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# Request for Quotation

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This document outlines the conditions of responding to this RFQ. Respondents are cautioned to carefully read all instructions, terms and conditions of contract and 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**                      **Wellness & Interpretive Centre – Concrete Slab**

**RFQ Number**                GWY\_2021\_Q11

**Issue Date**                 12 March 2021

RFQ Closing Time and Lodgement Details	
RFQ Closing Date:	16 April 2021
RFQ Closing Time:	17:00
RFQ Lodgement:	Please return your quotation electronically via email to <a href="mailto:mail@gwydir.nsw.gov.au">mail@gwydir.nsw.gov.au</a> marked with Quotation – Wellness & Interpretive Centre – Concrete Slab
Hardcopy RFQ:	Gwydir Shire 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:	Any questions regarding the work required in the Request for Quotation (RFQ) document should be made to: - NAME:        Mr Colin Cuell POSITION: Building Services Manager PHONE:      0428 687 651
Evaluation Criteria:	Methodology, Ability to meet time frame, Capability, Occupational Health and Safety, Relevant Experience, Environmental Sustainability and Benefit to the Local Region.

## Detail to Include in Quotation

<i>Item</i>	<i>Detail</i>
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"><li>— Workers Compensation (Statutory and common law liability for death or injury to persons employed by the contractor);</li><li>— Public Liability Insurance in the sum of at least \$20,000,000 in respect of any one occurrence.</li><li>— Products Liability Insurance which covers all Vehicles, Plant, Products and Materials</li><li>— Comprehensive Motor Vehicle and CTP Insurance required for all vehicles to be used on worksite and/or to be driven on Public Access Roads; and</li></ul>
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"><li>— Trade Licence (i.e. Builders Licence)</li><li>— Safety Management Plan or equivalent</li><li>— Environmental Management Plan or equivalent</li><li>— Risk Management Plan or equivalent</li></ul>

# 1. Introduction

## 1.1 Details of Gwydir Shire Council

Gwydir Shire is located on the northwestern slopes and plains of NSW, approximately 560 kilometres north of Sydney, 160 kilometres north of Tamworth, 430km 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.

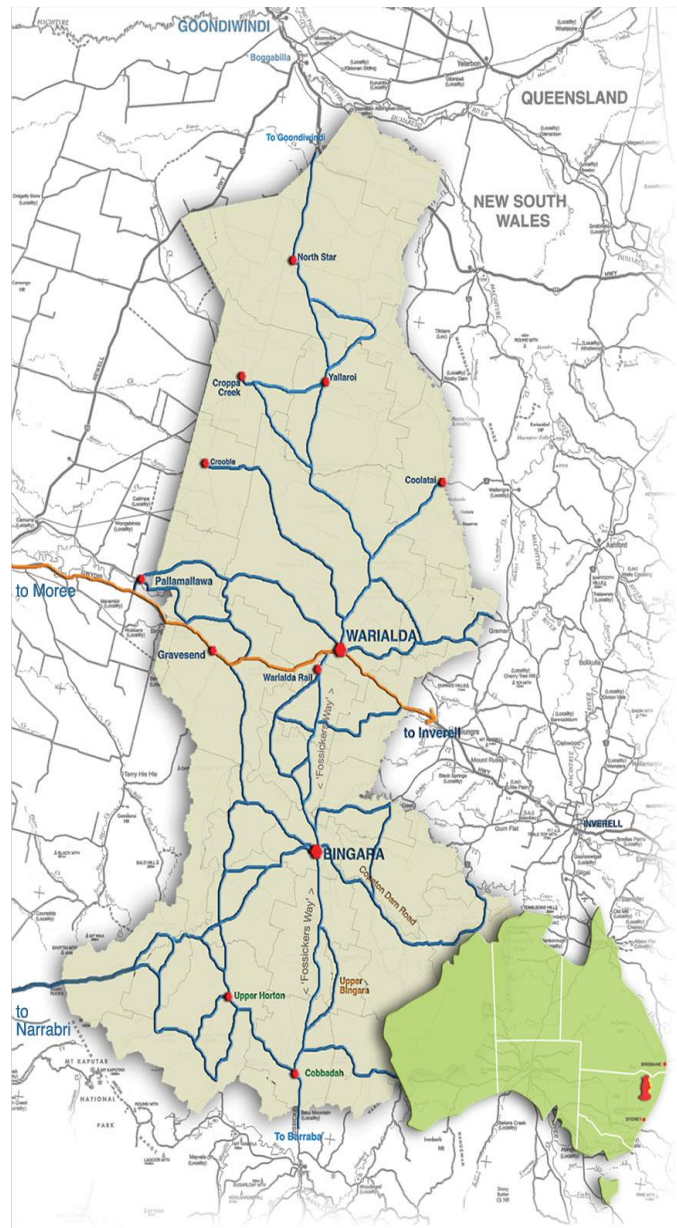
Agriculture is the primary land use and economic activity of the Shire. Cattle and Sheep production are the main activities, along with broadacre cropping. At 2016 Census, the Shire had a population of 5,258 and like many Shires with a high-level dependency on agriculture, has experienced a population 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.

