Gladstone Regional Council
ABN 27 330 979 106

Invitation to Tender (ITT)
78-20 Sewer and Stormwater Relining
(Rehabilitation)

Offers Close
2pm AEST, Tuesday, 12 November 2019
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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.

GRC has Customer Contact Centres in urban areas, as well as three main offices.

**The Corporate Office** 101 Goondoon Street, Gladstone Qld 4680

**Calliope Office** 5 Don Cameron Drive, Calliope Qld 4680

**Miriam Vale Office** 41 Blomfield Street, Miriam Vale Qld 4677


1.1.2 Project Overview

The purpose of the project is to restore structural integrity and/or hydraulic capacity and to prevent infiltration and exfiltration. The long-term design basis of the rehabilitation liners is 50 years.

1.2 Description of Works

1.2.1 Scope of Works

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

1.2.2 Pricing

The contract shall be fixed price lump sum with additional provisional items priced. Refer to ‘Attachment 4.3 - Schedule of Rates Relining Program.xlsx’

1.2.3 Subcontracting

Subcontracting is permitted subject to approval of GRC. All subcontracting will be in accordance with the contract conditions.

Details of intended subcontractors, sub-contracted work and details of proposed subcontract agreements must be included in ‘Attachment 4.2 – Procurement Plan.xlsx’ as part of the Tenderer’s Offer.

Subcontracting is not permitted.

1.2.4 Term

Target commencement is 15 January 2020 with a target completion of 17 April 2020.

1.3 Invitation Process

1.3.1 Closing Date and Time

Offers must be lodged by no later than:

**Time: 2pm Australian Eastern Standard Time**

**Date: 12 November 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](http://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 including General Conditions of Contract AS 4000-1997 (refer clause 1.3.7) – Section 3;
4) Tenderer’s Offer Documents in the form of Section 4 together with supporting annexures; and
5) The LG Tender Box Forum.

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; and
3) submitting questions to GRC.

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.

1.3.5  **Inspection of Site/s During Tender Period**

Site/s are freely accessible to the public. Tenderer’s shall carry out their own inspection of the site/s during the tender period.

Video footage of pipelines are available on USB on request by interested Contractors. To facilitate the release of this video footage, a request for a USB will need to be received by 10:00am Thursday 24 October 2019. Requests for footage must:

- be made via the LG Tender Box Forum;
- include the following information:
  - Company Name
  - Company Representative Name
  - Postal address
  - email address

The USB’s will be posted by Friday 25 October 2019.

Geographical locations are available on GRC Website [www.gladstone.qld.gov.au](http://www.gladstone.qld.gov.au)

- Go into mapping online/agree to terms and conditions/tick sewer/tick aerials/click > for sewer mains and manholes and toggle labels.
To search: Query/sewer mains or manholes/type in AID need to search and click. This should navigate you to the manhole/sewer main

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 Conditions of Contract for General Conditions of Contract AS 4000-1997 together with the completed Parts A & B

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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation issued</td>
<td>19 October 2019</td>
</tr>
<tr>
<td>Closing date and time for offers</td>
<td>12 November 2019</td>
</tr>
<tr>
<td>Evaluation of offers completed</td>
<td>19 November 2019</td>
</tr>
<tr>
<td>Negotiations with Tenderers and/or clarification of offers</td>
<td>22 November 2019</td>
</tr>
<tr>
<td>Proposed date for Council decision</td>
<td>17 December 2019</td>
</tr>
<tr>
<td>Intended notification dates</td>
<td>19 December 2019</td>
</tr>
<tr>
<td>Intended contract start date</td>
<td>6 January 2020</td>
</tr>
</tbody>
</table>

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:
### 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 1.3.9;
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 not submit alternative (non-conforming) proposals for consideration.

### Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted Program</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Schedule Suitability</td>
<td>Proposed program meets GRC requirements.</td>
<td></td>
</tr>
<tr>
<td>Program detail</td>
<td>The submitted program displays a suitable level of detail and includes all activities to be completed, including the required timeframes, milestones and critical paths.</td>
<td></td>
</tr>
<tr>
<td><strong>Project Understanding &amp; Methodology</strong></td>
<td></td>
<td>30%</td>
</tr>
<tr>
<td>Understanding of Scope of Works</td>
<td>Methodology and program demonstrate satisfactory planning and include specific details to support an understanding of the Scope of Works.</td>
<td></td>
</tr>
<tr>
<td>Resource provision</td>
<td>Personnel/manpower requirements are described in detail with sufficient allocation to meet the requirements of the Scope of Works and proposed program.</td>
<td></td>
</tr>
<tr>
<td>Subcontractors/ Suppliers</td>
<td>Project Procurement Plan and supporting information proposed is sufficiently detailed and demonstrates an adequate understanding of requirements.</td>
<td></td>
</tr>
<tr>
<td>Major Machinery and equipment</td>
<td>Provision of a detailed list of project specific plant and equipment intended for use. Listed items are sufficient for completion of the works.</td>
<td></td>
</tr>
<tr>
<td><strong>Previous experience</strong></td>
<td></td>
<td>20%</td>
</tr>
<tr>
<td>Past performance/ Project history</td>
<td>Completion of a number of projects within the last five years, which are of a similar scale and nature.</td>
<td></td>
</tr>
<tr>
<td>Key Personnel (Allocation)</td>
<td>Key personnel are proposed with satisfactory allocation of time to the project.</td>
<td></td>
</tr>
<tr>
<td>Key Personnel (Quality)</td>
<td>Key personnel hold appropriate qualifications and demonstrate a satisfactory level of relevant project experience.</td>
<td></td>
</tr>
<tr>
<td><strong>Price</strong></td>
<td>Whole of Contract Pricing</td>
<td>30%</td>
</tr>
<tr>
<td>Local Preference (1)</td>
<td>Geographical Location (Vendor head/branch offices)</td>
<td>5%</td>
</tr>
<tr>
<td>Local Preference (2)</td>
<td>% of Locally sourced resources and products</td>
<td>5%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>
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;
“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:
1) to GRC personnel and Councillors and professional advisers and auditors for the purposes of the invitation, evaluation and contracting processes;  
2) as required under the Right to Information Act 2009; and  
3) as otherwise required by Law.

