



REQUEST FOR QUOTATION

Quotations are invited for the following:

| | |
|---|---|
| Title : | Mona Park Canteen Fitout |
| Number: | Q-2018-20 |
| All enquiries are to be directed to the Contact Officer: | Bill So – Contracts and Tenders Officer +61 2 8757 9846 Bill.So@cumberland.nsw.gov.au |
| Details: | |
| Pre-Quotation Briefing: | Mandatory |
| Details: | 27 March 2018, 1PM & Mona Park Contact Officer to confirm attendance |
| Method of Lodgement | Electronic |
| Submission Closing Time: | Issue Date: 20 March 2018 Closing Date: 10 April 2018 Closing Time: 12PM AEST |



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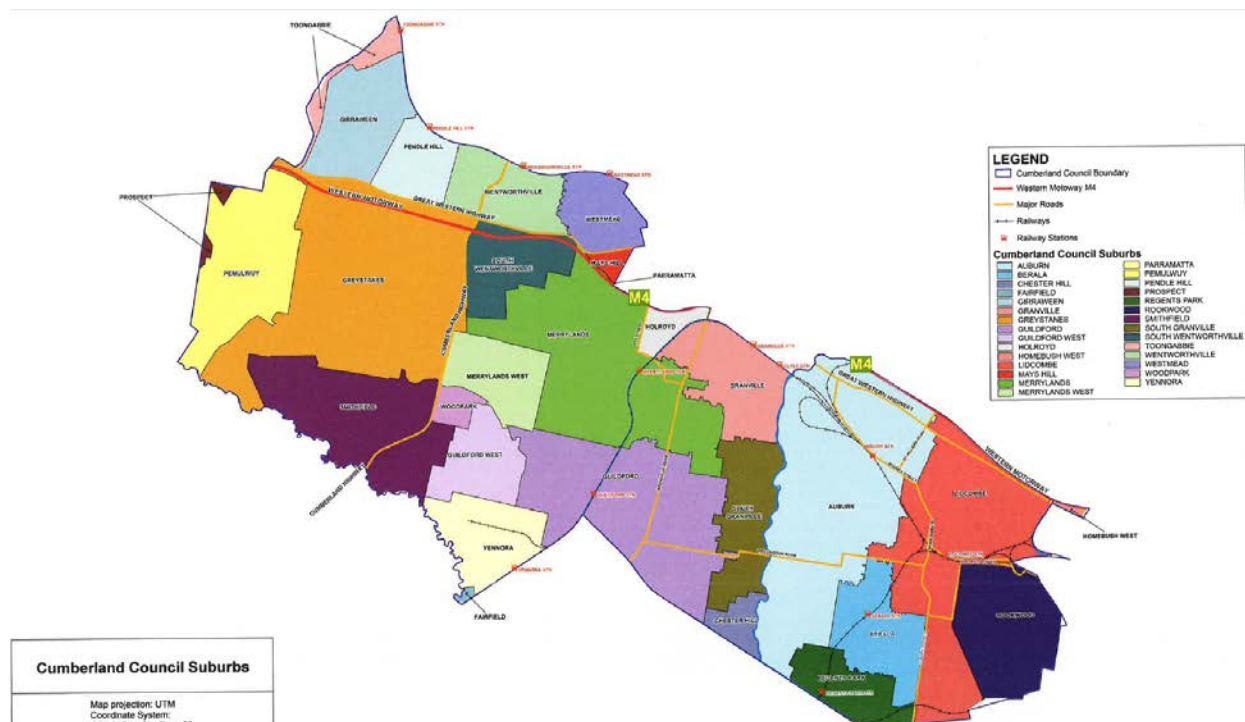
1. PROJECT OVERVIEW

1.1 Council Information

The Cumberland Local Government Area is situated 20 km west of Sydney CBD and covers 72 square kilometres. It incorporates the former Holroyd City Council area, parts of the former Auburn City Council and part of Parramatta City Council. The Council stretches 16 Kilometres from the Rookwood Necropolis to Reconciliation Road in Pemulwuy. The local government area consists of the following suburbs:

- Rookwood
- Berala
- Regents Park
- Holroyd
- South Granville
- Guildford West
- Merrylands
- Woodpark
- Westmead
- South Wentworthville
- Smithfield
- Girraween
- Pemulwuy
- Lidcombe
- Auburn
- Chester Hill
- Granville
- Guildford
- Yennora
- Merrylands West
- May's Hill
- Wentworthville
- Greystanes
- Pendle Hill
- Toongabbie

The population of Cumberland Council is 220,000 making it the fourth most populous local government area in greater Sydney. Approximately 47.8% of the population was born overseas and 61.4% speak a language other than English at home, making Cumberland Council one of the most linguistically, ethnically and culturally diverse areas in Australia. Cumberland Council is a Western Sydney hub with a young, hard working population full of potential.





