



# **QUOTATION**

**Q14/24**

## ***SCOPE OF WORKS***

### ***CONCRETE CRUSHING***

***Gilgandra Waste Facility***

***Pines Drive, Gilgandra***

Quotations close  
11am on Friday, 5 July 2024

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## **1. OBJECTIVES**

- 1.1 To provide a concrete and demolition material crushing service to Council on an as needs basis, with the contract term being two (2) years.
- 1.2 To reduce the quantities of construction and demolition material being disposed to landfill.
- 1.3 To provide a quality and valuable product for Council purposes.

## **2. SCOPE**

The Works generally involve the following activities:

- 2.1 Crushing of concrete stockpile, including structural or 'oversized' concrete (with or without steel) demolition concrete, brick, tile and masonry.
- 2.2 Currently onsite approximately 4,500m<sup>3</sup> (loose) stockpiled awaiting processing. Council proposes to initially crush approximately 1,500-2,000 m<sup>3</sup> in the immediate term, followed by a subsequent crushing of similar quantity in the following 12-month period.
- 2.3 Council will require the concrete to be crushed to a 30-40mm aggregate.
- 2.4 Separate rate to specify floatage and establishment costs to be nominated.
- 2.5 Contractors to specify the earliest dates available to undertake the initial crushing.

## **3. ONSITE INSPECTION**

- 3.1 Prior to quotations closing, the contractor can arrange a site inspection by contacting Council's Planning and Development Manager on (02) 6817 8800.
- 3.2 The contractor shall satisfy themselves as to the scope and nature of the works prior to submitting the quote.



Figure 1: Concrete stockpile Gilgandra Waste Facility

#### **4. GENERAL CONDITIONS**

The successful Contractor will have the following general obligations to Council:

- 4.1 Carrying out the works safely, efficiently and effectively and in full compliance with the legal, regulatory requirements enforced by the NSW EPA, SafeWork and any other body that is required to enforce the aforesaid requirements and objectives.
- 4.2 Council takes all reasonable steps to ensure that only clean concrete and associated material is contained within the stockpile however provides no guarantee with regards to contamination being present.
- 4.3 Contact the designated Council Officer prior to entering the Waste Facility.
- 4.4 Obey the direction of Council whilst at the Waste Facility.
- 4.5 Not use Council equipment unless pre-arranged.
- 4.6 Provide competent and efficient personnel to carry out the service and adequate supervision to ensure efficient processing of the material and the adherence to safety standards imposed by statute.

- 4.7 Use only efficient and safe equipment that complies with all required standards including those required by Safe Work authorities.
- 4.8 The successful contractor shall have the right to refuse processing of the material that is, in the reasonable opinion of the contractor, excessively contaminated with foreign material.
- 4.9 The contractor shall be responsible to break up all larger concrete using their own equipment.
- 4.10 Scrap Steel by-product to be retained by Council.

## **5. WHS REGULATIONS**

- 5.1 The successful contractor will be required to provide a detailed Safety Management Plan including risk assessment procedures, safe work method statement and work procedures. Such plan shall be submitted and approved by Council at least one week prior to works commencing.
- 5.2 Contractor to supply all necessary personal protective equipment, signs, etc.
- 5.3 Copies of appropriate operator licences, white cards plus registration and insurance for roadworthy plant/vehicles must also be submitted to Council at least one week prior to works commencing.
- 5.4 Contractors are 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).
- 5.5 If any hazardous materials are identified by the Contractor during the course of the work the Contractor is to cease works and notify Council.

## **6. REGISTRATION & INSURANCE**

- 6.1 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 relevant plant and equipment to be used at the site
- 6.2 All insurance documents to be supplied to the Vault portal prior to Contractor commencing work.

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

## 7. CRIMINAL RECORD CHECK

In line with Council policy, the successful contractor/s may be required to undertake a National Police Check prior to commencing work. This will be based on the location of the work to be undertaken.

## 8. PAYMENT AND MEASUREMENT OF PROCESSED MATERIAL

- 8.1 The successful contractor, upon satisfactory completion of the Works, is entitled to be paid in accordance with rate(s) nominated in the Quotation Form subject to the relevant conditions listed in this Scope of works.
- 8.2 The quotation rates may only be exceeded if work additional to the extent of this scope of works is requested by the Council and agreed to by the contractor.
- 8.3 The designated Council Officer and a representative of the contractor must agree on the works undertaken, including measurement of volumes prior to the contractor departing the site.
- 8.4 Council will make payment direct to the contractor for the work within the times nominated on the contractor's invoice.

## 9. SUBMISSION OF QUOTATIONS

- 9.1 Quotations shall be submitted to Council no later than 11.00am on Friday, 5 July 2024.
- 9.2 Late quotations will not be accepted.
- 9.3 The lowest quote will not necessarily be accepted.

## 10. SELECTION CRITERIA

Submissions will be assessed according to the following criteria:

- a) Time frames for completion
- b) Methodology and approach
- c) Value for money
- d) Suitability of plant and equipment

## 11. CONTACT INFORMATION

For further information please contact:

<b>Name:</b>	Kristy Cosier
<b>Phone:</b>	02 6817 8800
<b>Email:</b>	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 contractors, suppliers and consultants 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 contractor, supplier or consultant 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.

## **CODE OF CONDUCT**

Council contractors will also be required to observe the relevant provisions of Council's Code of Conduct based on the Department of Local Government Model Code of Conduct for Local Councils in NSW.