The Tenderer acknowledges that:
1) 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  
2) 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  
3) 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.
SECTION 2. Scope of Works

2.1 Overview of Project Objectives
Gladstone Regional Council (GRC) requires a suitably qualified contractor to undertake repair works and re-lining of various sewer mains in the Gladstone Region including the Gladstone, Calliope, Boyne Island and Tannum Sands areas.

2.2 Brief Description of the Works
This tender is for the sewer main and stormwater pipe rehabilitation using an insitu structural liner or patch and, where ordered, the insitu relining of the junction between the sewer main or storm water pipe and the lateral service. The purpose of the liner is to restore structural integrity and / or hydraulic capacity and to prevent infiltration and exfiltration. The long-term design basis of the rehabilitation liners is 50 years.

2.3 Function to be performed
The Contractor will be required to perform the following:

- The establishment and disestablishment of resources and materials to the various sites;
- Condition assessments surveys;
- Cleaning of nominated sewer and stormwater lines, internal and external maintenance hole droppers and lateral junctions of all obstructions;
- Disposal of debris in an environmentally safe manner at an approved landfill site;
- Verify the status of lateral connections (whether live or dead) before opening;
- Report any damages, displacements etc. in lines, junctions and vertical droppers that affect the relining work;
- Relining/patch of nominated defects or lines;
- Install new connections on junctions and seal;
- Pre and post relining CCTV survey and coded reports, supply the CCTV Survey in hard copy and a format approved by the Superintendent;
- All manhole benches have been restored to original state (if been cut out by Contractor);
- All relined pipes have been sealed in manholes;
- Any damages done by Contractor been restored;
- All working and storage areas that was used cleaned up and inspected;
- All debris been removed and dumped in the appropriate manner; and
- All stripping in relined pipes removed.

2.4 Specification of Services to be performed
The Contractor is fully responsible for the design, supply, manufacture, installation, and testing of lining systems used to rehabilitate pipes. It also includes requirements for associated works including preparation of the pipes, identification and repairs to access chambers. All materials, installation methodology and workmanship shall be to appropriate Australian Standards and Manufacturers requirements.
As listed in ‘Attachment 2.3 Stormwater Pipes Attribute Table.pdf’ the Contractor will be required to undertake sewer rising main condition assessment surveys throughout the Gladstone Region prior to commencement of works. The condition assessments will allow GRC to create a program to prioritise and replace the mains in the highest critical condition first.

2.4.1 CCTV Inspections

Prior to any pipe lining, the Contractor shall undertake an inspection and prepare a descriptive and photographic report on the pre-construction condition of the area, any specific property/feature that may be affected, disturbed or damaged by the Contractors work. The inspection shall be carried out in presence of the Superintendent if requested.

It is a requirement of the Contract that the Contractor supplies a recording - in suitable DVD format, of the area prior to lining to allow the Superintendent to decide on scope of works, and any other defect identified and following the lining process. All recordings shall be suitably labelled to show location of the pipe, upstream manhole asset I.D. number, date and other relevant data.

The Contractor shall report on the pipeline by means of CCTV record, before (once cleaning has occurred) and after rehabilitation work. This is to ensure and demonstrate that the pipes have been prepared before rehabilitation and that the rehabilitation work has been carried out in accordance with the specification and is free of defects.

All works including reports and videos shall comply with the Conduit Inspection Reporting Code of Australia WSA 05-2013, and shall be fully aligned to picture interpretation, defect coding and classification.

A tilt/panning head camera shall be used. Only colour CCTV equipment may be used. The Contractor shall be responsible for all costs relating to the recovery of or damage to his equipment in the course of the work.

The camera shall be positioned to reduce the risk of picture distortion and the lens shall be positioned to look along the axis of the pipe.

The camera and illumination system shall provide a clear, accurate and in-focus record of the pipes internal condition, in colour.

Distance measurement for pipe inspection, in all instances, shall commence from the face of the manhole where the pipe starts.

Steam and fog shall not be a reason for abandonment of survey. The line has to be ventilated in the case of steam/fog in the line or the lens cleaned in the case of steam/fog on the lens. In each case the survey must be re-started at the Contractors expense.

For each manhole to manhole section the film shall be a continuous record with no breaks or jumps in the picture. The pipe inlet and outlet shall be completely visible. At the start of each manhole length, the following additional information shall be electronically generated and displayed:

- Date of inspection;
- Street location of the pipe;
- Start manhole Asset I.D. number to finish manhole Asset I.D. number;
- Time of start of inspection; and
- Type of rehabilitation proposed/carried out

All recordings are required to be documented in sequence with the work carried out.

Prints, digitised picture or photographs shall be required to be supplied to the Superintendent of the following internal conditions:

- Condition of pipes after cleaning and prior to rehabilitation;
- Conditions that might affect the proposed rehabilitation. Photographs may be required to demonstrate such cases; and
- Post rehabilitation.
The photographs shall be clearly marked with:

- Manhole start and finish numbers;
- Direction of survey;
- Chainage;
- Pipe dimensions;
- Defects observed; and
- Date and time.

