In 2017-2018, Wodonga Council’s expenditure on capital projects and external suppliers was $38.5 million for goods, works and services.

We aim to:
• Achieve value for money for ratepayers;
• Conduct activities in a fair and ethical manner;
• Support local business; and,
• Support skills and training of suppliers.

Our procurement policy sets out its broad purchasing principles and objectives.

This guide is to help new and existing suppliers to do business with the council. Depending on the level of expenditure, we are required to use different methods of procurement to ensure legislative compliance. All prices quoted in this guide are exclusive of GST.

PLEASE NOTE: If adherence to Occupational Health and Safety (OHS) requirements is relevant to the services provided by a supplier, those suppliers must have an OHS management system which ensures compliance with all of the duties of an employer under the Occupational Health and Safety Act 2004. Only suppliers we deem to have acceptable OHS systems will be considered for council work.

Quotations
We operate a decentralised purchasing system and requests for quotations may come from any of our business units.

Quotations are sought when there is no existing contract and are based on threshold limits.
• Value $2500 to $15,000 - a minimum of three verbal quotations.
• Value of goods and services $15,000 to $135,000 - a minimum of three written quotations.
• Value of construction works $15,000 to $180,000 - a minimum of three written quotations.

Tenders/contracts
Public tenders must be invited for:
• Value of goods and services of more than $135,000; and,
• Value of works of more than $180,000

Each tender will have a council officer nominated as a primary contact for all enquiries.

Tenders are advertised in The Border Mail and full information and documentation in relation to tenders is available on our e-tendering website (Tendersearch). This is a free service where potential suppliers can register to receive emails on relevant new tenders and view results on previously awarded tenders. Tendersearch also allows suppliers to submit questions online and download and upload tender documentation.

Tenders are evaluated on a number of criteria that are outlined in the tender documentation. In order to assist in the evaluation process, we request you supply as much relevant material as possible to support your submission and that your submission is sent in the format provided within the tender documentation.

We have established a suite of formal contract documents. These include general conditions for:
• Minor works construction;
• Minor works consultancy;
• Minor works standing offer deed;
• Goods and services;
• Design and construction – AS4300-1995;
• Construction – AS2124-1992; and,
• Services general conditions.

Contracts are awarded for a set period of time and may sometimes require a security deposit.
**Expression of interest**
We may invite expressions of interest prior to inviting tenders and these will be advertised both in the newspapers and on Tenderlink.

Successful respondents will be short-listed and invited to tender for council projects without further advertising.

**Other**
We may also access the services of successful tenderers through collaborative arrangements with tendering agents or State Government contracts.

**Contracts and letters of acceptance**
When you have submitted a successful tender you will receive a letter of acceptance detailing requirements prior to starting works or the supply of goods and services. This may include copies of current insurances, safety plans, environmental plans, traffic management plans, relevant licences and accreditations along with any security deposits.

Three copies of the contract document will also be sent to you. The provision of works, goods or services cannot start until we have received signed copies of the contract.

**Evaluation criteria**
The criteria for each quotation and/or tender enables the council to award the contract to the tenderer who provides the best value arrangement to the council.

An example of some evaluation criteria used are:
- **Mandatory criteria**
  Environmental sustainability, Occupational Health and Safety and benefit to the local region; and,
- **Criteria**
  Methodology, ability to meet timeframes, relevant experience, capability, quality, compliance with specification, resources, price (whole of life ownership costs).

**OHS prequalification of contractors**
It is a requirement that all contractors wishing to provide services to the Wodonga Council should be OHS prequalified.

This is a process whereby all prospective contractors complete the OHS prequalification questionnaire for contractors which has been prepared to assist contractors to demonstrate their ability to manage Occupational Health and Safety and have the appropriate insurance and Workcover registration requirements.

Failure to have adequate OHS policies in place can make a quote or tender submission non-compliant, regardless of the quality of the rest of the submission.

**Benefit to the local region**
The council is committed to community and business growth and will seek to incorporate social benefit into all council procurement within the context of purchasing on a value for money basis. We encourage staff to source goods, services and works locally, wherever possible.

A standard set of questions under the criteria of "benefit to the local region" will appear in all Wodonga Council quotations and tender documents as follows and we apply a 10 per cent weighting.

1. Does your business have a head office, if yes, where is it located and is this different from the depot/operations office?
2. What percentage (%) of your company staff are based in the Wodonga/Albury region and percentage (%) of staff based outside the region?
3. What percentage (%) of materials, plant and equipment will be sourced or manufactured in the Wodonga/Albury region and percentage (%) from outside the region?
4. What impact can your business offer to the local community? i.e.; sponsorships of sporting groups, youth services or community organisations, or employment and training opportunities for minority groups. Or are you a social enterprise, indigenous business, minority owned business, volunteer organisation or a disability firm, please explain?

**Further assistance**
Community focus team, Wodonga Council offices, 104 Hovell St, Wodonga, (02) 6022 9300.

Corporate governance/procurement team, Peter Whitmarsh (02) 6022 9318 or Kerrianne Bradbery (02) 6022 9220.

The corporate governance/procurement team is available to assist at any stage of the process when doing business with the council.

Please feel free to contact either Peter or Kerrianne.