
Request for Quotation

This document outlines the conditions of responding to this RFQ. Respondents are advised to carefully read any and all instructions, and the terms and conditions of the contract to fully understand Council's requirements outlined within this RFQ.

Failure to adhere to these instructions and terms and conditions may result in your submission being rejected.

RFQ Title: Bingara Showground Grandstand Refurbishment

RFQ Number: GWY_2021_Q08

Issue Date: 18 February 2021

RFQ Closing Time and Lodgement Details	
RFQ Closing Date:	Monday 15 th March 2021
RFQ Closing Time:	5pm
RFQ Lodgement:	Please return your quotation electronically via email to mail@gwydir.nsw.gov.au
Hardcopy RFQ:	Gwydir Shire Council has now moved to electronic procurement. Submissions may only be received electronically and must be received by the advertised closing time to be considered for evaluation.
RFQ Questions:	<p>Any questions regarding the work required in the Request for Quotation (RFQ) document should be made to:</p> <p>Name: Mr Andrew Cooper</p> <p>Position: Town Utilities and Plant Manager</p> <p>Phone: 0428 241 990</p> <p>Email: acooper@gwydir.nsw.gov.au</p>
Evaluation Criteria:	Asbestos Removal Licence, ability to meet time frame, methodology, capability, Workplace, Health and Safety, relevant experience.

Details to Include in Quotation

Item	Detail
1	Price (bill of materials and labour) including discounts or incentives
2	Project delivery conditions
3	Respondent details
4	Any other relevant details relating to the supply of goods/services
5	<p>The successful supplier will be required to effect and maintain insurance policies in the following sums:</p> <ul style="list-style-type: none"> • Workers Compensation (Statutory and common law liability for death or injury to persons employed by the contractor); • Public Liability Insurance in the sum of at least \$20,000,000 in respect of any one occurrence. All respondents must be registered with Statewide Mutual's Contractor Insurance Management System (CIMS) and have all applicable insurances up to date; • Products Liability Insurance which covers all vehicles, plant, products and materials; • Comprehensive Motor Vehicle and CTP Insurance required for all vehicles to be used on worksite and/or to be driven on public access roads.
6	<p>The successful supplier may be required to provide documents and information listed below prior to commencement:</p> <ul style="list-style-type: none"> • Trade Licence (i.e. Builders Licence) • Asbestos Removal Licence • Safety Management Plan or equivalent • Environmental Management Plan or equivalent • Risk Management Plan or equivalent.

1. Introduction

1.1 Details of Gwydir Shire Council

Gwydir Shire Council is located on the north west slopes and plains of NSW, approximately 560 kilometres north of Sydney, 160 kilometres north of Tamworth, 430 kilometres southwest of Brisbane, 85 kilometres west of Inverell and 80 kilometres east of Moree. Incorporating an area of 9,122 square kilometres, the Shire extends from the Nandewar Range in the south, north to close to the NSW-Queensland border.

The Shire has two small towns – Bingara and Wyallda, 5 rural villages – North Star, Croppa Creek, Coolatai, Gravesend and Upper Horton and 21 rural localities – Boonal, Blue Nobby, Yallaroi, Crooble, Pallamallawa (part) Balfours Peak, Wyallda Rail, Gineroi, Bangheet, Riverview, Elcombe, Pallal, Rocky Creek, Back Creek, Cobbadah, Gundamulda, Dinoga, Gulf Creek, Upper Bingara, Keera and Copeton.

