
Request for Tender - Readvertised

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

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

RFT Title	Warialda Golf & Bowling Club Improvements
RFT Number	GWY_2021_T03
Issue Date	5 January 2021

RFT Closing Time and Lodgement Details

RFT Closing Date:	5 February 2021
RFT Closing Time:	17:00
RFT Lodgement:	Please return your tender electronically via email to mail@gwydir.nsw.gov.au Tenders to be marked as GWY_2021_T03 and confidential.
Hardcopy RFT:	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.
RFT Questions:	Any questions regarding the work required in the Request for Tender (RFT) document should be made to: - NAME: Mr Colin Cuell POSITION: Building Services Manager PHONE: 0428 687 651 EMAIL: ccuell@gwydir.nsw.gov.au
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 Tender	
<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"> — 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. — 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; and
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) — 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 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.

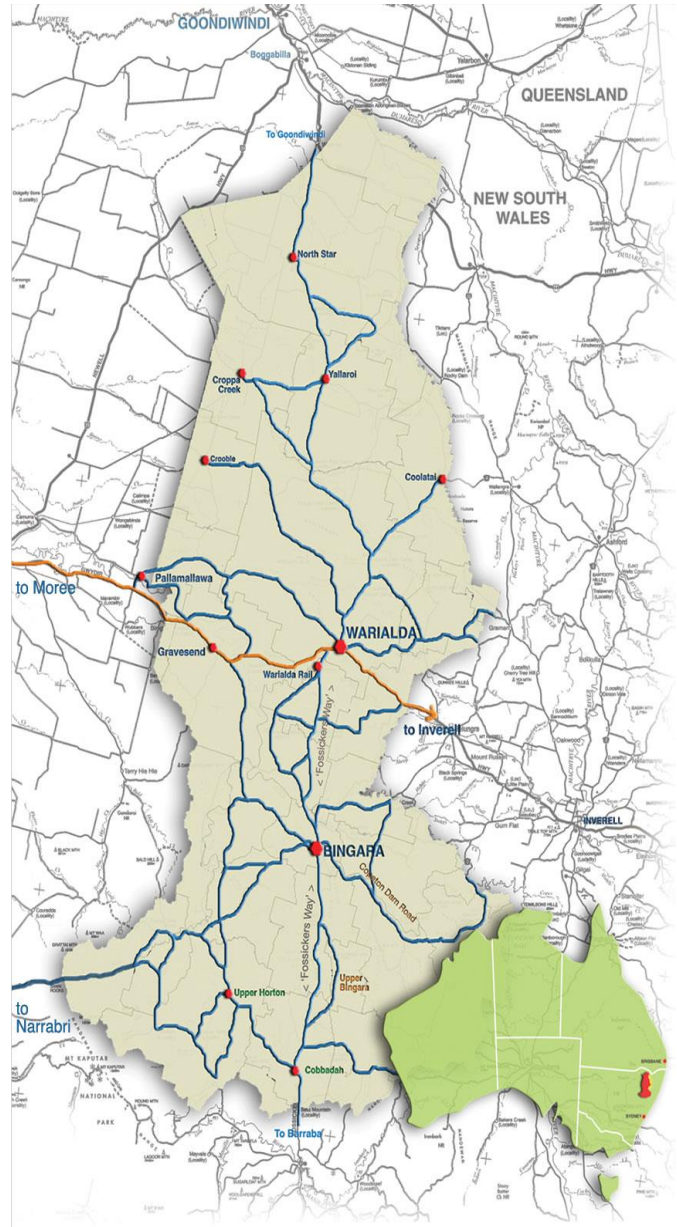
Agriculture is the primary land use and economic activity of the Shire. Cattle and Sheep production are the main activities, along with broadacre cropping. At 2016 Census, the Shire had a population of 5,258 and like many Shires with a high-level dependency on agriculture, has experienced a population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

The Drought Support Program delivers local infrastructure to improve the quality of life for people in regional NSW. Funding is for projects such as parks, community facilities, community halls, sports' facilities, playgrounds and amenity blocks.

1.3 Summary of the Request

Gwydir Shire Council (the Principal) is seeking Tenders from appropriately qualified and experienced contractors for the Warialda Golf & Bowling Club Improvements. Where practicable contractors should be from within the Gwydir Shire LGA.



1.4 RFT Timetable

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

Event	Date
RFT Release	05/01/2021
Mandatory RFT Briefing / Mandatory Site Visit	On request

Clarification and Questions Close	29/01/2021
RFT Closes	05/02/2021

A Mandatory RFT Briefing / Site Inspection will not be held however contractors are strongly urged to arrange a site inspection by contacting Colin Cuell on 0428 687 651.

2. Scope of Work

2.1 Background

Council has received funding to undertake improvement works to the Warialda Golf & Bowling Club at 53 Holden Street, Warialda.

2.2 Objective

The aim of this project is to improve the Warialda Golf & Bowling Club facility for patrons and staff by way of improved access and amenities, upgraded kitchen and outdoor childrens play area. These improvements will seek to support the staff members of the facility, many of which are voluntary and to increase the patronage of the club through an improved facility which will in turn ensure the long term financial viability of the facility.

2.3 Specification/Project Brief

The scope of works for this RFT is for the provision of all materials, contractors, labour, permits and fees etc. to carry out the improvements detailed below. The works include, but may not be limited to:

- Refurbishment of existing male & female amenities within the bar area.
- Refurbishment of the male amenities adjacent to the auditorium to include a unisex accessible WC, male & female WC's.
- Establishment of a boardroom and ladies golf office in the current storage area adjacent to the main auditorium.
- Demolition of existing ladies golf locker room and establishment of kitchen storeroom.
- Refurbishment of commercial kitchen including the installation of a 1000L grease arrestor.
- Establishment of a secure children's outdoor play area.
- Lodgement of any applications to Council such as the s68 application for the sanitary plumbing & drainage and the payment of all fees.

Note: All works are to comply with NCC (Building Code of Australia), relevant Australian and Council standards, and be as per the attached plans and specification.

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

For further information please refer to the attachments – Eddy Design plans and specifications # 1780, Faircloth & Reynolds Plans # J***- FB01 Rev B & Imagination Play conceptual plan.**

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. Tenders are to be valid for a minimum of sixty (60) days from the tender 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.

Item	Description	Qty	Unit	Rate	Quoted Amount (Ex GST)
1	Construction Elements				
	Floor			\$	\$
	Walls			\$	\$
	External wall linings			\$	\$
	Internal wall linings			\$	\$
	External doors			\$	\$

Item	Description	Qty	Unit	Rate	Quoted Amount (Ex GST)
	Roof			\$	\$
	Signage			\$	\$
	Internal partitions			\$	\$
	Lighting & electrical			\$	\$
	Plumbing, drainage, stormwater & gas			\$	\$
	Floor coverings			\$	\$
	Bathroom fixtures			\$	\$
	Playground equipment to be included as a PC Sum.			\$	\$
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, the Respondent

- a) is submitting a proposal and offers to carry out the services named, shown and described in the RFT; and
- b) further promises and agrees, in the event of the proposal being accepted, to be bound by the Request for Tender 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 RFT and certify that I am authorised to sign this submission for the Respondent."

Respondents Authorised
Representative Name

Date

Tender Total (Inc. GST)

Respondents Authorised
Representative Signature

4. Project Delivery

Suppliers are required to submit all information requested in the specification and request for tender 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 **31/05/2021**.

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)?

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 tender 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 tender, 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

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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 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?
