



BYRON SHIRE COUNCIL

POLICY 3.30

ENGAGEMENT OF CONTRACTORS OTHER THAN HIRED PLANT AND HAULAGE

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POLICY TITLE ENGAGEMENT OF CONTRACTORS OTHER THAN HIRED PLANT AND HAULAGE

FILE REFERENCE COR050505

Date Adopted 29 March 1994

Date of Review 28 November 1995

1. OBJECTIVES

To engage suitable contractors for Council works at the most advantageous cost.

2. POLICY STATEMENT

- 2.1. Annual expressions of interest for contractors regularly used by Council (eg. tree loppers, landscapers, carpenters, plumbers, painters, electricians, pavers, steel fabricators, etc.) will be advertised in local and regional newspapers and will then be recorded as a register of contractors. The contractors will be requested to provide applicable charges and rates which will be fixed for a 12 month period.
- 2.2. Where urgent maintenance work (normally less than \$500) is required, contractors from the approved list may be used without obtaining comparative quotations provided the rate charged is the fixed rate quoted in the register of contractors.
- 2.3. For works with a total estimated value less than \$10,001 at least two verbal quotations will be obtained from contractors listed in the register of contractors.
- 2.4. For works with a total estimated value from \$10,001 to \$20,000, at three (3) written quotations will be obtained from contractors listed in the register of contractors.
- 2.5. For works with an estimated value from \$20,0001 to \$99,999, quotations shall be advertised in local and regional newspapers.
- 2.6. The selection process for the engagement of contractors will consider, in order:
 - (a) Availability
 - (b) Appropriate experience
 - (c) Workmanship/Quality Assurance
 - (d) Price
- 2.7. When accepting a quotation, the reason for the decision and the engagement selection criteria satisfied shall be fully documented.
- 2.8. This policy does not apply to major contracts as defined in section 55 of the Local Government Act 1993.
- 2.9. The processes are to be carried out in accordance with the Council's Manual of Tendering Requirements, Processes and Criteria.