



**GILGANDRA
SHIRE COUNCIL**

Live > Enjoy > Grow

**QUOTATION DOCUMENTATION &
SPECIFICATION**

Q27/20

***Unisex Accessible Bathroom
Gilgandra Shire Hall
15 Warren Road, Gilgandra NSW 2827***

**Quotations close at 11:00am
Friday, 18 December 2020**

TABLE OF CONTENTS

1.	BACKGROUND INFORMATION	3
2.	PROJECT DETAILS	3
3.	CONDITIONS OF QUOTATION.....	5
4.	PRELIMINARIES.....	10
5.	DEMOLITION	12
6.	DRAINER	14
7.	PLUMBER.....	15
8.	ELECTRICAL WORKS	16
9.	CARPENTRY	17
10.	PLASTERBOARD LININGS & PLASTER WORKS	18
11.	JOINERY.....	19
12.	METALWORK.....	21
13.	PAINTING	23
14.	VINYL FLOOR AND WALL LINING	25
15.	PRODUCTS AND FITTINGS SCHEDULE.....	26
16.	COMPLETION.....	27

1. BACKGROUND INFORMATION

Gilgandra Shire Hall is situated near the Gilgandra Post Office and Gilgandra Shire Council Chambers building. The Shire Hall is an iconic and valued community building and is frequently used for functions such as balls, concerts, wedding receptions, gala dinners and conferences.

Gilgandra Shire Council has been able to secure grant funding through the Stronger Country Communities Fund (SCCF) to upgrade the Gilgandra Shire Hall in accordance with the Country Halls Program. The objective of the Country Halls Program is to achieve a higher-level facility for our community, and to increase usage and levels of participation. As part of the Country Halls Program, there is a proposed new unisex accessible bathroom to Gilgandra Shire Hall, to ensure that dignified and equitable access is provided to the toilet facilities for all users of the building.

The proposed site for the new unisex accessible bathroom is the current cleaner's store room and will be an ideal location for an accessible toilet, being adjacent the existing toilets (male and female) and in close proximity to the front entry doors.

2. PROJECT DETAILS

Gilgandra Shire Council is seeking quotations from suitably experienced builders / contractors to complete the proposed new unisex accessible bathroom, as detailed within this Quotation Document.

The quotations are to include all work associated with the demolition and removal of the existing cleaner's store room and the construction of a new unisex accessible bathroom, as detailed.

The Contractor shall be satisfied, before submitting a quotation, as to the nature of the site, the form and nature of the work, the materials required, the means of access and in general shall obtain all necessary information as to the risks, contingencies and other circumstances which may affect or influence the cost of the project. All items associated with the proposed new unisex accessible bathroom, as detailed, including all necessary connections, installations, testing and commissioning of the completed works shall be allowed for by the Contractor.

The unisex accessible bathroom is to meet or exceed all relevant Australian Standards, meet Industry Best Practice, and as a minimum shall be in accordance with the following:

- AS1428.1-2009 Design for access and mobility – “General requirements for Access - New building work”



Figure 1 Site Location



Figure 2 – Gilgandra Shire Hall



Figure 3 Existing Cleaner's Store (external view)



Figure 4 Existing Cleaner's Store (internal view)

3. CONDITIONS OF QUOTATION

These conditions of quotation will form part of the Contract.

Definitions:

In these Conditions of Quotation and the Specification, the words 'Principal', 'Owner' and 'Council' means Gilgandra Shire Council.

"Approved" means approved by Council.

"Interested Contractor" means those Contractors interested in submitting a written quotation for the works within this Quotation Documentation and Specification.

"Contractor" means the Contractor that has been contracted by Council to carry out the works.

"Worker" means any person who carries out work in any capacity for a business or undertaking. Workers include direct employees, subcontractors and employees of subcontractors, employees of labour hire companies and apprentices.

"Successful Contractor" means the Contractor that has been successful with their quotation, prior to the Contract being signed.

3.1 Nature of Quotation

A Lump Sum Quotation exclusive of GST, NOT subject to "Rise and Fall" is required for the carrying out of the works described in this Quotation Documentation and Specification and shown on the drawings.

The Contract is for the demolition and removal of the existing cleaner's store room and the construction of a new unisex accessible bathroom and shall include:

- Demolition
- Drainer
- Plumber
- Electrical Works
- Carpentry
- Plasterboard Linings & Plaster Works
- Joinery
- Metalwork
- Painting
- Vinyl Floor and Wall Lining
- Products and Fittings Schedule
- Completion

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

3.2 Compulsory Pre-Quotation Meeting

A compulsory pre-quotation meeting will be held on site at 15 Warren Road, Gilgandra on **Wednesday, 9 December 2020 at 11.00am**. Only contractors who attend the compulsory pre-quotation meeting will be eligible to submit a tender.

At this meeting interested contractors will have the opportunity of raising matters they consider relative to their quotation. All matters raised will be recorded and a response given at that time, if possible. Minutes from the on-site meeting will be circulated to interested contractors, and will form part of the Contract. The meeting will include a tour of the Shire Hall site to familiarise interested contractors with the building and allowing an opportunity for any site measuring and clarification. Interested contractors may visit the site again at other times but only with the mandatory consent and prior arrangement of Council.

