



**BERRIGAN SHIRE
COUNCIL**

56 CHANTER STREET, BERRIGAN NSW 2712

Expression of Interest (EOI) for:

SANITARY WASTE COLLECTION

Reference Number: EOI04-23-24

Posted on 26th October, 2023

**Responses due by
Wednesday 15th November, 2023 2:00pm**

Reference:	EXPRESSION OF INTEREST (EOI)
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EOI Number:	EOI03-23-24
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EOI Title:	Sanitary waste collection
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Process Co-ordinator:	Primary Process Co-ordinator
	Contact: Tahlia Fry
	Phone: 03 5885 1000
	Secondary Process Co-ordinators
	Contact: Christie Watkins
	Phone: 03 5885 1000
Contact: Michelle Koopman	
Phone: 03 5885 1000	

EOI Lodgement Closing Time:	2:00pm, 15 November 2023
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Address for Delivery:	To be received by email, mail or in person at: Berrigan Shire Council 56 Chanter Street BERRIGAN NSW 2712 mail@berriganshire.nsw.gov.au
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SECTION 1 – EOI Overview and Scope

1.1 Definitions

Below is a summary of the key terms used in this EOI.

“EOI”	Expression of Interest
“EOI Rules”	The rules by which this EOI process is governed as stated in the content of the document.
“Berrigan Shire Council” or “Council”	The issuer of this Expression of Interest.
“Response”	An Expression of Interest submitted by the Respondent in response to this Invitation for Expressions of Interest.
“Respondent”	A party that participates in this EOI (whether or not the person submits an EOI Response).
“Contact Officer(s)”	Tahlia Fry: Director Corporate Services Christie Watkins: Recreation Officer Michelle Koopman: Enterprise Risk Manager BERRIGAN SHIRE COUNCIL 56 Chanter Street BERRIGAN NSW 2712 Phone: 03 5888 5100 Email mail@berriganshire.nsw.gov.au

1.2 Introduction

Berrigan Shire Council invites suitably qualified suppliers to submit an Expression of Interest (EOI) for the collection and disposal of sanitary waste from Council-operated facilities in Barooga, Berrigan, Finley and Tocumwal.

Please include cost of all project deliverables within the quote that fits both within the budget and outside the quote.

All work performed within scope, shall be in accordance with the EOI documents as defined hereunder.

1.3 Local Information

Berrigan Shire (estimated pop 8,657) on the New South Wales and the Victorian border is three hours north of Melbourne (270 km) and 7 hours (670 km) south-west of Sydney.

Berrigan Shire Council has workplaces and community facilities in the towns of Barooga, Berrigan, Finley, and Tocumwal. It has a landfill at Berrigan and waste transfer stations at Tocumwal and Finley.

1.4 Background

Berrigan Shire Council invites suitably qualified suppliers to submit an Expression of Interest (EOI) for the collection and disposal of sanitary waste from Council-operated facilities in Barooga, Berrigan, Finley, and Tocumwal.

This includes female amenities at Council workplaces as well as public facilities. A list of facilities is included as **Appendix A** to this EOI.

1.5 EOI Process

The EOI Process will include a number of stages to be completed as part of Council's procurement process.

- Stage 1: Lodgement of Expressions of Interest including detailed quote and project plans.
- Stage 2: Evaluation of suppliers who submitted EOI's.
- Stage 3: An offer of engagement under the conditions of contract will be made to the preferred supplier.

1.6 Scope of Works

The supplier will be required to provide suitable bins for the collection of sanitary waste.

The bins will be collected/emptied as per the collection schedule included in **Appendix A** and waste delivered to Council's Berrigan landfill site.

The supplier is responsible for maintaining the bins to a clean, hygienic standard.

The supplier is responsible for placing a label or sticker on each cubicle door where a sanitary bin is located.

The supplier may be required to provide additional collection services, outside of scheduled collection times, due to peak seasonal usage of facilities.

The supplier may be required to attend facilities, as directed by Council staff, to address hygiene or bin damage concerns.

Project deliverables

1. Outline of the process to collect and dispose of sanitary waste, and evidence of ability to provide an ongoing service to all towns.
2. Regular interaction with appropriate Council staff to discuss any issues and concerns, and prompt action to rectify any problems.

Exclusions

The following is not within this scope:

- Tip fees. The supplier will not be charged tip fees, these will be addressed internally by Council.

SECTION 2 – Statement of requirements

1.1 Background of Business

An overview of your business including team structure, relevant qualifications and experience, testimonials etc.

1.2 Relevant experience

Provision of details of relevant experience in waste collection and disposal processes, particular emphasis on sanitary waste desirable, but not essential.

1.3 Insurance

Supplier must, at their own cost, have in place (or take out) and at all times keep in place during the term of the Contract:

- a public liability policy of insurance for an amount of not less than \$20 million in respect of any Claim during the term of the Contract;
- a workers' compensation policy of insurance; and
- any other insurance policy relevant to the provision of the Works.

1.4 Indemnity

The Agency must indemnify, keep indemnified and hold harmless Council including its Councillors and staff, from and against all actions, claims, losses, damages, penalties, demands or costs (including, without limitation, all indirect losses, consequential losses and legal costs on a full indemnity basis), consequent upon, occasioned by, or arising from any negligent act or omission, breach of statute, breach of intellectual property rights or breach of any Contract in the performance or purported performance of the Agency's obligations under any Contract.

The Agency's obligation to indemnify the Council under this clause shall not apply to the extent that any liability is caused by any negligent act or omission of the Council.

1.5 EOI Timeline

Date	EOI Stage
26 October 2023	EOI Released
15 November 2023	EOI Closed (2pm AEDT)
23 November 2023	EOI Evaluation
27 November 2023	Advise EOI results

SECTION 3 – Evaluation

The successful EOI will, therefore, in addition to providing information requested as part of the formal documentation will also need to provide:

1. an overview of their skills, knowledge, and the experience of key personnel
2. a statement on capacity to undertake the collection and disposal process
3. a breakdown of costs per facility/collection based on a “per bin” collection/disposal fee

1.1 Evaluation Criteria

The evaluation criteria that Council will use to assess EOI Responses is set out below:

These Evaluation Criteria are not exhaustive, are not listed in any special order of priority and may not be given equal weight.

- Value for money
- Capacity
- Experience

1.2 EOI Rules

EOI Responses must comply with the following:

- Be submitted on time (by 5:00pm 8 November 2023) by post, email or in person.
- Submitted in sufficient detail to allow Council to complete its evaluation.
- All material (including this document) provided by Council to the Respondents must be treated as confidential by the Respondents.
- All EOI Responses will, upon lodgment, become the property of Berrigan Shire Council.
- Respondents are required to address every Evaluation Criteria.
- Council will not take responsibility for returning any documents (including copies) provided by a Respondent.
- Nothing in this document is to be construed to create any binding contract (express or implied) between Council and the Respondent, nor is this document an offer to contract.
- Respondents must not communicate with nor solicit information concerning or relating to the EOI process from Councillors, employees, or contractors to, Berrigan Shire Council, other than through the designated Contact Officer(s).

1.3 Commencement Date

The commencement date will be by negotiation but **no earlier than 1st January 2024**.

1.4 Expression of Interest Cover Form

Respondent Name and Title	
On behalf of (Full name of Organisation)	
Postal Address	
ABN / BN / CAN	
Telephone	Business: Mobile:
Email	

Signature		Date	
Witness Signature		Date	
Name of Witness			

Please attach completed Expression of Interest Cover Form with your application.