



REQUEST FOR QUOTATION

SUPPLY AND INSTALLATION OF CONCRETE FOOTPATHS AT MULTIPLE LOCATIONS IN NARROGIN

Request for Quotation (RFQ):	Supply and Installation of Concrete Footpaths at Multiple Locations in Narrogin.
Deadline:	Monday 3 September 2018, 4:00 pm.
Address for Delivery:	Email: rfq@narrogin.wa.gov.au Contact: Keenan Wenning Phone: 9890 0918 <u>Email must be received by:</u> Monday 3 September 2018, 4:00 pm
RFQ Number:	RFQ 18/19 - 03

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SCOPE OF WORK

1. DESCRIPTION OF WORK

The Shire of Narrogin is seeking quotations from suitably qualified and experienced contractors to provide the service of supplying and installing concrete footpaths at multiple locations in Narrogin.

2. SCOPE OF WORKS

Contractors are required to attend a compulsory site meeting at the ABC Learning Centre, on the corner of Earl and Falcon Streets, Narrogin, at 4:00 pm on Wednesday 22 August 2018. Questions are to be directed to Technical Officer, Keenan Wenning, 98900918, email to @narrogin.wa.gov.au in the first instance. The meeting will progress from here to the other sites in the RFQ.

Site Specific Details:

****Note:** The Shire's representative will need to inspect all formwork prior to the concrete pour to check for compliance**

ABC Learning – Narrogin Kindergarten

- The footpath will start at the Western end of the carpark at the first timber bollard, and extend east for the full length of the car park before changing north and meeting the existing roadside footpath.
- The footpath must adjoin the existing paved footpath at the gate entry to the property.
- The total length of the new footpath will be 58 metres.
- The footpath will need to be 1.8 metres wide.
- The footpath will need to be level with the ground. All spoil that is dug out to accommodate the new footpath will need to be taken to the Narrogin tip. The Shire will cover the tip fees.
- Fresh gravel will need to be placed alongside the new footpath, filling any gaps and be compacted so there is no trip hazard.

****Note: Please be advised that this is a high traffic area, however works should take place during the school holidays. Works will need to start on 1 October and be completed before school returns on 8 October 2018****

General Specifications:

- Footpath concrete is to be 85mm thick @20MPa with a non-slip broom finish.
- Both edges of path (sides) to have a rolled finish.
- Control/Expansion joints to be cut not trowelled.
- Cuts need to be completed within 24 hours of being poured.
- Tactile stickers will not be required.
- Any excess concrete or rubble is not to be left on site nor is any cleaning of equipment to be evident on or around the footpath or on the road reserve.
- Any and all traffic management is the responsibility of the Contractor.
- Dial before you dig plans of underground services should be obtained by the Contractor prior to works commencing.
- Should there be a height difference between the side of the finished path and the adjoining ground level, then the Contractor will add gravel to either side and compact down as required back to the kerb or boundary line so as to eliminate any trip hazard.
- Temporary fencing is to be used around the concrete footpaths once works are completed and at the end of the day. If the works extend over several days then the temporary fencing will be required until the concrete is dry to prevent damage or vandalism. This will be the Contractor's responsibility.

Mackie Park, Narrogin

- A new footpath is to be installed at Mackie Park, replacing the old concrete pavers.
- There are 3 sections of new footpath required, with each section being 9.2 metres in length.
- The footpath will need to be 1.8 metres wide and the height of the footpath will need to be the same height as the existing footpath.
- The stone steps are to be left untouched and the footpath is to neatly meet the stone steps.
- Machines such as bobcats will not be able to access the site and there for any digging or lowering of the ground to meet the concrete height requirements may need to be done manually, unless the Contractor can guarantee that no damage to the surrounding turf will occur. Boards could possibly be used to drive a bobcat or dingo on.
- Any grass that is removed to make way for formwork will need to be placed back against the new concrete footpath once completed to ensure there are no gaps or trip hazards. Yellow sand will also need to be lightly placed over grass that has been replaced against the new footpath.
- All existing concrete pavers, soil and rubble is to be removed and taken to the Narrogin tip. Tip fees will be paid by the Shire of Narrogin.
- The new footpath will be of a Maroon or Manor Red colour to match the surrounding features.

