



**GILGANDRA
SHIRE COUNCIL**

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Q19/24

***EARTH WORKS & ASSOCIATED
WORKS
GILGANDRA WASTE FACILITY
PINES DRIVE, GILGANDRA***

SCOPE OF WORKS

Quotations close
11am on Friday, 16 August 2024

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1. PROJECT DETAILS

Gilgandra Shire Council is seeking quotations from suitably experienced contractors to undertake earth works and construction works at the Gilgandra Waste Management Facility, Lot 7011 DP1026174 including the construction of batter walls in existing cell and construction of an access road, sump and removal of accumulated silt/water in new cell (already excavated).

2. NATURE OF QUOTATION

A Lump Sum Quotation, inclusive of GST, NOT subject to "Rise and Fall" is required for the carrying out of the works described in the Scope of Works and shown on the drawings.

The Lump Sum for which the works will be completed is to be submitted on the attached "Quotation Form".

2.1 Sufficiency of Quotation

Interested contractors shall be deemed to have satisfied themselves before submitting their Quotation as to the correctness and sufficiency of their Quotation, the nature of the contract and scope of works, the form and nature of the work, the materials required, the means of access, and in general shall themselves obtain all necessary information as to the risks, contingencies and other circumstances which may affect or influence their Quotation.

2.2 Submission of Quotations

Quotations (including GST) must be completed on the Quotation Form (Annexure "A" – supplied) and submitted prior to the closing time of **11am on Friday, 16 August 2024**. Late quotations will not be accepted.

2.3 Selection Criteria

Quotations will be assessed according to the following criteria:

- Price (70%)
- Non-price criteria (30%), typically comprising:
 - Conformity with the Tender requirements
 - Contractor's previous performance
 - Availability to commence works

Gilgandra Shire Council has a local purchasing policy.

2.4 Acceptance of Quotation

The lowest or any Quotation will not necessarily be accepted. A Quotation shall not be deemed to be accepted unless and until notice of such acceptance is handed to the Contractor or is posted to them at the address appearing on their Quotation.

2.5 Referees

All interested contractors shall provide a list of three (3) referees. Referees will be contacted during business hours to verify that the contractor has completed contracts of a similar nature, to a high quality standard and in a timely manner.

2.6 Drawings

Copies of all drawings, details and approvals will be made available to the successful contractor.

2.7 Work Health and Safety

The successful Contractor shall submit details of their Work Health & Safety (WHS) Management Plan prior to the signing of the contract.

The WHS Management Plan must include:

- The names and positions of those on the site responsible for work health and safety
- The consultation arrangements between all sub-contractors/principle contractor and how they will consult, co-operate and co-ordinate their activities
- The arrangements for managing work, health or safety incidents
- The arrangements for the collection, assessment, monitoring and revision of SWMS and risk assessments at the workplace
- All SWMS required for high risk construction prior to the work commences

A WHS Management Plan must be readily accessible and all people made aware of the contents prior to commencement of work. The contractor must review and, as necessary, revise the WHS Management Plan. The WHS Management Plan must be kept until the work is complete or for two years after a notifiable incident.

Any Contractors without a WHS Management Plan would be obligated to abide by Council's WHS policies including UV policy, drug and alcohol and personal protective equipment (copies can be obtained at Council's office) and to observe directions on health and safety from designated officers of the organisation. Council is able to assist with the relevant Safe Work Method Statements for the project.

Prior to commencing works, the contractor will also be required to provide Council with the following information:

- Copies of all licences for sub-contractors
- Copies of training records for Health & Safety Construction Induction (White Card)
- All insurances (up to date and valid)

Council may direct the Contractor to suspend the performance of this Agreement should the Contractor fail to meet its obligations in accordance with the Work Health & Safety Act 2011 and Work Health & Safety Regulation 2017.

2.8 Registration & Insurance

Prior to commencing work the Contractor shall be registered on 'Vault Contractor' a self-service portal for Contractors to add or edit their WHS, QA, Environmental and insurance details.

The “Vault Contractor” system is only for managing insurance. The following insurances are required:

- Public Liability Insurance Policy of a minimum \$20,000,000
- Workers’ Compensation Insurance or, for a sole trader or operative partner of partnership, evidence of a Personal Accident Insurance policy is to be provided

All insurance documents to be supplied to the Vault portal prior to Contractor commencing work.

Council will not be responsible for any damage sustained to Contractor’s plant and equipment whilst at the site.

2.9 Excavation Work Code of Practice – October 2018

The contractor shall ensure that **all** works conducted on site shall be in strict accordance with The Excavation Work Code of Practice – October 2018 issued by Safe Work Australia, in association with Safework NSW and the NSW Government, and any other relevant Codes of Practice.