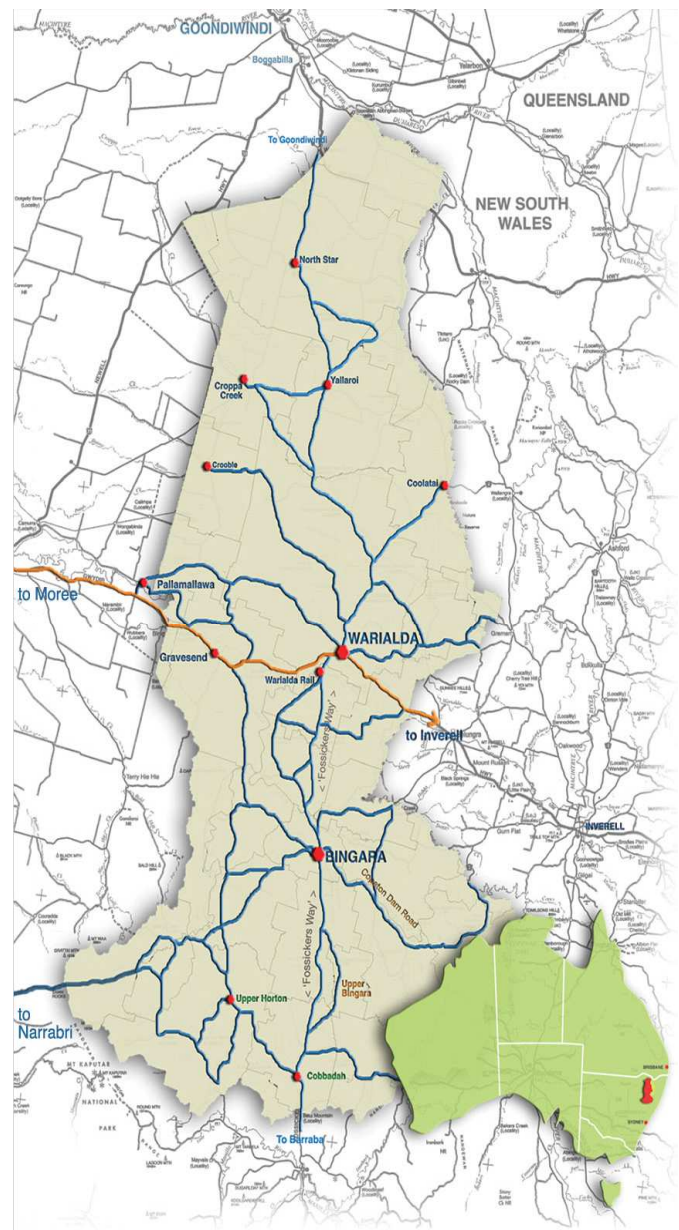
Agriculture is the primary land use and economic activity of the Shire. Cattle and sheep production are the main activities, along with broadacre cropping. At 2016 Census, the Shire had a population of 5,258 and like many Shires with a high-level dependency on agriculture, has experienced a population decline over the past 15 years. In order to reverse this trend, diversifying its economic base will be key to ensuring growth in the future.

Through this RFQ, Council intends to award contracts to Suppliers who can support Council in delivering the best service possible to its community.

Gwydir Shire Council is committed to the highest standards of honesty, fairness and integrity in all its business dealings. Council's Statement of Business Ethics sets out the standards that it expects from its private sector partners in order to deliver exceptional service to the community.

I look forward to your participation in the RFQ and invite you to work with us in achieving Council's objectives.

*Mr Max Eastcott
General Manager
Gwydir Shire Council*



1.2 About the Funding Programme

The Crown Land Stimulus Funding package allows for improvement and development of the Bingara Showground Grandstand asset and will stimulate economic growth in the region.

1.3 Summary of the Request

Gwydir Shire Council (the Principal) is seeking Submissions from appropriately qualified and experienced contractors for the refurbishment of the Bingara Showground Grandstand, Bowen Street, Bingara.



1.4 RFQ Timetable

The timetable below provides details of key events and dates with regard to this RFQ process. Dates may vary.

Event	Date
RFQ Release	17 February 2021
Mandatory RFQ Briefing / Site Visit	To be arranged
Clarification and Questions Close	12 March 2021
RFQ Closes	15 March 2021

A Site Inspection will be arranged by contacting Andrew Cooper on 0428 241 990.

2. Scope of Work

2.1 Background

Council has received funding to undertake refurbishment of the Bingara Showground Grandstand, Bowen Street, Bingara.

2.2 Objective

The aim of this project is to remove the external cladding (assumed to contain asbestos) from the existing grandstand and replace with colourbond custom orb. Remove the internal cladding lining and replace with fibre cement sheeting, including painting to improve the aesthetics of the site and extend the life of the asset, providing a functional space for spectators and the wider community.

2.3 Specification/Project Brief

The scope of works for this RFQ is for the provision of all materials, services and labour required to refurbish the grandstand at the Bingara Showground. The works include, but may not be limited to:

Removal of all external cladding from the building. Due to the age of the building it is assumed cladding contains asbestos and all cladding will need to be wrapped in plastic and disposed of appropriately at the Bingara landfill site.

