Gladstone Regional Council
ABN 27 330 979 106

Invitation to Tender
Provision of Services for Construction for
Sewer Manhole Access Chamber
Replacement & Refurbishment

Offers Close
2.00pm, Tuesday, 12th March, 2019
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1. SECTION 1 - INVITATION TO TENDER

1.1 Overview

1.1.1 Introduction to Gladstone Regional Council
Gladstone Regional Council (GRC) is a Queensland Local Government. The Gladstone Region, located in Central Queensland, is about 550 kilometres north of Brisbane, and covers 10,506 square kilometres with a population of about 62,000 people. The urban areas are Gladstone, Calliope, Tannum Sands and Boyne Island, and the smaller towns are Agnes Water, Ambrose, Baffle Creek, Benaraby, Bororen, Builyan, Lowmead, Miriam Vale, Mount Larcom, Many Peaks, Nagoorin, Raglan, Rosedale, Seventeen Seventy, Turkey Beach, Ubobo and Yarwun.


1.1.2 Project Overview
GRC requires suitably qualified contractors to undertake refurbishment/replacement works on selected manholes in the Gladstone and Calliope catchment areas.

1.2 Description of Works

1.2.1 Brief Description of Work
This objective of this project is to refurbish or replace seven manholes.

1.2.2 Scope of Works
The Scope of Works is as set out in Section 2.

1.2.3 Pricing
The terms of payment will be based on a Schedule of Rates agreement.

1.2.4 Subcontracting
Subcontracting is permitted subject to prior approval of Council (refer clause 6.2 of Contract). Details of intended subcontractors and details of proposed subcontract agreements must be provided as part of this submission.

1.3 Invitation Process

1.3.1 Closing Date and Time
Offers must be lodged by no later than:
Time: 2.00pm Australian Eastern Standard Time
Date: 12th March, 2019
Should GRC decide to extend the closing date, it shall do so by public notice via LG Tender Box.

Tenders submitted after this time and date will not be considered.

1.3.2 How Offers are to be Submitted

Offers must be lodged electronically via LG Tender Box at www.lgtenderbox.com.au by closing date and time. Tenderers should allow enough time for tender lodgement including any time that may be required for problem analysis and resolution before the closing time.

No tender received by post, delivery, facsimile or email will be considered.

1.3.3 Tender Documents

The Tender Documents comprise:

1) This Invitation to Tender – Section 1;
2) Scope of Works and attachments – Section 2;
3) Contract Australian Standard Minor works contract conditions (Principal Administered) AS 4906-2002 including General Conditions (refer clause 1.3.7) – Section 3; and
4) Tenderer’s Offer Documents in the form of Section 4 together with supporting annexures.

1.3.4 Tenderer to Inform Itself

Prior to submitting a tender, the Tenderer must inform itself of all conditions relating to the Works by:

1) examining all information made available by GRC in the Tender Documents;
2) conducting its own investigations into the risks, contingencies and other circumstances which could affect the tender;
3) attending the Briefing Meeting referred to in clause 1.3.5; and
4) submitting questions to GRC under clause 1.3.4(3).

Failure by the Tenderer to do any or all of the things required to be done under this clause will not relieve the Tenderer of its liability to perform all of its obligations under any contract made as a result of this Invitation to Tender.

Any enquiries by a Tenderer must be directed in writing via LG Tender Box Forum or by email to contracts@gladstone.qld.gov.au.

No questions will be accepted after 4pm on the Thursday before the Closing Date.

Any questions submitted by the Tenderer are submitted on the basis that GRC may circulate the questions and GRC’s answers to all tenderers to ensure all tenderers have the same information. This will be done without disclosing the source of the questions.

1.3.5 Briefing Meeting

GRC will hold a briefing meeting as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Wednesday, 27th February, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>1.00-2.00pm</td>
</tr>
</tbody>
</table>
In person attendance: 
Calliope Administration Centre 
Don Cameron Drive, Calliope 
(King Arthur Meeting Room)

Teleconference attendance: 
From an Australian fixed phone line, please call: 1800 062 923 
When Prompted, enter Guest Passcode: 776969320792

Requirements: 
Details of full names and contact details of attendees must be emailed to contracts@gladstone.qld.gov.au by 4pm 2 business days before the Briefing Meeting.

It is mandatory for tenderers to attend the briefing meeting in order to submit an offer.

At least one but no more than 2 persons from each tendering team (who are involved in the preparation of the tender) will be allowed to attend the briefing meeting. Attendees will be required to sign in, as evidence of the tenderer’s attendance at the briefing meeting.

The meeting will be minuted and the minutes uploaded as an addendum on LG Tenderbox and shall become part of the Tender Documents.

1.3.6 Form of Offer
The Offer shall be submitted by completing all parts of Section 4 and attaching any required supporting material. Information transferred into another format or document shall be deemed non-conforming.

Tenderers should ensure submissions demonstrate capabilities and competitiveness of the Tenderer, supported by clear and concise examples.

The Offer must be signed by a duly authorised signatory of the Tenderer.

1.3.7 General Conditions of Contract
The Tenderer’s Offer must allow for and be based on the provisions of Australian Standard Minor works contract conditions (Principal Administered) AS 4906-2002.

A copy of the general conditions is not attached but is deemed to constitute part of the Tender Documents. Copies are available from SAI Global https://infostore.saiglobal.com/.

1.3.8 Offer Validity Period
Offers must remain open and capable of being accepted by GRC for a minimum period of 90 days.