2.4.2 Cleaning prior to Treatment

The Contractor shall clean pipes as required to allow installation of the lining system. Cleaning shall mean the removal and disposal of all foreign matter, including roots, from the pipelines and manholes designated for lining, grouting and other rehabilitation work. The equipment and methods employed shall be appropriate for the Contractor's particular lining or grouting system, or any rehabilitation methods. Existing patches to pipes are not to be removed without the approval of the Superintendent.

The Contractor, when making selection of the equipment to be used shall give consideration to the prevailing condition of the lines. The equipment shall be capable of removing dirt, grease, rocks, sand, surface encrustations, timber, roots and other materials and obstructions from the lines, to the downstream manhole.

All materials washed out of the lines are to be trapped in the downstream manhole, removed and disposed of legally.

Passing material from manhole section to manhole section shall not be permitted, except where equipment access is not available.

The Contractor, when using cleaning equipment or undertaking any of the associated cleaning activities, must take all necessary precautions to ensure that these activities do not:

- Damage or flood public property;
- Damage the pipes being cleaned or any associated conduits or structures; or
- Cause harm or potential harm to the environment.

2.4.3 Breakdown and Failures

If, after commencement of the treatment work any breakdown or failure of equipment occurs, the Contractor shall ensure that all lining material is speedily removed from the pipe. The Contractor shall expeditiously remove all equipment from the pipe so that the pipe can function normally and not cause any undue interference with the service.

2.4.4 Cleaning After Treatment

On completion of the treatment process, pipes shall be cleaned of any waste material generated during the lining works.

2.4.5 Control and Diversion of Flow

The Contractor shall ensure that the sewer and stormwater systems remain operable at all times during the work.

It is imperative that the Project Manager be provided the Contractor's schedule of works so that the Project Manager can advise of any potential sudden flow increases due to, for example, pump station activation downstream. The confirmation of flows shall take up to three (3) days to be confirmed by the Project Manager.

If diversion or blocking of flow is required, the method and details shall be provided to the Project Manager. Any diversion or blocking is to be approved by the Project Manager before commencing work on any section. The Contractor shall provide bypass facilities where necessary to prevent overflows. All costs incurred are deemed to be included in the rates tendered for the works.
The Contractor must ensure that surcharges or overflows of the sewer system as a result of lack of capacity of a sewer line diversion system do not occur.

The Contractor will be responsible for clean-up and restoration of any area affected by surcharge or overflows associated with these works acceptable to the Superintendent. Any costs associated with this work shall be deemed to be included in the relining rate.

2.5 Specification of Goods to be supplied

The long-term design basis of the rehabilitation liners is 50 years.

2.6 Technical Requirements

The contractor must comply with the relevant Australian Standards including:

- AS/NZS ISO 9001:2008 Quality management systems;
- ISO 11296-3:2011 - Lining with cured-in-place pipes;
- AS/NS Z 2566.1-1998 - Buried flexible pipelines - Structural design;
- AS/NS Z 2566.2-2002 Buried flexible pipelines – Installation;
- WSA 05-2013-3.1 - Conduit inspection reporting code of Australia;
- 1101 Traffic Management (NATSPEC);
- ISO/IEC 17025-2005 (NATA); and
- AS/NS Z 2566.2-2002 Buried flexible pipelines – Installation.

2.7 Resources Supplied by the Principal

GRC will provide laydown space for Contractor plant and equipment within the Calliope Depot. Laydown space is not to be used for storage of fuels or hazardous chemicals.

GRC can also provide:

- Isolation of Pump Stations (if required);
- Work in Rail Corridor Permits;
- Work on Roads Permit; and
- Video footage to be supplied (if required).

2.8 Deliverables

The Contractor will be required to complete the below as part of their deliverables:

- Complete cleaning of pipework;
- CCTV report in WINCAN supported format;
- CCTV Inspections and footage and coded reports will be required before and after relining to WSA 05-2013;
- All manhole benches have been restored to original state if Contractor had cut out;
- Complete relining of pipework;
- All relined pipes have been sealed in manholes;
- All affected junctions installed and sealed properly;
• Any damages done by Contractor been restored;
• All working and storage areas that was used cleaned up and inspected;
• All debris been removed and dumped in the appropriate manner;
• All stripping in relined pipes removed;
• Excel spreadsheet with summary of works completed; and
• Completed ITP /QA check sheets.

2.9 Site Possession Deliverables
Site possession is contingent on the following items being provided by the Contractor and approved by the Principal

• Evidence of the required insurances being held:
  o Public Liability
  o Workers Compensation
  o Contract Works Insurance
  o Vehicle and Plant Insurance
• Safety Management Plan;
• Environmental Management Plan;
• Quality Management Plan and supporting documentation;
• Traffic Management Plan;
• Updated Project Program/Works Schedule; and
• Bank Guarantees

2.10 Delivery Dates or Delivery Period
Delivery dates and key milestone for this work include:

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Possession Deliverables provided by Contractor</td>
<td>6 January 2020</td>
</tr>
<tr>
<td>Site Possession Deliverables reviewed by Principal/Superintendent</td>
<td>13 January 2020</td>
</tr>
<tr>
<td>Target Site Possession Date</td>
<td>13 January 2020</td>
</tr>
<tr>
<td>Target Commencement of Works</td>
<td>20 January 2020</td>
</tr>
<tr>
<td>Target Completion Date</td>
<td>17 May 2020</td>
</tr>
</tbody>
</table>

2.11 Delivery Address or Work Location
Location of works will include the Gladstone, Calliope, Boyne Island and Tannum Sands areas.

