Coonamble Shire Council

REQUEST FOR TENDER No TEN230712DJ VOLUME 3 – Returnable Schedules

**BOX RODGE ROAD AND GULARGAMBONE ROAD RENEWAL PROJECT**

**Close 10 am – Wednesday, 12 July 2023**

Version 1.0

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# Schedule of Information

Summary

Council (the Principal) is seeking Tenders from appropriately qualified and experienced Contractors to construct the RCBC conversion of an existing causeway on Quambone Rd. The project is located approximately -- km from the Coonamble township (Location Coordinates: -30.991554, 148.300395).

This contract includes all aspects of providing the work, including traffic control, provision of side track, supply, installation and construction of culverts & wingwalls, road pavement regulation and construction, and restoration of site.

A more detailed brief of the extent of services required by Council is set out in Volume 1 - Specification which is included as part of the Request for Tender documentation.

RFT Documentation

|  |  |
| --- | --- |
| Title | BOX RODGE ROAD AND GULARGAMBONE ROAD RENEWAL PROJECT |
| **Reference Number**  | TEN230330 |
| **Contract Documents** | * Information for Tenderers and Conditions of Tendering
* Volume 1 – Specification
* Volume 1a - Appendices
	+ Appendix A – Full set of design drawings number 11551, issued by Ardill Payne Pty Ltd;
	+ Appendix B – Geotech Report from Macquarie Geotech
	+ Appendix C - dwg. “GA-TR21”
* Volume 2 – Conditions of Contract
* Volume 3 - Response Schedules
 |

Procurement Timeline

| Activity | Date |
| --- | --- |
| **Procurement Release Date:** | Wednesday, 14 June 2023 |
| Tender Briefing – Non-Mandatory | Tuesday, 4 July 2023 |
| **Procurement Closing Date** | 10 am Wednesday, 12 July 2023 |
| Council Meeting & Decision | Wednesday, 9 August 2022 |
| Issue Letter of Acceptance to successful Contractor | Monday, 14 August 2023 |

Non Mandatory Tender Briefing

A Tender Briefing will be held as follows:

|  |  |  |
| --- | --- | --- |
| Date | Time | Location |
| Tuesday, 4 July 2023 | **10:00 am** | Microsoft Teams Meeting |

**Respondents are invited to attend a Tender Briefing. Confirmation of your attendance is requested to Dirk Jol roadsmgr@coonambleshire.nsw.gov.au later than 12:00 noon Monday, 3 July 2023.** A Microsoft Teams Meeting link will be emailed to all attendees.

Contact Details

All enquiries are to be directed to:

|  |
| --- |
| **Contact Details – General Enquiries** |
| **Contact’s Name:** | **Dirk Jol – Manager Roads and Drainage.** |
| **Contact’s Email Address:**  | **roadsmgr@coonambleshire.nsw.gov.au** |
| **Contact’s Phone Number:** | **02 6827 1900** |

Evaluation Criteria

The information required from the Respondent in this document will be used to evaluate Responses in accordance with pre-established evaluation criteria.

| Criteria | Description | Weighting |
| --- | --- | --- |
| Experience and Capacity | * Past Contracts and/or experience in similar work
* Operational and Financial Capacity
* Qualifications and skills of staff.
* Referees.
 | 25% |
| Methodology | * Contractor’s methodology and approach in relation to project outcomes.
* Relevance to Coonamble Shire
 | 25% |
| Management Systems | * WHS record and safety plans.
* Quality Management System
* Environmental Management System
 | 10% |
| The price and financial benefit to Council | * Lump Sum Cost
 | 40% |

# Schedule 1 – Respondents Information

## Respondents Details

|  |
| --- |
| Response – Respondent’s Information |
| **Business Name:** |  |
| **Trading As:** |  |
| **Date Established:** |  |
| **Business Type:** |  |
| **ABN/ACN:** |  |
| **Site Address:** |  |
| **Postal Address:** |  |
| **Telephone Number:** |  |
| **General Email Address:** |  |
| **Facsimile Number:** |  |
| **Website Address:** |  |

## Contract Manager

|  |
| --- |
| Response – Contract Manager Details |
| **Name:** |  |
| **Position:** |  |
| **Phone Number:** |  |
| **Mobile Phone Number:** |  |
| **Email Address:** |  |

## Statement of Compliance

By executing this proposal form in strict accordance with the RFT documents:

1. the Respondent submits a proposal and offers to carry out the Services named, shown and described in the RFT;

B. the Respondent has detailed any and all Departures, Clarifications and Assumption in the table provided in Schedule of Departures, Clarifications and Assumptions;

C. the Respondent warrants that the information provided within their submission is true and accurate at the time of submission; and

D. the Respondent further promises and agrees, in the event of the proposal being accepted, to be bound by the Request for Tender and the submitted proposal and any other terms of the Contract.

|  |  |
| --- | --- |
| (Signature of Authorised Person) | (Signature of Witness) |
| (Print Name of Authorised Person) | (Print Name of Witness) |
| (Date) | (Date) |

# Schedule 2 – Pricing Schedules

Respondents are to complete Schedules 2.1. This is a Lump Sum Tender.

