



REQUEST FOR QUOTATIONS

for

Panel for the Supply of Trades and Services

RFQ 20/21-13

1 BACKGROUND AND OBJECTIVES

1.1 Background

- 1.1.1 The Balranald Shire Council ("Council") undertakes facility maintenance activities on Council and Community facilities.
- 1.1.2 Council is seeking to establish a panel of suitably qualified and experienced contractors ("Panel") to participate in the supply of trades and services.
- 1.1.3 This Request of quotation is primarily directed to those firms with an established business presence located within reasonable proximity to Balranald Shire, such that services can conveniently be provided to Council on a day-to-day basis.

1.2 Nature of Services

- 1.2.1 The services to be provided under this request are for the supply of labour and materials for various trades as listed in the Schedule of Rates Quotation Forms in this request for quotation.
- 1.2.2 See Attachment 1 for full list of Council and Community facilities included for the particular supply of Trades and Service

2 PREPARATION AND SUBMISSION OF PROPOSALS

2.1 Type and Nature of Contract

- 2.1.1 Trades and Services providers (hereafter referred to as "providers or "Service Providers") appointed to the Panel will be engaged on an "as required" basis under a Schedule of Rates contract to provide specific trades and/or services(see list of trades and services required under this panel) as well as materials margin rates(at cost plus **Margin**).
- 2.1.2 Membership of the Panel will expire on 30 June 2023 and the rates quoted under this Request must remain valid until that date.
- 2.1.3 Council may at its sole discretion appoint Providers from within the Panel to provide any of the Trades or Services and associated materials, or may elect to issue a separate Request for Quotation for specific services utilising these

rates.

- 2.1.4 Appointment to the Panel is no guarantee or warrant that Council will subsequently offer a contract to provide any of the Services.

2.2 Code of Practice

The following documents provide mandatory criteria and/or guidance during the execution of the Contract with copies of the policies available from Council:

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Tendering Guidelines for NSW Local Government 2009
- Balranald Purchasing Policy
- Balranald Code of Conduct Policy ("Code of Conduct")

2.3 Documents to be Submitted with Proposals

2.3.1 A valid Proposal shall comprise the following documents:

- (a) Completed Trade or Service Provider Details form;
- (b) Details of Certificates of Currency for required insurances
- (c) Supporting material subject to clause 2.3.2 below;
- (d) Completed schedules of rates and materials margin attached to this Request

2.3.2 Promotional material in support of a Quotation submission (for example, Company brochures) shall be limited to 20 pages with a maximum file size of 15Mb in total. Council may elect not to open or give consideration to materials that exceed these limits.

2.4 Lodgement of Proposals

2.4.1 For this Request for Proposals, Council is operating via **quote email** :

2.4.2 Council will only accept direct electronic submission of Proposals at tenders@balranald.nsw.gov.au. No hardcopy submissions will be accepted. Council strongly encourages all potential suppliers to make themselves familiar with Council's Procurement Policy.

2.4.3 The closing date and time for Quotations is 2:00 pm on Thursday 29th April 2021.

2.4.4 Council reserves the right to consider submissions received after the closing date.

2.5 Enquiries

2.5.1 All enquiries and responses in relation to this Request for Quotations shall be submitted via email to tenders@balranald.nsw.gov.au

2.5.2 Council will not disclose any information to respondents or any other person not officially concerned with the examination, clarification, evaluation, and comparison of Proposals and recommendation for membership of the Panel until Council has officially announced the outcome of the Request for Quotations and appointments to the Panel.

2.5.3 Any effort by a Respondent to influence the Council's processing of Proposals or appointment decisions may result in the rejection of the Respondent's Proposal.

2.6 Opening and Evaluation of Proposals

- 2.6.1 Council will open all quotations received by the advertised closing time on Friday 30th April 2021.
- 2.6.2 Evaluation, negotiation and selection of the successful Respondent(s) shall be in accordance with the requirements of AS4000 - 1997 - Code of Tendering, the *Local Government (Tendering) Regulations 1993*, Council's Procurement Policy and its Code of Conduct.
- 2.6.3 Council reserves the right to accept or reject any Proposal and/or cancel the Request for Quotations process at any time prior to the announcement of the appointment of successful Respondents without incurring any liability to affected Respondents.

2.7 Award of Contracts

- 2.7.1 In deciding whether to appoint one or more Service Providers from among the Panel to provide specific Services and associated materials, Council will award contracts to the providers who, in the opinion of Council, offer the best value for money, which may be assessed according to a number of factors including (but not limited to) the specific needs of Council, the availability of the service, and the experience of the proposed tradesperson.
- 2.7.2 Council may at its sole discretion elect to offer a contract to a single Respondent for specific Services, or may invite multiple members of the Panel to submit quotations for such services and materials based upon the schedule of quoted rates.