2.12 Working Hours
Works on site should be completed during the below hours:
• Monday to Friday 6:30am – 6:30pm
• Saturday 6:30am – 5:00pm

There may be night works required at GRC’s discretion. Include night works rate in ‘Attachment 2.1 Schedule of Rates Relining Program.pdf’.
2.13 Work Health & Safety Requirements

Prior to Site Possession/commencement of the works, the Contractor shall be required to provide a Project Safety Management Plan to GRC. The Project Safety Management Plan shall, at a minimum, include the following components:

- Work Health and Safety Policy;
- PPE Policy/explanation;
- Risk or Hazard Management Process explanation;
- Incident Reporting and Investigation Process explanation;
- Copies of licences, qualifications and tickets for work to be performed by all personnel;
- Risk Assessment templates for all work to be completed;
- Safe Work Method Statements (SWMS) for any High-Risk Work to be completed;
- Management process for height safety equipment;
- Fit Testing for Respiratory Testing Equipment;
- Confined Space Entry Equipment Management Process;
- Confined Space Rescue Plan;
- Calibration and Inspection of Gas Test Monitors Evidence;
- Traffic Management Plan;
- Traffic Guidance Scheme;
- Pre-start Checklists for Plant & Equipment;
- Drowning Rescue Plan;
- Subcontractor and/or Labour Hire Personnel Safety Management Process;
- Electrical Testing & Tagging Register;
- Site Induction Plan;
- Immunisation records for site personnel working in proximity to effluent (Hepatitis A, Hepatitis B and Q Fever)

2.14 Environmental Requirements

Prior to Site Possession/commencement of the works, the Contractor shall be required to provide an Environmental Management Plan (EMP) to GRC. The EMP shall, at a minimum, include the following components:

- Incident and spill management procedures;
- Noise and vibration management plan; and
- Waste management plan.

2.15 Reporting Requirements

Throughout completion of the works, the Contractor must provide written reports daily, fortnightly and monthly reports on the following:

2.15.1 Daily Reports

The Contractor shall provide the Principal and Superintendent with a report on a daily basis, in such form and on such matters as the Principal or the Superintendent requires and which, without limitation, must include, as a minimum requirement:
2.15.2 Fortnightly Reports
The Contractor shall provide the Principal and Superintendent with a report on a fortnightly basis, in such form and on such matters as the Principal or the Superintendent requires and which, without limitation, must include, as a minimum requirement:

- Percentage works complete (inception to date);
- Percentage works complete (during the reporting period);
- Status against program, outlining Contractor’s position in reaching date for Practical Completion;
- Cost tracking against forecast;
- Risk Register or list of Key Risks Identified;
- Health and safety reports;
- Environmental reports;
- Quality reports;
- Activities completed in last period;
- Activities forecast for completion in the upcoming period;
- List of subcontractors engaged during last reporting period and forecast for upcoming period;
- Schedule of Requests for Information (RFI) issued, including status of those open or closed;
- Any relevant Industrial Relations matters;
- Variations submit and status; and
- Progress Photos.

Fortnightly Reports shall be submitted by email by 12:00pm every second Friday.

2.15.3 Monthly Reports
The Contractor shall provide in addition to the fortnightly reports (refer to Section 2.15.2) to the Project Manager in such form and on such matters as the Project Manager requires and which, without limitation, must include, as a minimum requirement:

- Fortnightly Reports (refer to Section 2.15.2);
- Progress Claims in a format relating to asset numbers as per Attribute Table;

Monthly Reports shall be submitted by email by 12:00pm on the 25th of each month.
2.15.4 Other Reports
A Final Report will be required and will be discussed at the Kick-off Meeting with the Contractor.

2.16 Site Meeting Requirements
Throughout completion of the works, the Contractor must attend site meetings with GRC fortnightly.
Site Meeting attendance is mandatory for the below Contractor Personnel:

- Project Manager
- Site Supervisor

2.17 Key Performance Indicators
The performance of the Contractor throughout execution of the works, and upon completion, will be measured against the below key performance indicators.

<table>
<thead>
<tr>
<th>KPI</th>
<th>Description</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality</td>
<td>Quality level of goods and services delivered</td>
<td>100% 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>Safety</td>
<td>Number of lost time incidents during completion of project</td>
<td>Zero</td>
</tr>
<tr>
<td>Financial Compliance</td>
<td>Invoices submit are compliant with contract terms and GRC requirements</td>
<td>100% compliance</td>
</tr>
<tr>
<td>Responsiveness</td>
<td>Lead time to respond to requests</td>
<td>90% compliance</td>
</tr>
<tr>
<td>Environmental</td>
<td>Incident notification from contractor received by contracts offer in accordance with GRC escalation policy</td>
<td>100% compliance</td>
</tr>
<tr>
<td>Contract Compliance</td>
<td>Show cause or default notices issued to Contractor</td>
<td>Zero</td>
</tr>
</tbody>
</table>

2.18 Attachments
The following attachments form part of the Scope of Works:

- Attachment 2.2 Sewer Reline Attribute Table
- Attachment 2.3 Stormwater Pipes Attribute Table

2.19 GRC Policies
The Contractor must comply with the following GRC Policies in the completion of the works:

- Anti-Discrimination Policy
• Anti-Harassment Policy
• Code of Conduct
• Cultural Diversity Policy
• Drug and Alcohol Policy
• Corporate Environmental Policy
• Fitness for Work Policy
• Procurement Policy
• Work Health and Safety Policy
• Community Engagement Policy
• Water – Metered Standpipe (Mobile & Fixed) and Hydrant Usage

Complete copies of these policies are available to the public on the GRC website at the following address: https://www.gladstone.qld.gov.au/downloads/download/20/policies
SECTION 3. Conditions of Contract

3.1 Contract Form

The engagement of Contractors for contract will be as per Australian Standard Conditions of Contract for General Conditions of Contract AS 4000-1997 including attachments listed in Section 3.2. 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/.