1.3.9 Indicative Timetable
The following indicative timetable is provided for information purposes only. Dates are indicative only and may be subject to change. GRC reserves the right to depart from the indicative timetable, including but not limited to altering dates or deleting or adding steps.
Invitation issued | 16 February 2019
Closing date and time for offers | 12 March 2019
Intended completion date for shortlisting Tenderers | 19 March 2019
Negotiations with Tenderers/clarification of offers | 22 March 2019
Intended completion date for evaluation of offers | 26 March 2019
Intended notification dates | 29 March 2019
Intended contract start date | 15 April 2019

1.3.10 Evaluation Criteria

GRC will carry out the tender assessment using information obtained from:
1) the Tender submission;
2) financial information provided by the Tenderer on request of GRC, and credit reference checks conducted by or on behalf of GRC;
3) knowledge relating to the Tenderer’s past performance;
4) reference checks; and
5) other sources as decided by GRC in its absolute discretion.

The criteria against which each offer will be evaluated, and the weighting attached to each is as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Weighting</th>
</tr>
</thead>
</table>
| Submitted Program | • The submitted program is to display all activities that are to be completed and the required timeframes for completing these tasks, with identified milestones and critical paths.  
• The program should also show the allocation of suitable resources to complete these tasks.  
• Submitted programs shall be in MS Project format.  
• The submitted program meets Council’s timeframes. (Include as an attachment to the tender submission with the title ‘Program’) | 15% |
| Project Understanding & Methodology | Identification of key persons and resources with sufficient onsite allocation of these. Key persons possess many years of highly relevant work and job history. (Detailed in ITT Section 4.8 of the tender submission) | 25% |
| Nominated project personnel | Identification of key persons and resources with sufficient onsite allocation of these. Key persons possess many years of highly relevant work and job history. (Detailed in ITT Section 4.8 of the tender submission) | (10%) |
| Register of subcontractors and suppliers | Provision of a comprehensive list of subcontractors and suppliers intended to be engaged for this project. (Detailed in ITT Section 4.9 of the tender submission) | (2.5%) |
| Major Machinery and equipment | Provision of a comprehensive list of project specific plant and equipment intended for use on this project. (Include as an attachment to the tender submission with the title ‘Major Machinery and equipment’) | (2.5%) |
### 1.3.11 Conformity of Tender and Alternative Tenders

To be a conforming tender the tender must:

1. be received by the Closing Date;
2. be received in the format and by the method prescribed in this Invitation to Tender;
3. be open for not less than the period required under clause 1.3.8;
4. satisfy all mandatory requirements; and
5. respond to all parts of Section 4 in full and include all required supporting documentation.

A tenderer may submit alternative proposals for consideration in addition to a Conforming Tender.

### 1.3.12 Opening of Tenders

The opening of tenders will not be public. Tender lists will not be published, and all tenderers will be notified of the outcome following agreement being reached for appointment of a preferred tenderer.

### 1.4 Further Invitation to Tender Conditions

#### 1.4.1 Definitions

“Closing Date” means the date and time specified in clause 1.3.1 of this Invitation to Tender or such later date as may be notified by GRC under clause 1.3.1;

“Conforming Tender” means a tender meeting the requirements of clause 1.3.11;

“Contract” means a contract to be formed with the successful tenderer as detailed in Section 3;

<table>
<thead>
<tr>
<th>Methodology / Staging</th>
<th>Demonstrates a detailed understanding of the processes required to complete work and can clearly identify risks and opportunity. (Include as an attachment to the tender submission with the title ‘Methodology’)</th>
<th>(10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous experience</td>
<td></td>
<td>20%</td>
</tr>
<tr>
<td>Past performance - relevant project history</td>
<td>Completion of a number projects within the last Ten years which are of similar scale and nature. (Detailed in ITT Section 4.7 of the tender submission)</td>
<td>(10%)</td>
</tr>
<tr>
<td>Past performance – quality</td>
<td>Demonstrated experience in all aspects of QA plan preparation and implementation. (Referenced in ITT Section 4.9 of the tender submission, with supporting certification documents or detailed Quality Statement attached to the tender submission)</td>
<td>(10%)</td>
</tr>
<tr>
<td>Price</td>
<td>Overall price comparison considering whole of life costing (Detailed in ITT Section 4.4 and ‘Attachment 4.1 – Schedule of Rates.xlsx’ of the tender submission)</td>
<td>30%</td>
</tr>
<tr>
<td>Local Preference (1)</td>
<td>Geographical Location of vendor (based on head and/or branch office) (Detailed in ITT Section 4.2 of the tender submission)</td>
<td>5%</td>
</tr>
<tr>
<td>Local Preference (2)</td>
<td>% of Locally sourced resources and products (Detailed in ITT Section 4.2 of the tender submission)</td>
<td>5%</td>
</tr>
</tbody>
</table>

**TOTAL** 100%
“Tenderer” means a company, partnership or person who submits an offer to GRC in response to this Invitation to Tender; 
“Works” means the goods, services and deliverables referred to in section 2;

1.4.2 Tenderer acceptance
By submitting an offer, the Tenderer:
1) accepts the terms and conditions in this Invitation to Tender;
2) offers to enter into a contract with GRC to provide the goods, services and/or deliverables referred to in section 2 on the terms of the Contract and GRC may, in its discretion, choose whether to accept the offer during the validity period.

1.4.3 GRC Discretion
GRC may make any changes to the invitation process in its absolute discretion, by notifying Tenderers via LG Tender Box. Without limitation, GRC may:
1) add or change requirements;
2) amend dates including extend the closing date or time;
3) accept non-conforming tenders, alternative or innovative offers, offers in part or multiple offers;
4) reject any or all offers;
5) exercise discretion in evaluating any subjective evaluation criteria;
6) interview, negotiate or hold discussions with any Tenderer; and/or
7) cancel the invitation process.

1.4.4 Tenderer’s acknowledgement and warranty
The Tenderer acknowledges and agrees that the Tenderer:
1) is responsible for making its own investigation and assessment about all matters relevant to the Invitation to Offer and the Tenderer’s offer, including but not limited to risk, cost and contingency;
2) has not relied on any express or implied statement, warranty or representation made by GRC, its officers, employees, agents or advisers other than as expressly contained in the Tender Documents; and
3) is responsible for all costs and expenses related to the preparation and lodgement of its tender and GRC is not required to pay any compensation to the Tenderer in relation to the invitation process.