2.8 Corrupt or Fraudulent Practices

- 2.8.1 Council requires Respondents to observe the highest standard of ethics and probity during the procurement and execution of contracts with Council. In pursuance of this policy, Council defines "Corrupt Practice" and "Fraudulent Practice" as follows:
 - (a) "Corrupt practice": the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - (b) "Fraudulent practice": misrepresentation of facts in order to influence procurement or execution of contract to the detriment of Council, and includes collusive practice among Respondents (prior to or after Proposal submission) designed to establish prices at artificial non-competitive levels and to deprive the Council of the benefits of free and open competition.

Council regards canvassing (and the like) of Council staff and/or Councillors to gain unfair advantage or benefit over other Respondents as a corrupt and fraudulent act.

- 2.8.2 Council may declare a Respondent ineligible, either indefinitely or for a stated period of time, for award of any contract if at any time Council determines that the Respondent has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract with Council.

3 TERMS & CONDITIONS

3.1 Key Relationships

- 3.1.1 Any Respondent or individual employee of a Respondent engaged to provide the Services shall be directly accountable to the Council's Director of Infrastructure and Development ("the Director") for the proper and professional performance of the Services.
- 3.1.2 Any person engaged in connection with the Services shall conduct him/herself in a respectful manner towards Council staff at all times.
- 3.1.3 Any employee of a Respondent engaged to provide the Services must conform to all on-site procedures established by Council and all directions issued by Council's authorised site supervisor in relation to hours and days of work, the organisation of the works, coordination between various trades and services site safety, environmental practices and interaction with members of the public.

3.2 Quality Assurance

- 3.2.1 Respondents shall be responsible for the quality of service provided.
- 3.2.2 Prior to being awarded a contract for specific services, Council may require a Panel member to provide details of that Provider's quality and maintenance systems.
- 3.2.3 By submitting a proposal, Respondents warrant that all persons engaged in the supply of the services, hold all necessary trade qualifications and certifications under any relevant law or regulation.

3.3 Workplace Health & Safety

- 3.3.1 The Service Provider must comply with all requirements of the Council's Workplace Health and Safety policy and all relevant statutory requirements for Workplace Health and Safety.
- 3.3.2 The Provider's staff shall obtain a general site induction from the Council safety officer before commencing any work for the purpose of providing the Services.
- 3.3.3 Where inappropriate or inadequate provision of Workplace Health and Safety management by a Service Provider results in costs, losses or damages incurred by the Council or claims by third parties against the Council for either direct or consequential costs, losses or damages, the Respondent party shall be liable for costs, losses or damages associated with any such claim including but not limited to administration costs incurred by the Council in resolving such claim.

3.4 Insurances

- 3.4.1 Respondents must have, and maintain for the duration of the term of the Services, the following insurances:
 - (a) Statutory Workers Compensation insurance (where applicable)
 - (b) Public Liability cover of \$10,000,000
 - (c) Comprehensive motor vehicle and third-party insurances.
- 3.4.2 Details of the Respondent's insurances must be provided as part of its Proposal.
- 3.4.3 Certificates of currency for all required insurances must be provided prior to the engagement of a member of the Panel to provide any trade labour and/or services.

3.5 Basis of Quoted Rates

- 3.5.1 Labour rates quoted as part of a submission must be inclusive of all expenses, including costs for insurance, duties, imposts and taxes (excluding any GST). The Service Provider shall pay all such expenses, insurance, duties, imposts and taxes.
- 3.5.2 Respondents must nominate a fixed price margin to be applied to the cost of materials as required in the performance of the various works.
- 3.5.3 Council expect the respondent to pass on to the benefit of Council any trade discounts applied to material purchases from the Respondent.
- 3.5.4 All rates quoted shall be exclusive of GST.

3.6 Contact and Communication Protocols

- 3.6.1 The Council point of contact for all matters related to the Services shall be the Director, Mr Ray Davy, rdavy@balranald.nsw.gov.au
- 3.6.2 Respondents must nominate a single point of contact for the purposes of the Proposal.