3.2 Attachments

The following attachments form part of the conditions of contract:

- Attachment 3.1 Bank Guarantee Requirements Attachment to Contract
- Attachment 3.2 Formal Instrument of Agreement
SECTION 4. Tenderer’s Offer

4.1 Tenderers Checklist and Authorisation

4.1.1 Important Submission Information

1) Checkboxes below must be marked to acknowledge/confirm agreement/inclusion.
2) Please refer to ‘Attachment 4.1 – ITT Offer File Structure Example.jpg’ for example structure.
3) Preference is for ONE zip file to be submitted, structured as per the example provided.
4) Files must be submitted in pdf format unless specified otherwise.
5) DO NOT submit folders or sub-folders with multiple documents (refer to Attachment 4.1).
6) DO NOT submit entire WHS Policies/documents – ONLY submit files listed in Section 4.12.2.

A submission will be non-conforming if it fails to meet the requirements listed in 4.1.1

4.1.2 Conformance of Offer

Mark the applicable checkbox:

☐ This is a conforming offer as defined in Section 1.3.11 of the Invitation to Tender.
☐ This is a non-conforming offer, with proposed departures detailed in Section 4.16 & 4.17.

4.1.3 Checklist

Conforming Tender Submissions must include the following (please check each box):

☐ Invitation to Tender Section 4 (this document) completed in full and signed below by an authorised representative of the Tenderer. Where information such as ‘refer to attachment X’ in entered, the submission will be deemed non-conforming.
☐ Attachment 1: Procurement Plan (‘Attachment 4.2 – Procurement Plan.xlsx’) completed in full and attached in excel file format
☐ Attachment 2: ASIC Company Extract
☐ Attachment 3: Financial Statements (as per Section 4.6)
☐ Attachment 4 Third Party Accreditation Certificates (as per Section 4.7)
☐ Attachment 5: Insurance Certificates of Currency (CoC) (as per Section 4.8)
☐ Attachment 6: Plant & Equipment List (as per Section 4.9)
☐ Attachment 7: Proposed Site Construction Map (as per Section 4.9)
☐ Attachment 8: Proposed Program (as per Section 4.10)
☐ Attachment 9: Workplace Health & Safety (WHS) Documentation (as per Section 4.11.2)
☐ Attachment 10: Business Licences (as per Sections 4.11.1.3 & 4.11.1.4)
☐ Attachment 12: Proposed Schedule of Rates (‘Attachment 4.3 Schedule of Rates Relining Program’)

Tender Submissions that do not include all of the above documents, completed in full, will be deemed non-conforming.

4.1.4 Tenderer’s Acknowledgements

Confirm by marking the checkbox:

☐ The Tenderer acknowledges and agrees to Section 4.2 on the following page.
☐ The Tenderer declares their financial viability as per Section 4.3 on the following page.
☐ The Tenderer has completed a detailed inspection of the site during the Tender period.
☐ 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.

<table>
<thead>
<tr>
<th>Authorised by (Name &amp; Position)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature &amp; date</td>
</tr>
<tr>
<td>Witness (Name)</td>
</tr>
<tr>
<td>Witness Signature &amp; date</td>
</tr>
</tbody>
</table>
4.2 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:

1) It has fully examined the Invitation to Tender and any other documents referenced or referred to therein, and any other information made available by Gladstone Regional Council to Tenderers for the purposes of submitting a Tender;
2) It has made its own interpretations, deductions and conclusions from the information made available to it and accepts full responsibility for such;
3) 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;
4) 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;
5) 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;
6) 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;
7) It satisfied itself as to the correctness and sufficiency of its Tender;
8) It is responsible for all costs and expenses related to:
   a) the preparation and lodgement of its Tender;
   b) any subsequent negotiation/interview;
   c) any other action or response in relation to this Invitation to Tender.
9) 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;
10) It 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
11) In submitting its offer, the Tenderer agrees to be bound by the Conditions of the Invitation to Tender.

4.3 Tenderer’s Declaration of Financial Viability

The Tenderer affirms that:

1) It is financially viable, solvent and can pay its debts as and when they become due;
2) They have sufficient financial resources to deliver the goods or services described in the Invitation to Tender (including fulfilling any guarantees or warranty claims);
3) They are not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial viability of the Tenderer or the delivery of the goods or services; and
4) They have in place (or will have in place) insurance cover for the purposes of, and at the levels required, for the procurement.
## 4.4 Business Information
### 4.4.1 Contracting Entity Information

<table>
<thead>
<tr>
<th><strong>Business Name</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>As it would appear on the contract</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ABN</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>As it would appear on the contract</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ACN</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>As it would appear on the contract</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Director/s of Company</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>As listed on ASIC Company Extract</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Person to execute contract</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If not a Director, provide evidence of authorised contracting delegation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Nominated Contact Person</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For contractual correspondence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Nominated Contact Person</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Postal Address</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For contractual correspondence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Phone Number/s</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For contractual correspondence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>email Address</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For contractual correspondence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Subsidiary/Holding Company/Parent Company/related entities</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Include ABN and/or ACN for each as well as any supporting information to explain the company/business structure</td>
<td></td>
</tr>
</tbody>
</table>

## 4.5 Local Content

<table>
<thead>
<tr>
<th><strong>Head Office address:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>This is the address listed on your ASIC Company Extract.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Branch office/workshop address:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>If this is a residential address, please provide an explanation.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>How long has the business been established in the GRC area?</strong></th>
<th></th>
</tr>
</thead>
</table>

| **Employees residing in the Gladstone Regional Council area** |  |

| **Employees NOT residing in the Gladstone Regional Council area** |  |
4.6 Tenderer Financial Information

The Tenderer must supply Financial Statements (audited if possible) for the previous three financial years.

