



REQUEST FOR QUOTATION

Town Hall Mayors Parlour Roof Repitch

Request for Quotation (RFQ):	Town Hall Mayors Parlour Roof Repitch
Deadline:	2pm Wednesday 5 December 2018
Address for Delivery:	Email: rfq@narrogin.wa.gov.au Contact: Technical Officer Tabitha Nicholls Phone: 9890 0900 <u>Email must be received by:</u> 2pm Wednesday 5 December 2018
RFQ Number:	RFQ 18/19-08

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1. DESCRIPTION OF WORK

Request for quotes are being sought from suitably qualified contractors to re-pitch the Mayor's Parlour roof and perform internal ceiling repairs to the Narrogin Town Hall located at the corner of Federal Street and Fortune Street, Narrogin.

2. WORKS GUIDELINES

Contractors are required to view the site in person prior to submitting a quote to familiarise themselves with the site. Please contact Technical Officer, Tabitha Nicholls, to arrange a meeting. Contractors who fail to attend the site prior to the deadline will not be eligible to submit a quote.

2.1 Site Specific Details: Mayors Parlour Re-pitching of Roof

- Remove and dispose of old flashings
- Remove and dispose of old tin roof sheeting and roof structure
- Remove and dispose of box gutters to north and central sides
- Supply and construct new 2-5° Skillion roof structure to AS1684 + AS1720 as per drawings
- Supply and install suitable size zincalume box gutter to south wall
- Supply and install Anticon R3.5 insulation
- Supply and install new trim deck zincalume sheeting (approx. 150m²)
- Supply and install zincalume flashings

2.2 Site Specific Details: Mayors Parlour Interior

- Remove and dispose of water damaged light diffusers
- Supply and install new light diffusers to match existing
- Internal patch and paint of all internal walls

General Specifications:

- Paint colours to be decided by the Shire, if required.
- If your submission is successful, drawings for the Mayor's Parlour Roofing are to be approved by a structural engineer and submitted to Shire before a purchase order will be issued.
- A building permit will be required for the Mayor's Parlour Re-roof.

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3. TIMEFRAME

Works are to commence 4 February 2019 and be completed by 22 February 2019

Should the successful contractor fail to complete the works within the required timeframe, a penalty of \$100 per day after 22 February 2019 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. 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;
- 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 Contractor's 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%
<p>OSH</p> <p>Contractors must submit the following documentation:</p> <ol style="list-style-type: none"> 1) OS&H policy document or charter document for the Contractors company 2) Safe Working Method Statements (SWMS) or Job Safety Analysis (JSA) for all machinery used in this RFQ. i.e. dozer, truck, front end loader etc, working at heights. 3) SWMS or JSA for all tasks performed in this RFQ i.e. gravel pushing 4) Photo copies of Construction Industry Safety Awareness Cards (or Blue/White Cards) for any contractor/employee that will be working on this RFQ. <p style="margin-left: 40px;">*Each piece of supporting documentation has a value of 7.5%. If all 4 supporting documents are supplied then 30% is awarded. If 3 supporting documents are supplied the score will be 22.5% etc. If no supporting OSH document are supplied, the 0% awarded AND this will be a non-compliant submission.</p>	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 Wednesday 5 December 2018**

All quotes are to be received by email to: rfq@narrogin.wa.gov.au

Contact person – Tabitha Nicholls 9890 0900

Site Manager – Tabitha Nicholls / Josiah Farrell

Principal Representative: Executive Manager Azhar Awang

The Shire 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.

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 18/19-08 Town Hall Mayors Parlour Roof Repitch**

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 _____ 2018

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

Witness Signature:	
Name of Witness: (BLOCK LETTERS):	
Position:	
Address:	

Site Specific Details: Mayors Parlour Re-pitching of Roof

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- Supply and construct new 2-5° Skillion roof structure to AS1684 + AS1720 as per drawings \$_____
- Supply and install suitable size zincalume box gutter to south wall \$_____
- Supply and install Anticon R3.5 insulation \$_____
- Supply and install new trim deck zincalume sheeting (approx. 150m²) \$_____
- Supply and install zincalume flashings \$_____

Site Specific Details: Mayors Parlour Interior

- Remove and dispose of water damaged light diffusers \$_____
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- Internal patch and paint of all internal walls \$_____

PLEASE STATE YOUR LUMP SUM PRICE HERE EXCLUDING GST

\$.....

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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	

10. QUOTE SUBMISSION CHECKLIST – Please complete and return with your submission

Description	Submitted
Completed Offer Form	Yes / No
Completion Date Acceptance	Yes / No
OSH Documents	Yes / No
Previous Work Experience examples	Yes / No
Referees – Name & Contact number	Yes / No
Subcontractor Information	Yes / No
Conflicts of Interest Notification	Yes / No
Insurance Coverage	Yes / No