



REQUEST FOR QUOTATION

PRUNING OF TREES UNDER POWER LINES PRUNING OF OTHER TREES

Request for Quotation (RFQ):	Pruning Of Trees Under Power lines Pruning of Individual Trees
Deadline:	Friday 3 August 2018, 4.00 pm.
Address for Delivery:	Email: rfq@narrogin.wa.gov.au Contact: John Warburton Phone: 0408 913 694 <u>Email must be received by:</u> Friday 3 August 2018, 4.00 pm
RFQ Number:	RFQ 18/19 - 01

RFQ - PRUNING OF TREES UNDER POWER LINES

TABLE OF CONTENTS

1. DESCRIPTION OF WORK	3
2. SCOPE OF WORKS	3
3. TIMEFRAME	4
4. NON-CONFORMANCE	4
5. PERFORMANCE	4
6. CONTRACTOR OH&S OBLIGATIONS	5
7. SELECTION CRITERIA	6
8. LODGEMENT/ACCEPTANCE OF TENDER	7
9. CONTRACTOR'S OFFER	8
9.1 OFFER FORM.....	8
9.2 RESPONSE.....	9
9.2.1 Referees	9
9.2.2 Subcontractors.....	9
9.2.3 Conflicts Of Interest	9
9.2.4 Insurance Coverage.....	9
9.3 PRICE INFORMATION.....	10
9.3.1 Price Schedule.....	10

SCOPE OF WORK

1. DESCRIPTION OF WORK

The Shire of Narrogin is seeking quotations from suitably qualified contractors to provide the service of pruning trees under power lines, as well as the pruning of individual trees, on land vested in Council.

The Principal or Council representative will provide a list of trees that require pruning away from power lines and provide this list to the contractor along with a purchase order number for works to commence.

Individual trees for specialised pruning or removal will be provided to the contractor in the same way, however every attempt will be made to provide a sufficient list of trees to accommodate a minimum of 1 days' work. It must be understood that in some instances, certain trees may need immediate removal, therefore there may only be one tree to be removed on any given day.

2. SCOPE OF WORKS

The following Scope of Works is provided to inform the Contractor of their obligations:

Pruning method (Powerline Pruning)

- a) Flat top pruning: Trees located under power lines will require flat top pruning with edges rounded off. When performing flat top pruning to a tree, under pruning is to be completed as part of the task.
- b) Tree canopies are to be lifted to a minimum of 2.2 meters above cycle ways, foot paths and verges. Works will also include basal shoot removal.
- c) All pruned vegetation suspended in the tree shall be removed by the contractor.
- d) Pruning around power lines is to be in accordance with Western Power Code of Practice. Western Power in relation to this advises that:
 - i) Vegetation on your property and near power lines in the street must be cut back to no closer than 2.5 meters from the lowest wire and there must be no overhanging branches.
 - ii) Vegetation near the power lines connected to your house must be cut back to no closer than 1 metre.
 - iii) Pruning of vegetation from HIGH VOLTAGE POWER LINES is NOT part of this contract.

Pruning Method (Other Trees)

- a) The method for pruning individual trees will be provided to the contractor on a tree by tree basis.
- b) A representative from the Shire will provide all of the details of the works required. This will include: Approximate height of the tree, details as to whether the tree is to be target pruned or removed, if stump grinding is involved, and the tree's location.

Disposal of Pruning's

All pruning's are to be disposed of by the Contractor at the Narrogin Refuse Site, White Road Narrogin. Tip fees will be paid by the Council and are not the responsibility of the Contractor.

It would be preferable that the prunings be chipped so the Shire could retain the chips for use in its garden beds. Wood chips can be delivered to the Shire of Narrogin Works Depot located on Lydeker Way Narrogin.

All pruning's are to be removed from the work area by the end of each working day. If due to unforeseen circumstance pruning's must remain on site, the contractor must ensure that the pruning's are stacked so as not to impede on users of footpaths, driveways, cycle ways or roads. This also includes the blocking of sightlines.

Factors Inhibiting Pruning

Any factors encountered that are beyond the control of the Contractor which inhibit or prevent the pruning of any tree in accordance with the specifications are to be reported to the Principal or Representative.

Contractors Working Hours.

The Contractors working hours for this contract are between 7.00 am and 5.00 pm weekdays, excluding weekends and public holidays. If works are required to be completed on a weekend, then the Contractor is to seek approval from the Shire's Representative before commencing works.

