form for each category contains questions about an applicant's experience and business which must be answered. The questions relate to an applicant's experience in doing the work or providing the service for which registration is requested. The questions also require information about an applicant's workplace health and safety systems and practices and insurances held. Failure to provide all required information may result in an application being rejected.

In evaluating applications for registration Council will take into account answers given and information provided in evaluating an applicant's experience, resources and ability to do the subject works or provide the subject services.

Council may accept or reject any application.

Council will advise accepted applicants of the categories for which their application has been accepted.

Written reasons will be given for rejection of any application.

Any applicant rejected for registration may re-apply at the expiry of 12 months from the date of notification.

Part 3 Categories

The Multi-Use Register 2016-2018 has three (3) Categories of Works and Services:

Category 1 - Works up to \$100,000;

Category 2 - Works \$100,000 to \$250,000;

Category 3 – Hire of Plant & Equipment;

Category 1 – Works up to \$100,000;

Category 1 - Infrastructure Roads & Transport

- a. **Roads & Transport Civil Construction Works** (Contractors to register for this sub category if they have the capacity to *undertake/manage* full construction projects) *e.g A Civil Construction Company that can undertake/manage all works associated with a Road Construction Project. This may include the employment of approved sub-contractors*)
- b. **Roads & Transport Individual Contractors** (Contractors to register for this sub category if they can only undertake individual work components listed below) *e.g A Company that can only undertake specific works from one or more of the sub categories listed below.*
 1. Arborist Services
 2. Bridge / Footbridge Construction
 3. Fencing
 4. Footpath Construction
 5. Kerb & Gutter Construction
 6. Landscaping
 7. Line Marking
 8. Local Area Traffic Management
 9. Pavement Rehabilitation
 10. Road Resealing
 11. Slashing
 12. Street Sweeping / Cleaning
 13. Track Construction
 14. Underground Service Location
 15. Verge Mowing
 16. Weed Management

Category 1 - Infrastructure Stormwater

- c. **Stormwater Civil Construction Works** (Contractors to register for this sub category if they have the capacity to *undertake/manage* full construction projects) *e.g A Civil Construction Company that can undertake/manage all works associated with a Stormwater Construction Project. This may include the employment of approved sub-contractors*)
- d. **Stormwater Individual Contractors** (Contractors to register for this sub category if they can only undertake individual work components listed below) *e.g A Company that can only undertake specific works from one or more of the sub categories listed below.*

1. CCTV Pipe Inspection
2. Pipeline construction
3. Underground Service Location

Category 1 – Active Recreation

e. Active Recreation – (Sportsground Development)

(Contractors to register for this sub category if they have the capacity to undertake full construction projects) *e.g A Company that can undertake/manage all works associated with a Sportsground Construction Project. This may include the employment of approved sub-contractors)*

Category 1 - Passive Recreation

f. Passive Recreation – (Parkland Development)

(Contractors to register for this sub category if they have the capacity to undertake full construction projects) *e.g A Company that can undertake/manage all works associated with a Parkland Development Construction Project. This may include the employment of approved sub-contractors)*

Category 1 – Minor Works

g. Minor Works - Active Recreation, Passive Recreation and Natural Environment

Individual Contractors (Contractors to register for this sub category if they can only undertake individual work components listed below) *e.g A Company that can only undertake specific works from one or more of the sub categories listed below*

The following sub categories are common to the following Category 1 Minor Works;

Active Recreation (Sportsground Related Works),

Passive Recreation (Parkland Development including Tracks & Trails),

Natural Environment (Environmental Management Works including Tracks & Trails)

1. Arborist Services
2. Bridge / Footbridge Construction
3. Fencing
4. Footpath Construction
5. Irrigation System Design
6. Irrigation System Installation
7. Kerb & Gutter Construction
8. Landscaping
9. Piling Works
10. Pipeline construction
11. Play Equipment Installation
12. Play Equipment Supply & Delivery

- 13. Public Space Lighting Design
- 14. Slashing
- 15. Sportsground Lighting Design
- 16. Track Construction
- 17. Tree Stump Removal
- 18. Turf Management / Construction
- 19. Underground Service Location
- 20. Verge Mowing
- 21. Weed Management
- 22. Welding & Metal Fabrication

Category 1 - Infrastructure Facilities Management – (Building Related Works)

- h. Building Construction Works** (Contractors to register for this sub category if they have the capacity to undertake full building construction projects) *e.g A Building Construction Company that can undertake all works associated with a Building Projects. This may include the employment of approved sub-contractors)*
- i. Building Related Works - Individual Contractors** (Contractors to register for this sub category if they can only undertake individual work components listed below) *e.g A Company that can only undertake specific works from one or more of the sub categories listed below.*

The following sub categories apply to the Infrastructure Facilities Management Programme – (Trades and Services relating to minor building works)

- 1. Asbestos Removal
- 2. Bricklaying
- 3. Building & Carpentry
- 4. Building Surveyor
- 5. Concreting
- 6. Electrical
- 7. Fencing
- 8. Glass & Glazing
- 9. Landscaping
- 10. Locksmith
- 11. Mechanical Services
- 12. Painting
- 13. Pest Control
- 14. Plumbing & Drainage
- 15. Roofing & Guttering
- 16. Security
- 17. Stonemason
- 18. Underground Service Location
- 19. Welding & Metal Fabrication

Category 2 - Works and Services \$100,000 to \$250,000;

Contractors to register for this sub category if they have the capacity to undertake a full construction project e.g A Construction Company that can undertake/manage all works associated with a single Project. This may include the employment of approved sub-contractors

- a. Category 2 - Infrastructure Roads & Transport - Construction Works**
- b. Category 2 - Infrastructure Stormwater - Construction Works**
- c. Category 2 - Communities & People - Active Recreation – Sportsground Development - Oval Construction Works**
- d. Category 2 - Communities & People - Active Recreation - Sportsground Lighting Construction Works**
- e. Category 2 - Communities & People - Passive Recreation – Parkland Development Works)**
- f. Category 2 - Infrastructure Facilities Management – Building Construction Works - Public Toilets, Sportsground Pavilions/Clubrooms.**

Category 3 - Plant & Equipment;

Council is seeking the following equipment to be registered for hire by Council on the Plant & Equipment Schedule; (Contractors to provide details of relevant attachments)

- **Excavators**
- **Excavators Bushfire Management Works (see note below)**
- **Grader**
- **Portable Message Board**
- **Portable Traffic Lights**
- **Pump Truck**
- **Roller**
- **Skid Steer Loader Tracked**
- **Skid Steer Loader Wheeled**
- **Truck – 10 Yd With Trailer**
- **Truck – 10 Yd Without Trailer**
- **Truck – 7 Yd**
- **Truck – 5 Yd**
- **Truck – 3 Yd**
- **Water Cart**

Note Bushfire Management works require specialist's contractors and registrants in this category must provide specific details of experience in these environments and be familiar with legislative requirements.

Need more information?

Should you require further information contact Council's MANAGER WORKS & ASSET PLANNING Mr John Judge on (03) 6217 9689 during office hours or by email jjudge@ccc.tas.gov.au

Should you require the relevant documentation and application form/s to be forwarded to you please contact Councils Executive Assistant Officer, Ms S. Jones on telephone (03) 6217 9645 during normal office hours Monday to Friday 8:30am to 5:15pm.

Send the completed application to Council **clearly marked;**

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or

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