

**3.4 CONTRACT FOR THE PROVISION OF TREES**

(CF2009035: MK: PR)

Responsible Director: Marilyn Kearney, Don Cameron &amp; Peter Aumann

**RECOMMENDATION***That Council:*

1. *Appoints the following suppliers to a Panel for the Provision of Trees for a three (3) year period for the schedule of rates submitted with their respective tenders (Estimated annual expenditure of \$374,000 GST inclusive) with options for two extensions of one year each:*

*Tillage Nursery Group Pty Ltd; and  
Plantmark;*

2. *Authorises the Chief Executive Officer to execute the contract agreements; and*
3. *Authorises the Chief Executive Officer, at his discretion to approve extension options in the contract subject to satisfactory performance.*

**BACKGROUND**

In May 2008, Co-operative Purchasing Services (CPS) was appointed as Agent of the Monash City Council in accordance with guidelines established by the Minister for Local Government and in compliance with Section 186 of the Local Government Act for the purposes of calling and evaluating public tenders for the Provision of Trees as required in the Council's Base Capital Works Program. The purpose of using the services of CPS is to attempt to gain any price advantage that may be available from combining Monash's requirements for goods and services with those of other Councils.

A tender for the Provision of Trees was advertised in the Age newspaper on 28 June and 5 July 2008 for a contract period of three years with two (2) x one (1) year options to extend. The tender was also advertised through an online tender service provider, Tenderlink. Tenderlink is a service used for the purpose of downloading of documents through a registration process only. Seven sets of tender documents were distributed to prospective tenderers with two tenders being received by CPS.

**TENDER EVALUATION**

CPS acting as Council's agent conducted the tender evaluation process based on the following criteria:

- Financial benefit and capability
- Experience and reliability
- Technical capability
- Resource capability
- Company and management capability

Price was considered at 60% with all other criteria making up the balance of 40%. A preliminary tender analysis report was provided to Council officers in order that Council could satisfy itself as to the recommendation being made by CPS. A copy of the Tender Report has been circulated separately to Council.

The purpose of the panel contract is to ensure ongoing and continued supply of trees required for tree replacement and renewal programs identified in Council's base capital works programs. It is important therefore to ensure that an alternative provider is available.

***FINANCIAL IMPLICATIONS***

The schedule of rates submitted with the tender includes an average 2% increase in the pricing of trees, which can be accommodated within the 2008/09 budget.

***RECOMMENDATION***

That Council adopts the recommendation to appoint:

*Tillage Nursery Group Pty Ltd; and  
Plantmark*

for the Provision of Trees for a period of three years with the option to extend the contract term for two x one-year terms at the discretion of the Chief Executive Officer subject to satisfactory performance.