General Specifications:

- Footpath concrete is to be 85mm thick @20MPa with a non-slip broom finish.
- Both edges of the footpath (sides) are to have a rolled finish.
- Control/Expansion joints to be cut not trowelled. Cuts need to be completed within 24 hours of being poured.
- Tactile stickers will not be required.
- Any excess concrete or rubble must not be left on site nor is any cleaning of equipment to be evident on the footpath or grassed area or on the road reserve.
- Any and all traffic management is the responsibility of the Contractor.
- Dial before you dig plans of underground services should be obtained by the Contractor prior to works commencing.
- Temporary fencing is to be used around the concrete footpaths once works are completed and at the end of the day. If the works extend over several days then the temporary fencing will be required until the concrete is dry to prevent damage or vandalism. This will be the Contractor's responsibility.
- If the concrete is not touch dry at the end of the day of the concrete pour, the Contractor will arrange to have an employee stay at the site until the concrete is dry enough to touch, to prevent damage or vandalism.

Doney Street, Narrogin

- Remove old bitumen footpath and install a new concrete footpath along the southern side of Doney Street, between Havelock and Butler Streets.
- The new footpath will start at the corner of Havelock and Doney Streets and continue East up Doney Street, crossing the Doney and Argus Street intersection and finishing at the Doney and Butler Street intersection.
- The footpath will need to adjoin the existing kerb ramp on the corner of Doney and Havelock Streets. A hand rail will need to be installed on the side of the kerb ramp that faces oncoming traffic.
- The existing bitumen at this intersection will need to be cut and used as the formwork for the footpath. There should be no gaps between the bitumen and the new concrete footpath.
- The new footpath is to be placed 500mm from property fence lines and be 1.8 metres wide.
- The footpath will continue up Doney Street, adjoining the driveways at 44, 48a, 48b Doney Street, and continue to the intersection of Doney and Argus Streets, where another kerb ramp is to be installed with a hand rail on the side of oncoming traffic.
- The footpath will then continue on the opposite side to the road with another kerb ramp and hand rail installed on the side of oncoming traffic and continue up Doney Street, adjoining with existing driveways at 54 and 56 Doney Street and continue to form the final kerb ramp with hand rail on the side of the oncoming traffic, at the intersection of Doney Street and Butler Street.

General Specifications:

- Footpath concrete is to be 85mm thick @20MPa with a non-slip broom finish.
- The concrete over driveways is to be 100mm thick and must use SL62 reinforcement with 35mm of concrete cover and plastic chairs.
- Hand rails will need to be supplied by the Contractor and will form part of the Contractors quote. 900mm yellow hand rails with reflective stickers are to be used. Four hand rails will need to be supplied. See attached specification.
- Both edges of path (sides) to have a rolled finish.
- Control/Expansion joints to be cut not trowelled.
- Cuts will need to be completed within 24 hours of being poured.
- Tactile stickers will not be required.
- Any excess concrete or rubble is not to be left on site nor is any cleaning of equipment to be evident on the footpath or on the road reserve.
- Any and all traffic management is the responsibility of the contractor.
- Dial before you dig plans of underground services should be obtained by the Contractor prior to works commencing.
- Temporary fencing is to be used around the concrete footpaths once works are completed and at the end of the day. If the works extend over several days then the temporary fencing will be required until the concrete is dry to prevent damage or vandalism. This will be the Contractor's responsibility.
- The finished height of the footpath is to be 10mm higher than the top of the adjacent kerb for the duration of the footpath.
- Should there be a height difference between the side of the finished path and the adjoining ground level, then the contractor will add gravel to either side and compact down as required back to the kerb or boundary line so as to eliminate trip hazard.
- The footpath has to meet the height of the existing driveway's and services pits and be level.
- If the concrete is not dry at the end of the day of the concrete pour, the Contractor will arrange to have an employee stay at the site until the concrete is dry enough to touch, to prevent damage or vandalism.

