



SHIRE OF MURWEH

MORVEN - CHARLEVILLE - AUGATHELLA

Request for Quotation

**Murweh Shire Council
Housing Upgrades - Charleville
Contract No: HU1. 22-23**

Quotations Close: 2pm Friday 4 November 2022

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1.0 CONDITIONS OF QUOTATION

1.0 The tenderer shall state:

- (a) in the case of an individual, full given names, surname and address.
- (b) in the case of a business name, the names and addresses of all proprietors and the address of the principal place of business;
- (c) in the case of a company, the full name of the company and the address of the registered office of the company.

1.1 Quotations shall be enclosed in a sealed envelope addressed to:

HU1. 22-23 Housing Upgrades
The Chief Executive Officer
Murweh Shire Council
PO Box 63
CHARLEVILLE Q 4470

Documents required to be lodged / returned must include:

- Schedule A – Quotation Form
- Schedule B – Pricing
- Schedule C – Relationship to Local Economy
- Schedule D – Insurance Details

1.2 Quotations shall be lodged in the Quotation box in the office of Murweh Shire Council, 95-101 Alfred Street, Charleville.

Quotation Closing Date is Friday 4 November 2022.

Quotations may be emailed direct to the office of Council with the prior approval of the Principal. No other forms of lodgement by electronic means will be accepted. No guarantee as to the confidentiality of information can be given for any **Quotations** sent electronically to the Principal.

Quotations are to be supplied for the construction of the building based on the Council supplied drawings and the scope listed below. Quotations shall be assessed according to the Quotation assessment criteria below.

1.3 The format of the Quotations is to be fixed price. Quotations should include an itemised cost breakdown (as per Schedule B). Quotations are to be valid for a minimum of 6 months.

1.4 Contractor shall be responsible for the supervision of all the employed sub-contractors. The Contractor shall be responsible for engagement of sub-contractors for supply and installation of all building, plumbing or other trade works.

1.5 Quotations shall include a project delivery schedule indicating as a minimum, project start and completion dates.

1.6 Council may accept the Quotation that in view of all the circumstances appears to be the most advantageous or may decline to accept any Quotation.

1.7 Canvassing of Councillors is prohibited and will lead to automatic exclusion from the Quotation process.

1.8 Quotation Assessment

The Tenderer's attention is drawn to the following evaluation criteria and weighting, which in addition to the requirements of the *Local Government Act 2009* will be considered in assessing the Quotations.

Item	Percentage
1. Submitted Prices – Schedule B	70%
2. Works Program and Local Economy – Schedules B & C	30%
TOTAL	100%

2.0 SCHEDULE A – QUOTATION FORM

NAME OF TENDERER:

ADDRESS OF TENDERER:

.....

ABN:

QBSA NO:

QUOTATION AMOUNT:

(GST inclusive)

SIGNATURE OF TENDERER:

DATE:

SIGNATURE OF WITNESS:

DATE:

Note:

- The Quotation shall be a fixed price schedule of rates valid for 6 months from date of closing.
- The Quotation prices set out herein are fixed and no increase will be sought from or imposed on Murweh Shire Council except as varied according to the specification attached.
- The lowest or any Quotation will not necessarily be accepted.

3.0 SCHEDULE B – PRICING

Part A – Re-Stumping

3.1	Unit Complex 1-5/53 Edward Street, Charleville		
Item	Description	Unit	Sub-Totals (Ex-GST)
Re-stumping		Item	\$
Sub-total (Ex-GST)			\$
GST			\$
Total			\$

START DATE:

DATE FOR COMPLETION:

Part B – Roof Replacement

3.2	Unit Complex 1-5/53 Edward Street, Charleville		
Item	Description	Unit	Sub-Totals (Ex-GST)
Roof Replacement		Item	\$
Sub-total (Ex-GST)			\$
GST			\$
Total			\$

START DATE:

DATE FOR COMPLETION:

4.0 SCHEDULE C – RELATIONSHIP TO LOCAL ECONOMY

Comments invited:

A large, empty rectangular box with a thin black border, intended for providing comments on the schedule. The box occupies most of the page below the 'Comments invited:' text.

5.0 SCHEDULE D – INSURANCE DETAILS

I/We (Name of Offeror)

Name of Offeror	ACN or ABN (if applicable)
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of

Street Address	Postal Address
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The following details are provided as part of our Offer

INSURANCE

Worker's cover

Policy Number	Expiry date
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Insured amount

Public liability

Insurer/Policy Number	Expiry date	\$
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Insured amount

Insurance of the Works (if option exercised)

Insurer/Policy Number	Expiry date	\$
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Health and Safety Officer

Name	Telephone number
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Contractor's Representative

Name	Telephone number	Email
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Proposed Working Days and Hours

Days

Hours

Monday to Friday		
Saturday		
Sunday		
Public holidays		

Authorisation

Name	Position
Signature	Date

6.0 QUOTATION INFORMATION

6.1 Information to be Supplied with Quotation

Complete all schedules (A to D) attached to this Quotation document.

6.2 Fixed Price Quotation

The Quotation shall be for a **FIXED PRICE LUMP SUM**. The Quotation shall NOT be subject to variation on account of rise and fall of wage rates or materials prices. No increase will be sought from or imposed on Murweh Shire Council except as varied according to this specification.