1.2 Project Summary and Requirements

Summary

Cumberland Council is seeking appropriately qualified and licensed Builders to undertake the Design and Construction of the proposed Canteen at Mona Park, Auburn. The general and specific requirements are outlined further in this section.

General Requirements

The contractor shall provide, as part of their submission the following documentation and statements that highlights their eligibility for the works, including but not limited to:

- a. Evidence of insurance requirements as per Attachment B – AS4902-2000 Annexure A.
- b. A copy of Builder's License.
- c. A statement on compliance to Council Work Health and Safety (WHS) Requirements.
- d. Evidence of Contractor's demonstrated experience on similar projects.
- e. A list of key personnel and relevant knowledge and experience.
- f. A statement describing the process / methodology of delivering the project.
- g. A lump sum offer and options that would provide cost savings to Council.
- h. A material schedule included in the proposal.

Specific Requirements

The Contractor shall allow for all the works necessary for the completion of the Canteen fitout, including but not limited to:

- a. Provision of a complete design package for approval and construction including the submission of shop drawings, services design drawings and specifications;
- b. Strip out of current space;
- c. Partial demolition of brick wall to create a 1200mm x 1450mm servery including the provision of necessary structural elements (temporary/during construction and permanent);
- d. Supply and installation of manual roll-down commercial grade aluminium security window shutter for the servery;
- e. Refurbishment of D02 including the repair, repainting and provision of new door brass lever/handle and lock;
- f. Supply and installation of three double power points (3 x 2xGPO);
- g. Supply and installation of stainless steel (s/s) bench tops and storage space/cupboards (details to be proposed by contractor);
- h. Supply and installation of two (2) stainless steel (s/s) sinks and splashbacks including chrome sink mixers (1 per sink);
- i. Supply and installation of general internal exposed LED fluorescent lighting (4000 lumens);
- j. Checking of electrical circuits to ascertain that the additional loads imposed by the canteen are within the current power capacity. Appliances anticipated are: Fridge, Microwave, Pie Warmer, and general lighting. All electrical works shall comply with AS 3000 and certified by the Contractor's licensed electrician;
- k. Supply and Connection of all services including wiring/piping for power, sewer and water;



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- l. Repainting of internal floor to match existing; and
- m. Repainting of internal walls, ceilings, pipes, and ducting to match existing.

Refer to Attachment A – draft plan of the canteen space. Contractors are required to attend a site briefing on 27 March 2018 at 1pm to check the current condition of the space, conduct their own measurements, and clarify details with Cumberland Council.

1.3 Project Timeline

Below is an indicative timeline for this project.

| Project Stages | Date |
|-----------------------|--------------------------|
| Quotation Open | 20 March 2018 |
| Briefing session | 27 March 2018 |
| Last day for enquiry | 9 April 2018 |
| Quotation Close | 10 April 2018, 12PM AEST |
| Contract Award | 17 April 2018 |
| Contract Commencement | 17 April 2018 |
| Contract Completion | 30 June 2018 |

2. CONDITIONS OF QUOTATION

2.1 Participants to be Bound

Quotations are invited in accordance with these Conditions of Quotation. Council and Respondents agrees to be bound by these Conditions of Quotation. The Respondent unconditionally agrees to hold its Quotation open for a Validity Period of **90 days** from the Closing Date.

2.2 Preparation of Quotations

2.2.1 Completing Quotation Documents for Submission

Respondent shall complete, sign and submit all the Forms and/or Schedules (attached), along with copies of the following documents/information:

- a) Copies of certificates evidencing the currency of the Respondents workers compensation, public liability and professional indemnity insurances.
- b) Any documents or information requested elsewhere in this Request for Quotation.
- c) All additional documents or information necessary to enable Council to properly interpret and evaluate the Quotation. Such documents or information shall only become



part of the contract if specifically included by Council in the Letter of Acceptance or Contract Documents.