The Tenderer warrants that all information provided as part of its offer will be complete, accurate, current and not misleading.

1.4.5 Subject to Contract
No contract will be formed between the parties until both parties have signed a contract document in the form contained in Section 3 subject to any variations which may be agreed between GRC and the Tenderer.

Upon being notified of acceptance as preferred tenderer, the Tenderer must sign and return the Contract and any documentation required under the Contract within 10 business days.
1.4.6 Anti-competitive Conduct
The Tenderer warrants that neither the Tenderer nor its personnel have engaged in any collusive, anti-competitive or similar conduct in connection with the invitation process.

1.4.7 Disqualifying Conduct
A tenderer must not directly or indirectly seek to canvas support from any GRC Councillor or GRC employee. Any tenderer who seeks to do so shall be disqualified from further participating in the tender process and that tenderer’s tender will be rejected.

1.4.8 Conflict of Interest
The Tenderer warrants that the Tenderer and its personnel do not have any conflict of interest and will not place themselves into a position that may give rise to a conflict of interest, with the Tenderer’s obligations under this Invitation to Tender or the proposed contract.

The Tenderer agrees to immediately notify GRC if any conflict of interest arises after the Tenderer’s offer.

1.4.9 Confidentiality
All tenders become the property of GRC on submission.

The Tenderer should clearly label any information contained within the Tenderer’s Offer which the Tenderer claims is confidential or commercial-in-confidence.

GRC will use its best endeavours to keep confidential all confidential information supplied by the Tenderer but may disclose confidential information:

1a) to GRC personnel and Councillors and professional advisers and auditors for the purposes of the invitation, evaluation and contracting processes;

1b) as required under the Right to Information Act 2009; and

1c) as otherwise required by Law.

The Tenderer acknowledges that:

2a) GRC is obliged to state in minutes of Council meeting the details of award of tenders, including naming the successful tenderer and contract price; and

2b) under section 237 of the Local Government Regulation 2012 GRC is required to publish on its website and a notice within GRC’s offices relevant details of contracts awarded with a price of $200,000 (ex GST) or more; and

2c) the Tenderer’s details will be published if the Tenderer is successful.

1.4.10 Protection of Privacy
The Tenderer warrants in respect of any personal information provided in its tender or any contract arising from the tender that the information is accurate, up to date and complete and that the individuals to which personal information refers authorise its collection and are aware that it is contained within the tender.
2. **SECTION 2 – SCOPE OF WORKS**

2.1 **Functional Characteristics**

This project includes seven manholes. Five manholes are located in the city of Gladstone and two are located in the town of Calliope.

Aerial photos of each sewer access chamber can be seen on Attachment One – Aerial Location of Access Chambers. Attachment Two - Gladstone Sewer Manholes Relining Schedule 18-19 contains relevant dimensions for each of the assets. Condition assessments of these assets have been conducted with the seven aforementioned access chambers requiring refurbishment/replacement.

Refurbishment/Replacement of the specified sewer manholes is required to extend the current life of the assets to a minimum of fifty years design life.

2.2 **Performance Characteristics**

The Refurbishment/Replacement shall include:

- Accurate follow up measurements of each asset to determine materials required to complete works (site inspections can be arranged).
- Refurbishment/Replacement of concrete benching and channels when present and where fibre glass benches and channels are present tie in of existing benching and channels to the newly installed access chamber
- Refurbishment/Replacement of chamber walls tying in to existing structures
- Remove existing converter slab and lid replacing with a new converter slab and lid

Additionally, the Contractor will report to the Principal any identified defects which need to be repaired outside of the existing scope of works. Any additional or recommended work not included in this Scope of Works shall not be commenced without prior written instruction by GRC.

2.3 **Technical Characteristics**

The following specifications are applicable to this project:

- CMDG D12 - Sewerage Reticulation
- Capricornia Municipal Design Guidelines (CMDG) standards and drawings
  - CMDG-S-020 ACCESS CHAMBER 1050mm NOM. DIA. INSITU CONSTRUCTION
  - CMDG-S-021 ACCESS CHAMBER 1050mm NOM. DIA. PRECAST COMPONENTS
  - CMDG-S-021A ACCESS CHAMBER 1050mm NOM. DIA. PRECAST COMPONENTS
  - CMDG-S-022 ACCESS CHAMBER 1500mm NOM. DIA. INSITU CONSTRUCTION
  - CMDG-S-023 ACCESS CHAMBER Alternative Drops INSITU CONSTRUCTION
  - CMDG-S-028 ASSET IDENTIFICATION PLATE FOR EXISTING SEWER MANHOLES
  - CMDG-W-040 BEDDING AND BACKFILL FOR WATER MAIN CONSTRUCTION
- C201 Control of Traffic (CMDG)
- C211 Control of Erosion and Sedimentation (CMDG)
- C213 Earthworks (CMDG)
- WSA - Gravity Sewerage Code of Australia – Part 2 Construction
- WSA – 201 – 2017 – 2.1 Manual for the selection and application of protective coatings
- CMDG D11 - Water Reticulation
- 0136 General requirements (Construction)
- 0161 Quality management (Construction)
- 1101 Traffic management
- 1361 Sewerage systems - reticulation (Construction)
2.4 **Deliverables**

- Completed QA and ITP documentation;
- As constructed drawings ACAD format;
- Provision of appropriate manufacturers warranties for supplied materials;
- Daily progress reports upon commencement of site works, the reports shall include the following items at a minimum:
  - Works completed summary for the day, including:
    - Personnel on site – hours worked;
    - Equipment/Plant on site; and
    - Summary of completed activities.
  - Forecast of scheduled work;
  - Photos where appropriate;
- Comprehensive report for each individual asset upon completion of works, the reports shall include the following items:
  - Photographs;
  - Spark testing results; and
  - As constructed drawings.
- When requested and if applicable reports for:
  - Safety incidents; and
  - Environmental incidents.