3. TIMEFRAME

Start date is from 1 October 2018, ABC Learning – Narrogin Kindergarten will need to be completed by 8 October 2018 all other works are to be completed by 30 November 2018 or as negotiated with the Principal. Contractors are to advise when they can start.

3.1 Non-Conformance of Works or Materials

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

3.2 Non-Conformance of Plant, Equipment and Staff

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

Should the plant, equipment and/or staff be deemed non-conforming, Council reserves the right to reject the supply until such time as the non-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.

4. 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 the Shire'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.

5. 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 Shire's 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;
- Wearing appropriate and necessary Personal Protective Equipment (PPE) 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. Bobcat, concrete truck.
- 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 concrete footpath machinery, shall have the relevant training and current relevant certificates of competency.
- Traffic management will be the responsibility of the Shire and will include relevant signage, safety cones etc.

6. SELECTION CRITERIA

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

PRICE

80%

VALUE FOR MONEY LUMP SUM PRICE (INCLUDING GST)

The scoring for the pricing will be determined by the total of 80% divided by the number of compliant submissions received with the highest percentage rating going to the cheapest price.

For example, there may be 8 compliant submissions so 80% divided by 8 = 10%. Therefore:

1. The cheapest price – best value for money will receive 80%
2. The second cheapest price-best value for money will receive 70% and so on.

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

PREVIOUS EXPERIENCE

10%

Respondents must supply details of projects relating to similar works, including contactable referees with contact numbers.

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 %
2) Supply details of three projects relating to similar works.	7.5 %
3) Supply details of two projects relating to similar works.	5 %
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. Bobcat, cement mixer etc.	2.5 %
3) SWMS or JSA for all tasks performed in this RFQ ie Concrete Footpaths.	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 documents 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)*.

7. SHIRE OF NARROGIN REGIONAL PRICING POLICY

A price preference will apply to suppliers who are based in, and operate from the preference region in relation to all purchasing by the Shire for the supply of goods and services and construction (building) services, unless specifically stated otherwise, providing they are competitive in regard to specification, service, delivery and price. NOTE: The Regional Pricing Policy is in accordance with current Shire policies and is available up on request.

8. LODGEMENT/ACCEPTANCE OF RFQ

RFQ's are to be received no later than **4:00 pm on Monday 3 September 2018**.

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

Contact person and Shire's Representative is Technical Officer, Keenan Wenning, mobile phone number: 0439 135 690. The Shire of Narrogin shall not be bound to accept the lowest or any quote. The quote is deemed to be accepted when the Shire provides written notification of such acceptance to the successful Contractor, and issues a purchase order.

9. CONTRACTOR'S OFFER

OFFER FORM

TO:

CHIEF EXECUTIVE OFFICER
SHIRE OF NARROGIN
89 EARL STREET
NARROGIN WA 6312

I/We

Name: [BLOCK LETTERS]: _____

Address: _____

ABN/GST Status: _____

ACN (if any): _____

Telephone No: _____

Email: _____

In response to **RFQ 18/19-03 – Supply and Installation of Concrete Footpaths at Multiple Locations in Narrogin.**

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 quoted 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 quote irrespective of its outcome.

Dated this: _____ day of _____ 2018

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

PLEASE STATE YOUR LUMP SUM PRICE HERE FOR THE SUPPLY AND INSTALL OF A CONCRETE FOOTPATH ON DONEY STREET, NARROGIN.

\$......ex GST.....inc GST

PLEASE STATE YOUR LUMP SUM PRICE HERE FOR THE SUPPLY AND INSTALL OF A CONCRETE FOOTPATH AT THE NARROGIN KINDY ABC LEARNING CENTRE.

\$......ex GST.....inc GST

PLEASE STATE YOUR LUMP SUM PRICE HERE FOR THE SUPPLY AND INSTALL OF A CONCRETE FOOTPATH AT MACKIE PARK, NARROGIN.