2.2.2 Enquiries and Clarifications

The Respondent shall become acquainted with all issues, circumstances and conditions (including site conditions) affecting the services, the contract and its Quotation. Respondents are encouraged to seek clarification on any issue relating to the Request for Quotation. Enquiries are to be addressed in writing to the Contact officer specified on the cover page of the Request for Quotation. Enquiries should not be addressed to any other Council officer.

Council may issue Addenda to clarify issues or to amend the Request for Quotation. Addenda shall become part of the Request for Quotation. No explanation, elaboration of or amendment to the Request for Quotation will be effective unless it is in the form of an Addendum. Addenda will be numbered consecutively, commencing with the Number 1.

2.2.3 Acceptance of Non-conforming and Alternative Quotations

Respondents are required to submit a conforming response. Alternative Quotations will only be considered if the respondent has submitted a conforming response. Non-conforming quotations will not be accepted.

2.2.4 Additional Information

Council may request any additional information it considers necessary in properly evaluating Quotations within a timeframe necessary for the evaluation completion. Council will also direct as to who such information be provided to.

2.3 Lodgement of Quotations

Electronic Submissions

- a) Responses are to be submitted via electronic lodgement through <https://tenders.nsw.gov.au/>
- b) Submissions via email or fax will not be accepted.
- c) Manual submissions will not be accepted.
- d) Submissions are to be received by the closing time specified on the cover page of this request. Late Quotations may not be considered.

2.4 Evaluation and Evaluation Criteria

2.4.1 Evaluation Process

Council will evaluate all conforming Quotations based on the stated selection criteria (not in particular order) as per below.

2.4.2 Evaluation Criteria

- a) Value for money, the price and pricing structure
- b) Evidence of relevant qualifications of key personnel



- c) Previous experience
- d) Compliance with Council's project requirements and proposed methodology
- e) Compliance with the Request for Quotation including the relevance and quality of the documents submitted in accordance with our conditions for '2.2.1 Completing Quotation Documents for Submission'.

2.5 Ethics and Fair Dealings

The Respondent must comply with and observe the ethical principles in Cumberland Council's Statement of Business Ethics and Code of Conduct which are available from Council's website:

<http://www.cumberland.nsw.gov.au/council/policies/>

2.6 Engagement and Contract

The Conditions of Contract which shall apply to this Contract shall be AS4902-2000 General Conditions of Contract Design and Construct, subject to any amendments to be incorporated into the Contract.



3.RESPONSE SCHEDULES

Quotation: Q-2018-020 Mona Park Canteen

I / We the undersigned hereby provide a Quotation for the scope of works/specification requested.

Dated this () day of (), 20().

3.1 Business Information (Mandatory)

| A. Business Information | | | |
|--------------------------------|--|-------------------|--|
| Business Entity Name: | | | |
| ABN Entity Type: | | | |
| | Note – if trading as a trust, a copy of the Trust Deed must be attached and provided in the response (please delete this note prior to submission) | | |
| ABN: | | ACN: | |
| Registered Address: | | | |
| Postal Address: | | | |
| General Email Address: | | | |
| Website Address: | | | |
| Telephone Number: | | Facsimile Number: | |
| Number of full-time employees: | | | |



3.2 Proposed Contract Manager (Mandatory)

Please provide the details of the proposed Contract Manager to be responsible for managing the agreement.

| B. Contract Manager Details | |
|-----------------------------|--|
| Name: | |
| Position: | |
| Phone Number: | |
| Mobile Phone Number: | |
| Email Address: | |

3.3 Insurance (Mandatory)

| C. Insurance | | | | |
|--|--------------|---------------|-------------|----------|
| Product & Public Liability of \$20 Million and Professional Indemnity of \$5 Million are the minimum acceptable levels of cover for this contract or as agreed otherwise in writing between the parties. These insurances must remain current for the duration of the contract. Please submit as an attachment, copies of Certificates of Currency for the Insurances detailed in the table below: | | | | |
| Insurance Type | Insurer Name | Policy Number | Expiry Date | Value \$ |
| Public Liability: | | | | |
| Professional Indemnity: | | | | |
| Workers Comp: | | | | |
| Motor Vehicle: | | | | |
| [Other:] | | | | |



