



**GILGANDRA
SHIRE COUNCIL**

Live > Enjoy > Grow

QUOTATION

Q9/24

PLUMBING SERVICES

QUOTATION DOCUMENT

Quotations close
11:00am on Friday, 10 May 2024

1. Introduction

Gilgandra Shire Council requires suitably qualified and experienced contractors to perform plumbing services within the Gilgandra local government area. The proposed works include maintenance, additions and repairs to the plumbing in Council buildings and other facilities. The work will also include civil works from time to time and may require integration with Council's teams. This is a Schedule of Rates quotation and accepted quotations will form the basis of a panel of preferred suppliers.

2. Scope

The Contractor shall provide evidence to Council that they possess trade qualifications in plumbing prior to works commencing. Job specific requirements shall be discussed with the appointed contractor on a case by case basis.

The services required are plumbing works, including all excavation and preparation works, relating to the delivery of water and sewer services across Council sites within the Gilgandra Shire. This work will include a combination of maintenance activities and capital renewals and range from civil construction sites to building premises.

The Contractor will supply all administration, vehicles, tools and employees to perform the work unless otherwise agreed with Council beforehand. Materials used for work shall be itemised separately on invoices unless the materials are supplied by Council. The Contractor shall not be entitled to claim qualified tradesman hours where unsupervised, unqualified employees were used to perform the works.

Nothing in this engagement will preclude the Contractor from procuring other work. Council will make first contact with the Contractor for works but is not bound to hold over necessary works where the Contractor is unavailable due to other work commitments. In these instances, Council may engage other tradesmen to perform the work.

Gasfitting does not form a requirement of this engagement. If gasfitting work is proposed, then the Contractor shall be licensed to perform such work and provide Council with Certificate of Compliance of any works performed during the course of this Contract. A rate shall be agreed for gasfitting prior to any engagement for this type of work.

The contractor is also responsible for site safety, including pedestrian management and will work within Council's WHS system.

Tipping fees and traffic control (where required) are not the Contractor's responsibility.

Where travel is involved to perform the works, Council shall pay the Contractor at the rate specified in the Schedules. Travel is to be based from Gilgandra and for travel in one direction.

3. Sub-contracting

Subcontracting works under this Contract is not permitted for plumbing work. This does not extend to specialised services or other activities that are required in order to carry out the contracted works (such as utilities location, wet hire of heavy equipment etc.).

4. **No Authority**

The Contractor has no authority to procure or enter into any agreement on Council's behalf. Undertaking works as a result of unsolicited proposals whilst performing work under this engagement is prohibited unless authorised by Council's delegate.

5. **Timeframe for Engagement**

The timeframe for supply of plumbing services will commence at acceptance and conclude 30 June 2026. Financial Year CPI price adjustment shall apply from 1 July 2025.

6. **Invoicing and Payment**

The Contractor will invoice Council for the works and services provided at the rates specified in the Schedules.

Council shall pay the Contractor within 30 business days of receipt of a tax invoice.

7. **Contact**

Refer all enquires in relation to this quotation to:

Mr Daryl Colwell
Gilgandra Shire Council PO Box 23
Gilgandra NSW 2827
E-mail: dcolwell@gilgandra.nsw.gov.au
Phone: (02) 6817 8800

All responses to enquires will be in writing and placed on Council's website as an addendum in the appropriate quotation section.

8. **Submission of Quotations**

Quotations shall be submitted on the attached compulsory Quotation form prior to 11am on Friday, 10 May 2024. Late quotations will not be accepted.

9. **Assessment Criteria**

- Price (note Council has a Local Purchasing Policy for Goods and Services)
- Ability to demonstrate WHS compliance
- Trade Qualifications and Availability

10. Work Health & Safety Regulations

The successful contractor may be required to participate in site induction and risk assessment and any safe work method statements necessary to complete the role.

Contractors are obligated to abide by Council's WH&S policies including, UV policy, drug and alcohol and personal protective equipment (copies can be obtained at Council's office) and to observe directions on health and safety from designated officers of the organisation. Failure to comply with this will be considered a breach of the agreement and sufficient grounds for termination of the engagement.

The successful contractor will be required to provide a copy of all relevant licences. General monitoring will occur during the course of the works.

11. Registrations and Insurance

The successful contractor/s will be required to provide copies of Certificates of Currency for:

- Public Liability Insurance policy of a minimum \$20,000,000
- Workers' Compensation Insurance or, for a sole trader or operative partner of partnership, evidence of a Personal Accident Insurance policy

All registration and insurance documents are to be supplied to Council prior to contractor commencing work.

12. Other Conditions

- a) Council is not bound to accept the lowest or any quotation, nor are they responsible for, or pay for expenses or losses which may be incurred by any contractor in the preparation of this quotation.
- b) By submitting a quotation, the contractor recognises and agrees to the terms and conditions outlined in this document.
- c) The contractor shall be satisfied as to the correctness of their quotation and sufficiency of the quotation for the works, and that the price covers the cost of complying with all obligations under this quotation documentation and all matters and things necessary for the due and proper performance and completion of the project.
- d) Notice of acceptance of a quotation shall be given in writing.