2.5 **Delivery Address or Work Location**

The sewer manhole access chambers are located in various sites throughout Gladstone and Calliope. Aerial photos are included in the following attachments:
- Attachment 2.1 – Aerial Location of Access Chambers.pdf
- Attachment 2.3 – Sewer Access Chamber Photos.pdf

2.6 **Delivery Dates or Delivery Period**

Tenderers are required to submit a proposed program of works.

GRC requires completion within six weeks from contract award.

2.7 **Mandatory Site Visit or Briefing**

No Mandatory site briefing or visits are required.

2.8 **Traffic Management Plan**

A Traffic management plan will be required for each of the sites. Preparation and submission of the Traffic management plan must be inclusive of Traffic guidance scheme.

2.9 **Licences, Tickets, Qualifications or Experience**

The Contractor shall ensure that employees are competent in the use of plant and equipment.

The contractor shall ensure where appropriate their staff and engaged subcontractors will process the following qualifications and licences where required:
- Confined space entry
- Confined space permit issuer
- Confined space rescuer
• Work safely at heights
• Licence / Competency for plant and equipment

2.10 Resumes
Resumes detailing experience specific to this project should be attached for all key personnel. Resumes must be no longer than one page.

2.11 Permits
• Dial before you dig
• Service locations
• Work on roads

2.12 Subcontractors
If using sub-contractors, the tenderer must provide details including references, qualifications, insurances and relevant experience.

2.13 Plant and Equipment
The Tenderer must provide a list of the proposed plant and equipment required to complete the Scope of Work.

Vehicles (including marine vehicles where applicable) must be registered, insured, and operated by appropriately licensed personnel.

2.14 Health, Safety and Environment
The Tenderer must demonstrate high standards for Work, Health and Safety in completion of the work.

• Work, Health and Safety Policy;
• Evidence of a Worker Communication/Consultation Procedure and supporting documentation;
• Environmental Management Plans
• Safety Management Plans (inclusive of all Safe Work Method Statements and Job Safety Analysis)
• Inspection register for heights and confined space equipment
• Examples of completed confined space permits used by the contractor

The Tenderer must also provide examples of the following documents to support their submission:

• Safe Work Method Statements;
• Daily Pre-start Meeting records; and
• Maintenance and registration records for plant and equipment.

The successful Tenderer will be required to submit specific site-specific safety and environment documents to GRC, as well as supporting evidence and examples, including but not limited to those listed above and in ‘Attachment 4.1 - Schedule of Rates’.

All Health, Safety and Environment documents provided by the Contractor must be approved by GRC prior to commencement of the works.
2.15 Compliance
In the event of any inconsistency or contradiction between the documents comprising the Contract the following order of priority of interpretation shall prevail:

- CMDG D12 - Sewerage Reticulation
- Capricornia Municipal Design Guidelines (CMDG) standards and drawings
  - CMDG-S-020 ACCESS CHAMBER 1050mm NOM. DIA. INSITU CONSTRUCTION
  - CMDG-S-021 ACCESS CHAMBER 1050mm NOM. DIA. PRECAST COMPONENTS
  - CMDG-S-021A ACCESS CHAMBER 1050mm NOM. DIA. PRECAST COMPONENTS
  - CMDG-S-022 ACCESS CHAMBER 1500mm NOM. DIA. INSITU CONSTRUCTION
  - CMDG-S-023 ACCESS CHAMBER Alternative Drops INSITU CONSTRUCTION
  - CMDG-S-028 ASSET IDENTIFICATION PLATE FOR EXISTING SEWER MANHOLES
  - CMDG-W-040 BEDDING AND BACKFILL FOR WATER MAIN CONSTRUCTION
- C201 Control of Traffic (CMDG)
- C211 Control of Erosion and Sedimentation (CMDG)
- C213 Earthworks (CMDG)
- WSA - Gravity Sewerage Code of Australia – Part 2 Construction
- WSA – 201 – 2017 – 2.1 Manual for the selection and application of protective coatings
- CMDG D11 - Water Reticulation
- 0136 General requirements (Construction)
- 0161 Quality management (Construction)
- 1101 Traffic management
- 1361 Sewerage systems - reticulation (Construction)

2.16 Insurance
- Professional Indemnity (Five million dollars per claim);
- Public Liability (Twenty million dollars per claim); and
- WorkCover.

2.17 Experience and References
Provide a minimum of Three referees from similar completed projects where the intended personnel have worked.

2.18 Alternatives
Alternative proposals, which satisfy the Principal's basic commercial and performance objectives, technical and legal requirements, may be submitted as options but only in addition to a conforming tender.

All costs associated with the design and documentation of any alternative proposal shall be borne by the Tenderer.

2.19 Tolerances
N/A
2.20 Site Preparation
Submission for approval of isolation plans and bypassing requirements for each asset, plans shall include:

- Bypassing methodology plug and release or pumping;
- Anticipated timeframes for sewer bypassing;
- Proposed program for sewer pump station isolation if required;
- Provision of bypassing and sucker trucks where required within the catchment; and
- Request for pump station isolations by the Principal One week in advance of work.

Acquiring relevant DBYD plans and location of services, with management of external stakeholders where required.

Application for all relevant WOR (Works on Roads) applications, Gladstone Regional Council

- Contractor to advise the Principal 28 Business days before performing work on a TMR road (Glenlyon and William Street)

2.21 Other Work
Gladstone Regional Council will be responsible for pump station isolations liaising with Contractors sewer bypass plan.

2.22 Quality
Tenderer shall submit all Quality Assurance and ITP documentation referencing relevant applicable standards and technical specifications.

