



## NOTICE OF MEETING

Dear Councillors

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in Council Chambers, York Town Hall, York on Tuesday, 25 March 2025, commencing at 5:00pm.

MEETING LATE AGENDA ATTACHED

LINDON MELLOR  
ACTING CHIEF EXECUTIVE OFFICER  
Date: 20 March 2025

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## Order Of Business

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**12 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

**SY001-03/25 REQUEST FOR TENDER VP433010 - YOUNG AND AGED RATES DEBT COLLECTION**

**File Number:** 4.7714

**Author:** Iona Sheehan-Lee, Senior Finance Officer

**Authoriser:** Alina Behan, Executive Manager Corporate & Community Services

**Previously before Council:** Not Applicable

**Disclosure of Interest:** Nil

**Appendices:** 1. Evaluation Report - Confidential

**NATURE OF COUNCIL’S ROLE IN THE MATTER**

Executive

**PURPOSE OF REPORT**

Council is requested to consider the tenders received in response to Request for Tender VP433010 Young & Aged Rates Debt Collection.

**BACKGROUND**

The Shire of York undertook a Request for Tender (RFT) using the WALGA Preferred Supplier online VendorPanel, to appoint a suitably qualified and experienced Contractor for the supply of Debt Recovery Services for existing aged debts in excess of two (2) years.

**COMMENTS AND DETAILS**

The Shire of York requires a comprehensive service where innovative low-cost strategies are utilised for rates and sundry debt recovery. This tender relates to existing debts aged in excess of two (2) years and younger debts. The contract will run for a period of thirty-six (36) months from the date of award with a possible extension of a further twenty-four (24) months to allow for the conclusion of any outstanding cases.

In accordance with Policy F2 - Procurement, the RFT was advertised on 24 January 2025 via VendorPanel under the category of Financial & Corporate Services 1: Legal & Debt Management Service, inviting suitably qualified respondents to provide services to recover outstanding rates debts exceeding two (2) years and younger debts. Tenders closed on 14 February 2025. Offers were received from three (3) respondents.

All tenderers met the compliance criteria as set out in the RFT. The tenders have been evaluated by a three (3) person panel, consisting of the Finance Manager, Senior Finance Manager and Finance Officer – Rates & Debtors, using the following criteria:

- Relevant Experience 10%
- Key Personnel Skills and Experience 10%
- Respondents Resources 10%
- Demonstrated Understanding 10%
- Price 60%

A copy of the Panel's combined evaluation is presented in confidential Appendix 1.

All tenders were assessed as substantially meeting the Tender Requirements. All tenders were assessed as having the relevant experience, resources and demonstrated understanding. Based upon the average weighted score obtained from the evaluation panel, McLeods Lawyers was considered the preferred tenderer.

This tenderer provided all requested information and based on relevant experience and demonstrated understanding were considered the preferred supplier for these services.

## **OPTIONS**

Council has the following options:

**Option 1:** Council could choose to accept McLeods Lawyers as the preferred tenderer for VP433010 and authorise the Shire President and Chief Executive Officer (CEO) to execute the contract documents.

**Option 2:** Council could choose to nominate another Tenderer as the preferred tenderer for VP433010 and authorise the Shire President and CEO to execute the contract documents.

**Option 3:** Council could choose to decline to enter into an arrangement with any tenderer and direct the CEO to reject all tenders.

Option 1 is the recommended option.

## **IMPLICATIONS TO CONSIDER**

### **Consultative**

No consultation has been undertaken in respect to awarding this tender.

### **Strategic**

#### Strategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

To have effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together.

### **Policy Related**

F2 Procurement

### **Financial**

The requested debt recovery services are within current budget parameters.

### **Legal and Statutory**

Section 3.57 of the *Local Government Act 1995* requires a Local Government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services.

Part 4 (Tenders) of the *Local Government (Functions and General) Regulations 1996* require that tenders are to be publicly invited for such contracts where the estimated costs of providing the total service exceeds \$250,000.

### **Risk Related**

This tender mitigates the risk that unrecovered of debts present to the Shire's cashflow.

**Workforce**

The scope of this report is managed within current operational capacity.

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RECOMMENDATION**

**That, with regard to Request for Tender VP433010 - Young and Aged Rates Debt Collection, Council:**

- 1. Resolves to endorse the recommendation of the evaluation panel in accordance with the Recommendation Report, as presented in confidential Appendix 1.**
- 2. Awards the contract for the provision of young and aged rates debt collection to McLeods Lawyers as the preferred tenderer for VP433010 for a three (3) year contract, with the option to extend for a further twelve (12) months at the Shire's discretion.**
- 3. Authorises the Shire President and Chief Executive Officer to affix the Common Seal to all relevant contract documentation between the Shire of York and the preferred tenderer, subject to any variations.**