

For the Supply of Goods and/or Services

Request for Offer (RFO)

PREFERRED SUPPLIER
ARRANGEMENT FOR THE SUPPLY
OF PLUMBING SUPPLIES

Closing Time:

Tuesday, 19th July 2016 at 2.00pm
AEST

RFO Number:

TR-0274

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1 INTRODUCTION

Spanning a geographical footprint that takes in an incredible 12,973 square kilometres, the Toowoomba Regional Council (TRC) area is an inclusive and environmentally rich one that embraces the future while respecting the past.

While serving this vibrant and prosperous community, TRC will lead with good governance and sustainable practices and an unwavering commitment to provide a safe, healthy and equitable community that enjoys a quality lifestyle. Accordingly, our assurance to residents will be to function as a well-governed Council that respects community values. While our focus will be to provide well-managed and integrated regional growth (delivering a dynamic economy that provides employment and opportunity), we will never compromise on protecting and maintaining a highly valued, diverse, liveable and sustainable natural environment. Council's core values of integrity, respect, accountability and transparency, collaboration and teamwork, innovation and sustainability will continue to be at the heart of every resolution we face and every decision we make. That's our ironclad commitment to the residents of this region.



This Contract is for a Preferred Supplier Arrangement for the Supply of Plumbing Supplies.

2 BACKGROUND INFORMATION

The purpose of this tender is to establish a Preferred Supplier Arrangement for the Supply and Delivery of Plumbing Supplies and consumables at a competitive price for Toowoomba Regional Council.

An example of products required under this tender includes, but not limited to:

- Poly Joiners;
- Spigot;
- Tapping Band;
- Connectors;
- Fittings; and
- PVC Pipes.

3 PARTICULARS OF GOODS/SERVICES/GOODS AND SERVICES

The purpose of this contract is to monitor Council spending in these commodities. We have identified a Basket of Goods (B.O.G) that is indicative of Council's most commonly purchased items. This will be used for evaluation purposes only and a more extensive range of products will be purchased under this contract outside of the B.O.G. Please price a comparable product if the specified brand is not available.

When submitting prices for the B.O.G pricing should be based on catalogue price less discount offered to Council. Offerors must stipulate in their Offer Response the discount offered for the entirety of the contract, i.e. this is a fixed price contract based on catalogue less discount.

Offerors should be aware that quantities and products in the B.O.G are indicative only and both the quantities and items on this list are for the purposes of evaluation only. Council gives no commitment that it will purchase these quantities or products during the life of this contract.

This is a fixed price contract (catalogue price less discount stipulated in Offer Response).

Supply and Delivery to the Toowoomba CBD Region:

Council will have the option of Free into Store (FIS) Delivery to the Harristown Depot. Council employees may also purchase directly from the successful Offerors.

Offerors are required to have a permanent location in the Toowoomba Region for each of direct purchasing.

Supply and Delivery to the Regional Areas:

The successful Offerors may act as Council's store for all items associated with this contract or it may be necessary for Council to hold small quantities of some items in stock in more remote locations. If offeror acts as a Council store with ad hoc purchases made directly by Council employees, Council invites offerors to submit a procurement plan including data capture at time of purchase, production of invoice/s to Council referencing a relevant purchase order number.

4 SPECIFIC REQUIREMENTS OF THE CONTRACT

Products supplied must:

- Be in new and unused condition;
- Must meet relevant Australian standards;
- Shall be of Tradesman Quality (not home handyman quality);
- All items shall comply with the relevant Australian Standards as a minimum;
- All fittings are required to have the Standards or Water Certification Mark as per Australian Standard AS/NZS 4020:2005 Testing of Products for use in contact with drinking water; and
- All items shall comply with the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011 and supporting subordinate regulations.

The successful offerors shall keep a sufficient level of stock on hand for high quantity items to reduce lead time.

All items provided must conform to the relevant Australian Standard for its manufacturer and the Sale of Goods Act 1986 (Qld) and be fit for purpose. The product standard of quality is to be maintained during the life of this Contract. If an item is no longer manufactured or available an alternate item shall be provided. The alternate item shall be of equal or greater quality and at the same or less cost to Council. The alternate item will not be provided until an authorised Council employee has given approval.

The successful offeror/s shall appoint an Account Manager who will be responsible for managing this Contract. The Account Manager will be the single point of contact for Council's Contract Authority or delegated officers, in providing information on product, pricing and availability of goods. The Offeror/s are to have an email system in place.

Should the nominated Account Manager change during the term of the Contract, the contact details (phone number and email) of the new Account Manager are to be provided to Council within 2 working days.

After Hours Contacts

The Offeror/s shall provide up to date names and contact details of a minimum of one (1) on call representative for afterhours work. Toowoomba Regional Council is to be advised if these details change.

Recall of Products

If a product is recalled, the Offeror/s must notify the Council Contact Authority within two days of becoming aware of the product being recalled. The Offeror/s must also supply Council with a report of the recalled product within a reasonable amount of time and not more than 5 business days. The report should contain the number of items supplied to Council and when and where they were supplied.

Out of Stock Items

For out of stock items, two options shall be made available to Council:

- 1) An alternative product of the same or better quality at the same or lesser price may be supplied; or
- 2) If the item is available at another outlet, the Offeror shall have the item delivered to the initial outlet, at no cost to Council within a reasonable timeframe.

It is at the Council officer's discretion on each occasion as to which of these two options shall be utilised.

Buy in Products

Products that are specifically requested by Council that are not stocked by the Offeror/s will be subject to a price equal to no more than the Offerors Trade price and shall be verified, upon request by Council, by the Offeror tendering documentary evidence of the Offeror's Trade price.

All items shall be packed in a safe and secure manner with labelling to comply with all relevant statutes, regulations and codes.

5 KEY PERFORMANCE INDICATORS

Council will monitor the successful offeror/s at three monthly intervals against the following proposed Key Performance Indicators:

- a) Product Availability;
- b) Services and Delivery of Product in reasonable timeframes; and
- c) Quality of Products Supplied.

The successful offeror/s may be invited to negotiate the final KPI criteria prior to the commencement of the Contract.

6 OPERATION OF THE CONTRACT

Term

This contract will commence for a period of 12 months. The contract may be extended for a further period of 12 months by mutual agreement by both parties.

Nature

This is a fixed price contract (catalogue price less discount stipulated in the Offer Response).

This contract will be awarded to a Preferred Supplier Arrangement as per Section 233 of the Local Government Regulation 2012.

7 EVALUATION CRITERIA

Offers will be evaluated using the information provided in the Offer Response:

Compliance Criteria	5%
Qualitative Criteria	
a) Experience	10%
b) Service	10%
c) Product availability	15%
d) Local Supplier	10%
a) Price	50%
TOTAL	100%

8 IMPLEMENTATION TIMETABLE

The contract will take effect from the date of issue of Toowoomba Regional Council letter of acceptance of this contract.

Toowoomba Regional Council does not guarantee any quantity of goods being ordered under this contract.