Throughout this pre-quotation meeting, all attendees will be required to comply with social distancing requirements and any other COVID-19 related safety precautions as directed.

3.3 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 Specification, 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.

3.4 Quotation Validity Period

Council notes the current uncertainties in the construction industry regarding the potential impacts of COVID-19 and may not wish to accept a quotation or enter into a legally binding contract for the construction of the works at this time.

To this end, the Quotation shall remain fixed, valid and open for acceptance by Council for a period of 120 days from the Quotation closing date.

Council has no obligation to accept the lowest or any Quotation.

The successful Contractor and Council may agree to extend the validity period by agreement in writing.

3.5 Submission of Quotations

Quotations (including GST) must be completed on the Quotation Form supplied and submitted prior to the closing time of **11am on Friday, 18 December 2020**. Late quotations will not be accepted.

3.6 Selection Criteria

Quotations will be assessed according to the following criteria:

- Value for money
- Contractor's previous performance on similar projects and ability to undertake the works, including referee checks
- Timeframe for Construction

Gilgandra Shire Council has a local purchasing policy.

3.7 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/emailed to them at the address appearing on their Quotation.

3.8 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.

3.9 Contract (Agreement and Conditions)

The Contract to be entered into will be a Minor Works Contract prepared by Gilgandra Shire Council. 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 will be available on request.

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.

3.10 Drawings

Three (3) copies of this document and three (3) copies of the drawing will be made available to the successful Contractor. Additional copies may be purchased by the successful Contractor.

3.11 Completion, Default and Liquidated Damages

Contractors shall state the completion time they require on the Quotation form. Liquidated damages may be applied in accordance with the Conditions of Contract at the rate of **\$100.00 per day** (viz: Clause 16.3).

3.12 Defects Liability and Retention

The Defects Liability period on this Contract shall be 12 weeks after the date of Practical Completion. Retention money for this project will be as follows:

- 5% up to date of Practical Completion
- 2.5% thereafter until final payment

3.13 Contract Administration

This Contract will be administered by Gilgandra Shire Council. For the purposes of this Contract, Gilgandra Shire Council will be regarded as the "Principal".

3.14 Contact Information

All enquires in relation to this building Contract are to be directed to:

Mr Brian Irvin
Project Manager
Gilgandra Shire Council
PO Box 23
Gilgandra NSW 2827
E-mail: birvin@gilgandra.nsw.gov.au
Phone: (02) 6817 8800

For the purposes of the Contract, Brian Irvin (GSC Project Manager) will be the nominated Authorised Person.

3.15 Progress Claims Assessments

To assist with Progress Claims Assessments, the Contractor is to provide a completed Trade Break-up listing with each Progress Claim. Such Trade Break-up is to assist the determination of Progress Claims and is not to be used for other purposes. Contractors are to submit with their progress claims a sub-contractor payment declaration stating that all relevant contractors have been paid, if required.

3.16 Work Health and Safety

The successful Contractor shall comply with all Health & Safety Requirements as detailed in the Gilgandra Shire Council "Contractor/Service Provider Health & Safety Requirements C. High Risk Work – Construction" document (Ref: WHSMS Document: WHS 014A-C), see attached.

The successful Contractor shall submit details of their Site-Specific Safety Management Plan (SSSMP) prior to the signing of the contract. The SSSMP management plan must include the Minimum Requirements as detailed in the SSSMP Minimum Requirements Checklist detailed in Pages 11-12 of the Gilgandra Shire Council "Contractor/Service Provider Health & Safety Requirements – C. High Risk Work –Construction" document (Ref: WHSMS Document: WHS 014A-D). The SSSMP 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 SSSMP. The SSSMP must be kept until the work is complete or for two years after a notifiable incident.

Interested contractors shall include in their quotation submission an example of a SSSMP previously compiled for a similar type project to demonstrate their capacity and commitment to Health & Safety Requirements.

All Contractors will be obligated to abide by Council's WH&S 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.

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)

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.

3.17 Alcohol and Other Drugs

Any workers will be required to abide by Gilgandra Shire Council's Alcohol and Other Drugs Policy and Procedure.

Any Contractor or Contractor's workers 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 workers 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.

3.18 Construction Work Code of Practice – August 2019

The Contractor shall ensure that **all** works conducted on site shall be in strict accordance with The Construction Work Code of Practice – August 2019 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 Construction Work Code of Practice – August 2019, and any other relevant Codes of Practice can be obtained through the Safework NSW website:

www.safework.nsw.gov.au

Council will provide a full induction to the work site to the successful contractor and the contractor will then be responsible for inducting all other workers and visitors to the site.

3.19 Insurances

The successful Contractor will be required to provide proof to being insured with:

- Public Liability Insurance policy of a minimum \$20,000,000
- Workers' Compensation Insurance (certificate of currency) or, for a sole trader or operative partner of partnership, evidence of a Personal Accident Insurance (provide certificate of currency, Product Disclosure Statement).
- All relevant plant and equipment to be used at the site

All registration and insurance documents to be supplied to the Principal prior to Contractor commencing work.

