

Request for Quotation

Request for Quotation:	East Barrack St – Drainage Improvements
RFQ Number:	RFQ23 - 2023 - 24
Deadline:	2:00 PM Mon 22 nd April 2024
Quotation documents availability and lodgement.	<p>RFQ documents are available from Shire of Merredin website: Tenders » Shire of Merredin</p> <p>All submissions must be lodged electronically through the Council tender email tenders@merredin.wa.gov.au.</p>
<p>Submissions Are To Be Received Via The Above Electronic Quotation Box By The Closing Time And Date. Late Submissions Will Not Be Accepted.</p>	

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Definitions

Below is a summary of some of the important defined terms used in this Request:

Contractor:	Means the person or persons, corporation or corporations who's Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Deadline:	The Deadline shown on the front cover of this Request for lodgement of your Submission.
General Conditions of Contract:	Means the General Conditions of Contract for the <i>Provision of Services</i>
Offer:	Your Offer to be selected to supply the Requirements.
Principal:	Shire of Merredin
Response:	Completed Offer, response to Selection Criteria and Attachments.
Requirement:	The Services requested by the Principal.
Request for Quotation (RFQ):	This document.

1 Introduction

The Shire of Merredin is seeking quotes from suitably qualified and experienced contractors to undertake drainage improvements on East Barrach Street (Mitchell St) between Adamson Rd and Saleyards Rd.

1.1 Briefing - Site Inspection

No site briefing is planned. Contractors are able to complete their own site inspection.

1.2 Project Timing

The contract for the proposed work is expected to be awarded in Apr 2024. The proposed work to be completed before the end of May 2024.

1.3 Purpose of Project

This Contract is to provide all labour and plant to improve drainage on East Barrack St (Southern side). Waste will be accepted at Shire tip free of charge.

1.4 Nature of Contract

This contract is a lump sum to carry out the work in accordance with specifications, illustrations, and as described in the schedule of quantities provided in this document.

1.5 General Conditions of Contract

General Conditions of Contract are as per Shire of Merredin - General Conditions of Contract.

Unless otherwise indicated in the response received to this RFQ, it is taken that all of the Conditions of Contract outlined have been unconditionally accepted by the respondent.

1.6 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name: Amer Tawfik
Position: Executive Manager Engineering Services
Telephone: 0429 683 645
Email: emes@merredin.wa.gov.au

1.7 Canvassing of Officers

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

1.8 Compliance Criteria

These criteria are detailed within *Part 4* of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Submission from consideration.

1.9 Rejection of Responses

A Response will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for Quotation; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for Quote;
or
- d) the Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments.

No web links or hyperlinks will be considered as part of any submission.

1.10 Acceptance of Responses

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

1.11 Response Validity Period

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

1.12 Precedence of documents

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

1.13 Alterations

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quote documents before the Deadline.

1.14 Post Submission Negotiations

The Principal may enter into negotiation with one or a number of shortlisted contractors who provided a submission for this quotation. Such negotiations will be confidential between the Principal and shortlisted candidate(s) and will be conducted in accordance with guidelines set out in AS 4120-1994.

The undertaking of negotiations will not bind the Principal to proceed to accept a quotation.

2 Scope of Works

The work will include the following:

Existing fence

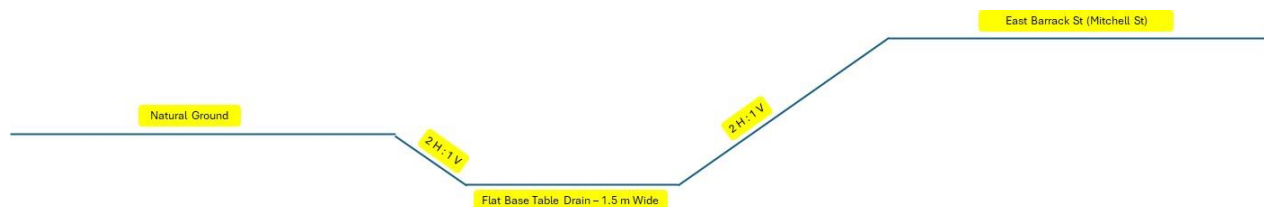
Contractor to remove existing fence and dispose of material. Estimated length of 550 m.

Mulching Existing Vegetation

Contractor to clear 5 m wide path for the proposed drain by mulching existing vegetation. Estimated length of 500 m.

