

Request for Quotation

Request for Quotation:	Merredin Regional Community and Leisure Centre Switch Board Upgrade
RFQ Number:	RFQ10 2025-2026
Deadline:	2:00 PM (AWST), Monday, 9 March 2026
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.</p> <p style="text-align: center;">Late submissions will not be accepted.</p>	

1 Introduction

The Shire of Merredin is seeking quotes from suitably qualified and experienced contractors to supply and install a new switch board at the Merredin Regional Community and Leisure Centre (MRCLC), which will also enable the connection of an external generator in the event of a power failure. As the switchboard is externally located, this must be provided within a secure and weatherproof enclosure. Contractors are to make themselves aware of the size of the current structure and access to the structure, to enable its re-use if of a sufficient size to house the new switchboard.

1.1 Briefing - Site Inspection

Site inspection is planned for 10:00 AM on Tuesday 3 March 2026; alternatively contractors are able to complete their own site inspection by contacting the contact person listed below.

1.2 Project Timing

The quotes will be evaluated in early March 2026 with works to be delivered by 19 June 2026 at the latest.

1.3 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.

1.4 General Conditions of Contract

General Conditions of Contract are as per the Shire of Merredin General Conditions of Contract and are applicable herewith to this RFQ.

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.

1.5 Contact Person

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

Name: Codi Brindley-Mullen
Position: Executive Manager Strategy and Community
Telephone: 0419 241 600
Email: scem@merredin.wa.gov.au

2 Scope of Work

2.1 Supply and Installation of Distribution Board Cabinet

- Supply and install a new main distribution board cabinet compliant with AS61439.1 standards.
- Reuse and incorporate all existing switchgear components where applicable.
- Integrate an external generator connection box capable of hardwiring a generator to supply a 630A load equal to the Western Power network supply. Connection box is to be located on the eastern side of the electrical compound, to enable connection to a generator placed on the existing basketball courts.
- Incorporate manual switching gear to enable isolation of mains power and solar power prior to activation of the generator, to enable safe use of power and to minimise potential damage to either the MRCLC or the generator.

Electrical Connections

- Reconfigure and reconnect the following circuits as per the Single Line Diagram provided (see Appendix 3.1):
 - Transformer Isolation Switch: 630A
 - Track Lighting and Oval DB Switchboard: 400A
 - Recreation Centre DB: 400A
 - Oval DB: 100A
 - North West DB (Bowls): 100A
 - Hockey and Tennis Board: 160A
 - Pump Station: 25A
 - Nukarni Hall: 100A
- Ensure all small power and light circuit breakers are transferred to the new switchboard.
- Board is to be designed to enable expansion of the electrical system, including potential upgrades to oval lighting, lighting of the hockey and bowls turf areas, air-handling system for the indoor courts among other items.

Please see Appendix 3.2 for Switch Board Example Design.

2.2 Removal and Demolition of Existing Infrastructure, Supply and Installation of New Shed for Switchboard (if required)

2.2.1 Removal and Disposal of existing switch board

- Safely disconnect and remove the existing switchboard from its current location
- Properly dispose of the switchboard and any associated electrical components in compliance with local regulations.

2.2.2 Demolition of Existing Switchboard Enclosure Structure (if required)

- Demolish the existing structure in accordance with applicable demolition regulations.
- Ensure safe removal and disposal of all materials from the site, including debris, structural elements, and hazardous waste (if applicable).

2.2.3 Supply and Installation of Shed

- Supply and install a new structure designed to house the specified switchboard.
- The structure is to be secured to prevent unauthorised access to the switchboard and weatherproof to protect the switchboard from the elements.
- Ensure the shed is appropriately sized, constructed, and equipped to accommodate the switchboard with sufficient space for safe operation and maintenance.
- Provide appropriate foundations, and ventilation as required for the proper functioning of the switchboard.
- Connection point for the external generator is to be made weatherproof and vandal proof (including being protected from ball strike).

2.2.4 Permit Requirements

- Apply for and obtain any required demolition and building permits, and ensure all work complies with local codes and regulations. Applicants are recommended to contact the Shire's Development Services Officer to confirm application requirements based upon the proposed switchboard and associated shelter being installed.

Note: All work must be carried out in accordance with relevant safety standards, local building codes, and industry best practices.

Please see below existing switch board.



2.3 Additional Work Requirements

- Coordinate with relevant centre management, contractors and stakeholders to minimise disruption to MRCLC operations during the installation.
- Test and commission the new distribution board upon completion to ensure proper operation of all circuits and compliance with relevant standards.
- Supply necessary documentation to Western Power to support connection to the SWIS network, and provide the Shire with all approval documentation from Western Power.
- Provide as-built documentation, including an updated Single Line Diagram reflecting the new configuration.

2.4 Project Location

The site location is in Merredin WA 6415, The proposed location shown below:

Figure 1. MRCLC



Figure 2. Merredin Townsite



2.5 Price Schedule

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	Quantity	Rates	Amount
1.0	Mobilisation/ Demobilisation of plant, material to site, including accommodations, meals and allowances.	1		
2.0	Supply and install distribution board as per appendix 2, including all required labour, plant and material including associated accessories as detailed below: <ul style="list-style-type: none"> - Generator connection box - Switchgear components - Wiring and cabling - Transportation of materials - Testing and commissioning - Permitting and inspections 	1		
3.0	SEPARABLE PORTION Demolition of the existing switchboard structure, removal of all materials and make area safe (if required)			
4.0	SEPARABLE PORTION Supply and installation of a new secure and weather proof structure to house the new switchboard (if required). Structure is to comply with relevant building codes and other legislative requirements.			
	Any other items not covered in the above. (list)			
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	

3 Appendix

3.1 Single Line Diagram

3.2 Switch Boad Example Design