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

The successful contractor will be sent a link to "Vault Contractor" which is a self-service portal for contractors to upload copies of insurance documents and update on expiry and edit any details.

All contractors who are engaged by Gilgandra Shire Council are required to be registered with "Vault Contractor" before the commencement of any work for Council.

3.20 Site Security

For the purpose of public safety and site security during construction, the successful Contractor shall section off the work site area with an effective site barrier, hoarding or security fencing for the duration of the project.

4. PRELIMINARIES

4.1 Scope of Work

These Specifications cover work necessary the proposed works at:

Project: Gilgandra Shire Hall - Unisex Accessible Bathroom

Address: 15 Warren Road, Gilgandra

Client: Gilgandra Shire Council

This Specification shall be taken as being generally applicable to the design as indicated on the accompanying Working Drawings prepared by Gilgandra Shire Council:

Working Drawings

- Drawing Number 007-1A-A01, Revision 1B Overall Floor Plan
- Drawing Number 007-1A-A02, Revision 1B Detail Floor Plan & Elevations

In addition to this Quotation Documentation and Specification, the above documents will also form part of the Contract. If discrepancy between this Quotation Documentation and Specification and the above documents occur, the Contractor shall be deemed to cover the alternative that involves the greater cost.

4.2 Dimensions

- 4.2.1 Figured dimensions take preference to scaled dimensions
- 4.2.2 The Contractor shall verify measurements and levels on the site before ordering materials, commencing site work or any fabrication work

4.3 Contractor's Responsibility

- 4.3.1 Comply with all building regulations, give all notices necessary to the local authorities, provide any temporary services, workers' amenities and supply all materials, scaffolding, tools and plant required to excavate the works
- 4.3.2 Cover the proposed works with:
 - a) Contractors All Risk Insurance
 - b) Workers' Compensation and Public Risk Insurance indemnifying the Owner and Contractor against any claim at Common Law
- 4.3.3 Produce the policies listed in 4.3.2 before the first progress claim
- 4.3.4 Make good all roads, pavements and adjoining property, as required
- 4.3.5 Allow the Principal access to the works at all times
- 4.3.6 Adequately oversee every aspect of the building works
- 4.3.7 Be responsible for providing proper and adequate security for the works until completion of project, plus amenities for workers on-site
- 4.3.8 Not to proceed with variations without written approval
- 4.3.9 Keep accurate records of time delays due to weather, etc.
- 4.3.10 Be solely responsible for the execution and completion of the Contract including sub-contracted work, which they shall coordinate so that the works proceed without delay. The Contractor shall ensure that in addition to items of work specifically mentioned in the relevant sections, each trade shall assist, leave holes for, cut away for, do chasing and drilling for, make good after, and arrange work sequence with every other in such a manner as to promote the best interests of the work as a whole.

4.4 Standards

Materials: Unless otherwise specified materials shall be new and of the best quality.

Workmanship: Shall be up to first class standards and to the satisfaction of the Principal.

Standards: Current Australian Standards, codes of practices and approved construction practices shall be strictly adhered to.

4.5 Drawings and Specifications

The Contractor shall provide everything necessary for the proper execution of the works, to the true intent and meaning of the drawings and specifications, taken together. Any item showing on the drawings and not specified or vice versa, shall be taken as included in the contract. Any other item not mentioned or shown but obviously necessary for the completion of the work generalised in these drawings and specifications shall be executed by the Contractor without extra to the contracted sum.

4.6 Completion

The project shall be deemed completed when it passes final inspection by Gilgandra Shire Council's Projects Team.

4.7 Exclusions

This contract does NOT include any external works, except for service disconnections, connections or alterations.

4.8 Consent Authority Approval / Inspections

Gilgandra Shire Council, as the Water Authority, is required to conduct the following Critical Stage Inspections, as follows:

1. Plumbing rough-in
2. Internal drainage lines - a water test is required prior to drains being covered

4.9 Other Inspections and Hold Points

In addition to the critical stage inspections conducted by Council's Planning & Environment Department (listed above), Council's Projects Team will also conduct inspections throughout the course of the project to ensure Council's satisfaction with the quality of the works to that point prior to proceeding further. The Contractor shall hold construction until these inspections are conducted. These inspections / hold points are as follows:

1. Prior to demolition works commencing on site
2. Prior to covering of any waterproofing membrane (wall and floor)
3. Prior to fixing all fixtures (to ensure compliance with AS1428.1-2009 "Design for Access and Mobility)
4. Completion of the works

The Contractor shall give the required notice to Council's Projects Team when each component of the job requiring inspection is ready.

4.10 Protection of Site

Take all necessary precautions against theft and vandalism on the site of the works. No claims for damage done to the building, site or equipment through default of the Contractor to take security precautions shall be allowed.

5. DEMOLITION

5.1 *Scope of Work*

The work required under this section includes all work associated with the demolition and removal of the defined sections of the existing cleaner's store room.

All work is to comply with AS2601 - 1991 "The Demolition of Structures".