**Max Eastcott**  
**General Manager**  
**Gwydir Shire Council**



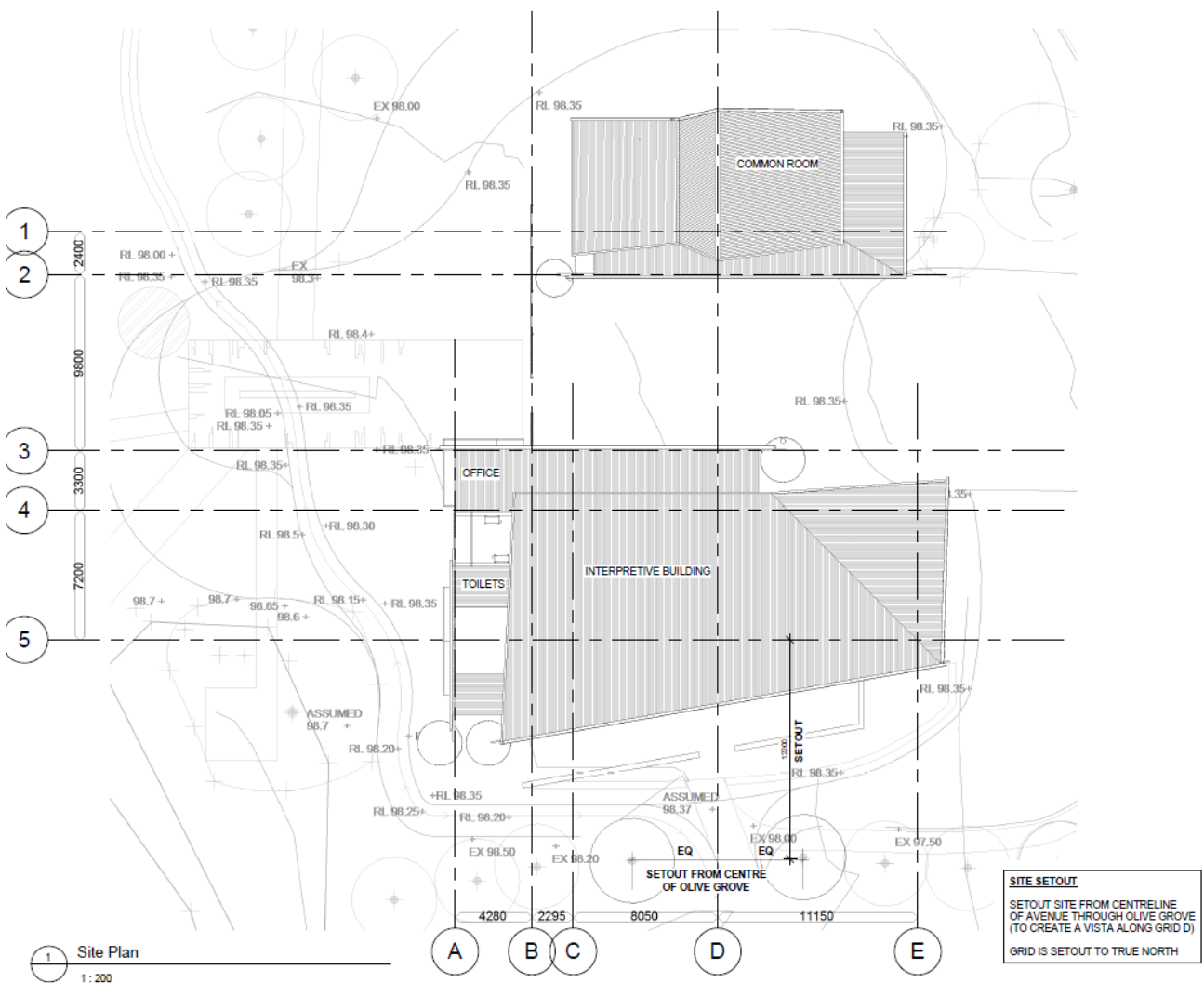
## 1.2 About the Funding Programme

Big River Dreaming is a regional tourism project that will boost the regional visitor economy by offering a unique and 'new' experience within an area of NSW renowned for its physical beauty, social pride and commercial ingenuity.