External cladding to be replaced with Colorbond Custom Orb – Surfmist.

Flashings to be fitted at each corner of the building and around doorways. A cap flashing will be required on the sides and front of the building.

The three windows on the eastern facing aspect outlined in the picture below will be sheeted over with Colorbond.



Front of grandstand showing windows to be sheeted over

Colorbond sheeting will cover the existing window and panel above door on the northern side of the building as shown in the picture below.

The two timber doors in the northern wall will be replaced with external solid core doors. Painted white and fitted with council supplied door handles. All exposed timber posts and rafters to be painted white, including hand railing and broadcast box.



Windows and doors on the northern wall

Two windows on the southern side of the building as shown below can be sheeted over. The existing window to be fitted with security screen. Double doors to be replaced with two solid core external doors, painted white and fitted with Council supplied door handles and latches.



Southern side of the Grandstand

All internal cladding to be removed and replaced with fibre cement sheeting, including architraves and trimmings. The internal walls and ceiling to be undercoated and painted with two coats of semi gloss acrylic white paint.

The quotation needs to cover any additional timber required to fix colourbond and internal cladding to.

All stormwater pipes removed with need to re-instated or replaced if broken and painted.

Any electrical repairs required do not form part of this contract. Council will arrange electrical works as a separate contract.

The coolroom under the grandstand has a broken floor board that requires replacement as part of this contract.

3. Schedule of Prices

This schedule may be used for the purpose of progress claim assessment and as a basis for negotiations for variations under the contract. It does not form part of the specification or scope of work. The Respondent shall be responsible for the completion of all contract activities and this schedule shall not restrict completion.

Quoted prices must allow for all plant, materials, profit, payroll tax and other loadings on all wages and for any fees, royalties, premiums, costs, charges and the like which will be due or payable to any person or authority for the undertaking of this service. No claim may be made for any expenses incurred in the preparation of the quotation. Quotations are to be valid for a minimum of sixty (60) days from the quotation closing date.

Note: Contractor is required to provide a bill of quantities detailing items that have been priced and allowed for in their submission. All pricing is to remain fixed for the period of the contract, not subject to rise and fall and be exclusive of GST.

Add additional lines in the below table as required.

Item	Description	Qty	Unit	Rate	Quoted Amount (Ex GST)
1	Construction Elements				
	Materials			\$	\$
	Plant hire			\$	\$
2	Install (Labour)		hours	\$	\$
Total (Ex GST)				\$	\$
3	Minus Discounts or Incentives (optional)				
GRAND TOTAL (Ex GST)				\$	\$

Lodgement of a Submission will itself be an acknowledgement that the Respondent:

- a) is submitting a proposal and offers to carry out the services named, shown and described in the RFQ; and
- b) further promises and agrees, in the event of the proposal being accepted, to be bound by the Request for Quotation and the submitted proposal.
- c) is responsible for understanding the work required as Council will not be responsible for additional costs incurred.

Respondent's Statement	
I certify that this submission is made without prior understanding, agreement or connection with any corporation, firm or person submitting a submission for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this RFQ and certify that I am authorised to sign this submission for the Respondent.	
Respondents Authorised Representative Name	
Date	
Quotation Total (Inc. GST)	
Respondents Authorised Representative Signature	

4. Project Delivery

Suppliers are required to submit all information requested in the specification and request for quotation to enable the Council to assess their ability to carry out the services. This questionnaire has been prepared to assist you in supplying this information.

4.1 Methodology

- a) You are required to provide a construction program and provide details of the methodology for this project. Summarise the key/milestone dates for the construction in the below table.

Task/ Milestone	Details	Commencement Date	Completion Date
Investigation			
Mobilisation			
Construction (Individual Stages/Structures)			
Practical Completion			
Site Clean-up			

4.2 Ability to Meet Timeframe

- a) Supply/provision of the specified goods or services to be completed by end June 2021.

Can you complete works by this date?

Yes ☐

No ☐

If no please comment:

- b) Do you have any current projects that may affect the completion date for this project?