A copy of the Excavation Work Code of Practice – October 2018, and any other relevant Codes of Practice can be obtained through the Safework NSW website: www.safework.nsw.gov.au

Council will provide a contractor induction and site specific induction. All contractors are to undertake Council’s contractor induction.

2.10 Alcohol and Other Drugs

Any Contractor or Contractor’s personnel will be required to abide by Gilgandra Shire Council’s Alcohol and Other Drugs Policy and Procedure.

Any Contractor or Contractor’s personnel attending work under the effects or influence of alcohol or other drugs will not be permitted to commence or continue work.

Any time the Contractor or Contractor’s personnel are taking any prescribed medication or over the counter medication that may impair their ability to carry out their duties safely, Council must be informed prior to work commencing.

Council, at its own discretion, may arrange for random drug and alcohol testing during the engagement period.

3. CONTRACT

3.1 Contract Agreement

The Contract to be entered into will be an ABIC (Australian Building Industry Contract) SW -1 2008 Edition Lump Sum Simple Works Contract. The successful Contractor will be notified in writing within seven (7) days of a Council decision. The successful Contractor shall, within fourteen (14) days of such notification, enter into and sign the Articles of Agreement included in the Contract. Copies of this Contract may be inspected at the offices of Council, 15 Warren Road, Gilgandra during normal business hours.

In the event of no quotation having been accepted within thirty (30) days after closing of quotations, the quoted prices shall hold only with the consent of the Contractors.

Should the successful contractor fail to sign the Contract within fourteen (14) days of notice of acceptance of their quotation and commence work on the date specified, Council may award the contract to another party.

3.2 Contract Administration

This Contract will be administered by Gilgandra Shire Council's duly authorised Officers.

3.3 Variations to the Contract

Gilgandra Shire Council shall have the full power to increase or decrease the extent of the work specified or to require the substitution of alternative materials or classes of work from those specified. The necessary adjustment (if any) to be made to the Contract price as a result of any such variation shall be determined by agreement between Gilgandra Shire Council and the Contractor, or, in the absence of such agreement, by Gilgandra Shire Council and confirmed in writing.

4. SCOPE OF WORKS

4.1 Objectives

- Undertake earth works and associated construction works to Council's requirements at the Gilgandra Waste Facility.
- Undertake key stages in the Gilgandra Waste Facility Long Term Plan of Management to maximise operational life of the site.

4.2 Scope

The Works generally involve the following activities in stages:

Stage 1 existing cell (immediate work) – Refer Attachment 1, Sketch Plan

- a. Use existing on-site soil reserves to create 2 meter high battered bund wall around the perimeter of currently active waste cell, as per plan provided by Council.

Stage 2 new adjoining cell - Refer Attachment 2

- a. Cutting batters at 2 meter high intervals in new cell hole to ensure stability as marked on site plan.
- b. Cut separate access point in new cell to enable 25 tonne waste handling machine entry in and out of the cell (in accordance with provided design plan). Stockpile the excavated spoil on site for future use in land fill capping (area of storage to be discussed on site). Contractors are to supply and install 150mm of road base the newly constructed access point.
- c. Remove silt and water from new cell floor and dispose on site as directed by Council (existing pump out area as marked on site plan)
- d. Construction of sump in accordance with design photos (see below) and consistent with cell fall to the northeastern corner under direction of Council staff

- Excavate sump base, 1000mm deep by 4000mm square base
- Supply of 50mm or larger rock for sump base
- Stack four large mining tyres for sump well and ensure it is stable and upright and back fill were required (Council to supply tyres)



Contractors are to also nominate an hourly rate for wet hire for each item of plant, to excavate any additional spoil as directed by Council.

5. ONSITE INSPECTION

Prior to quotations closing, the contractor can arrange a site inspection by contacting Council's Planning and Development Manager on (02) 6817 8800.

The contractor shall satisfy themselves as to the scope and nature of the works prior to submitting the quote and proposed design.

6. HAZARDOUS MATERIALS

If any hazardous materials are identified by the Contractor during the course of the project the Contractor is to cease works and notify Council. A management plan will be developed by Council to deal with any hazardous material and a variation order shall be issued.

7. CONTACT INFORMATION

For further information please contact:

Name:	Kristy Cosier
Phone:	02 6817 8800
Email:	council@gilgandra.nsw.gov.au

GILGANDRA SHIRE COUNCIL

STATEMENT OF BUSINESS ETHICS

GENERAL PRINCIPLES

Gilgandra Shire Council expects all its representatives, staff and Councillors to behave ethically and to abide by a written Code of Conduct. Council also expects private industry and its representatives to maintain similar standards of ethical conduct in their dealings with Council.