Financial Statements include:
- Profit/Loss Statement; and
- Balance Sheet

Financial Statements may be submitted in the form of an Annual Report if available.

For newly established companies that are unable to provide Financial Statements, the below documentation is required:
- Business Plan/s;
- Bank Statements for current liquidity;
- Any parent company or investor guarantee/s; and
- Financial statements of parent company or investor/s.

Submissions that do not include the required Tenderer Financial Information will be deemed non-conforming.
4.7 Third Party Accreditations

In accordance with GRC’s commitment to Quality Assurance, the Contractor is required to have in place an accredited ISO/AS/NZS 9001, ISO14001 and AS/NZS 4801 or ISO45001 and shall maintain this accreditation throughout the duration of the consultancy.

<table>
<thead>
<tr>
<th>Does the Organisation have AS/NZS 4801 or ISO45001 Safety Standard Certification?</th>
<th>□ No</th>
<th>□ Yes</th>
<th>If Yes, provide a copy of the certification/s in Attachment 4.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the Company have ISO14001 Environmental Management Certification?</td>
<td>□ No</td>
<td>□ Yes</td>
<td></td>
</tr>
<tr>
<td>Does the Company have ISO9001 Quality Management Certification?</td>
<td>□ No</td>
<td>□ Yes</td>
<td></td>
</tr>
</tbody>
</table>
## 4.8 Insurances

<table>
<thead>
<tr>
<th>Public Liability Insurance (Minimum $20 Million per claim)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurer</td>
</tr>
<tr>
<td>Sum Insured</td>
</tr>
<tr>
<td>Policy Expiry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Works Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurer</td>
</tr>
<tr>
<td>Sum Insured</td>
</tr>
<tr>
<td>Policy Expiry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plant &amp; Equipment Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurer</td>
</tr>
<tr>
<td>Sum/Vehicles Insured</td>
</tr>
<tr>
<td>Policy Expiry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workers Compensation Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Expiry</td>
</tr>
</tbody>
</table>

Submissions that do not include the required Insurance Information and corresponding Certificates of Currency will be deemed non-conforming.
4.9 Proposed Project Methodology

The tenderer shall detail (*below the line as part of this document, or as an attachment named ‘Methodology’) the ‘Proposed Project Methodology’. This must address, at a minimum:

- What is the proposed staging of the project?
- Detail any early procurement activities to be undertaken.
- Provide details around the number of personnel that will be onsite for each stage.
- General and critical activities including any long lead-times for supplies/equipment.
- Detail engagement/staging of proposed subcontracted works.
- What approach will be taken for traffic management?
- What contingency measures or back up resourcing are available in respect to personnel, plant and equipment?
- Provide (as an attachment, or in the space below) a list of plant and equipment to be utilised for specific tasks. Is this equipment owned or to be hired?
- Provide (as an attachment, or in the space below) a proposed Site Construction Map, that may include:
  - Perimeter hoarding;
  - Construction access routes or traffic management plan;
  - Site amenities (office, ablutions, crib, first aid etc);
  - Unloading and storage zone;
  - Stockpiling areas;
  - Vehicle parking for workers; and
  - Other applicable items.

Submissions that do not include a Proposed Project Methodology will be deemed non-conforming.
4.10 **Program (Timeline)**

A Proposed Program (e.g. Gantt Timeline) must be included as an attachment to the Tenderer’s Offer.

The Proposed Program must show the dates by which, or the times within which, the various stages of the Works under the Contract are to be carried out or completed.

The Proposed Project Program must include, but is not limited to:

- Commencement and completion date
- Preparation/mobilisation activities;
- Construction activities;
- Personnel on site;
- Completion activities; and
- Date or timeframe for Practical Completion.

Submissions that do not include a Program will be deemed non-conforming.
### 4.11 Work Health, Safety and Environment

#### 4.11.1 Questionnaire

These questions refer to the obligations of the company and individuals under the Work Health and Safety Act 2011 as well as the Mining and Quarrying Safety and Health Act 1999.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Has the company ever been issued:</td>
<td>□ No</td>
<td>□ Yes</td>
</tr>
<tr>
<td></td>
<td>• an improvement notice;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• a prohibition notice;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• a directive; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• an instruction to complete an incident investigation?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Yes, provide details of the notice as well as subsequent action taken to improve.</td>
</tr>
<tr>
<td>2. Has the company ever been charged or convicted of an offence under the above legislation?</td>
<td>□ No</td>
<td>□ Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Yes, provide details of the notice as well as subsequent action taken to improve.</td>
</tr>
<tr>
<td>3. Have any of the Key Personnel nominated in this offer, or any company Directors, ever been involved with:</td>
<td>□ No</td>
<td>□ Yes</td>
</tr>
<tr>
<td></td>
<td>• an improvement notice;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• a prohibition notice;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• a directive; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• an instruction to complete an incident investigation?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Yes, provide details of the notice as well as subsequent action taken to improve.</td>
</tr>
<tr>
<td>4. Does the company have all relevant licences, qualifications and tickets to perform the Scope of Works?</td>
<td>□ No</td>
<td>□ Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Yes, provide evidence of Business licences/qualifications in Attachment 11.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If No, provide details of your intent in regards to meeting licencing requirements:</td>
</tr>
<tr>
<td>5. Will Traffic Management works be subcontracted?</td>
<td>□ No</td>
<td>□ Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Yes, the subcontracted company is required to hold Traffic Management Company Registration.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If No, include evidence of Traffic Management Company Registration in Attachment 11.</td>
</tr>
</tbody>
</table>

**NOTE:** An Aqua Card is required if work is to be completed on or around GRC water or waste water assets. For more information visit: [https://watertraining.com.au/](https://watertraining.com.au/)
6. **What is the current Lost Time Injury (LTI) Rate for the Business?**

Provide further information related to the LTI Rate if desired.