The Contractor shall:

- **Make allowances for disconnection, diverting and/or sealing off any existing services, particularly water, sewer and electricity.**
- Complete demolition work as required and removal of demolished materials from site
- Make good to damage resulting from failure to provide adequate protection; and
- Leave the site in an entirely clean condition.

5.2 *Demolition Works*

The demolition works are to include all works associated in

Preparing the existing cleaner's store room for the construction of a new unisex accessible bathroom are to include (but not limited to) the following (as required):

- Removal of toilet door, roller shutter, counter and complete front wall
- Complete removal of existing floor coverings (linoleum tiles), down to the original concrete slab
- Complete removal of all fixtures and fittings including the cleaner's sink, tapware and cap off plumbing and drainage connections
- Complete removal of all timber shelves and framing as well as the wall-mounted timber board
- Disconnect computer point and leave wiring in roof space
- Existing ceiling and timber cornice to remain in place
- Existing rendered finish to walls to remain (to be covered with vinyl wall lining)
- Scabble back existing concrete slab floor in areas, as required, to enable adequate falls to floor waste and shower waste

5.1 *Inspections*

Prior to demolition works commencing on site, an inspection of the site shall be conducted jointly by the Contractor and the Principal, considering the following issues:

- Services before disconnection or diversion
- Contents of building
- Identification of hazardous materials

After commencement of demolition works on site, an inspection of the site shall be conducted jointly by the Contractor and the Principal to consider reconnection or diversion of services.

5.2 *Generally*

All demolition shall be carried out in a careful and systematic manner with a minimum of inconvenience to the users of the facility, Council staff and the general public.

Hours of demolition work are to be limited to 8:00am to 4:00pm on weekdays only.

5.3 Hazardous Materials

It shall be the Contractor's responsibility to identify all materials containing asbestos (if any), such as cladding, floor coverings and the like, within the existing cleaner's store room and make provision within their Quotation for its removal. Any hazardous materials identified by the Contractor during the course of the project shall be removed by a Licensed Asbestos Removal Contractor. The Contractor shall prepare a safe method work statement, including wet removal methods for removal works.

5.4 Ownership of Demolished Materials

There are no demolished materials scheduled for re-use on this project and therefore all demolished materials shall be the property of the Contractor.

Note:

Contractors shall include the residual value (salvage value) of any materials resulting from the demolition work (if any) within their quoted price.

5.5 Protection of Existing Building

The Contractor shall provide all necessary propping, shoring and strutting to ensure the safety and structural stability of the existing building and its elements.

5.6 Existing Services

Before commencing demolition operations the Contractor shall carefully check positions of existing water, drainage and electrical services.

Each service will be disconnected by the Contractor at the appropriate time and re-routed as required. Work will be carried out in accordance with the regulations of each authority involved.

5.7 Security

The Contractor shall maintain the existing standard of building security during the demolition works. This shall be extended to apply to the construction stage also.

5.8 Making Good

Any portion of the surrounding area affected by demolition work shall be made good by the Contractor. All new openings to receive supporting beams, new applied finishes to be upgraded and finished as noted or as per original method of construction.

5.9 Tipping Fees

The Contractor is responsible for the payment of all tipping fees associated with the project and will allow for these tipping fees within their submitted quotation. It is recommended that interested contractors contact the Gilgandra Waste Facility to confirm that demolished materials will be received by the facility, and the relevant tipping fees that apply.

6. DRAINER

6.1 Scope of Work

The work required under this section includes the labour and the supply of materials and fittings for the installation and testing of the following systems and works.

Drainage works shall be carried out by a Drainer who is licensed and/or registered in the classification appropriate to the work being carried out. All work and workmanship shall comply with the requirements of the appropriate authorities, the NSW Code of Practice for Plumbing and Drainage 3rd Edition 2006, AS3500 and The Plumbing Code of Australia.

6.2 Sewerage Drainage

Thoroughly check and repair existing drainage system before connection of new work. Modify existing drainage system to suit the altered layout and various sewer drainage points, as required.

All sewerage pipes required shall be 100mm UPVC, shall conform to each requirement of the current SAA codes and shall be the best of their respective kind and complying with the applicable Australian Standard AS 3500. All UPVC pipes and fittings shall be of sewer grade, conforming to AS1260. Pipes shall be coupled using approved UPVC solvent. Provide and lay all pipes, bends, risers, traps, up-stands, floor grates, vents, etc., as necessary. Connect to Sewer Main and give all notices and pay fees due to the appropriate Sewerage and Water Supply Authority. All work to conform to AS 3500.2-1990.

Note: For the installation of the new accessible toilet, shower and vanity basin, the contractor shall allow within their price for all demolition work required to the existing concrete slab for the new sewer drainage required, the scabbling back of the existing concrete slab floor (as required) to enable adequate falls to floor waste and shower waste, and all remedial works (making good) to the concrete slab at the completion of the sewer drainage upgrade.

Note: The contractor shall allow within their price, for the new sewer drainage points and connection to the existing sewer drainage system located beneath the existing suspended concrete slab, noting that there are minimal height clearances below the existing suspended concrete slab.