\$......ex GST.....inc GST

9.1 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).

9.1.1 Referees

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

Reference should be for similar works, ie Concrete Footpaths, also include contact details.

9.1.2 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.

9.1.3 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.

9.1.4 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 as part of this submission.

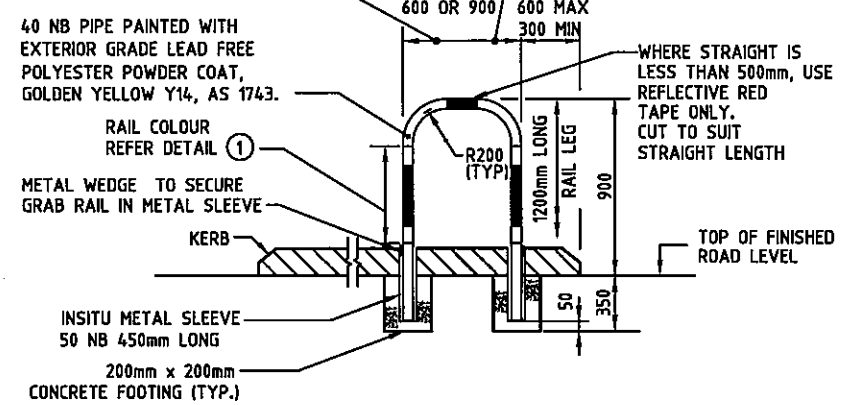
Type	Insurer / Broker	Policy Number	Value (\$)	Expiry Date
Public Liability			Minimum \$10,000,000	
Workers Compensation			As required by law at the time of contract	

Current Policy Supplied

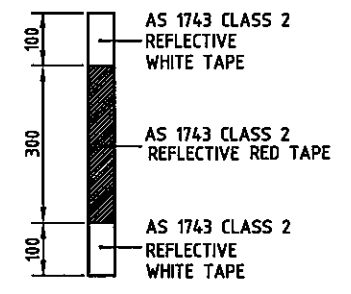
Yes No

No.	DATE	DESCRIPTION	APPROVED
1	8.2.12	GRAB RAIL AND SLEEVE DETAILS ALTERED, TGS's ADDED. NOTE 4 AMENDED, NOTE 8 REMOVED. NOTES AND DETAILS REARRANGED.	<i>[Signature]</i> 7/4/12

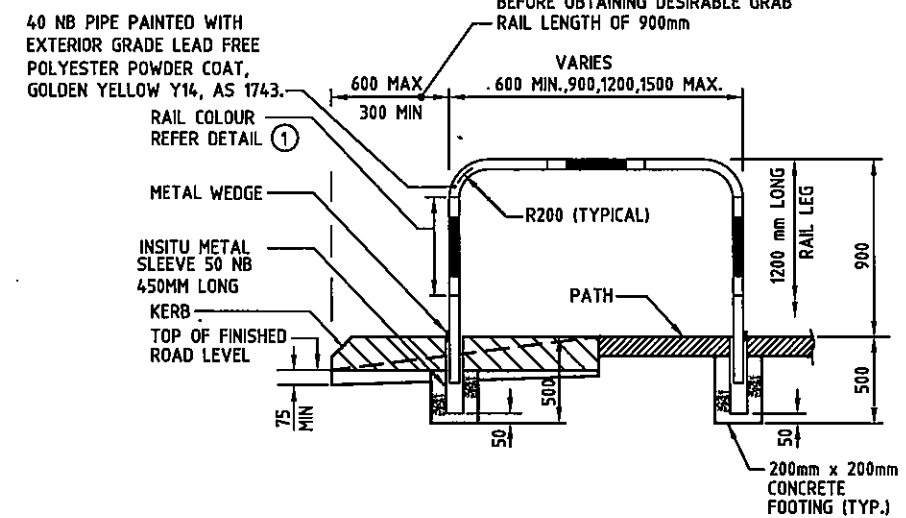
NOTE: IF MEDIAN IS LESS THAN 1.2m WIDE NO GRAB RAIL IS REQUIRED.
IF MEDIAN IS MORE THAN 1.2m BUT LESS THAN 2.0m WIDE, GRAB RAIL TO BE 600mm LONG.
IF MEDIAN IS MORE THAN 2.0m WIDE, GRAB RAIL TO BE 900mm LONG.



