
Drought Communities Programme



Request for Pricing

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

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

RFP Title	Supply and Installation of a Solar System at Warialda Rail Clubhouse
RFP Number	GWY_1819_P03
Issue Date	29th January 2019

RFP Closing Time and Lodgement Details	
RFP Closing Date:	15 th February 2019
RFP Closing Time:	17:00
RFP Lodgement:	Please return your quotation electronically via email to lmeader@gwydir.nsw.gov.au
Hardcopy RFP:	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.
RFP Questions:	Any questions regarding the work required in the Request for Quotation (RFP) document should be made to: - NAME: Ms Suzanne Webber POSITION: Social Services Manager PHONE: 0427 241 931 EMAIL: swebber@gwydir.nsw.gov.au
Evaluation Criteria:	Price, Methodology, Time Frame, Capability, Workplace Health and Safety, Relevant Experience, Environmental Sustainability and Benefit to the Local Region.
<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 and 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 <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) — Safety Management Plan — Environmental Management Plan — Risk Management Plan — Financial statements 	

1. Introduction

1.1 About the Drought Communities Programme

The Drought Communities Programme is a Federal Government initiative designed to assist drought-affected communities by providing the local economy with an immediate cash injection. As a recipient of the Drought Communities Programme, Gwydir Shire Council is excited to coordinate the delivery of numerous community projects via its procurement activities and casual employment opportunities.

1.2 Summary of the Request

Gwydir Shire Council (the Principal) is seeking submissions from appropriately qualified and experienced contractors for the supply and installation of a solar system and lighting at the Warialda Rail Sportsground Clubhouse – Avoca Street Warialda Rail NSW.

1.3 RFP Timetable

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

Event	Date
RFP Release	29/01/2019
Mandatory RFP Briefing / Mandatory Site Visit	Not Applicable
Clarification and Questions Close	15/02/2019
RFP Closes	15/02/2019

A RFP Briefing / Site Inspection will not be held however contractors are welcome to arrange site inspections by contacting Lisa Meader on 02)6729 3000 or Suzanne Webber on 0427 241 931.

2. Scope of Work

2.1 Specification/Project Brief

The scope of works for this RFP includes:

- Supply and installation of +6 kW solar system with battery storage;
- Connection to network and metering;
- Supply and installation of 1 x 100W LED solar flood light with battery and independent solar panel;
- Supply of all related materials and equipment; and
- Supply of qualified and experienced labourers.

The Contractor is responsible for ensuring the roof structure is of adequate strength to accept the load of solar system.

The Contractor is responsible for all relevant clean-up and disposal of waste.

Note: All works are to comply with relevant Australian and council standards.

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 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 & fall and be inclusive of GST.

Add additional lines in the below table as required

Item	Description	Qty	Unit	Rate	Quoted Amount (Incl GST)
1	Supply Materials				
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
2	Install (Labour)		hours	\$	\$
Total (Inc GST)				\$	\$

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 RFP; 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 RFP 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

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
Mobilisation			
Installation			
Practical Completion			
Site Clean-up			

4.2 Ability to Meet Timeframe

a) Supply/provision of the specified goods or services to be completed by, Friday 29th March, 2019.

Can you complete works by this date? Yes No

If no, please advise of completion date:

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)?

e) List names and telephone numbers of three (3) professional referees

Name	Position	Organisation	Telephone

5. Respondent Questionnaire

Contractors 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	
Post Code	
Office Phone	
Email Address	
Website	
Respondents Contacts 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 or 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

If no, Council will be unable to use your services

b) In what other type of business has the Contractor a financial interest?

c) 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 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

- 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?