3. TIMEFRAME

All pruning will need to be fully completed including removal of pruning's within 21 days of issue of the purchase order or otherwise negotiated with the Principal. In the instance of individual trees, a timeframe will be provided by the Shire which may be less, but not more than 21 days.

4. NON-CONFORMANCE

4.1 Non-Conformance of Works or Materials

The Contractor will not be paid for non-conforming works.

4.2 Non-Conformance of Plant, Equipment and Staff

The Contractor shall ensure that all plant, equipment and staff directed to the site will be suitable or qualified to carry out works under this contract.

Should the plant, equipment and staff be deemed non-conforming, Council reserves the right to reject the supply until such time as the con-conforming aspects are rectified.

The Contractor shall do everything necessary to ensure that plant and equipment are delivered to site in good working order so that the possibility of breakdowns are minimised. Should the Contractor knowingly supply plant or equipment which is sub-standard, unsuitable for the specified task or faulty Council may reject the plant or equipment as above.

All Staff used by the Contractor for the completion of the works under this contract shall be competent and fully trained in all aspects of the operation of the plant and equipment. Should it be apparent that the operator(s) of the plant or equipment are not competent then Council may call for a replacement operator or reject the operator as above.

5. PERFORMANCE

The Contractor shall perform the works under this contract in an expert, professional, efficient and courteous manner. The Contractor at all times is to avoid any conflict with the public and refer any such persons to Council's Representative for resolution.

The Contractor is expected to carry out the requirements of this contract with a high degree of personal and public safety at all times.

6. CONTRACTOR OH&S OBLIGATIONS

The Shire of Narrogin acknowledges that it has a Duty of Care obligation under the Occupational Safety and Health Act 1984 to provide to all its employees (including contractors and their employees) a safe workplace and safe system of work.

It is therefore required that Contractors carrying out any work for the Shire will comply with the Shire's Occupational Safety and Health Policies and Procedures. A copy of the Shire's OS & H Handbook is located on the Shire's website www.narrogin.wa.gov.au. The contractor is to download the Shires OS & H Handbook and comply with its contents. The contractor must also comply with the below safety points but not limited to:

- The Contractor, its employees and sub-contractors having all necessary current licences appropriate to the work being provided;
- The Contractor must ensure that all their staff and sub-contractors have been trained in the safe use and operation of plant and equipment that they are required to operate in carrying out their work and comply with Code of Practice for Personnel Electrical Safety for Vegetation Control Work near Live Powerlines issued by the Director of Energy Safety, Energy Safety WA in July 2012.
- Wearing appropriate and necessary Personal Protective equipment when carrying out any work duties
- Ensuring that all plant and equipment used in carrying out those duties are regularly maintained and meet the required standards and certifications. I.e. Current electrical insulation testing of EWP and pruning extension tools.
- All necessary plant and equipment have all the necessary guards in place and meet all the requirements of Occupational Safety and Health Regulations 1996, and any appropriate Australian Standards pertaining to the equipment used or the type of work being carried out
- The Contractors Workers Compensation Policy and Public Liability Policy appropriately covers contractor's employees that are engaged in working on the contract
- Copies of all insurance certificates of currency and licences are required to be provided prior to the commencement of the contract.
- The Contractors employees who are required to operate chainsaws and elevated work platforms, shall have the relevant training and current relevant certificates of competency
- Traffic management will be the responsibility of the Contractor and will include relevant signage, safety cones etc. for pruning works on trees within the road reserve, including pedestrian foot paths. Should an operator be in a EWP, it is a requirement to have at least one person on the ground to monitor site safety.

7. SELECTION CRITERIA

The following criteria will be taken into consideration in determining the successful Contractor:

PRICE 80%

A: Average price for Pruning Trees Under Powerlines.

Value for money (Price) See 9.3.1 PRICE SCHEULE

B: Pruning of Other Trees

Value for money (Price) See 9.3.1 PRICE SCHEULE

****Note**:** This contract will not be split amongst Contractors.

Please note that the Shire of Narrogin will not be submitting a price for any part of this work as per the *Local Government (Functions & General Regulations) Clause 14(4)(d)*.

PREVIOUS EXPERIENCE 10%

Tenderers must supply details of projects relating to similar works, including contactable referees.

If the Contractor supplies the following categories of documents they will score as follows ONLY for a maximum score of 10%

1)	Supply details of more than three projects relating to similar works	10.0 %
2)	Supply details of three projects relating to similar works.	7.5 %
3)	Supply details of two projects relating to similar works.	5.0 %
4)	Supply details of one project relating to similar works.	2.5 %

Note: Failure to supply any details will result in a score of 0% and the submission be considered non-compliant.