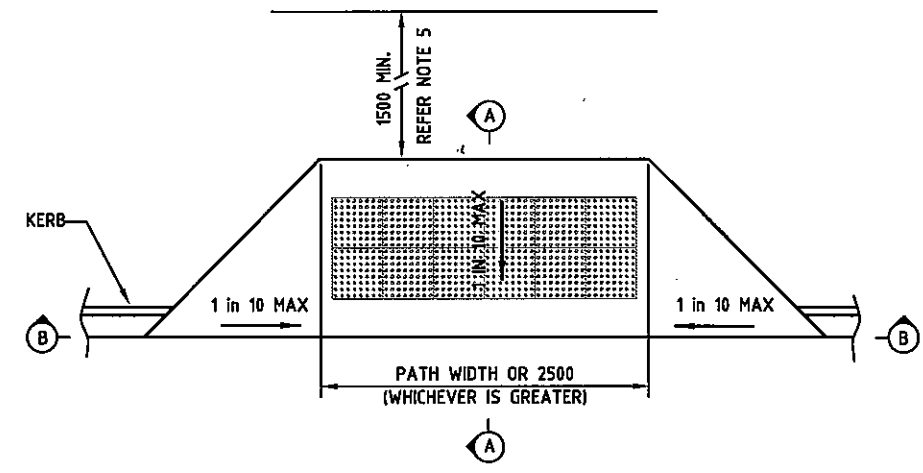
PEDESTRIAN GAP GRAB RAIL
MEDIAN AND MEDIAN ISLAND LOCATION



RAIL COLOUR - DETAIL 1

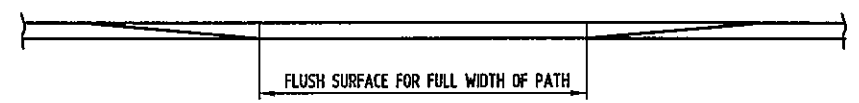


SECTION C-C

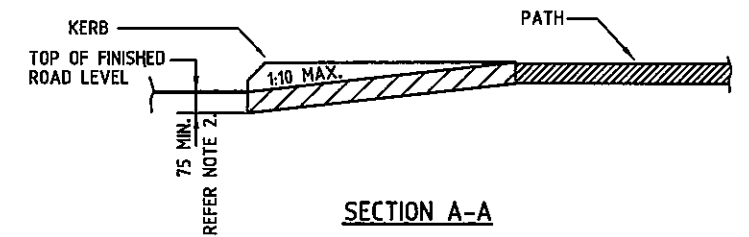


PLAN - KERB RAMP - TYPE A
ROAD VERGE LOCATION
NO GRAB RAIL

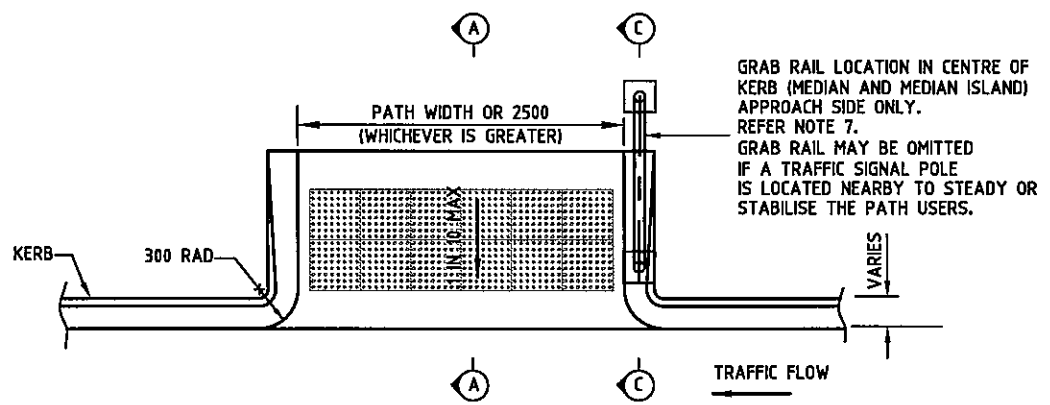
- USED WHEN RAMP CAN BE ACCESSED FROM SIDE (I.E. WINGS ARE ACCESSIBLE FOR PEOPLE WITH DISABILITIES)
- WHEN RAMP CAN BE ACCESSED FROM ONE SIDE ONLY IT IS ACCEPTABLE TO USE THE TYPE A "WING" ON ONE SIDE AND THE TYPE B "KERB RETURN" ON THE OTHER - REFER LEGEND