6.3 Generally

All drainage work shall be executed by a Licensed Drainer in accordance with the local regulations and by-law requirements. All tests required by the authority shall be carried out by the Drainer under their supervision.

7. PLUMBER

7.1 Scope of Work

The work required under this section includes the labour and the supply of materials and fittings for the installation and testing of the following systems and works.

Plumbing works shall be carried out by a Plumber who is licensed and/or registered in the classification appropriate to the work being carried out. All work and workmanship shall comply with the requirements of the appropriate authorities, the NSW Code of Practice for Plumbing and Drainage 3rd Edition 2006, AS3500 and The Plumbing Code of Australia.

7.2 Water Service

20mm solid drawn copper tube shall be type "B" to comply with AS 1432, for both hot and cold water services to the Unisex accessible bathroom, including the toilet, vanity and shower. Connect to the existing hot and cold water services connected to the existing adjacent male and female toilets. The copper tube shall be securely fixed with clips, saddled and silicon sealed. Where exposed internally, tubing shall be chrome plated and secured with chrome clips.

Provide for temperature limiting devices to provide water at a maximum temperature of 45°C to the shower and hand basin, in accordance with clause 1.9.2 of AS3500.4-2015.

Allowances shall be made for chasing water pipework into the existing brickwork, along with patching and rendering of the affected areas to match existing rendered brickwork.

7.3 Accessible Toilet

Supply and install a Caroma Cosmo Sovereign Care Connector (S Trap) Suite with Caraville Care Single Flap Seat – Anthracite Grey as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – "Design for Access and Mobility".

7.4 Wall Basin

Supply and install a Caroma Opal 720 Wall Basin Left Hand Shelf, 1TH, (Product Code 632210W), wall basin with a Dorf Flickmixer Plus Care Basin Mixer, Chrome Plated, as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – "Design for Access and Mobility".

7.5 Grab Rail and Shower Rail

Supply and install a Metlam MLR120BR-RH 90° Satin Finished Stainless Steel Grab Rail and Backrest (Anthracite Grey) complying with AS1428.1 (2009) to the accessible toilet as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – "Design for Access and Mobility".

Supply and install a Metlam MLR108MKII Satin Finished Stainless Steel Shower Grab Rail, complying with AS1428.1 (2009), to the accessible shower complete with a Dorf Flickmixer shower (chrome plated), flexible shower hose and rose (chrome plated) and a care slide rail (chrome plated) suitable for the shower grab rail / flexible shower hose and rose as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – "Design for Access and Mobility".

8. ELECTRICAL WORKS

8.1 Scope of Work

Furnish and install all labour, materials and services required (to AS 3000) for the complete installation, testing, and perfect operation of all items listed as follows:

- Removal existing fluorescent light fittings (2) and supply and install 2 x 1200mm long IP65 Weatherproof LED fluorescent light fittings (including diffusers), adequate for the area.
- Remove the existing light switch, located adjacent the door, and supply and install a new Clipsal Flush Light Switch (Weatherproof).

Furnish and install all labour, materials and services required (To AS 3000) for the complete installation testing, and perfect operation of the following systems and works:

- Mains, metering and switchboard.
- Lighting and general purpose outlets.
- Light fittings and appliances.

8.2 Generally

The whole of the electrical installation shall be as indicated on the Electrical Layout, and shall be carried out by the Contractor through a qualified registered Electrical Sub-Contractor. All work shall be completed in a workmanlike manner, using materials in compliance with and in accordance with current wiring regulations of the Local Supply Authority and the requirements of the Building Code of Australia.

8.3 Ceiling Exhaust Fan

Supply and install a Clipsal CE250 Airflow Performance 250mm ceiling mount exhaust fan (or similar, as approved by the Principal) to the Unisex Accessible Bathroom as indicated on the drawings, to be vented into the ceiling space and operated in conjunction with the light switch.

8.4 Cupboard to Existing EDB

Supply and Install a joinery cupboard, 400mm high x 400mm wide and 250mm deep (openable) to house and protect the existing Electrical Distribution Board (EDB) located in the room. Colour to be selected by the Principal. (See also under "Joinery").

9. CARPENTRY

9.1 *Scope of Work*

The work required under this section includes the supply, framing and fixing of a new internal timber-framed wall, including an access doorway, to the front of the Unisex Accessible Bathroom, including a timber stud wall and associated works as drawn and specified. All will conform to the requirements of AS 1684 "SAA Light Timber Framing Code" and the "NSW Timber Framing Manual", latest edition. All structural wall framing shall be H2 unless specifically noted otherwise.

9.2 *Materials*

All structural wall and roof framing timbers are to be equal to "Hyne T2" selected plantation timber. Treatment shall be as a minimum - pressure treated with approved termite resistant chemicals which shall give a twenty five year guarantee against infestation.

9.3 *Walls*

All new wall framing to the front of the Unisex Accessible Bathroom to be as detailed below and in accordance with the current edition of the NSW Timber Framing Manual and the relevant sections of AS1684.