### 4.11.2 Supporting documents required

As evidence of the implementation of a Safety Management System within the organisation, please provide as attachments copies of the below documents:

- Completed risk assessments (max. three) for comparable works completed in the past 12 months *(completed and signed by employees carrying out the task)*; and
- Completed Safe Work Method Statements (max. three) for comparable works completed in the past 12 months *(completed and signed by employees carrying out the task)*.

Submissions that do not include copies of the WHS supporting documents *(completed and signed by employees carrying out the task)* will be deemed non-conforming.
4.12 Work Health & Safety: Demonstration of Understanding

The tenderer shall complete the below ‘Demonstration of Understanding’ in relation to their work health, safety and environment obligations relating to the Scope of Works.

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with ‘refer to attachment X’ or similar will be found non-conforming.

<table>
<thead>
<tr>
<th>4.12.1 Key Safety Risks Identified</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Risk Identified</strong></td>
<td><strong>Proposed Control Measures</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.12.2 Licences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a list of any relevant Licences held by the Business relating to these works</td>
<td></td>
</tr>
<tr>
<td>Provide a list of Licences and Permits that employees and/or subcontractors will require for the completion of the works</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Contractors and subcontractors are required to hold an Aqua Card if work is to be completed on or around GRC water or wastewater assets

<table>
<thead>
<tr>
<th>4.12.3 Site Access</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail how safe access to and operation of the site will be maintained during the works</td>
<td></td>
</tr>
</tbody>
</table>
### 4.12.4 Safe Work Method Statements

Provide a list of the SWMS that will be implemented for the works.

### 4.12.5 Risk Assessments

Provide a list of the safety Risk Assessment standards that will be utilised by employees on site in completion of the works.

### 4.12.6 Work Health and Safety Systems in the Business

Provide a list of other Business WHS policies, procedures, documents and/or registers that will be referred to by Supervisors and Site Personnel in the completion of the works.

### 4.12.7 Work Health and Safety Personnel

List WHS related personnel who will be allocated to this project/task. **Include:** Name, Position, % allocation to the works and hours to be spent on site.

### 4.12.8 Other

Detail any other information that demonstrates a commitment to work health and safety.
### 4.13 Environment

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with ‘refer to attachment X’ or similar will be found non-conforming.

<table>
<thead>
<tr>
<th>1. Has the Company been associated with any notifiable environmental incidents in the past 5 years?</th>
<th>☐ No</th>
<th>☐ Yes</th>
<th>If Yes, provide details of the incident/s as well as subsequent action taken to improve.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2. Has the Company been issued any warning or breach notices by the Department of Environment and Heritage Protection in the past 5 years?</th>
<th>☐ No</th>
<th>☐ Yes</th>
<th>If Yes, provide details of the notice as well as subsequent action taken to improve.</th>
</tr>
</thead>
</table>

| 3. Detail the practices and processes in place within the company in relation to environmental sustainability (such as recycling and use of recyclable products and materials etc.). |  |  |  |
4.14 Environment: Demonstration of Understanding

The tenderer shall complete the below ‘Demonstration of Understanding’ in relation to their environmental obligations relating to the Scope of Works.

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with ‘refer to attachment X’ or similar will be found non-conforming.

### 4.14.1 Key Environmental Risks Identified

*Add rows as required to address the key safety risks identified*

<table>
<thead>
<tr>
<th>Risk Identified</th>
<th>Proposed Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.14.2 Risk Assessments

Provide a list of the environmental Risk Assessment standards that will be utilised by employees on site in completion of the works

### 4.14.3 Environmental Management Systems in the Business

Provide a list of Environmental Management policies, procedures, documents and/or registers that will be referred to by Supervisors and Site Personnel in the completion of the works.
4.14.4 Environmental Management Training

What Environmental management training is provided or has been undertaken by Employees?

<table>
<thead>
<tr>
<th>4.14.5 Environment Personnel</th>
</tr>
</thead>
</table>

List Environment related personnel who will be allocated to this project. Include: Name, Position, % allocation to the works and hours to be spent on site.

<table>
<thead>
<tr>
<th>4.14.6 Other</th>
</tr>
</thead>
</table>

Detail any other information that demonstrates a commitment to understanding the obligations of the Company in relation to managing environmental impacts.
4.15 Proposed Departures from ITT Section 2: Scope of Works

☐ Not Applicable

☐ Proposed Departures listed: this is a non-conforming offer (second offer)

A non-conforming submission will not be evaluated unless accompanied by a confirming submission.

<table>
<thead>
<tr>
<th>Scope of Work Item#</th>
<th>Proposed Departure</th>
<th>Rationale for Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.16 Proposed Departures from ITT Section 3: Conditions of Contract

☐ Not Applicable
☐ Proposed Departures listed. Departures may result in the offer being found non-conforming.

<table>
<thead>
<tr>
<th>Contract Section</th>
<th>Proposed Departure</th>
<th>Rationale for Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.17 Relative Experience and Past Performance

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with 'refer to attachment X' or similar will be found non-conforming.

<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>

Provide three (3) previous past performance with similar projects including the contact details of the company’s representative is required to be included in the submission.