2.23 Post Completion Support
Resolve and close-out all quality non-conformance before the end of the defects liability period.

2.24 Key Performance Indicators

<table>
<thead>
<tr>
<th>Example of KPIs</th>
<th>Description</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality</td>
<td>Quality level of goods and services delivered</td>
<td>98% compliance</td>
</tr>
<tr>
<td>Safety</td>
<td>Incident notification from contractor received by contracts offer in accordance with GRC escalation policy</td>
<td>100% compliance</td>
</tr>
<tr>
<td>Environmental</td>
<td>No sewer overflow incidences</td>
<td>100% compliance</td>
</tr>
</tbody>
</table>

2.25 Attachments

- Attachment 2.1 – Aerial Location of Access Chambers.pdf
- Attachment 2.2 – Gladstone Sewer Manholes Relining Schedule 18-19.pdf
- Attachment 2.3 – Sewer Access Chamber Photos.pdf
- Attachment 2.4 – Sewer Manhole Volumes and Flow.pdf
- Attachment 2.5 - CMDG D12 Sewerage Design Const- 150708 Rev E-CL.pdf
- Attachment 2.6 - CMDG standard drawings.pdf
3. **SECTION 3 – CONDITIONS OF CONTRACT**

3.1 **Contract Form**

The engagement of Contractors for contract will be as per Australian Standard Minor works contract conditions (Principal Administered) AS 4906-2002.

Parts A and B are below.

A copy of the general conditions is not attached but is deemed to constitute part of the Tender Documents. Copies are available from SAi Global [https://infostore.saiglobal.com/](https://infostore.saiglobal.com/).

ANNEXURE to the Australian Standard

Minor works contract conditions

(Principal administered)

AS 4906—2002

This Annexure shall be completed and issued as part of the tender documents and, subject to any amendments to be incorporated into the *Contract*, is to be attached to these Minor works contract conditions and shall be read as part of the *Contract*.

<table>
<thead>
<tr>
<th>Item</th>
<th>Principal (clause 1)</th>
<th>Contractor (clause 1)</th>
<th>Contractor's address</th>
<th>Date for practical completion (clause 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gladstone Regional Council</td>
<td>.............................................................. ...............................................</td>
<td>PO Box 29</td>
<td>.............................................................. ...............................................</td>
</tr>
<tr>
<td></td>
<td>ABN 27 330 979 106</td>
<td>.............................................................. ...............................................</td>
<td>Gladstone QLD 4680</td>
<td>.............................................................. ...............................................</td>
</tr>
<tr>
<td>2</td>
<td>Principal's address</td>
<td>Contractor</td>
<td>Phone (07) 4976 6002</td>
<td>Phone ........................................ Fax ...............................................</td>
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<td>3</td>
<td>.............................................................. ...............................................</td>
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<tr>
<td>4</td>
<td>Contractor's address</td>
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<tr>
<td>5</td>
<td>a) Date for practical completion (clause 1)</td>
<td>.............................................................. ...............................................</td>
<td>Phone ........................................ Fax ...............................................</td>
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<tr>
<td>5a</td>
<td>.............................................................. day of .............................................................. 20 ..............................................................</td>
<td>Phone ........................................ Fax ...............................................</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
b) Period of time for practical completion
(clause 1)

Eight (8) weeks* after date of acceptance of tender

6 Contractor's security

a) Form
(clause 3)

Bank guarantee*

b) Amount or maximum percentage of contract sum
(clause 3)

5% (2 x 2.5%) of the contract sum

c) If retention moneys, percentage of each payment certificate
(clause 3)

................................... %, until the limit in Item 6(b)

d) Time for provision (except for retention moneys)
(clause 3)

Within 10 business days after date of acceptance of tender

7 Amount of limit of indemnity for damage to other property of the Principal
(subclause 10.1(a))

$ ..................................................

If nothing stated, the amount of the public liability insurance cover in Item 9

8 The amount of contract works insurance cover
(clause 11)

$ ..................................................

If nothing stated, the contract sum plus 20%

9 The amount of public liability insurance cover in respect of any one occurrence shall not be less than
(clause 12)

$ 20,000,000.00

10 The time for giving possession of the site to the Contractor
(clause 17)

Within 10 business days after date of acceptance of tender

11 Liquidated damages (subclause 20.5)

a) Rate

$ .................................................. per day

b) Limit

$ .................................................. OR...................% of the contract sum

If nothing stated, there is no limit

12 Delay damages, rate
(subclause 20.6)

$ .................................................. per day

If nothing stated, as reasonably assessed by the Principal

13 Defects liability period
(clause 21)

52 weeks

14 Time for progress claims
(subclause 23.1)

on the last Wednesday of each month

15 The rate of interest on overdue payments
(subclause 23.4)

6.67% per annum
Arbitration (subclause 27.3)

a) The person to nominate an arbitrator

If no-one stated, the President of the Institute of Arbitrators & Mediators Australia

b) Rules for arbitration

If nothing stated, Rules 5–18 of the Rules of The Institute of Arbitrators & Mediators Australia for the Conduct of Commercial Arbitrations

Part B

ANNEXURE TO THE AUSTRALIAN STANDARD MINOR WORKS CONTRACT CONDITIONS (PRINCIPAL ADMINISTERED) AS4906-2002

The following changes have been made to AS 4906-2002:

Clause 1 Interpretation and construction of Contract

Add the following to the definition of Practical Completion:

“and:

(a) all deliverables specified in Scope of Works Section 2.4 have been provided to the required standard and accepted by the Principal;

(b) all of the Contractor’s material and equipment have been removed from the site.”