Top and bottom plates	90mm x 45mm
Studs at 600 c/c	90mm x 45mm
Studs at side openings	90mm x 45mm
One rows of noggings	90mm x 45mm

9.4 *Jamb and Head Linings*

Provide jamb and head linings to doorway as required in timber stud walls in accordance with AS 1684.1.

9.5 *Insulation*

Supply and fix "Bradford R2.5 SoundScreen" Acoustic Insulation Batts to the front wall of the Unisex Accessible Bathroom internal wall in accordance with the manufacturer's instructions.

All wall insulation shall comply with the provisions of AS/NZS4859.1.

10. PLASTERBOARD LININGS & PLASTER WORKS

10.1 Scope of Work

The work required under this section includes the supply and fixing of wall linings to the new internal timber-framed wall to the front of the Unisex Accessible Bathroom.

10.2 Wall Lining

Internal

The new internal timber-framed wall to the front of the Unisex Accessible Bathroom shall be lined with 6mm approved "wet area" lining board (Villaboard). Sheets are to have recessed edges, and shall be nailed and/or glued to studs in accordance with the manufacturer's recommendations.

Joints shall be taped and flush jointed with joining plaster, sanded smooth and left ready for painting.

External (Hall Side)

The outside (Hall Side) of the new timber-framed wall to the front of the Unisex Accessible Bathroom shall be lined with 10mm plasterboard. Sheets are to have recessed edges, and shall be nailed and/or glued to studs in accordance with the manufacturer's recommendations.

Joints shall be taped and flush jointed with joining plaster, sanded smooth and left ready for painting.

10.3 Patching

Patching and making good is required to all wall and ceiling linings, as required, including the patching of areas where previous fixtures and fittings have been located.

11. JOINERY

11.1 Scope of Work

The work of this section comprises the manufacture, supply and installation of all timber doors, skirtings and architraves, timber cornices and other trims, cabinets and cabinetwork.

11.2 Workmanship/Protection

All timber work shall be carried out in a first class manner by experienced tradesman, ensuring the work is accurately done and close fitting. Take all precautions to protect against damage to joinery and built-in work during building operations.

11.3 Door and Door Jamb

Supply and install a Hume SCX1 Flush solid core door (35mm), 920mm wide with Primecoat finish to the opening, including a steel door jamb and 3x85mm steel butt hinges.

11.4 Skirtings and Architraves

Skirtings: To be provided to the outside wall (hall side) of the Unisex Accessible Bathroom with a profile to match the existing stained skirting.

Architraves: Provide 65 x 19mm beveled edge meranti architraves to the door opening, where required to trim off linings to openings. (Note: MDF architraves will not be accepted).

11.5 Timber Cornice

Timber Cornice: To be provided to the outside wall (hall side) of the Unisex Accessible Bathroom with a profile to match the existing painted timber cornice.

11.6 Timber Lining Boards

Timber Lining Boards: Provide v-jointed Radiata lining boards (to be stained) to the outside wall (hall side) of the Unisex Accessible Bathroom with a profile to match the existing stained timber lining boards.

Timber Top Capping: Provide a timber top capping (to be stained) above the v-jointed lining boards to the outside wall (hall side) of the Unisex Accessible Bathroom with a profile to match the existing stained timber top capping.

11.7 Door Furniture

Supply and install door furniture as follows:

Hinged Door

The access door to the Unisex Accessible Toilet shall be fitted with a Metlam 400A-OFF Concealed Fix Morticed Lock and Indicator Set, along with Lockwood 218/219 Series Stainless Steel Push and Pull Plates (Product Codes 21907NN and 21924NN).

Closer

Supply and install a Lockwood 7726DA Series Premium Range Surface Mounted Door Closer to the inside of Unisex Accessible Bathroom door.

Door Stop

Fit the swinging door with a matching magnetic door stop.

Hinges: Supply and install 3x85mm steel butt hinges L/P.

11.8 Cupboard to Existing EDB

Supply and Install a joinery cupboard, 400mm high x 400mm wide and 250mm deep (openable) to house and protect the existing Electrical Distribution Board (EDB) located in the room. Colour to be selected by the Principal. (See also under "Electrical Works").

11.9 Signage

Supply and install door compliant braille and tactile signage to each sanitary facility (Unisex Accessible Bathroom) in accordance with D3.6 of the current National Construction Code (NCC) and AS1428.1-2009.

12. METALWORK

12.1 Scope of Work

This work comprises the supply, fabrication and erection of all metalwork, not elsewhere specified, together with all necessary brackets, plates, bolts, etc:

- AS 1650 – Hot Dipped Galvanised Coatings.
- AS 3750 – Paints for Structural Steel
- AS 4100 – Steel Structures Guide
- AS 1288 – Glass in Buildings
- AS 2047 (Amnt.1) Window in Buildings

12.2 Door Jamb

Supply and install steel door jamb to door opening and 3x85mm steel butt hinges.

12.3 Door Furniture

Supply and install door furniture as follows:

Hinged Door

The access door to the Unisex Accessible Toilet shall be fitted with a Metlam 400A-OFF Concealed Fix Morticed Lock and Indicator Set, along with Lockwood 218/219 Series Stainless Steel Push and Pull Plates (Product Codes 21907NN and 21924NN).