4 SELECTION CRITERIA

- 4.1.1 Subject to any specific provisions of this brief, the selection of Respondents to be members of the Panel will be generally in accordance with the requirements of AS4000 - 1997.
- 4.1.2 Factors that will be considered in assessing Proposals will include:-
 - (a) the schedule of rates,
 - (b) the experience of the Respondent in providing services of a similar nature, particularly in relation to local government projects,
 - (c) the backup resources of the Respondent,
 - (d) the capacity of the respondent to be able to provide the Services to Council on a day-to-day or "as required" basis, and
 - (e) past performance of the Provider, especially the ability to meet quality and reliability requirements.
- 4.1.3 Council reserves the right to require and to make enquiries of referees that can provide supporting evidence of the Respondent's capabilities in relation to any of the matters set out in 4.1.2 above.
- 4.1.4 Consideration will only be given to Respondents with an Australian Business Number (ABN) and who are registered for GST.

TRADES OR SERVICE PROVIDER DETAILS

(TO BE FULLY COMPLETED AND SUBMITTED WITH REQUEST FOR QUOTATION SUBMISSION)

FULL TRADING NAME _____

ACN _____

ABN _____

GST REGISTERED YES NO _____

CONTACT PERSON _____

REGISTERED
OFFICE
ADDRESS

TELEPHONE _____ FACSIMILE _____

EMAIL _____

NAME OF REPRESENTATIVE _____

PHONE NUMBER OF
REPRESENTATIVE _____

FINANCIAL INSTITUTION - FOR PAYMENT

FULL TRADING NAME _____

BRANCH _____

ADDRESS _____

CONTACT PERSON _____

TITLE _____

TELEPHONE _____ FACSIMILE _____

BANK CODE (BSB) _____

ACCOUNT NUMBER _____

TITLE OF ACCOUNT _____

INSURANCES

(TO BE FULLY COMPLETED AND SUBMITTED WITH REQUEST FOR QUOTE SUBMISSION)

A copy of all current insurance policies or a certificate of currency giving all details is to be attached to the RFQ when submitted.

WORKERS COMPENSATION

INSURANCE
COMPANY:

POLICY
NUMBER:

EXPIRY DATE:

PUBLIC LIABILITY

INSURANCE
COMPANY:

POLICY
NUMBER:

EXPIRY DATE:

COVER AMOUNT FOR ANY
ONE OCCURRENCE:

COMPREHENSIVE MOTOR VEHICLE & THIRD PARTY PROPERTY (PERSONS AND PROPERTY)

INSURANCE
COMPANY:

POLICY
NUMBER:

EXPIRY DATE:

NAME OF
REPRESENTATIVE:

(Please print)

SIGNATURE:

DATE:

Trade or Service - Schedule of Rates plus Materials Margin

| Trade or Service | Trade or Service being offered (select) | Nominate Preferred Location/s (Euston or Balranald or Both) | Schedule of Rates (\$ per hour or per service – please specify) | | | Materials Margin (%) |
|-------------------------|---|---|---|---------------------------|-----------------------------|----------------------|
| | | | Normal Hours (7am to 5pm) | Out of Hours (5pm to 7am) | Travel time (if applicable) | |
| Plumbing | <input type="checkbox"/> | | | | | |
| Electrical – Commercial | <input type="checkbox"/> | | | | | |
| Electrical – Industrial | <input type="checkbox"/> | | | | | |
| Electrical - Retail | <input type="checkbox"/> | | | | | |
| Airconditioning | <input type="checkbox"/> | | | | | |
| Building / Carpentry | <input type="checkbox"/> | | | | | |
| Pest Control | <input type="checkbox"/> | | | | | |
| Arborist | <input type="checkbox"/> | | | | | |

We offer the above trade and/or services schedule of rates and material margin rate. All Rates are exclusive of GST.

Signature of Respondent representative: _____

Date: _____

Name of Respondent representative: _____

Mobile no: _____

Address of Respondent representative: _____

Email: _____

Appendix 1 – List of Council and Community Facilities

Balranald

- Greenham Park Miscellaneous buildings
- Balranald Shire Council Office
- Balranald Shire Council Depot
- Public Pool
- Footy Sheds
- Discovery Center buildings
- Men's Shed
- Golf Club Building
- Theatre Royal
- Library/CWA Building
- Senior Citizen Building
- Caravan Park Facility
- Lions Park Toilet Building
- Sewer Switchboards
- Aerodrome
- 10 Council Residences
- Bidgee Haven Hostel
- Balranald Preschool
- Allied Health Buildings
- Water Treatment Plant
- Other Miscellaneous Facilities

Euston

- Balranald Shire Council Euston Depot
- Euston Recreation Reserve
- Water Treatment Plant
- Sewer Switchboards
- Euston Court House
- Lake Benanee Rest Stop Facilities
- Euston Preschool
- Other Miscellaneous Facilities