OCCUPATIONAL SAFETY & HEALTH 10%

Contractors must submit supporting documentation to be assessed.

The Contractor will supply:

1)	OS&H policy document or charter document for the Contractors company	2.5 %
2)	Safe Working Method Statements (SWMS) or Job Safety Analysis (JSA) for all machinery used in this RFQ. i.e. Elevated Work Platform, Chipper	2.5 %
3)	SWMS or JSA for all tasks performed in this RFQ i.e. Tree Pruning.	2.5 %
4)	Photo copies of Construction Industry Safety Awareness Cards (or Blue/White Cards) for any contractor/employee that will be working on this RFQ.	2.5 %

*Each piece of supporting documentation has a value of 2.5%. If all 4 supporting documents are supplied then 10% is awarded. If 3 supporting documents are supplied the score will be 7.5% etc.

If no supporting OSH document are supplied, the 0% awarded AND this will be a non-compliant submission.

Please note that the Shire of Narrogin will not be submitting a price for part of this work as per the *Local Government (Functions & General Regulations) Clause 14(4) (d)*.

8. LODGEMENT/ACCEPTANCE OF RFQ

RFQ's are to be received no later than **4:00 p.m. on Friday 3 August 2018.**

All RFQ's are to be received by email to: rfq@narrogin.wa.gov.au

Contact person is Manager Operations John Warburton, phone number: 0408 913 694. The Shire of Narrogin shall not be bound to accept the lowest or any quote. The quote is deemed to be accepted when Council provides written notification of such acceptance to the successful Contractor.

CONTRACTOR'S OFFER

9.1 OFFER FORM

TO:
 MANAGER OPERATIONS
 SHIRE OF NARROGIN
 89 EARL STREET
 NARROGIN WA 6312

I/We

Name: [BLOCK LETTERS]: _____

Address: _____

ABN/GST Status: _____ **ACN (if any):** _____

Telephone No: _____ **Facsimile No:** _____

Email: _____

In response to **RFQ – Pruning of Trees under Power Lines, Pruning of Individual Trees**

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 of Responding contained in this Request signed and completed.

The tendered price is valid up to twelve (12) months from the date of the Request closing unless extended on mutual agreement between the Principal and the Respondent in writing.

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

Dated this: _____ day of _____ 2018

Signature of authorised Signatory:	
Name of Authorised Signatory	
Position:	
Address:	

9.2 RESPONSE

Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 9 Contractors Offer, are to be completed and returned to the Principal as they form part of your RFQ).

9.2.1 Referees

Attach details of your referees, and label it “**Referees**”.

Reference should be for similar works, i.e. Tree Pruning

9.2.2 Subcontractors

If you intend to subcontract any of the requirement of this work out, please attached their details labelled “**Subcontractors**”, including:

- a) the name, address and the number of people employed; and
- b) the Requirements that will be subcontracted.

9.2.3 Conflicts Of Interest

Please provide notification of any actual or potential conflict of interest which may arise during this contract which may affect your performance or your obligations under the Contract.

9.2.4 Insurance Coverage

Respondents are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled “**Insurance Coverage**”. A copy of the Certificate of Currency is to be provided to the Principal within 10 days of acceptance.

Type	Insurer / Broker	Policy Number	Value (\$)	Expiry Date
Public Liability			Minimum \$10,000,000	
Workers Compensation			As required by law at the time of contract	

9.3 PRICE INFORMATION

Respondents must complete the following “Price Schedule”. Before completing the Price Schedule, Respondents must ensure they have read this entire Request for Quotation. Prices to be fully inclusive of travel and all other expenses.

9.3.1 PRICE SCHEDULE

NOTE: The pricing is for an AVERAGE COST PER TREE, not a price per individual tree for powerline pruning.

Pruning of Trees Under Power Lines	Average Cost per Tree (ex GST)	GST	TOTAL Cost per Tree
1. Flat top pruning under power lines including under pruning and disposal of prunings.			
2. Pruning of vegetation away from house service wire only (Not flat top pruning) including disposal of pruning's.			

Pruning of Other Trees Schedule of Rates	Cost per Hour	GST	Total Cost
1. 1 X Staff Member			
2. 1 X Truck			
3. 1 X Chipper			
4. 1 X EWP / Cherry Picker			
5. 1 X Stump Grinder			
6. Other (Please Specify)			
7. Other (Please Specify)			