Table Drain Establishment

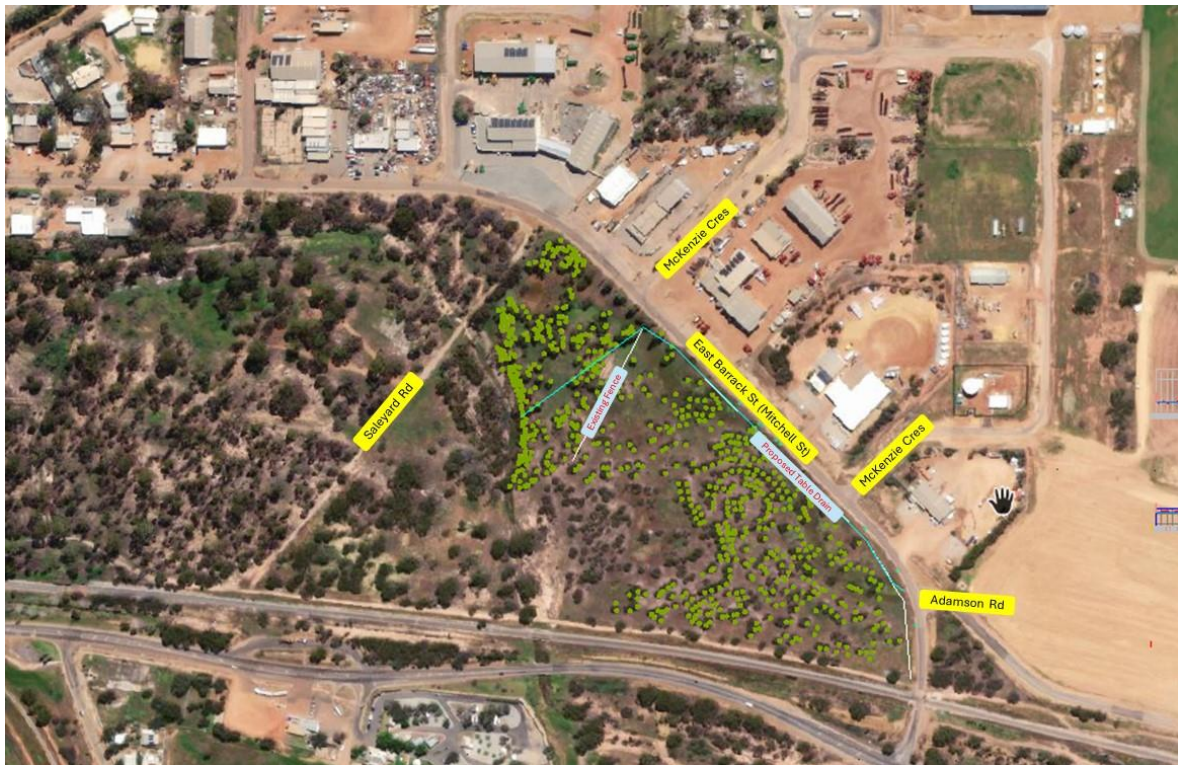
Establish a new table drain with flat base, 1.5 m wide, side slope of 2H : 1V, and longitudinal fall of 0.3% (1 in 333).



Excavated material from table drain can be flattened on the batter of East Barrack St.

3 Project Location

Locality map for the proposed work, is depicted below.



3.2 Responsibility for Tasks

The table below shows who is responsible for carrying out tasks associated with the Works in this Contract, and consequently what the contractor is to allow for when evaluating cost rates for their quotation.

Task Description	Responsibility	
	Contractor	Client
Preliminary Meeting to Program the Works	Yes	Yes
Public Notification		Yes
Clearly Mark the Boundaries of the Works	Yes	Yes
Clearly Mark Location of Underground Services	Yes	Yes
Mobilisation to Site	Yes	
Control Traffic During Works	Yes	
Provide Site Access	Yes	
Removal of Existing Fence	Yes	
Mulching Native Vegetation	Yes	
Establish proposed Drain	Yes	
Demobilisation from site	Yes	
Pay Construction & Industry Training Fund (ICTF) Levy	Yes	

4 Respondent's Offer

4.1 Offer Form

The Chief Executive Officer
Shire of Merredin
PO Box 42 MERREDIN WA 6415

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of:
(REGISTERED STREET ADDRESS)
ABN _____ ACN (if any) _____
Telephone No: _____ Facsimile No: _____
E-mail: _____

