
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	Gravesend Cricket Practice Nets
RFP Number	GWY_1920_P01
Issue Date	18 th September 2019

RFP Closing Time and Lodgement Details	
RFP Closing Date:	18 th September 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: Mrs Lisa Meader POSITION: Procurement Specialist PHONE: 02 6729 3000 EMAIL: lmeader@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 design and construction of two cricket practice nets at the Gravesend Recreation Ground.



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	19/09/2019
Mandatory RFP Briefing / Mandatory Site Visit	Not Applicable
Clarification and Questions Close	27/09/2019
RFP Closes	27/09/2019

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.

2. Scope of Work

2.1 Specification/Project Brief

The scope of works for this RFP includes:

- 2 practice cricket nets installed on the southern side of the existing tennis court
- Excavate sub-base where required and removed excess material to landfill;
- Create the required 75mm deep sub-base and road pavements with approved limestone and compact to 95% Std. Levels +/-10mm
- Supply and install two concrete wicket
- Supply and install approved synthetic / artificial grass to wicket surfaces
- Supply and install line markings
- Supply and install fence posts for wickets
- Supply and erect new 3.6m fencing with roof, top, midpoint and bottom rails



- Reinststate area
- Hire of applicable equipment; and
- Supply of qualified and experienced labourers.

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

2.2 Site Clearance and Preparation

2.2.1 Removal of Materials

The contractor is responsible for the disposal of all waste to the Landfill.

2.2.2 Wicket Preparation

The cricket nets are to be constructed in the same location as the existing nets. Water supply is available onsite as required.

2.2.3 Levelling and Consolidation of Sub-Base

The wicket and surrounding area is to be excavated as required, excavated material may be temporarily stored on site and re-used as appropriate. These materials may have topsoil, old pavement material and or rock material. Surplus material shall be disposed of to Landfill. Before obtaining the limestone sub-base material the Contractor must satisfy themselves it is suitable. Further the Contractor shall attain the Councils approval for the limestone sub-base materials; quality, type and source. Any material responding poorly to proof rolling shall be further excavated until a solid sub base is achieved at the Contractors cost.

Fill material is to be compacted in layers not exceeding 150mm in depth, with each lift being moisture conditioned as required and uniformly compacted to at least 95% standard compaction density in accordance with Australian Standard 1289 E2.1. The Contractor shall assure themselves that the % compaction has been achieved, otherwise they will arrange for compaction testing to be carried out at the Contractor's expense. For the limestone subbase a tolerance of up to a maximum deviation of 12mm from a 3 metre straight edge is acceptable and is not to affect any minimum depth requirements.

2.2.4 Drainage

It is essential that surface grades be installed so that no ponding or wet area can develop adjacent to or on the wicket structure.

2.3 Concrete Pavement

2.3.1 Waterproof Membrane

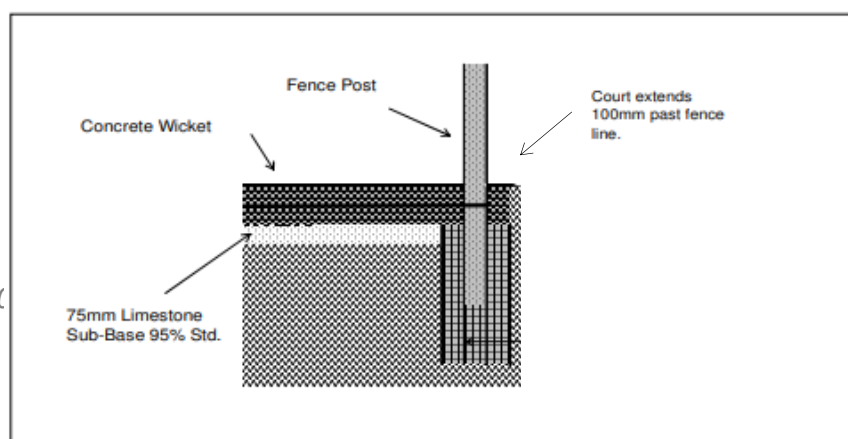
Prior to the installation of the concrete base the sub-base shall be covered with a waterproof membrane, at least 0.2mm thick with sheets overlapping by at least 200mm and taped.

2.3.2 Inspection Hold Point

The work to this point shall be inspected as a Hold Point by Council to validate the acceptability, evenness of the surface and the required slope(s), the contractor is to provide a 3m straight edge and string lines and confirm all areas with Council.

2.3.3 Concrete Slab

- The concrete wicket / slab is to be constructed on the sub-base preparation as outlined. A wicket boxed out point 300 x 100 is to be provided through the slab if required;
- For each wicket the concrete base shall be constructed to a nominal thickness of 125mm using 25mpa concrete;
- The concrete is to be reinforced with one layer of SL92 fabric / mesh set centrally on bar chairs to accurately position the mesh with overlap at joints;
- Concrete wickets shall be pumped in one continuous pour;
- Junctions between any slabs shall be at the approval of Council. A Connolly Key joint (or similar approved joint) is to be installed at the junction between any slabs if not undertaken in one pour;
- Control joints shall be sawn after concrete setting or formed in the concrete before it sets, to a depth of 20mm. The joints should be about 3mm wide (the width of a saw blade) under the inner fence lines;
- The surface shall be finished to provide a planar surface so that if a straight edge is placed on any two points 3 metres apart, no point shall be more than 2mms below the straight edge; and
- The fence post footings will be ultimately integrated with the concrete wicket base. Each fence footing shall be constructed by drilling a 300mm diameter hole into the subgrade and concreted to a depth 125mm below the ultimate finished wicket surface.