3.4 Price Schedule (Mandatory)

D. Pricing

Respondents to provide pricing or complete a pricing schedule (if included) in this RFQ. This is a mandatory requirement. **Failure to submit Pricing will disqualify your offer.**

Pricing is completed and attached as a separate document

Please indicate attachment has been completed and attached

☐

| Fee Description | Price | Conditions |
|---------------------|-------|------------|
| | | |
| | | |
| | | |
| | | |
| GST Amount | | |
| Total Amount | | |

| Description | Hourly Rate | Conditions |
|-------------|-------------|------------|
| | | |
| | | |
| | | |
| | | |

3.5 Company Experience

E. Company Experience

Respondents shall state the years of relevant experience and past performance it has in the industry highlighting the organisations capacity and capability in providing the full range of the requirements as described in the RFQ.

Company Experience is attached as a separate document

Please indicate attachment has been provided separately

☐



3.6 Demonstrated Ability to Complete the Works Requested

F. Demonstrated Ability to Complete the Works Requested

Respondents should describe their intended works delivery methodology, the logic and sequence of the major tasks and any critical issues of the project, and significant subcontractor involvement, management of subcontractors and any other activities that require additional attention during the project.

Company Experience is attached as a separate document

Please indicate attachment has been provided separately

☐

3.7 Recent Experience and Referees

Please provide detailed information for **(2) referees**, where your company has experienced similar projects to this contract / project, completed within the **last three (3) years**.

Nominated referees **must not be** a Council staff member or councillor of Council.

G. Referee Details

Please provide contact details for 2 referees where you have provided similar requirements relevant to this RFQ completed within the last three years.

Company Name #1

Project Name

Contact Name

Phone

Email

Company Name #2

Project Name

Contact Name

Phone

Email



3.8 Key Personnel Skills and Experience

Please provide key personnel details proposed to work on this project:

| H. Qualifications & Experience | | |
|---|-------------------------|--------------------------|
| Respondents are to provide details of the key personnel (including sub-contractor staff) who will be working with Council in delivery of the requirements. Include as a separate attachment a 1 page summary CV for each key personnel member proposed. Insert additional rows as needed. | | |
| Full Name | Relevant Qualifications | 1 page CV attached |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

3.9 Sub-contractors

| I. Sub-Contractors | | |
|--|---|--|
| Provide details of any part of the requirements that will be undertaken via a subcontract arrangement. <i>Note: If you intend to subcontract to more than four (4) providers, please include the details below on a separate attachment titled "Sub-Contractors".</i> | | |
| Subcontractor Name and ABN | Scope of Requirements that will be delivered by subcontractor | Estimated Value of subcontract arrangement |
| | | |
| | | |
| | | |
| | | |



3.10 Conflict of Interest and Fair Dealings

DECLARATION OF COMPLIANCE & CONFLICT OF INTEREST

This statutory declaration is sworn on behalf of:

..... (*Responding Business*) and
is sworn by an authorised officer of this Business.

To: Cumberland Council

I (*Name Authorised Officer*) do solemnly and sincerely declare the enclosed quote includes all mandatory information and documentation set out in Council's request for Quote. The Respondent has also submitted other information it considers relevant to its Quote.

In consideration of Council agreeing to consider this offer the Respondent agrees to comply with, and be bound by, the conditions contained in the Request for Quote document.

This is a genuine, competitive Quote that has not been adjusted to accord with any agreement with any other person or Respondent.

So far as the Respondent is aware the lodgement of this Quote does not result in a conflict of interest, and in particular: no representative, officer or employee of the Respondent has a personal relationship with any representative, officer or employee of the Council; no representative, officer or employee of the Council has a financial interest in the Respondent; or No representative, officer or employee of the Council has a financial interest in the outcome of this Quote.

The Respondent has not done, nor will it do at any time before Council's award of the proposed contract, any of the following:

- a) Disclose details of the Quote except where the disclosure, given in confidence, is necessary to obtain insurance associated with the Quote.
- b) Enter into any form of agreement that limits another Respondents entitlement to quote or the scope of any other quote.
- c) Solicit or accept unsolicited information about another Respondents quote.

AND I MAKE this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths Act, 1900 (as amended).

Subscribed and Declared in the presence of:

Authorised Officer (Signature)

Witness (Signature)