Closer

Supply and install a Lockwood 7726DA Series Premium Range Surface Mounted Door Closer to the inside of Unisex Accessible Bathroom door.

Door Stop

Fit the swinging door with a matching magnetic door stop.

Hinges: Supply and install 3x85mm steel butt hinges.

12.4 Grab Rail and Shower Rail

Supply and install a Metlam MLR120BR-RH 90° Satin Finished Stainless Steel Grab Rail and Backrest (Anthracite Grey) complying with AS1428.1 (2009) to the accessible toilet as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – “Design for Access and Mobility”.

Supply and install a Metlam MLR108MKII Satin Finished Stainless Steel Shower Grab Rail, complying with AS1428.1 (2009), to the accessible shower complete with a Dorf Flickmixer shower (chrome plated), flexible shower hose and rose (chrome plated) and a care slide rail (chrome plated) suitable for the shower grab rail / flexible shower hose and rose as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – “Design for Access and Mobility”.

12.5 Shower Seat

Supply and install a Metlam ML994CL accessible folding shower seat (960mm Long) to the accessible toilet as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – “Design for Access and Mobility”.

12.6 Shower Enclosure

The Contractor shall supply and install Altrack H/Duty Shower Track 1200mmx1200mm aluminium shower rail and Weighted Shower Curtain WBS 2400mmx2000mm to the accessible shower.

12.7 Mirror

Supply and install aluminium powder coated mirror with ‘Pilkington twinkote’ (frost Free) glass. The mirror shall be 900x500mm and be located above the handbasin in accordance with AS1428.1-2009 “Design for Access and Mobility”.

12.8 Coat Hooks

Supply and install two (2) clothes hanging devices to the unisex accessible bathroom as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – “Design for Access and Mobility”.

12.9 Signage

Supply and install door compliant braille and tactile signage to each sanitary facility (Unisex Accessible Bathroom) in accordance with D3.6 of the current National Construction Code (NCC) and AS1428.1-2009.

12.10 Baby Change Table

Supply and install one (1) Koala Kare KB200 Horizontal Wall-Mounted baby change table to the Unisex Accessible Bathroom as indicated on the drawings. The baby change table shall be located in a way that it does not affect the provisions detailed in AS 1428.1 (2009) – “Design for Access and Mobility”.

12.11 Sanitary Fixtures (supplied by Council / fitted by Builder)

Soap dispenser, Paper Towel Dispenser and Toilet Paper Holder to the Unisex Accessible Bathroom as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – “Design for Access and Mobility”. These fixtures are supplied by Council and fitted by the builder. (Refer to schedule under clause 8.21)

13. PAINTING

13.1 Scope of Work

Provide for all labour, material and equipment necessary to furnish and apply paint to the interior ceiling and front wall and the exterior (hall side) front wall, doors and architraves and apply stain to the timber lining boards, skirtings and trims, as required. Prepare, make good and paint all surfaces and finish to standards listed below.

13.2 Colour Schemes

The total colour scheme shall be as selected by the Principal. Details are to be supplied to the Contractor on request so that no undue delays are caused.

13.3 Preparation and Workmanship

Remove all hardware before painting is commenced and replace on completion. Work to be painted shall be prepared by scraping or rubbing down, priming, stopping up and brought to a smooth even surface before the paint is applied.

Stopping shall be done after priming coat. For exterior work allow a minimum of 24 hours between coats to ensure that each coat is thoroughly dry before the succeeding coat is applied.

Application shall be equal to "Dulux" (or Equal) specifications.

Finish shall have satisfactory cover, free from brush marks and blemishes.

13.4 Cleaning and Protection

Protect adjacent surfaces from paint spots and protect finished surfaces from dust and surface damage.

13.5 Schedule of Painting Finishes

The following schedule of painting is a general guide and there may be minor variations or exceptions instructed on site. Generally, all paint shall be premium paint or equal.

Interior Painting Schedule:

Substrate	Undercoat	Final coats
Walls	1x coat Dulux sealer binder	2 x Dulux Wash & Wear 101 advanced low sheen
Ceilings	1x coat Dulux sealer binder	2 x Dulux Wash & Wear 101 advanced low sheen
Timber Cornice	1x coat Dulux 1 step oil based primer sealer undercoat	2x Dulux Aquanamel gloss to match existing
V-Joint Radiata Wall boards	To be stained to match existing stained wall boards	To be stained to match existing stained wall boards
Skirtings	To be stained to match existing stained skirting	To be stained to match existing stained skirting
Architraves	1x coat Dulux 1 step oil based primer sealer undercoat	2x Dulux Aquanamel gloss
Doors	1x coat Dulux 1 step oil based primer sealer undercoat	2x Dulux Aquanamel gloss
Doors	1x coat Dulux 1 step oil based primer sealer undercoat	2x Dulux Aquanamel gloss
Wet Areas (Incl.Ldy)	1x coat Dulux sealer binder	2 x Dulux Wash & Wear 101 advanced low sheen

Ceiling Colour – White

Walls – Provision for up to 2 colours, to be selected by the Principal.