Yes ☐

No ☐

If yes please comment:

- c) What equipment does the contractor own at present that will be available for this contract and what other resources does the contractor propose to utilise in the completion of this contract?

Number /quantity	Description of plant or classification of labour	Plant owned/hired/hire purchase?	Labour now employed or to be recruited?

- d) Has your organisation failed to complete a contract? If so, when, where and why (provide details)?
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- e) List names and telephone numbers of three professional referees.

Name	Position	Organisation	Telephone

5. Respondent Details

Suppliers are required to submit all information requested in the specification and request for quotation to enable the Council to assess their ability to carry out the Services. This questionnaire has been prepared to assist you in supplying this information.

5.1 Respondent Details

In submitting this quotation, I acknowledge that I have read the specification and can provide the services as nominated.

Respondent's Information	
Company Name	
ABN	
Business Address	
City / Town	
State	
Postcode	
Office Phone	
Email Address	
Website	
Respondents Contact Detail	
Name	
Mobile Phone	
Office Phone	
Email Address	

5.2 Ownership

If your organisation is a company, provide details on your ownership, including the ownership of parent/holding companies and subsidiaries. State whether these companies are Australian based. Name each shareholder holding 20% or more of your issued share capital, paid-up capital and other relevant details. Alternatively, if your organisation is a partnership, provide a list of partners and details of the partnership financial arrangements. Each party to the consortium is to respond to this question.

Response – Ownership Details

5.3 Experience

- a) How many years' experience have you had in the type of work required to perform under the contract?

Experience – years: _____

- b) Key staff and qualifications - What is the experience of the principal staff of the contractor in the type of work it would be required to perform under this Contract?

Name and position	Location and description of work and for whom work performed	Qualifications

- c) List the details of proposed sub-contractors to be utilised in completion of the works.

Sub-Contractor Name	Works to be performed

- d) List work of similar type that the contractor has currently underway or recently performed.

Description of contract, value and location	For whom contract performed	Contact details	Commencement and completion dates

5.4 Risk and Insurance

- a) If short listed, will you be able to supply a copy of your current Certificate of Currency for Public Liability and Workcover Insurance? Yes ☐ No ☐

- b) If no, Council will be unable to use your services.

- c) In what other type of business has the Supplier a financial interest?

- d) List two banks or other financial institutions from which references may be obtained.

Contact name	Financial Institution	Telephone

5.5 Additional Information

- a) Please provide any further information regarding your submission that you believe need to be taken into consideration when your submission is evaluated.

5.6 Workplace Health & Safety

- a) Who will be the on-site WHS leader for your company throughout this job?

- b) What will be your WHS audit and inspection schedule on-site throughout this job?

- c) From the information available what if any hazards have you identified as a part of this job and how will you manage these?

5.7 Enviromental Sustainability

When evaluating offers, consideration needs to be given to the impact that the goods and or services have on the environment. Also, purchases are based on the principle of Value for Money and should therefore consider the total cost of ownership or whole of life costs (acquisition, operation, maintenance, use and disposal) of the product and/or service. The Council will consider the following environmental sustainability criteria: reduce, reuse and recycle.

- a) Please provide details of environmental policies and plans with evidence of their application: and or

- b) Please provide examples of practices and products that demonstrate a commitment and capacity to deliver positive environment outcomes.

5.8 Benefit to the Local Region

The implementation of Social Procurement is empowering Councils to realise they can use their buying power to generate positive social outcomes for their communities, on top of getting the best value for goods and services. As a result, Gwydir Shire Council is expecting potential suppliers to

show how they can help promote the economic and social wellbeing of the community. This expectation will vary between councils and often depends on the type of contract being tendered. Examples of Social Procurement are as follows:

- Employing local workers
- Employing economically disadvantaged and socially marginalised constituents;
- Using local sub – contractors;
- Using local accommodation;
- Using local suppliers or materials.

a) Does your business have a head office, if yes, where is it located and is this different from the depot/ operations office(s)?

b) What percentage (%) of your company staff are based in the Gwydir Shire region and what percentage (%) of staff are based outside the region?

c) What percentage (%) of materials, plant and equipment will be sourced or manufactured in the Gwydir Shire region?

d) What impact can your business offer of the local community? i.e. sponsorship(s) 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 disability firm? Please explain?