SECTION B-B



SECTION A-A



PLAN - KERB RAMP - TYPE B
MEDIAN AND MEDIAN ISLAND LOCATION

- ALSO MAY BE USED IN ROAD VERGE WHERE RAMP CAN NOT BE ACCESSED FROM SIDE

LEGEND

- TYPE 'A' ROAD VERGE LOCATION
- TYPE 'B' MEDIAN AND MEDIAN ISLAND LOCATION
- TYPE 'A' + 'B' COMBINED

NOTES

- EDGE OF RAMP SHALL BE FLUSH WITH ROAD PAVEMENT (ASPHALT OR SEAL).
- WHERE ASPHALT IS NOT TO BE APPLIED IN THE CURRENT STAGE, RAMP PAVEMENT DOWN TO ENSURE MINIMUM CONCRETE THICKNESS OF 75mm AT THE LEADING EDGE. WHERE ASPHALT IS APPLIED LATER, IT SHALL OVERLAY THE LOWER SECTION OF THE RAMP.
- ALL CONCRETE SHALL BE BROOM FINISHED ACROSS THE DIRECTION OF PEDESTRIAN TRAFFIC TO PROVIDE A NON-SLIP SURFACE.
- A MINIMUM OF 2500mm OF KERB SHALL BE PROVIDED BETWEEN ADJACENT RAMPS.
- PATHS PARALLEL TO THE KERB SHALL BE REALIGNED OR WIDENED TO PROVIDE A LEVEL SECTION 1.5m MINIMUM WIDTH BEHIND THE RAMP.
- PEDESTRIAN GAPS SHALL BE A MINIMUM WIDTH OF 2.5m AND BE USED INSTEAD OF KERB RAMPS IN MEDIANS, MEDIAN ISLANDS AND ISLANDS WHERE THE DISTANCE BETWEEN KERB FACES IS LESS THAN 4.5m.
- PEDESTRIAN GRAB RAILS SHALL BE PROVIDED AT MEDIANS AND MEDIAN ISLANDS GREATER THAN 1.2m WIDE. GRAB RAILS ARE TO BE PLACED ON THE TRAFFIC APPROACH SIDE OF THE RAMP AS SHOWN IN KERB RAMP - TYPE B DETAIL.
- CONCRETE CLASS SHALL BE N20.
- KERB RAMPS TO BE SKEWED TO MATCH THE DIRECTION OF THE ROAD CROSSING.
- THIS DRAWING SUPERSEDES DRG. 9331-0380.

STANDARDS AND AUDIT ROAD AND TRAFFIC STANDARDS		
Waterloo Creek Telephone (08) 9323 4111	East Perth Fax (08) 9323 4430	
FILE No. 4-31-SE1	JOB No.	
DESIGNED/DRAWN	ROAD AND TRAFFIC STANDARDS	DATE SEPT. 1998
VERIFIED	K. TURNER	15.9.98
APPROVED	GRAEME McLEAN	15.9.98



STANDARD DRAWING
RAMP & GRAB RAIL DETAILS

LOCAL AUTHORITY	DRAWING NUMBER	AMEND.
99:00	9831-5649-1	

SCALE N.T.S.
REVISION DATE
A 3