13.6 Completion

Touch up painting where required to make good after all trades, clean off all marks, paint spots and stains throughout including all hardware fittings and leave job in a clean and tidy condition.

All remnant paint supplies are to remain with the Principal for touch up purposes.

14. VINYL FLOOR AND WALL LINING

14.1 Scope of Work

The work required under this section includes the supply and laying of vinyl floor and wall linings to all areas within the Unisex Accessible Bathroom.

14.2 Falls to Floor Wastes

Prior to the installation of the vinyl floor lining, the contractor shall ensure that strict falls of not less than 1 in 60 are maintained to all floor wastes, which will include the scabbling back of the existing concrete slab floor (as required) to enable these falls. In addition, Ardit floor leveller shall also be used to achieve these falls.

14.3 Wet Area Installation

The Unisex Accessible Bathroom shall be protected by the installation of a waterproofing system conforming to AS3740 "Waterproofing of Domestic Wet Areas", Part 1.7 of the Building Code of Australia and the manufacturer's instructions.

The areas to be protected by a waterproofing system are:

- all floor and wall junctions
- all vertical wall corner junctions
- all penetrations

The contractor shall provide a suitably qualified person's certification that the waterproofing of the wet areas is in accordance with Part 1.7 of the Building Code of Australia.

14.4 Vinyl Floor Covering

Supply and lay R10 Non-Slip commercial grade vinyl sheeting, fully seam welded and including a skim coat preparation applied prior to the installation of the vinyl floor covering to the floor of the Unisex Accessible Bathroom.

Vinyl Allowance: \$150 per m²

The type and colour of the vinyl shall be selected by the Principal.

14.5 Vinyl Wall Lining

Supply and lay 2mm thick commercial grade vinyl sheeting, fully seam welded to all wall areas to the Unisex Accessible Bathroom, to extend full height from the floor to the underside of the timber ceiling cornice.

Vinyl Allowance: \$150 per m²

The type and colour of the vinyl shall be selected by the Principal.

14.6 Generally

Generally, the laying of Resilient Sheet and Tile Floor covering shall be fixed in accordance with AS 1884 – 2012 Code of Practice for Laying of Resilient Sheet and Tile Floor Coverings.

15. PRODUCTS AND FITTINGS SCHEDULE

15.1 *Fixtures and Fittings Schedule (Unisex accessible bathroom)*

Tag	Item	Specification	Quantity
WC	Toilet Suite – Unisex accessible bathroom	Caroma Cosmo Sovereign Care Connector (S Trap) Suite with Caravelle Care single flap seat – Anthracite Grey	1
TPW1	Tapware	Dorf Flickmixer Plus Care Basin Mixer, Chrome Plated	1
TPW2	Tapware	Dorf Flickmixer shower (chrome plated), flexible shower hose and rose (chrome plated) and a care slide rail (chrome plated) suitable for the shower grab rail / flexible shower hose and rose	1
BA	Hand Basin	Caroma Opal 720 Wall Basin Left Hand Shelf, 1TH, (Product Code 632210W)	1
SR	Shower Rail	Metlam MLR107MKII Satin Finished Stainless Steel Shower Grab Rail	1
GR1	Grab Rail	Metlam MLR120BR-LH 90° Satin Finished Stainless Steel Grab Rail and Backrest (Anthracite Grey) complying with AS1428.1 (2009)	1
SS	Shower Seat	Metlam ML994CL accessible folding shower seat (960mm long)	1
CR	Curtain Rail and Curtain	Altrak H/Duty shower track 1200mmx1200mm aluminium shower rail and weighted shower curtain WBS 2400mmx2000mm	1
MI1	Mirror	900x500mm aluminium powder coated mirror with 'Pilkington twinkote' (frost Free) glass	1
FW	Floor Waste	100mm (Stainless Steel)	2
EF	Exhaust Fan	Clipsal CE250 Airflow Performance 250mm ceiling mount exhaust fan (or similar, as approved by the Principal)	1
CH	Clothes Hanging Device	Chrome Plated Clothes Hanging Device	2
BCT	Baby Change Table	Koala Kare KB200 horizontal wall-mounted baby change table	1

15.2 *Sanitary Fixtures (supplied by Council / fitted by Builder) (Unisex accessible bathroom)*

Tag	Item	Specification	Quantity
SD	Soap Dispenser		1
PTD	Paper Towel Dispenser		1
TPH	Toilet Paper Holder		1

16. COMPLETION

16.1 *Scope of Work*

The work required under this section includes all works required to complete the Unisex Accessible Bathroom ready for handover to Council.

16.2 *Site Clean Up*

On completion of the works, the site is to be left free of any surplus construction materials, rubbish and debris.

16.3 *Project Completion*

All items associated with the completion of the Unisex Accessible Bathroom, as detailed, including all necessary connections, installations, testing and commissioning shall be allowed for by the Contractor.

Prior to handover, the Contractor shall conduct a final inspection of the site with Council to ensure all items, as specified and as listed above, have been completed in a satisfactory manner.

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.