For the Supply of Goods and/or Services

Request for Offer (RFO)  MANUFACTURE AND SUPPLY OF PRECAST CONCRETE STORMWATER AND SEWER INFRASTRUCTURE COMPONENTS

Closing Time:  Tuesday, 24th July 2018 at 2.00pm AEST

RFO Number:  TR-0448
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INTRODUCTION

Spanning a geographical footprint of 12,973 square kilometres, the Toowoomba Regional Council (Council) area is an inclusive and environmentally rich one that embraces the future while respecting the past.

While serving this vibrant and prosperous community, Council will lead with good governance and sustainable practices and an unwavering commitment to provide a safe, healthy and equitable community that enjoys a quality lifestyle. Accordingly, our assurance to residents will be to function as a well-governed Council that respects community values. While our focus will be to provide well-managed and integrated regional growth (delivering a dynamic economy that provides employment and opportunity), we will never compromise on protecting and maintaining a highly valued, diverse, liveable and sustainable natural environment. Council’s core values of integrity, respect, accountability and transparency, collaboration and teamwork, innovation and sustainability will continue to be at the heart of every resolution we face and every decision we make. That’s our ironclad commitment to the residents of this region.

This Contract is for a Preferred Supplier Arrangement for the Manufacture, Supply and Delivery Precast Concrete Stormwater and Sewer Infrastructure Components.
2 BACKGROUND INFORMATION
This tender is for the Manufacture, Supply and Delivery of Reinforced Concrete Box Culverts, Precast Concrete Side Entry Gully Pit Components and Precast Pipes for the conveyance of stormwater by gravity. Also included in this offer are Sewer and Stormwater Manhole components.

3 PARTICULARS OF GOODS/SERVICES/GOODS AND SERVICES

Technical Information
Unless otherwise specified, materials and workmanship shall be in accordance with the relevant standard of the Standard Association of Australia.
Overseas standards named in the Specification shall be applicable in the same manner as Australian Standards to relevant materials and workmanship.

Concrete Pipes
- Concrete pipes to conform to the Australian Standard for Precast Concrete Pipes (Pressure and Non-pressure) AS/NZS 4058:2007.

Culverts
- Concrete box culverts to be designed, manufactured and tested in accordance with AS1597.1–2010 “Precast Reinforced Concrete Box Culverts”, Small Culverts (not exceeding 1200mm width and 900mm depth) and;
- AS1597.2–2013 “Precast Reinforced Concrete Box Culverts”, Large culverts (exceeding 1200 mm span or 1200 mm height and up to and including 4200 mm span and 4200 mm height).

Precast Gully Components
- Precast reinforced concrete, side entry gully pit components are to be manufactured to the requirements of the Institute of Public Works Engineering standard drawings DS-060, DS-061, DS-062, DS-063 and DS-068.

Due to the job specific requirements in Construction and Maintenance, Council may or may not use the specified items listed in this schedule and therefore reserves the right not to be bound to use the successful offeror’s products if it does not suit the job requirements.

Sewer Manhole Components
Precast concrete sewer manholes to conform to the Australian Standard, AS 4198–1994 Precast concrete access chambers for sewerage applications.

Sizes and Lengths
The sizes of items shown in the schedules are nominal sizes only and offerors are to state the actual internal diameter and effective length of pipes offered. Where the bore and length of various types of pipe offered is significantly different, Council reserves the right to compare the offers on the basis of actual internal diameter and length, as well as cost.

Product Variations
Council reserves the right to source products/materials from alternate suppliers to match existing infrastructure for maintenance purposes. These items may or may not be listed in the attached schedules. The alternate supplier may or may not be successful under this tender process but will be utilised for legacy infrastructure products.

Supply and Delivery
Offerors are to provide rates for the supply of scheduled items to locations within each of Zones 1 – 5, as described in the attached map/drawing.

Offerors are also to provide transport costs for loads less than five (5) tonnes, greater than five (5) tonnes but less than ten (10) tonnes and for loads greater than ten (10) tonnes to locations within each of Zones 1 – 5, as described in the attached map / drawing.

Delivery Methods
The Offeror will unload the items. All deliveries to depots shall be made between the hours of 7.00am and 4.00pm (Monday – Friday).

**Response Time**

The Offeror will give Council at least forty-eight (48) hours’ notice of impending deliveries and Council will advise the Offeror whether items are to be delivered to specific sites or loaded on Council’s transport.

**Estimated Quantities**

Where quantities are supplied, Tenderers are advised that these quantities are used solely to determine “value for money” and should not be construed as indicative of potential purchases.

### 4 SPECIFIC REQUIREMENTS OF THE CONTRACT

This Offer contains the option for awarding the whole or part of the contract to a supplier. Separable portions are detailed in the schedules contained in the attached Schedule of Rates spread sheet.

Offerors have the option to:

- submit individual pricing for each separable portion in relevant schedules; OR
- submit pricing for whole contract in schedule (All or Nothing), or both.

Comprehensive evaluation will be done to consider best value for Council. Council reserves the right to award separable portions to differing Offerors.

**Contract Management Details**

The Offeror must update Council regularly with regard to changes to offerors details including:

- Changes of ownership;
- Changes of address;
- Contact details; and
- Updated insurance covers (including Certificate of Currency) as/when requested.

**Pricing**

Price is to remain fixed for the first 12 month period with an increase available at the anniversary date of the contract being awarded, if the contract is extended for a further 12 month period. A pricing structure is to be submitted 30 days prior to anniversary date.