There are two main principles that form the basis of Gilgandra Shire Council's business agreements. Firstly, there is the need to get the best possible value for public money. Secondly, Council needs to demonstrate impartiality and fairness at all stages of the process.

These principles enable suppliers to promote their interests productively and avoid potentially questionable activity. Those providing goods and services also benefit from the assurance that their competitors are required to behave in accordance with the same guidelines.

VALUE FOR MONEY is determined by considering all the factors which are relevant to a particular process. For example quality, reliability, timeliness, service, initial and ongoing costs are all factors which can make a significant impact on benefits and costs. Value for money does not mean "lowest price".

However, the lowest price bid might offer best value if it meets other essentials such as quality and reliability.

IMPARTIALITY AND FAIRNESS are about being objective, even-handed and reasonable. An impartial person will try objectively to establish criteria for determining best value for money and will work hard to objectively assess each quotation against criteria. A fair person would not for example change or introduce new selection criteria midway through the quotation process without advising all persons submitting a quotation.

Being impartial includes taking into account the practicalities of a given situation. Impartiality does not require for example inviting bids from firms which have performed poorly in the past. In some circumstances, fairness takes into account the effects of actions of others. It would be unfair to call quotes when there is no serious intent to award a contract subject to a satisfactory offer.

Fairness does not necessarily mean pleasing everyone. Some people are occasionally adversely affected by fair decisions. Council operates from a view point where it wishes to be fair in all its dealings and minimise where possible, any adverse effects of its decisions.

Gilgandra Shire Council expects staff and Councillors to:

- Respect and follow Council's policies and procedures.
- Treat all quotes for the supply of goods and services equitably.
- Promote fair and open competition while seeking best value for money.
- Protect confidential information.
- Meet or exceed public interest and accountability standards.
- Respond promptly to reasonable requests for advice and information.
- Avoid situations where private interest could conflict with public duty.
- Never solicit or accept remuneration, gifts or other benefits from a supplier for the discharge of official duties.

Council expects tenderers, suppliers, consultants and contractors to:

- Respect the conditions set out in documents supplied by Council,
- Respect the obligation of Council staff to abide by Council's procurement and disposal policy.
- Abstain from collusive practices.
- Prevent unauthorised release of privileged information, including confidential Council information.
- Refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage.

HOW IT WORKS

There is no absolute definition of "ethical behaviour". If there is any doubt about the ethics of a proposed action, a sensible test is whether or not you would be happy to see your behaviour published in the local newspaper.

Staff and Councillors of Gilgandra Shire Council or those in the employ of a tenderer, supplier, consultant or contractor who are concerned that a breach of the law or of ethical conduct may have taken place, should discuss the matter with Gilgandra Shire Council's Public Officer on (02) 6817 8800.

If an apparent breach of any agreed standard of ethical conduct is identified, then the matter should be immediately brought to the attention of the General Manager or the Public Officer on (02) 6817 8800.

**EARTH WORKS & ASSOCIATED WORKS
GILGANDRA WASTE FACILITY**

QUOTATIONS CLOSE AT 11AM ON FRIDAY, 16 AUGUST 2024

I/we the undersigned wish to submit the following quotation to undertake the required works as outlined in the Quotation document:

TOTAL FOR STAGE 1 WORKS	\$	GST inclusive
TOTAL FOR STAGE 2 WORKS	\$	GST inclusive
TOTAL QUOTATION PRICE	\$	GST inclusive

Please confirm total quotation amount in words:
dollars
cents

I/We the undersigned, submit the following quotation (GST inclusive) to provide wet hire of suitable plant and equipment for possible additional work to excavate spoil:

PLANT	PRICE PER HOUR (GST inclusive)
Dozer	\$
Excavator	\$
Truck and Dog	\$
Loader	\$
Scraper	\$

Earliest possible commencement date:	
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Please tick:

I/we have read, understand and agree to abide by the Quotation Documentation

I/we would be able to complete all works within _____ weeks from the date of signing of the contract

I/we confirm that I/we have read and are aware of Gilgandra Shire Council's Statement of Business Ethics contained in this Specification.

I/we confirm that I/we have noted Council's requirements and confirm that I/we have not colluded with other persons submitting quotations in preparing this proposal.

Name of Contractor: (please print)	
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REFEREES: I/we provide details of three previous projects as follows:

No.	Client	Contact Number	Details of Work	Value of Work (\$)
1				
2				
3				

Name of Contractor: (please print)			
Trading as:			
Address:			
ABN/ACN:			
Email:			
Contact Name:			
Phone:		Date:	
Signed:			

Please submit this form and attachments via the Tenderlink website: www.tenderlink.com/gilgandra