Wetting the concrete wicket surface to prove surface drainage is required. Any variation to surface levels shall be repaired at the Contractors cost and by a method to be agreed by the Superintendent. Painting the whole of the concrete surface (excluding synthetic carpet area) may be required with any concrete rework and shall be allowed as part of the tender.

2.4 Wicket synthetic carpet Installation (Including Lines)

The wicket synthetic carpet (including lines) shall be laid to the manufactures requirements. All seams will be permanently and neatly glued without contamination. The number and extent of any seams are to be approved and be kept to a minimum. The carpet shall be laid in such a manner as to prevent any shrinking of the seams and the run of material is to be laid as per manufacturer's requirements.

- Wicket lines shall be white.
- All lines shall conform to the dimensions laid down in the governing New South Wales bodies.
- The line tolerances must be such that the lines are within $\pm 1\text{cm}$ of the correct position.
- Lines will be straight and will be flush with the surface of the wicket

2.4.1 Fencing

All steel including pipe, tire wire, chain fence mesh, bolts, couplings, nuts and washers shall to be galvanised to and built to Australian Standard - Chain-link Fabric Security Fences and Gates (AS 1725-2003).

2.4.2 Fencing Requirements

- Wicket fencing shall be 3.6 metre minimum height from the wicket surface
- Top, midpoint and bottom rails shall be installed on all fences
- Backstays are not required due to all fencing having 3 rails
- Fences shall be constructed true to wicket lines and fence posts shall be spaced at regular intervals. All posts shall be placed in a vertical position and shall be set in line so the tops have uniformity without irregularities

2.4.3 Post Requirements and Minimum Dimensions (Class 1 – Medium Quality)

All galvanised min. (Blue) C250LO		Nom Bore	O/D	Gauge	Footings	
					Diameter	Depth
Posts	DN65M	65mm	76.1mm	3.6mm	300mm	900mm
Top, midpoint and/or Bottom Rails	DN65M	65mm	76.1mm	3.6mm		

Cable Wire

Three rows of cable wire shall consist of 3 mid cables set at 600mm, 1200mm and 1800mm from ground level. Additional cable wire is to be placed on the roofing section midpoint between 3m posts for additional support.

2.4.4 Chain Mesh

Chain mesh shall be Heavy Galvanized (HG) wire (Class W10) 3.15mm “Heavy Duty” 3.6 metre high, standard diamond size 45mm pitch with a 10 year warranty. The wire end finish is Knuckle - Knuckle at both ends.

The chain-wire mesh wire shall be:

- installed on the outside of all posts (as per manufactures requirements)
- securely laced to corner posts
- fully laced through each diamond with 2mm wire to end posts, internal corner posts, gate posts and pipe rails with a minimum of two full twists
- tied to intermediate posts using a single loop of wire that is securely tightened at intervals of not less than 480mm (each sixth diamond) with a minimum of two full twists
- tied to cable wires using a single loop of wire that is securely tightened at intervals of not less than 480mm (each sixth diamond) with a minimum of two full twists or, optionally, secured with 2.24mm wire netting clips at 320mm spacings

When correctly installed, the mesh should be taut and there should be no separation greater than 5.0mm between each loop of any knuckle, when the diamonds are squeezed using hand pressure.

2.4.5 Fence Post Footings

Concrete footings for all fence posts are to be incorporated into the limestone / subbase. Allowance for all necessary excavations should be made as no extra will be paid if rock or other obstruction is encountered in excavating for post holes or any other part of the works.

2.4.6 Corner Posts

Corner posts shall be galvanised of DN65 medium (76.1 O/D) pipe posts (capped at the top) set into 25mpa strength concrete footings 300mm diameter x 900mm depth.

2.4.7 Intermediate Posts

Intermediate posts shall be galvanised of DN65 medium (76.1 O/D) set into 25mpa strength concrete footings 300mm diameter x 750mm depth. Pole spacing will be 3m centres.

2.4.8 Top, Midpoint and Bottom Rails

Galvanised DN65 medium (76.1 O/D) pipe shall be fixed between the upright posts with a 40mm clearance under the bottom rail.

2.5 Final Clearance of Area on Completion

On completion of the installation all plant, machinery, gear, structures and surplus materials shall be removed. Any damage to pathways, roadways, gutters and fencing caused by performance of works in this contract shall be repaired. At Practical Completion the wickets shall be handed over to Council together with Instruction Manuals and any appropriate guarantees issued by various firms and authorities for materials used or works performed.

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	Amount (Exc GST)
1	Lump Sum				
	Excavate where necessary and preparation for sub-base		m ²	\$	\$
	Supply and install sub-base and concrete wicket		m ²	\$	\$
	Supply and install synthetic cricket wickets with appropriate adhesive		m	\$	\$
	Supply and install wicket fencing		sq m ²	\$	\$
				\$	\$
			Total (Exc GST)	\$	
			GST	\$	
			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			
Practical Completion			
Site Clean-up / Exit			

4.2 Ability to Meet Timeframe

- a) Supply/provision of the specified goods or services to be completed by, Friday 25th October, 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 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

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?