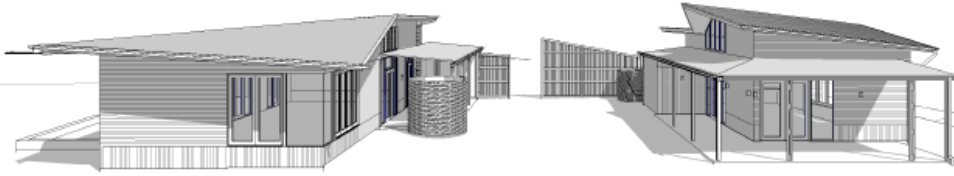
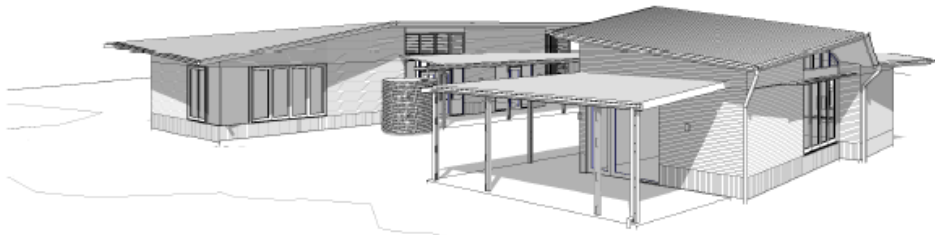
Big River Dreaming focuses on three tourism themes Reconciliation, Active Recreation, and Fresh Food & Wellness.

## 1.3 Summary of the Request

Gwydir Shire Council (the Principal) is seeking Quotations from appropriately qualified and experienced contractors for the preparation, boxing, pouring and finishing of the concrete slabs including associated underfloor sanitary plumbing and drainage to the Wellness & Interpretive Centre at Bingara. The Wellness & Interpretive Centre is part of The Living Classroom site located on Killarney Gap Road (Narrabri Road), Bingara NSW 2404.











The building pad looking southwest towards The Living Classroom accommodation building.



From building pad looking south along centreline of Olive Grove.

## 1.4 RFQ Timetable

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

Event	Date
RFQ Release	12/03/2021
Mandatory RFQ Briefing / Mandatory Site Visit	22/03/2021
Clarification and Questions Close	09/04/2021
RFQ Closes	16/04/2021

A Mandatory RFQ Briefing / Site Inspection will be held at 8:30am on 22/03/2021. Your attendance is to be confirmed prior to 19/03/2021 by emailing [kgilkison@gwydir.nsw.gov.au](mailto:kgilkison@gwydir.nsw.gov.au). Further inquiries are to be directed to the Project Manager, Colin Cuell on 0428 687 651.

## 2. Scope of Work

### 2.1 Background

The Wellness & Interpretive Centre is to be constructed on the site of The Living Classroom and when completed will form part of the Big River Dreaming – Water Weaving Way. The Big River Dreaming – Water Weaving Way connects three existing tourism sites being the Myall Creek Memorial Site, The Living Classroom and the Cunningham Park Precinct.

### 2.2 Objective

The objective of this project is to construct two concrete slabs to enable the construction of the Interpretive Building and the Common Room for the Wellness & Interpretive Centre which has been designed by Skyring Architects.

#### **Specification/Project Brief**

The controlled fill compacted granite building pad has been prepared by Gwydir Shire Council's Technical Services Department. The top of the building pad is at RL98.400 +/- 0.05m and has been extended beyond the footprint of the 2 proposed concrete slabs. The proposed slab level of both concrete slabs is 98.600. **Once the contract for the project has been awarded the contractor shall survey the site to establish levels and a final height of the concrete slabs will be agreed upon.**

The quotation shall include the provision of all materials, contractors, labour, plant, permits and fees etc. to carry out the installation of the concrete slabs.