Add definition Purchase Order:

“purchase order” means the purchase order document issued by the Principal for the WUC;

Clause 4 Service of Notices

clause 4(b)(ii) is amended by adding the words “or email” after the word “fax”

Clause 6.2 Subcontracting

Amend clause 6.2 to read:

“The Contractor may, subject to the prior written consent of the Principal, subcontract part of WUC but subcontracting shall not relieve the Contractor from any liability or obligation under the Contract.”
Clause 20.2  Claim
Clause 20.2 is amended by changing “28 days” to “7 days”

Clause 20.3  Extension of Time
Clause 20.3 is amended by changing “28 days” to “14 days”

Clause 23.1  Progress Claims
Clause 23.1 is amended by adding the following words to the end of the third paragraph:

“The progress claim must state the Principal’s Purchase Order number.”

Clause 23.2  Certificates
Clause 23.2 is amended by changing “21 days” in the second paragraph to “30 days”

Clause 24.1  Workers and subcontractors
Clause 24.1 is amended by adding the following words to the last paragraph:

“and must meet the requirements of applicable laws around security of payments for contractors, subcontractors and employees”.

Add the following clauses

28  GST
28.1 Words and phrases defined in A New Tax System (Goods and Services Tax Act 1999 (Cth) (“the GST Act”) and related legislation have the same meaning in this Contract.
28.2 If the Contract Sum is stated to be GST exclusive, the Principal must pay the Contract Sum plus the applicable GST, provided the Contractor submits a Tax Invoice in the format required under the GST Act.
28.3 The Contractor indemnifies the Principal from any claims, damages, costs or losses arising from the Contractor’s failure to comply with its obligations under Australia’s laws regarding goods and services tax.

29  Safety
29.1 Before being allowed access to the Principal’s facilities, the Contractor and the Contractor’s employees, contractors and sub-contractors must each:
(2) attend any inductions as directed by the Principal’s Representative;
29.2 The Contractor must comply with and ensure that its employees, sub-contractors and suppliers comply with:
(1) the provisions of the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011, relevant Australian Standards and Codes of Practice (“WHS Laws”);
(2) any Safety Work Method Statement (SWMS) for the Works;
(3) any direction in respect to site safety issued by the Principal or any authority having jurisdiction over the carrying out of the Works on the Site; and
(4) the provisions of the specifications.
29.3 The Contractor is appointed and accepts appointment as “principal contractor” under the WHS Laws in respect to the Site for the duration of the Works.

29.4 The Contractor must:
   (1) ensure appropriate safety equipment and PPE is available and utilised by all personnel performing WUC;
   (2) prior to accessing the Site prepare and submit to the Principal a SWMS and traffic management plan for the Works;
   (3) amend and resubmit the SWMS to the Principal each time the contents of the SWMS change or as reasonably required by the Principal;
   (4) allow the Principal’s nominated representatives access to the Site and to the Contractor’s records to enable audit of the Contractor’s compliance with WHS Laws; and
   (5) notify the Principal of any work related illness, injury, safety incident or near miss within 12 hours of occurrence.

29.5 The Contractor agrees to indemnify and keep indemnified the Principal and its officers, employees and agents against all claims arising from or in connection with:
   (1) any injury, accident or safety related incident on or adjacent to the Site; and/or
   (2) any breach by the Contractor or its employees, sub-contractors and suppliers of obligations under this clause 29.

30 Environmental Requirements

30.1 The Contractor must take all action necessary to protect and preserve the environment from damage or harm arising from or in connection with the carrying out of the Works and comply with all legislative requirements relating to protection of the environment.

30.2 The Contractor must notify the Principal immediately the Contractor becomes aware of any environmental incident or potential harm (within the meaning of the Environmental Protection Act 1994) however caused.

30.3 The Contractor indemnifies the Principal in respect to all claims made against or loss incurred by the Principal arising out of or in connection with a breach of the Contractor’s obligations under this clause.

31 Local Government Act

The Contractor acknowledges and accepts that the Contractor and any person performing the Works on behalf of the Contractor are bound by the provisions of sections 199 and 200 of the Local Government Act 2009 and breach of either section will constitute a breach of this Contract.

32 Severability

If any part of this Contract is determined to be invalid, unlawful or unenforceable for any reason then that part, to the extent of the invalidity, unlawfulness or unenforceability, will be severed from the rest of this Contract and the remaining terms and conditions will continue to be valid and enforceable to the fullest extent permitted by law.
33 **Obligations**

Every obligation by a party under this Contract is taken to include an obligation by the party to ensure that the party's employees, contractors, sub-contractors and consultants comply with that obligation.

34 **Waiver**

The non-exercise or delay in exercising any power or right of a party does not operate as a waiver of that power or right, unless this is expressly agreed in writing.
### 4. SECTION 4 – TENDERER’S OFFER

#### 4.1 Business Information

<table>
<thead>
<tr>
<th>Registered Business Name (Contractor)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Subsidiary/Holding Company/Parent Company and any related entities including ACN</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Registered Business ABN</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Registered Business Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone Number/s</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>email Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Director of Company</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Partner/Manager</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Company Secretary</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Person Responsible for Tender</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Responsible Person Position</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Responsible Person Phone #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Responsible Person email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Key Personnel Involved (if applicable)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name &amp; Position</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Name &amp; Position</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name &amp; Position</th>
</tr>
</thead>
</table>
### 4.2 Local Content

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where is the ‘Head Office’ of your business located? (please provide the address)</td>
<td></td>
</tr>
<tr>
<td>Branch office address if applicable (if in the Gladstone Region)</td>
<td></td>
</tr>
<tr>
<td>How long has your business been established in the Gladstone Region?</td>
<td></td>
</tr>
<tr>
<td>In relation to this quote, what percentage of services will be sourced from the Gladstone Region? (Please provide a statement/explanation to support the quoted percentage included here.)</td>
<td></td>
</tr>
<tr>
<td>Number of full-time employees in the business (Currently)</td>
<td></td>
</tr>
<tr>
<td>Number of full-time employees in the business (currently) who are from the Gladstone Region</td>
<td></td>
</tr>
<tr>
<td>Will your business be hiring new employees to complete any portion of this work? If yes, please provide details, including how many new employees are intended to be from the Gladstone Region.</td>
<td></td>
</tr>
<tr>
<td>If applicable, please provide details of any proposed sub-contractors to be used from the Gladstone Region.</td>
<td></td>
</tr>
</tbody>
</table>
4.3 **Insurances & Accreditation**

