ORDINARY MEETING 11 NOVEMBER 2026	5.2

REGISTER OF PREQUALIFIED SUPPLIERS (ROPS) CT005435 – SUPPLY AND DELIVERY OF SANDS, SOILS AND RAW MATERIALS

CIA 63/1/504* | #7967511

RECOMMENDATION:

That Council:

1. **Approves the establishment of Register of Prequalified Suppliers (ROPS) CT005435 Supply and Delivery of Sands, Soils and Raw Materials and appoints Jackson Kinsey Contracting Pty Ltd, (trading as Cairns Mulch), Panebianco Enterprises Pty Ltd and Pioneer North Queensland Pty Ltd, for a period of two years commencing 1 December 2026, with two extension options of up to two years each, available at Council's discretion.**

2. **Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract, including conducting panel refresh processes and appointing additional Suppliers to the panel, subject to Council's normal procurement policies and practices.**

INTERESTED PARTIES:

- Jackson Kinsey Contracting Pty Ltd, trading as Cairns Mulch
- Panebianco Enterprises Pty Ltd
- Pioneer North Queensland Pty Ltd

Note: The identification of interested parties is provided on a best endeavours basis by Council Officers and may not be exhaustive.

EXECUTIVE SUMMARY:

The existing Register of Prequalified Suppliers (ROPS) for the Supply and Delivery of Sands and Topsoils under PSA 2840 expires on 30 November 2026. There are no further extension options remaining; therefore, a new arrangement has been advertised to the open market.

The new Register of Prequalified Suppliers (ROPS) CT005435 will ensure that Council officers continue to have access to pre-qualified suppliers who can supply coarse, fine, bedding and playground sand, top dressing, garden mix, topsoils and mulch products as required for numerous infrastructure works, including civil construction, road and landscape maintenance programs.

The new ROPS is recommended to be established for a term of two years with two extension options of up to two years each at Council's discretion.

Tenders were invited from the open market in July 2026 and three tenders were received at tender closing. As an outcome of the evaluation process, the recommendation is for all three suppliers to be appointed to the ROPS. This will provide Council with a sufficiently wide pool of suppliers from which to source products, particularly during high demand periods, and also give Council more flexibility in engaging suppliers across Council districts.

The annual spend over the last 12 months was approximately $544,300 excluding GST. Subsequent years are likely to increase in value due to rate increases and will be dependent on the final scope of Council's operation/capital works programs.

BACKGROUND:

Council invited tenders pursuant to section 228 and section 232 of the *Local Government Regulation 2012* (Qld) (Regulation).

The tender was advertised on 7 July 2026 and closed on 31 July 2026. Tenders were received from each of the tenderers identified below:

1. Jackson Kinsey Contracting Pty Ltd, trading as Cairns Mulch
2. Panebianco Enterprises Pty Ltd
3. Pioneer North Queensland Pty Ltd

Tenders were checked for conformance against the requirements of the request for tender. All three submissions were considered conforming and subsequently evaluated.

The evaluation panel consisted of suitably qualified members from the Works, Cairns Infrastructure and Assets area.

In evaluating the submissions, the evaluation panel had regard to the sound contracting principles in accordance with section 104 of the *Local Government Act 2009* (Qld).

Each tender was assessed against the following assessment criteria:

- Criteria A – Relevant experience of company 20%
- Criteria B – Key personnel and resources 15%
- Criteria C – Delivery timeframes and management systems 20%
- Criteria D – Business profile 5%
- Criteria E – Value for money 40%

As an outcome of the evaluation process, the recommendation is to appoint all three suppliers to ROPS CT005435 - Supply and Delivery of Sands, Soils and Raw Materials, based on a schedule of rates.

COMMENT:

The purpose of establishing the ROPS is to achieve efficiencies in administrative processes for engaging suppliers for the supply of the required goods and enhance operational effectiveness.

It is anticipated that this ROPS arrangement will continue to be predominantly used by the Works branch, but other work areas may also utilise this arrangement as required.

All of the Suppliers who responded to ROPS CT005435 are already on the existing ROPS (2840). These Suppliers are familiar with the processes and work cooperatively with Council and there is general satisfaction from Council officers with their performance.

As an outcome of the evaluation process, the evaluation panel recommended that all three Suppliers are appointed to ROPS 2840 – Supply and Delivery of Sands, Soils and Raw Materials on a Schedule of Rates basis. This will provide Council with a number of suppliers from which to engage, particularly when there is a high demand for the products and will give Council more flexibility in engaging Suppliers across Council's districts.

When placing orders Council officers will consider the Supplier's rates, quality of performance, reliability, efficiency, availability, plant and resources, the products they offer and location within the Council districts.

The arrangement allows Council to undertake a market refresh at any time during the contract term, including any extension periods, to invite additional suitable Suppliers to apply for appointment to the Register of Prequalified Suppliers, subject to the applicable terms and conditions.

OPTIONS:

Option 1: (Recommended)

It is recommended that Council:

1. Awards Register of Prequalified Suppliers (ROPS) CT005435 Supply and Delivery of Sands, Soils and Raw Materials and appoints Jackson Kinsey Contracting Pty Ltd, (trading as Cairns Mulch), Panebianco Enterprises Pty Ltd and Pioneer North Queensland Pty Ltd, for a period of two years commencing 1 December 2026, with two extension options of up to two years each, available at Council's discretion.

2. Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract, including conducting panel refresh processes and appointing additional Suppliers to the panel, subject to Council's normal procurement policies and practices.

Option 2:

Council does not endorse the appointment of Suppliers to ROPS CT005435 Supply and Delivery of Sands, Soils and Raw Materials and adopts an alternative course of action.

CONSIDERATIONS:

Risk Management:

The risk to Council for this work is relatively low as it is a supply and delivery arrangement. There are some potential financial risks to Council's anticipated expenditure due to the increasing costs of construction materials and freight due to the ongoing fuel crises. Rise and fall rates may also be applied as a beneficial option, reducing over calculated/unknown risks built into long term rates submitted by Suppliers.

Council officers will at all times have regard for the quality of materials, reliability, efficiency, availability, plant and resources, the services they offer and location within the Council's districts when placing orders with Suppliers.

Council Finance and the Local Economy:

The annual spend over the last 12 months was approximately $544,000 excluding GST. Subsequent years are likely to increase in value due to rate increases and dependent on final scope of Council's operation/capital works programs. Future annual expenditure under this ROPS is anticipated to increase. This is a result of an increase in rates and also the addition of smaller ad hoc raw materials orders, such as smaller quantities of mulch, sands, gravels and other landscaping materials.

All recommended suppliers are locally based businesses employing local employees and therefore there will be some benefit to the local economy by engaging these suppliers.

Corporate and Operational Plans:

The services forming the basis of this report relate to the following goals in Council's Corporate Plan 2025 to 2030:

- Focus One – Robust Economy: "Promote and protect the growth of diverse industries and small business"; and
- Focus Three – Design for Liveability: "Invest in community infrastructure and services"
- Focus Four – Community and Culture: "Provide spaces and programs for the benefit of the community".

Statutory:

The tender process has been conducted in accordance with legislative requirements under the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Policy:

The tender process was undertaken in accordance with Council's adopted Procurement Policy.

Consultation:

Relevant Council officers within Cairns Works and Utility Services were consulted as they are the major users the current ROPS. The Procurement and Payables Branch facilitated the tender and provided probity on the evaluation process and generated financial expenditure data.



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