The works include, but may not be limited to:

- Site survey and set-out.
- Preparation of building pad up to the underside of the concrete slab which will include any excavations, correction, or binding layer.
- Compaction testing of the building pad in accordance with AS1289.
- Installation of underfloor sanitary plumbing & drainage including slab penetrations and taken to a point clear of the building pad for the connection to the OSSM (to be installed by others).
- All excavations including boring of pier holes, trenches for beams etc.
- Installation of any conduit for lead in cables for the electrical and communications installation.
- Installation of termite protection in accordance with AS3660.1
- Preparation, boxing, pouring and finishing of concrete slab including provision of slab recesses and cast in steel plates.
- Curing of concrete slab for a minimum period of 7 days.
- Polished Concrete to areas specified on the plans to the specifications below. The contractor undertaking the polishing of the concrete floors must be engaged to participate during the laying and finishing of the concrete slab.

<b>Floor - Type 1</b> <b>(External &amp; wet areas)</b> - Verandas & Walkways - Cleaners room - Bathrooms	Concrete - Honed Finish (ensure it achieves required slip resistance) Oxide: Concrete Colour Systems <b>Colour: CCS APOLLO</b> <a href="http://www.concretecoloursystems.com.au">www.concretecoloursystems.com.au</a>  NOTE: No additional feature aggregate required - aggregate in standard concrete mix will be sufficient Aggregate Colour: River Gravel  <u>Sealer:</u> Concrete Colour Systems CCS Streetscape - waterbased	Finish: Honed - Full exposure  Waterbased sealer	Concrete with the selected aggregate can be sourced from: a) GW & ND McDonald, Moree (02) 6752 1548 b) Johnson Concrete & Quarries – Moree (02) 6752 2154
<b>Floor Type 2</b> <b>(Internal)</b>	Polished Concrete - Hiperfloor (polished with hardeners) Oxide: Concrete Colour Systems <b>Colour: CCS APOLLO</b> <a href="http://www.concretecoloursystems.com.au">www.concretecoloursystems.com.au</a>  NOTE: No additional feature aggregate required - aggregate in standard concrete mix will be sufficient Aggregate Colour: River Gravel	Finish: Polished - Hiperfloor Satin  Full exposure	

**The Contractor is responsible for all relevant cleanup and disposal of waste.**

Note: All works are to comply with the NCC (Building Code of Australia), relevant Australian and council standards.

Referenced Documents:

**Local Government Engineering Services – File # IV3383 – Sheets S01 to S16**  
**Skyring Architects – Project # 1122 – CD-000 Cover pages, Notes & Site Info**  
**Skyring Architects – Project # 1122 – CD-100 General Arrangement Drawings**



### 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. Line items against which no amounts are stated, whether quantities or rates are given or not, shall be regarded as covered by other line items in this schedule. This schedule shall be read in conjunction with all other parts of the contract.

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 tender. 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 & 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	<b>Construction Elements</b>				
	Plumbing & Drainage			\$	\$
	Termite Protection			\$	\$
	Steel reinforcing & accessories			\$	\$
	Concrete			\$	\$
	Boxing & setup			\$	\$
	Site preparation & excavations			\$	\$
	Concrete polishing			\$	\$
	Compaction testing			\$	\$
				\$	\$
				\$	\$

Item	Description	Qty	Unit	Rate	Quoted Amount (Ex GST)
				\$	\$
				\$	\$
				\$	\$
2	Install (Labour)		hours	\$	\$
<b>Total (Ex GST)</b>				\$	\$
3	Minus Discounts or Incentives (optional)				
<b>GRAND TOTAL (Ex GST)</b>				\$	\$

Lodgement of a Submission will itself be an acknowledgement, 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."	
<b>Respondents Authorised Representative Name</b>	
<b>Date</b>	
<b>Quotation Total (Inc. GST)</b>	
<b>Respondents Authorised Representative Signature</b>	

## 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 **30/06/2021**.

Can you complete works by this date?

Yes

No

If no please provide a date works could be completed by:

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

Yes

No

If yes please comment:

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- 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.

<b>Respondent's Information</b>	
<b>Company Name</b>	
<b>ABN</b>	
<b>Business Address</b>	
<b>City / Town</b>	
<b>State</b>	
<b>Post Code</b>	
<b>Office Phone</b>	
<b>Email Address</b>	
<b>Website</b>	
<b>Respondents Contacts Detail</b>	
<b>Name</b>	
<b>Mobile Phone</b>	
<b>Office Phone</b>	
<b>Email Address</b>	

## 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.

<b>Response – Ownership Details</b>

## 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?

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- 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



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## 5.6 Workplace Health & Safety

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

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

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

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## 5.7 Environmental Sustainability

When evaluating offers, consideration needs to be given to the impact that the goods and or services has 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 & 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

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

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## 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 sought. 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)?

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

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

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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?

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