If no pricing revision is received the pricing will remain fixed for the following extension period, if exercised.

**Invoicing Methodology**

Items ordered on the contract shall be scheduled items only. The Offeror shall submit delivery dockets and invoices in accordance with the information described below.

The Offeror shall ensure the following information is recorded on the delivery dockets supplied to Council Employees:

- Council’s Tender Number;
- The date of supply;
- Council’s Purchase Order Number;
- Signature, printed name and Council ID of officer taking delivery; and
- Item description(s).

Invoices shall be sent to Council on a regular basis to accountspayable@tr.qld.gov.au and each product supplied, listed on a separate line. The Offeror shall also ensure the following information is recorded on Invoices sent to Council’s Accounts Payable section:

- Council’s Tender Number;
- The date of supply;
• Council’s Purchase Order Number; and
• Item description(s).

Council reserves the right to negotiate the inclusion and exclusion of items from the schedule of rates during the term of this contract.

Workplace Health and Safety

The company/individual has an obligation to take all practicable steps to ensure the Workplace Health and Safety (WHS) of its personnel, sub-contractors and their employees and other people (not employees) who may be affected by the companies/individuals work practices. The company/individual has an obligation to consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter, namely Council.

The WHS management system of the Contractor must be the minimum requirement to demonstrate compliance with all duties of an employer specified under legislation. The Contractor must complete and attach all required documents as per Section 3.9 of the Offer Response.

Should Offerors already be compliant in Council’s Contractor Management System there is no need to complete the questionnaire mentioned in Section 3.9 Work Health and Safety in the Offer Response.

Personal Protection Equipment

Requirements for Personal Protective Equipment (PPE) apply to all Council workplaces. For workers undertaking construction and maintenance activities there is a minimum requirement of long sleeve shirts and trousers as well as safety boots. Caps are not permitted for sun protection.

Contractors and their employees must adhere to PPE requirements at workplaces they attend.

A copy of Council’s Personal Protective Equipment Management Procedure is available upon request.

Plant Biosecurity Requirements

The tenderer must ensure that all machinery brought onto council owned/managed properties is free from weed seed and other biological material which may spread propagative or pathogenic material.

All machinery must be thoroughly washed down prior to coming onto site and operators must arrange inspection by council staff. Machinery turned away due to failed inspection shall not incur cost to council.

A vehicle/machine will need to be washed down prior to getting to Council’s work site. If it is working in known areas of declared weeds the machine should be scheduled to stay in clean areas initially and progress to dirty areas. Basically if a machine goes from dirty to clean it needs to be washed down so the work it does needs to be managed to minimise this requirement. Good practice dictates that a machine should also be washed down prior to leaving the worksite if it is a known dirty site as it is an offence to transport weed seed.

Council reserve the right to request a wash-down and certification when using equipment that is coming from known dirty areas.

Council requires all offerors to complete and return, as part of their tender submission, a Weed Hygiene Declaration.

All suppliers shall observe and abide by all applicable codes of practice, regulations and laws under local, state and federal jurisdiction.

Contractor Management System (CMS) Compliance

Successful offerors must be compliant within Council’s CMS within four weeks of commencement of this contract. Requirements will be communicated with Letter of Acceptance and discussed in detail at the pre-start meeting.

Should Offerors already be compliant in Council’s Contractor Management System there is no need to complete Section 3.9 Work Health and Safety and 3.11 Insurance Coverage of the Offer Response.
5  KEY PERFORMANCE INDICATORS
Council will monitor the successful offeror/s at three monthly intervals against the following proposed Key Performance Indicators:

a) The availability of products upon request;
   b) Delivery of products at the agreed time;
   c) Supply of products as per ordered quantity; and
   d) Quality / condition of supplied products compared with specifications.

The successful offeror will be invited to negotiate the final KPI criteria prior to the commencement of the Contract.

6  OPERATION OF THE CONTRACT

Term
This contract will commence for a period of 12 months. The contract may be extended for a further period of 12 months by mutual agreement by both parties.

Nature
Price is to remain fixed for the first 12 month period with an increase available at the anniversary date of the contract being awarded, if the contract is extended for a further 12 month period. A pricing structure is to be submitted 30 days prior to anniversary date.

If no pricing revision is received the pricing will remain fixed for the following extension period, if exercised.

This contract will be awarded to a Preferred Supplier Arrangement as per Section 23 of the Local Government Regulation 2012.

7  EVALUATION CRITERIA
Offers will be evaluated using the information provided in the Offer Response:

<table>
<thead>
<tr>
<th>Compliance Criteria</th>
<th>Yes/No</th>
</tr>
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<tbody>
<tr>
<td>Qualitative Criteria</td>
<td></td>
</tr>
<tr>
<td>a) Experience</td>
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</tr>
<tr>
<td>b) Demonstrated understanding</td>
<td>10%</td>
</tr>
<tr>
<td>c) Local Supplier</td>
<td>10%</td>
</tr>
<tr>
<td>Quantitative Criteria</td>
<td></td>
</tr>
<tr>
<td>a) Price</td>
<td>70%</td>
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<tr>
<td>TOTAL</td>
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</tbody>
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8  IMPLEMENTATION TIMETABLE
The contract will take effect from the receipt of a duly signed Toowoomba Regional Council letter of acceptance of this contract and commencement date will be the date of issue of this letter of acceptance.
ADDITIONAL INFORMATION