## 2.1 Lump Sum Pricing Schedule:

|  |  |  |
| --- | --- | --- |
| **Item No**  | **Description of Work** **BOX RODGE ROAD AND GULARGAMBONE ROAD RENEWAL PROJECT** | **Amount (excluding GST)**  |
|  | **LUMP SUM TOTAL (excluding GST)** |  |
|  | **GST – 10%** |  |
|  |  **LUMP SUM TOTAL (Including GST)** |  |

# Schedule 3 – Conflict of Interest

Respondents are to detail any conflicts of interest if selected to provide the services:

|  |
| --- |
| Conflicts of Interest |
| Does the Respondent have any real or perceived Conflicts of Interest in relation to performing the obligations under the Contract? | **☐** YES**☐** NO |
| ***If the answer to the question above is ‘Yes’ the Respondent must address all real and perceived Conflicts of Interest and/or Fair Dealings and provide detailed information on each.***  |
| [enter text here] |

# Schedule 4 - Schedule of Departures and Clarifications

The Respondent is required to identify any departures, clarifications or assumptions that have been made in the Respondent’s submission that do not fully meet all of the requirements of the Tender detailed in any of the documentation that form part of the Tender (including any addenda issued).

All such departures, clarifications and assumptions must be fully documented in the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Item Type** | **Volume** | **Clause** | **Description of Departure, Clarification or Assumption** | **Reason for Departure, Clarification or Assumption** | **Proposed Variances (if applicable)** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |

# Schedule 5 – Insurances

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Insurance Type** | **Insurance Amount Required** | **Name of Insurer** | **Insured Amount** | **Policy Number** | **Policy Expiration** |
| **Council Requirements** | **Respondents to Complete** |
| Public Liability Insurance | A minimum of $20 million |  |  |  |  |
| Workers Compensation/ Personal Accident and Illness Insurance or Personal Income Protection | As per legislation |  |  |  |  |
| Motor Vehicle – Comprehensive | Comprehensive/Market Value |  |  |  |  |
| Bank Guarantee | 5% of Contract Value | The Respondent agrees to provide bank guarantees of 2.5% and 2.5% as per the terms of the contract if successful: |  | Provide if applicable | Provide if applicable |
| Works Insurance | 100% of contract value |  |  | Provide if applicable | Provide if applicable |

Should work be sub-contracted, it is the bidder’s responsibility to ensure sub-contractors hold and maintain equivalent insurances.

# Schedule 6 – Subcontractors

|  |
| --- |
| Subcontractors |
| Will subcontractors be employed to perform any or all of the work specified? | **☐** YES**☐** NO |
| ***If the answer to the question above is ‘Yes’ the Respondent must provide details of subcontractors including the names of subcontractors and details of goods and/or services to be provided by the proposed subcontractor.***  |
| [enter text here] |

# Schedule 7 – Financial Viability

Tenderers are to provide an outline of the financial capacity of the entity. It is mandatory for Vendors to confirm that they (and any nominated subcontractors) are not bankrupt or insolvent.

|  |
| --- |
| Financial Viability |
| Does the Respondent agree to provide recent audited statements if requested and agree to providing your financial information to a third party for additional review?  | **☐** YES**☐** NO |

# Schedule 8 – Experience and Capacity

Tenderers are required to provide information on:

* Past Contracts and/or experience in similar work (Minimum of three required)
* Operational and Financial Capacity
* Qualifications and skills of staff.
* Referees

The table below may be used to assist with past contracts and referees.

|  |
| --- |
| Contract / Project 1 |
| **Contract / Project Name:** | [Enter text] |
| **Client:** | [Enter text] |
| **Date Completed:** | [Enter text] |
| **Contract / Project Value:** | [Enter text] |
| **Project Details:** | [Enter text] |
| **Referee** |
| **Name:** | [Enter text] |
| **Position:** | [Enter text] |
| **Office Phone Number:** | [Enter text] |
| **Mobile Phone Number:** | [Enter text] |
| **Email:** | [Enter text] |
| **Description of Project and relevance to the tendered project** | [Enter text] |

|  |
| --- |
| Contract / Project 2 |
| **Contract / Project Name:** | [Enter text] |
| **Client:** | [Enter text] |
| **Date Completed:** | [Enter text] |
| **Contract / Project Value:** | [Enter text] |
| **Project Details:** | [Enter text] |
| **Referee** |
| **Name:** | [Enter text] |
| **Position:** | [Enter text] |
| **Office Phone Number:** | [Enter text] |
| **Mobile Phone Number:** | [Enter text] |
| **Email:** | [Enter text] |
| **Description of Project and relevance to the tendered project** | [Enter text] |

|  |
| --- |
| Contract / Project 3 |
| **Contract / Project Name:** | [Enter text] |
| **Client:** | [Enter text] |
| **Date Completed:** | [Enter text] |
| **Contract / Project Value:** | [Enter text] |
| **Project Details:** | [Enter text] |
| **Referee** |
| **Name:** | [Enter text] |
| **Position:** | [Enter text] |
| **Office Phone Number:** | [Enter text] |
| **Mobile Phone Number:** | [Enter text] |
| **Email:** | [Enter text] |
| **Description of Project and relevance to the tendered project** | [Enter text] |

# Schedule 9 – Methodology

Tenderers are to refer to Volume 1 (Specification) and are to provide detailed information on their proposed methodology.

# Schedule 10 – Management Systems

The tenderer is required to provide information on their Work Health and Safety, Quality, and Environmental Management Systems and how they will apply to this project.