In response to Request for Quotation (RFQ27 2023-24 East Barrack St – Drainage Improvements)

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing forty-five (45) days from the Shire of Merredin's decision for determining the Quotation, whichever is the latter, unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this _____ day of _____ 20____
Signature of authorised signatory of Respondent: _____
Name of authorised signatory (BLOCK LETTERS): _____
Position: _____
Telephone Number: _____
Authorised signatory Postal address: _____
Email Address: _____

4.2 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	Yes	No
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	<input type="checkbox"/>	<input type="checkbox"/>
b) Compliance with the Specification contained in the Request. Respondents must address the following information in an attachment and label it “ Risk Assessment ”: I. An outline of your organisational structure inclusive of any branches and number of personnel. II. Provide the organisation’s directors/company owners and any other positions held with other organisations. III. Provide a summary of the number of years your organisation has been in business. IV. Attach details of your referees. You should give details of similar work or projects successfully completed. V. Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal. VI. Do you intend to subcontract any of the Requirements? If Yes, provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted. VII. Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment, details of any actual or potential conflict of interest and the way in which any conflict will be dealt with. VIII. Are you presently able to pay all your debts in full as and when they fall due? IX. Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes, please provide details.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c) The insurance requirements for this Request for Quotation are stipulated in Part 3 of the RFQ. Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value, and type of insurance. If a Respondent holds “umbrella Insurance”, please ensure a breakdown of the required insurances are provided in 4.2.2. A copy of the Certificate of Currency is to be provided to the Principal with the Response to this RFQ.	<input type="checkbox"/>	<input type="checkbox"/>

Part 4 COMPLETE AND RETURN THIS PART

4.4 Insurance Details

Each submission should include evidence of insurance coverage in a format similar to that outlined below or in separate attachment.

Type	Insurer – Broker	Policy Number	Value (\$)	Expiry Date
Public Liability			\$20,000,000	
Vehicle Insurance				
Workers Compensation			As required by Law	

A copy of Certificates of Currency will be required prior to commencement.

Similar information will be required for any contractors used in the completion of the works, prior to commencement.

4.5 Project History & Referee Details

Complete and submit with Quotation, List similar current or completed projects by your organisation within the last 3 years.

Project Name			Construction Year	
Client	Contact	Phone	Contract Value	
Description of Works				

Project Name			Construction Year	
Client	Contact	Phone	Contract Value	
Description of Works				

Project Name			Construction Year	
Client	Contact	Phone	Contract Value	
Description of Works				

Project Name			Construction Year	
Client	Contact	Phone	Contract Value	
Description of Works				

4.7 Qualitative Criteria

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

Description	Weighting
<p>A. Relevant Experience Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “Relevant Experience”:</p> <ul style="list-style-type: none"> a) Provide details of similar work. b) Demonstrate competency and proven track record of achieving outcomes. 	<p>25%</p> <p>Tick if attached <input type="checkbox"/></p>
<p>B. Current Commitment Schedule Respondent’s should list their Current Commitment Schedule and demonstrate that they have sufficient available time and resources to complete the scheduled work. This criterion will be assessed on the Respondents provided information, indicating their ability to complete these works as scheduled.</p>	<p>25%</p> <p>Tick if attached <input type="checkbox"/></p>
<p>C. Pricing</p>	<p>50%</p>

4.8 Price Information

Respondents must complete the following “Price Schedule”. Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation. Prices are to exclude GST unless otherwise requested.

The below quantities are estimates only, and as such, the Principal reserves the right to increase or reduce quantities at its discretion.

Item	Description	Unit	QTY	Rates	Amount
1.0	East Barrack St - Drainage Improvements <ul style="list-style-type: none"> - Mobilisation to Site - Provide Traffic Control - Provide access to site - Remove & dispose existing fencing (550 m long approx.) - Mulching existing vegetation (500 m long approx.) - Establish flat base table drain 1.5 m wide with 2H:1V side batters - Demobilise from site 	item	1		
Subtotal Works Schedule (Excluding GST)					
GST (10.0%)					
Project Total (Including GST)					

Company Name			
Company Address			
Company Phone			
Name		Mobile	
Email			
Signed on Behalf of Company		Date	

Appendix A

Shire of Merredin - General Conditions of Contract