



# REQUEST FOR QUOTATION

**45 Federal Street, Narrogin  
Re-stumping and Flooring repairs**

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| <b>Request for Quotation (RFQ):</b> | <b>45 Federal Street, Narrogin<br/>Re-stumping and Flooring Repairs<br/>(Former Café 27 Building)</b> |
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| <b>Deadline:</b> | <b>2pm Friday 15 December 2017</b> |
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| <b>Address for Delivery:</b> | <b>Email:</b><br><b>rfq@narrogin.wa.gov.au</b><br><b>Contact: Technical Officer</b><br><b>Tabitha Nicholls</b><br><b>Phone: 9890 0900</b><br><b><u>Email must be received by:</u></b><br><b>2pm Friday 15 December 2017</b> |
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| <b>RFQ Number:</b> | <b>RFQ17/18-18</b> |
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## 1. DESCRIPTION OF WORK

Request for quotes are being called for re-stumping and new flooring coverings to be installed at 45 Federal Street, Narrogin in the old Café 27 building.

## 2. WORKS GUIDELINES

Contractors are required to attend a compulsory site meeting on Tuesday 12 December 2017 at 7.30am prior to submitting a quote to familiarise themselves with the site. Should you not be able to attend but wish to be considered, you must register your interest by contacting Tabitha Nicholls on 9890 0900 or [to1@narrogin.wa.gov.au](mailto:to1@narrogin.wa.gov.au) before 2:00pm Monday 11 December 2017 and an additional site meeting may be scheduled.

### 2.1 Site Specific Details: 45 Federal Street, Narrogin – Café 27

- Remove and dispose of tiled flooring and skirting boards to shopfront and servery
- Restump under flooring
- Make good floorboards/sheeting under tiled area
- Supply and install laminate floorboards or vinyl over the floorboards
- Supply and install selected skirting board to match current wall colour
- Furniture to be removed and replaced

### 2.2 General Specifications:

- Paint colour to be decided by the Shire.
- Flooring colour to be decided by the Shire
- Work site to be left clean of all debris and rubbish

## 3. TIMEFRAME

Completion of work to be executed by 30 March 2018

Should the successful contractor fail to complete the works within the required timeframe, a penalty of \$100 per day after 30 March 2018 will be applied and deducted from the final bill. Any and all delays are to be communicated to the Principals representative. Only acceptable delays are for severe weather events or Shire failure to prepare the site. A written extension for the completion of works can be applied for by the contractor to the Principal.

## **4. NON-CONFORMANCE**

### **4.1 *Non-Conformance of Works***

All works shall comply with the works specification provided. Should the contractor require any clarification during works then please contact Technical Officer Tabitha Nicholls.

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 unsuitable, then Council reserves the right to stop works 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 and safe 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 then 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 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, efficient and courteous manner. The Contractor at all times is to refer to any comments or discrepancies 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](http://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;
- 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 are in safe working condition;
- 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;
- Traffic management for works is the responsibility of the contractor and must comply with current Main Roads specifications
- The Contractors Workers Compensation Policy and Public Liability Policy appropriately covers contractor's employees that are engaged in working on the contract; and
- **Copies of all insurance certificates of currency and licences are required to be provided prior to the commencement of the contract.**

## 7. SELECTION CRITERIA

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

|   |     |
|---|-----|
| Value for Money (Price) Lump Sum excluding GST. | 50% |
| Completion date for works                       | 10% |
| OHS Compliance                                  | 30% |
| Previous Work Experience                        | 10% |

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 QUOTE

Quotes are to be received no later than **2pm Friday 15 December 2017**

All quotes are to be received by email to: [rfq@narrogin.wa.gov.au](mailto:rfq@narrogin.wa.gov.au)

Contact person -Tabitha Nicholls phone number: 9890 0900

Site Manager – Josiah Farrell phone number: 9890 0900

Principal Representative: Executive Manager Azhar Awang

Council 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.

**9. CONTRACTOR'S OFFER**

**9.1 OFFER FORM**

CHIEF EXECUTIVE OFFICER  
SHIRE OF NARROGIN  
PO Box 1145  
NARROGIN WA 6312

I/We

**Name:** [BLOCK LETTERS]:

**Address:**

**ABN/GST Status:**

**ACN (if any):**

**Telephone No:**

**Facsimile No:**

**Email:**

In response to **RFQ 17/18-18**

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 for up to three (3) 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 \_\_\_\_\_ 2017

|   |  |
|---|--|
| <b>Signature of authorised Signatory of Respondent:</b> |  |
| <b>Name of Authorised Signatory</b>                     |  |
| <b>Position:</b>  |  |
| <b>Address:</b>   |  |

|  |  |
|--|--|
| <b>Witness Signature:</b>                |  |
| <b>Name of Witness: (BLOCK LETTERS):</b> |  |
| <b>Position:</b>                         |  |
| <b>Address:</b>                          |  |

**Site Specific Details: 45 Federal Street, Narrogin – Café 27**

- Remove and dispose of tiled flooring and skirting boards to shopfront and servery \$\_\_\_\_\_
- Restump under flooring \$\_\_\_\_\_
- Make good floorboards/sheeting under tiled area \$\_\_\_\_\_
- Supply and install laminate floorboards or vinyl over the floorboards \$\_\_\_\_\_
- Supply and install selected skirting board to match current wall colour \$\_\_\_\_\_
- Furniture to be removed and replaced \$\_\_\_\_\_

PLEASE STATE YOUR LUMP SUM PRICE HERE EXCLUDING GST

\$.....

**9.2 RESPONSE**

The following checklist has been provided to assist you with your submission. 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.

**9.2.1 Referees NOT REQUIRED FOR THIS QUOTE**

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

**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**

The insurance requirements for this Request are stipulated in the Special Conditions. 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     |                  |               | \$10,000,000                               |             |
| Workers Compensation |                  |               | As required by law at the time of contract |             |