### Professional Indemnity Insurance (Minimum $5 Million)

<table>
<thead>
<tr>
<th>Insurer</th>
<th>Sum Insured</th>
<th>Policy Expiry</th>
</tr>
</thead>
</table>

### Public Liability Insurance (Minimum $20 Million)

<table>
<thead>
<tr>
<th>Insurer</th>
<th>Sum Insured</th>
<th>Policy Expiry</th>
</tr>
</thead>
</table>

### Workers Compensation Insurance

<table>
<thead>
<tr>
<th>Policy Expiry</th>
<th>Certificate Included?</th>
<th>Policy Expiry</th>
</tr>
</thead>
</table>

### ISO Accreditations Held (not mandatory)

| ISO 9001 Quality Management – Accredited? | Yes/No |
| ISO 14001 Environmental Management Systems – Accredited? | Yes/No |
| AS/NZS 4801 Safety Management System – Accredited? | Yes/No |

*Please provide copies of all accreditation certificates*
4.4 Fee Proposal

The Tenderer acknowledges and agrees that:
(1) Price details must not be included anywhere else in the Tender unless stated below;
(2) This Proposal must set out the various components of cost included in the Tender;
(3) All prices quoted by the Tenderer must exclude GST payable unless otherwise stated;
(4) This Proposal must include details about any assumption or other caveats on which Tenders are based, their price and effect, and information or events required to remove caveats;
(5) In fixed Australian dollar terms, with the description of how adjustments will be calculated.

**SCHEDULE OF RATES - Fee Proposal**

The Fee Proposal shall be made by Tenderers completing ‘Attachment 4.1 – Schedule of Rates.xlsx’ as part of their Tender Submission.

<table>
<thead>
<tr>
<th>Fee Proposal – Additional authorised work outside Scope of Work</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant 1 (Name)</td>
<td>$ .00 p/hr (ex GST)</td>
</tr>
<tr>
<td>Consultant 2 (Name)</td>
<td>$ .00 p/hr (ex GST)</td>
</tr>
<tr>
<td>Travel</td>
<td>$</td>
</tr>
<tr>
<td>Accommodation</td>
<td>$</td>
</tr>
<tr>
<td>Transport</td>
<td>$</td>
</tr>
<tr>
<td>Incidental Charges</td>
<td></td>
</tr>
<tr>
<td>Other</td>
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</tbody>
</table>

**Exclusions and/or Recommended additional work**

<p>| | |</p>
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<tbody>
<tr>
<td>$</td>
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<td>$</td>
<td></td>
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<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
### Potential cost savings identified by Tenderer

Use this space to describe and estimate any identified potential cost savings if applicable.

<table>
<thead>
<tr>
<th>Proposed Progress Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Date/Milestone</td>
</tr>
<tr>
<td>--------------------------</td>
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</tbody>
</table>

### 4.5 Proposed Departures from ITT Section 2: Scope of Works

<table>
<thead>
<tr>
<th>Scope of Work Item#</th>
<th>Proposed Departure</th>
<th>Rationale for Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Does this Tender Submission propose any departures from Section 2: Scope of Works?  

Yes/No  
(delete as applicable)  

If Yes, detail all proposed departures below
### 4.6 Proposed Departures from ITT Section 3: Conditions of Contract

<table>
<thead>
<tr>
<th>Does this Tender Submission propose any departures from Section 3: Conditions of Contract</th>
<th>Yes/No (delete as applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Yes, detail all proposed departures below</td>
<td></td>
</tr>
<tr>
<td><strong>Contract Section</strong></td>
<td><strong>Proposed Departure</strong></td>
</tr>
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</tbody>
</table>
4.7 Relative Experience and Past Performance

<table>
<thead>
<tr>
<th>Core Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a description of your Core Business, services provided, as well as information relating to your organisation’s experience with similar Contracts/Projects.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Demonstrated Past Performance and Reference #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
</tr>
<tr>
<td>Project</td>
</tr>
<tr>
<td>Cost/Budget $</td>
</tr>
<tr>
<td>Company Contact Person</td>
</tr>
<tr>
<td>Contact Phone</td>
</tr>
</tbody>
</table>

Details of Scope Performed relevant to this Tender submission
(Skills required, lessons learned relevant to this Scope of Works)
<table>
<thead>
<tr>
<th>Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Cost/Budget</td>
<td>$</td>
</tr>
<tr>
<td>Company Contact Person</td>
<td></td>
</tr>
<tr>
<td>Contact Phone</td>
<td></td>
</tr>
<tr>
<td>Details of Scope Performed relevant to this Tender submission</td>
<td></td>
</tr>
<tr>
<td>(Skills required, lessons learned relevant to this Scope of Works)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company</th>
<th></th>
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<tbody>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Cost/Budget</td>
<td>$</td>
</tr>
<tr>
<td>Company Contact Person</td>
<td></td>
</tr>
<tr>
<td>Contact Phone</td>
<td></td>
</tr>
<tr>
<td>Details of Scope Performed relevant to this Tender submission</td>
<td></td>
</tr>
<tr>
<td>(Skills required, lessons learned relevant to this Scope of Works)</td>
<td></td>
</tr>
</tbody>
</table>
### 4.8 Tenderer’s Key Personnel

The Tenderer must complete one table for each of the Key Personnel who will be allocated to this Project. The Tenderer shall copy and add extra tables as required in order to provide this information for all personnel allocated to the Project. Failure to complete the below personnel details shall render the Tender Submission non-conforming (i.e. Do not write ‘see resume/CV’ and attach separate documents).