GILGANDRA SHIRE COUNCIL

STATEMENT OF BUSINESS ETHICS

GENERAL PRINCIPLES

Gilgandra Shire Council expects all its representatives, staff and Councillors to behave ethically and to abide by a written Code of Conduct. Council also expects private industry and its representatives to maintain similar standards of ethical conduct in their dealings with Council.

There are two main principles that form the basis of Gilgandra Shire Council's business agreements. Firstly, there is the need to get the best possible value for public money. Secondly, Council needs to demonstrate impartiality and fairness at all stages of the process.

These principles enable suppliers to promote their interests productively and avoid potentially questionable activity. Those providing goods and services also benefit from the assurance that their competitors are required to behave in accordance with the same guidelines.

VALUE FOR MONEY is determined by considering all the factors which are relevant to a particular process. For example quality, reliability, timeliness, service, initial and ongoing costs are all factors which can make a significant impact on benefits and costs. Value for money does not mean "lowest price".

However, the lowest price bid might offer best value if it meets other essentials such as quality and reliability.

IMPARTIALITY AND FAIRNESS are about being objective, even-handed and reasonable. An impartial person will try objectively to establish criteria for determining best value for money and will work hard to objectively assess each quotation against criteria. A fair person would not for example change or introduce new selection criteria midway through the quotation process without advising all persons submitting a quotation.

Being impartial includes taking into account the practicalities of a given situation. Impartiality does not require for example inviting bids from firms which have performed poorly in the past. In some circumstances, fairness takes into account the effects of actions of others. It would be unfair to call quotes when there is no serious intent to award a contract subject to a satisfactory offer.

Fairness does not necessarily mean pleasing everyone. Some people are occasionally adversely affected by fair decisions. Council operates from a view point where it wishes to be fair in all its dealings and minimise where possible, any adverse effects of its decisions.

Gilgandra Shire Council expects staff and Councillors to:

- Respect and follow Council's policies and procedures.
- Treat all quotes for the supply of goods and services equitably.
- Promote fair and open competition while seeking best value for money.
- Protect confidential information.
- Meet or exceed public interest and accountability standards.
- Respond promptly to reasonable requests for advice and information.
- Avoid situations where private interest could conflict with public duty.
- Never solicit or accept remuneration, gifts or other benefits from a supplier for the discharge of official duties.

Council expects tenderers, suppliers, consultants and contractors to:

- Respect the conditions set out in documents supplied by Council,
- Respect the obligation of Council staff to abide by Council's procurement and disposal policy.
- Abstain from collusive practices.
- Prevent unauthorised release of privileged information, including confidential Council information.
- Refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage.

HOW IT WORKS

There is no absolute definition of "ethical behaviour". If there is any doubt about the ethics of a proposed action, a sensible test is whether or not you would be happy to see your behaviour published in the local newspaper.

Staff and Councillors of Gilgandra Shire Council or those in the employ of a tenderer, supplier, consultant or contractor who are concerned that a breach of the law or of ethical conduct may have taken place, should discuss the matter with Gilgandra Shire Council's Public Officer on (02) 6817 8800.

If an apparent breach of any agreed standard of ethical conduct is identified, then the matter should be immediately brought to the attention of the General Manager or the Public Officer on (02) 6817 8800.

CODE OF CONDUCT

Council contractors will also be required to observe the relevant provisions of Council's Code of Conduct based on the Department of Local government Model Code of Conduct for Local Councils in NSW, adopted by Gilgandra Shire Council April 2019.

The Code of Conduct is accessible on Council's website: www.gilgandra.nsw.gov.au.

PLUMBING SERVICES

CLOSING TIME AT 11AM, FRIDAY, 10 May 2024

Schedules

	Item (enter rate as appropriate)	Unit	Rate (ex GST) \$/unit
i	<u>Licenced</u> plumbing services including vehicle, tools, minor plant and equipment and administration costs	\$/hr	
ii	<u>Unlicenced but trade qualified</u> plumbing services including vehicle, tools, minor plant and equipment and administration costs	\$/hr	
iii	One way travel (e.g. if a job is 30km from Gilgandra, the rate is for 30km, not 60km)	\$/km	
iv	Additional labourer	\$/hr	
v	Equipment (please specify larger plant owned by contractor not included in item i). Attach additional sheet if necessary	\$/hr	

- Please note Council has a local purchasing policy
- I/we confirm that I/we have read and are aware of Gilgandra Shire Council's Statement of Business Ethics
- I/we confirm that I/we have noted Council's requirements and confirm that I/we have not colluded with other persons submitting quotations in preparing this proposal

Company:			
ABN:			
Name of contact person:			
Address:			
Phone No:			
Email:			
Signed:		Date:	

Please submit this form:

Via email to: rberryman@gilgandra.nsw.gov.au clearly marked **Q9/24 PLUMBING QUOTATION** as the Subject; or

Place in the Tender Box at Gilgandra Shire Council's Admin building, 15 Warren Road, Gilgandra, clearly marked Q9/24