6.3 Appropriately Licensed and Approved Contractor

All work under this Quotation shall be carried out and/or supervised by a Contractor licensed to carry out work of this nature, with the relevant experience and pre-approvals required for this type of work. The Tenderer warrants in their Quotation that they carry the appropriate licenses, experience and pre-approvals to complete the work.

6.4 Enquiries

Tenderer shall be deemed to have satisfied themselves of all aspects of the proposed works and the contents of this Quotation document and specification prior to submission of their Quotation.

6.5 Discrepancies

Should a Tenderer find discrepancies in or omissions from the Specification, or be in doubt as to their meaning, they shall at once notify the Principal to obtain a ruling on the matter. The whole of the work shall be executed to the true intent of the Specification.

6.6 Workplace Health and Safety

The Contractor will be appointed the Principal Contractor in respect of the work which is the subject of this contract in accordance with the provisions of the *Work Health and Safety Act 2011*.

Where the word "Owner" appears in the Act, "Owner" shall be defined as the Principal referred to in the Specification.

The initial completion and lodgement of the Notification and Payment Form and payment of the Notification Fee shall be the responsibility of the Principal. The Contractor shall be responsible for all other requirements under the Act, including completion and lodgement of other forms, notices and work plans, use of appropriately trained and qualified staff and payment of other fees.

6.7 Supervision

The Contractor shall ensure work is supervised at all times by an appropriately qualified and experienced person.

6.8 Insurance

Contract work insurance should be effected by the Contractor.

6.9 Special Working Hours

No constraints on working hours additional to those imposed by relevant legislation will be applied by Council.

6.10 Time for Completion

Council has certain commitments and time constraints it is required to meet in respect of funding received for this project.

An expedited construction programme and timely completion of critical elements and also the project as a whole is therefore of significant importance to Council in assessment of the most suitable Contractor for this project.

Failure to complete the works within the specified time (after allowance for approved extensions) may incur Liquidated Damages of Two Hundred Dollars (\$200.00) per day or part thereof.

6.11 Payment

Progress payments may be made following satisfactory completion of work elements as set-out in the Quotation submission.

At the discretion of Council, the project may be inspected by the Principal to assess progress and ensure compliance with the design.

6.12 Defects Liability

A defects liability period of twelve (12) months shall be applicable to work performed under this Quotation.

7.0 SPECIFICATION

7.0 Scope of Works

Work to be performed under this Quotation/Quotation includes the re-roofing and re-stumping of 53 Edward Street, Charleville.

Quotes may be submitted for both Part A or Part B or both. Refer Section 3 – Schedule B.

7.1 Unit Complex 1-5/53 Edward Street, Charleville

Part A - Re-stumping

- Replace 33 existing stumps from approximately 100 stumps already in place to the building, including replace 7 existing concrete stumps.
- Replacement stumps to be adjustable 4mm galvanised steel 75mm x 75mm (Square hollow section)
- Minimum 600mm depth
- Replace 3 sets of stairs with new hardwood timber steps x 1200mm
- Steps to include galvanised stringers

Part B - Roof Replacement

- Re-roof building with custom orb zincalume steel roofing (including new battens)
- Install new zinc gutter and fascia
- Install reflective triple layer bubble core laminate (insulation)

7.2 Construction Standards

All construction shall conform to requirements of all applicable Australian Standards and Codes of Practice and any other applicable Acts, Regulations or Standards necessary to ensure that the constructed infrastructure meets requirements.

7.3 Approved Scope of Works

Any proposed divergence from the scope of works indicated herein, is to be assessed for approval prior to commencement of work on the proposed divergence.

7.4 Permits and Approvals

The Principal will obtain all necessary permits from Murweh Shire Council upon appointment of the Contractor. The Contractor will be required to comply with conditions included in such approvals.

The Contractor shall be responsible for obtaining and complying with all necessary permits and paying the relevant fees.

7.5 Prestart Meeting, Induction & White Card

- All personnel on site must hold a White Card
- Prior to works, all personnel must have completed a Shire of Murweh **Induction.**
- The Principal's Representative and Contractor's Representative shall attend a **prestart meeting** prior to commencement of construction.
- **Prior to this meeting, details of the Contractor's program and workplace health and safety systems are to be submitted to the Principal's Representative.**
- The Contractor is required to provide any traffic control and signage as necessary. The construction site is to be secured after hours so as to prevent vandalism and damage to works. The Contractor is required to include in their price all travel and accommodation costs.

7.6 Supply of Materials and Equipment

The Contractor shall be responsible for supply of all materials, tools and equipment necessary for construction of the works.

7.7 Set out

The Contractor shall be responsible for setting out the works in accordance with the project drawings (if applicable).

7.8 Services

Before commencement of any work on site, the Contractor shall verify the nature, location and extent of all existing services, both above and below ground, within a 3-metre margin of the construction perimeter. The Contractor shall be responsible for the protection of all services, unless otherwise approved by the Principal. Any damage which occurs to services required to be protected during the Quotation period shall be repaired at no cost to the Principal.

7.9 Clean Up

The whole of the site shall be left in a neat and tidy condition on completion.