<table>
<thead>
<tr>
<th>Tenderer’s Key Personnel #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Allocation to this Project</td>
</tr>
<tr>
<td>% Full time equivalent /</td>
</tr>
<tr>
<td>hours per week</td>
</tr>
<tr>
<td>Qualifications</td>
</tr>
<tr>
<td>(provide copies)</td>
</tr>
<tr>
<td>Experience specific to this</td>
</tr>
<tr>
<td>Tender</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tenderer’s Key Personnel #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Allocation to this Project</td>
</tr>
<tr>
<td>% Full time equivalent /</td>
</tr>
<tr>
<td>hours per week</td>
</tr>
<tr>
<td>Qualifications</td>
</tr>
<tr>
<td>(provide copies)</td>
</tr>
<tr>
<td>Experience specific to this</td>
</tr>
<tr>
<td>Tender</td>
</tr>
<tr>
<td>Tenderer's Key Personnel #3</td>
</tr>
<tr>
<td>-----------------------------------------</td>
</tr>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Position</strong></td>
</tr>
<tr>
<td><strong>Allocation to this Project (% or hrs)</strong></td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
</tr>
<tr>
<td>(provide copies)</td>
</tr>
<tr>
<td><strong>Experience specific to this Tender</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tenderer's Key Personnel #4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Position</strong></td>
</tr>
<tr>
<td><strong>Allocation to this Project (% or hrs)</strong></td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
</tr>
<tr>
<td>(provide copies)</td>
</tr>
<tr>
<td><strong>Experience specific to this Tender</strong></td>
</tr>
</tbody>
</table>
4.9 Nominated Sub-contractors

The Tenderer must supply the below information for all sub-contractors to be utilised. The Tenderer shall copy and add extra tables as required in order to provide this information for all proposed sub-contractors to be utilised in executing this Project. Failure to complete the below details shall render the Tender Submission non-conforming.

<table>
<thead>
<tr>
<th>Sub-contractor #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Contractor Name</td>
</tr>
<tr>
<td>ABN/ACN</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Licence or Trade Certificate Number</td>
</tr>
<tr>
<td>Work to be completed for this Tender</td>
</tr>
<tr>
<td>Experience specific to this Tender</td>
</tr>
<tr>
<td>Referee for Subcontractor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub-contractor #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Contractor Name</td>
</tr>
<tr>
<td>ABN/ACN</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Licence or Trade Certificate Number</td>
</tr>
<tr>
<td>Work to be completed for this Tender</td>
</tr>
<tr>
<td>Experience specific to this Tender</td>
</tr>
<tr>
<td>Referee for Subcontractor</td>
</tr>
</tbody>
</table>
4.10 Tenderer’s Acknowledgement

The Tenderer acknowledges and agrees that this Tender:

1) is for the price as set out in the Schedules;
2) is accurate, valid and remains open for acceptance by Gladstone Regional Council until the end of the Validity Period; and
3) has been compiled in accordance with the Conditions of Tender contained herein.

The Tenderer acknowledges and agrees that:

4) it has fully examined the Invitation to Tender and any other documents referenced or referred therein, and any other information made available by Gladstone Regional Council to Tenderers for the purposes of submitting a Tender;
5) it has made its own interpretations, deductions and conclusions from the information made available to it and accepts full responsibility for such;
6) it has considered all information relevant to the risks, contingencies and other circumstances having an influence on the responses in its Tender and which is obtainable by the making of reasonable inquiries;
7) it sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances having effect on its Tender;
8) it has read, taken appropriate advice on and fully understood this Invitation to Tender and its requirements, including the terms of contract detailed in Section 3;
9) in lodging its Tender, it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of Gladstone Regional Council, or its officers, employees, agents or advisers other than any statement, warranty or representation contained in this Invitation to Tender;
10) it satisfied itself as to the correctness and sufficiency of its Tender;
11) it is responsible for all costs and expenses related to:
12) the preparation and lodgement of its Tender;
13) any subsequent negotiation/interview;
14) any other action or response in relation to this Invitation to Tender.
15) it is not aware of any circumstances or relationships that constitute a conflict or potential conflict of interest in respect of this Invitation to Tender or the Tenderer’s obligations if is selected. The Tenderer must state any circumstances or relationships which constitute a conflict or potential conflict of interest in respect of this Invitation to Tender;
16) grants authority to Gladstone Regional Council to conduct such investigations of the financial standing of the Tenderer as Gladstone Regional Council deems necessary and reasonable for the purposes of conducting its evaluation of this Tender; and
17) in submitting its Tender, the Tenderer agrees to be bound by the Conditions of the Invitation to Tender.
4.11 Tenderers Checklist and Authorisation

Compliant Tender Submissions must include the following components:

☐ Invitation to Tender: Section 4 (this document) completed in full and signed below by an authorised representative of the Tenderer

☐ Completed Fee Proposal (‘Attachment 4.1 – Schedule of Rates.xlsx’)

☐ Proposed Program/Timeline/GANTT (with supporting explanation if required)

☐ Proposed Project Methodology

☐ Copies of Licences, Tickets, Qualifications as required in Scope of Works (Section 2.9)

☐ List of proposed Plant & Equipment to be used (Section 2.13)

☐ Workplace Health & Safety, Quality and Environment supporting documentation as required in Scope of Works (Section 2.14)

☐ Copies of Licences, Tickets, Qualifications for Key Personnel (Section 4.8, unless already supplied in support of Section 2.9)

☐ Certificate of Currency: Workers Compensation Insurance

☐ Certificate of Currency: Public Liability Insurance

☐ Certificate of Currency: Professional Indemnity Insurance

☐ Certificate for Quality Assurance certification ISO9001 (if held – not mandatory)

The individual submitting this Tender warrants that he or she is duly authorised to bind the party for whom he or she signs this Tender.

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