<table>
<thead>
<tr>
<th>Demonstrated Past Performance and Reference #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
</tr>
<tr>
<td>Project Description</td>
</tr>
<tr>
<td>Project Address</td>
</tr>
<tr>
<td>Dates of Performance</td>
</tr>
<tr>
<td>Cost/Budget $</td>
</tr>
<tr>
<td>Company Contact Person</td>
</tr>
<tr>
<td>Contact Person Role</td>
</tr>
<tr>
<td>Contact Phone &amp; email</td>
</tr>
</tbody>
</table>

Details of Scope Performed relevant to this Tender submission
(Skills required; lessons learned relevant to this Scope of Works)

| Nominated Key Personnel who worked on this project |
## Demonstrated Past Performance and Reference #2

<table>
<thead>
<tr>
<th>Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Description</td>
<td></td>
</tr>
<tr>
<td>Project Address</td>
<td></td>
</tr>
<tr>
<td>Dates of Performance</td>
<td></td>
</tr>
<tr>
<td>Cost/Budget</td>
<td>$</td>
</tr>
<tr>
<td>Company Contact Person</td>
<td></td>
</tr>
<tr>
<td>Contact Person Role</td>
<td></td>
</tr>
<tr>
<td>Contact Phone &amp; email</td>
<td></td>
</tr>
</tbody>
</table>

**Details of Scope Performed relevant to this Tender submission**

(Skills required; lessons learned relevant to this Scope of Works)

**Nominated Key Personnel who worked on this project**
## Demonstrated Past Performance and Reference #3

<table>
<thead>
<tr>
<th>Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Description</td>
<td></td>
</tr>
<tr>
<td>Project Address</td>
<td></td>
</tr>
<tr>
<td>Dates of Performance</td>
<td></td>
</tr>
<tr>
<td>Cost/Budget</td>
<td>$</td>
</tr>
<tr>
<td>Company Contact Person</td>
<td></td>
</tr>
<tr>
<td>Contact Person Role</td>
<td></td>
</tr>
<tr>
<td>Contact Phone &amp; email</td>
<td></td>
</tr>
</tbody>
</table>

### Details of Scope Performed relevant to this Tender submission

(Skills required; lessons learned relevant to this Scope of Works)

### Nominated Key Personnel who worked on this project
4.18 Tenderer’s Key Personnel

The Tenderer must complete one table for each of the Key Personnel who will be allocated to this Project.

The key personnel identified for this Project include:
- Project Manager
- Work Health & Safety Representative
- Site Supervisor

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).

The Tenderer may add extra tables as required to demonstrate allocation of appropriately qualified resources for other roles considered of importance in execution of the Works.

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with ‘refer to attachment X’ or similar will be found non-conforming.

<table>
<thead>
<tr>
<th>Tenderer’s Key Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Allocation to this Project</strong></td>
</tr>
<tr>
<td>(% or hrs)</td>
</tr>
<tr>
<td><strong>Location during Project</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Years experience</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Experience specific to this Tender</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tenderer’s Key Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Allocation to this Project</strong></td>
</tr>
<tr>
<td>(% or hrs)</td>
</tr>
<tr>
<td><strong>Location during Project</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Years experience</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Experience specific to this Tender</strong></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>Allocation to this Project</strong> (% or hrs)</td>
</tr>
<tr>
<td><strong>Location during Project</strong></td>
</tr>
<tr>
<td><strong>Qualifications</strong> (provide copies)</td>
</tr>
<tr>
<td><strong>Years experience</strong> (specific to this Project)</td>
</tr>
<tr>
<td><strong>Experience specific to this Tender</strong></td>
</tr>
</tbody>
</table>

### Tenderer’s Key Personnel

<table>
<thead>
<tr>
<th>Position</th>
<th>Site Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Allocation to this Project</strong> (% or hrs)</td>
<td>% Full time equivalent hours per week</td>
</tr>
<tr>
<td><strong>Location during Project</strong></td>
<td>% On Site</td>
</tr>
<tr>
<td><strong>Qualifications</strong> (provide copies)</td>
<td></td>
</tr>
<tr>
<td><strong>Years experience</strong> (specific to this Project)</td>
<td></td>
</tr>
<tr>
<td><strong>Experience specific to this Tender</strong></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---</td>
</tr>
</tbody>
</table>


**4.19 Tenderer’s Proposed Subcontractors**

The Tenderer must complete one table for each of the major subcontractors who will be engaged (i.e. where a subcontractor is providing specialist services, the below tables should be used to demonstrate their suitability for the work).

The below information will also be required to be completed in the Procurement Plan ‘Attachment 4.2 – Procurement Plan’

The Tenderer may add extra tables as required to demonstrate allocation of appropriately qualified resources for execution of the Works.

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with ‘refer to attachment X’ or similar will be found non-conforming.

<table>
<thead>
<tr>
<th>Subcontractor 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business/Consultant Name</strong></td>
</tr>
<tr>
<td><strong>Works to be subcontracted</strong></td>
</tr>
<tr>
<td><strong>Experience specific to this Tender</strong></td>
</tr>
<tr>
<td><strong>Subcontractor Key Personnel (if applicable)</strong></td>
</tr>
</tbody>
</table>
4.20  Fee Proposal

The Tenderer acknowledges and agrees that:

1)  Price details must not be included anywhere else in the Tender unless stated below; and
2)  All prices quoted by the Tenderer must exclude GST payable unless otherwise stated.

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with ‘refer to attachment X’ or similar will be found non-conforming.

---

**SCHEDULE OF RATES**

The Tenderer’s Offer must include ‘Attachment 4.3 - Schedule of Rates Relining Program.xlsx’ completed in full,

---

4.21  Procurement Plan

The Tenderer’s offer must include the completed ‘Attachment 4.2 – Procurement Plan.xlsx’.

The Procurement Plan must be submitted as an attachment in excel file format.