



## ***QUOTATION DOCUMENTATION***

***Q38/18***

### ***Works Depot Upgrade - Consultation for Development Application And Construction Certificate***

**Quotations close at 11:00am  
on Friday, 19 October 2018**

## 1. Introduction

Council is seeking quotations from a qualified contractor to provide consultation in regards to the DA and CC submission for the Works Depot Upgrade at Gilgandra.

## 2. Scope

This project requires the contractor to provide Council with consultation that satisfies the following outcomes:

### Development Application (DA)

- Floor plan of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building.
- Elevations and sections showing proposed external finishes and heights.
- Proposed finished levels of the land in relation to buildings and roads.
- Proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate).
- Proposed method of draining the land (roof gutters, downpipes and rainwater tanks).
- Statement of environmental effects.

### Construction Certificate (CC)

- Copies of compliance certificates relied upon (if any).
- Hard and soft copy of detailed plans. Soft copy in PDF.  
The plan of the building must be drawn to a suitable scale and consist of a general plan and a block plan. The general plan of the building is to:
  - \* Show a plan for each floor section;
  - \* Show a plan of each elevation of the building;
  - \* Show the levels of the lowest floor and of any yard or unbuilt area belonging to that floor and the levels of the adjacent ground
  - \* Indicate the height, design, construction and provision for fire safety resistance (if any).
- Hard and soft copy of the specifications. Soft copy in PDF.  
To describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply.
- Engineer's detail for geotechnical report/slab/footings and all other structural requirements.
- Engineer's detail for framework/bracing/tie down.
- Engineer's detail for 10 tonne overhead crane in the workshop.
- Section J assessment.
- Fire Safety assessment.

Council will provide the concept plan and electronic copy of the survey. Council will also provide a copy of the geotechnical report.

Contractor to provide a schedule of rates.

Full documentation to be ready for tender issue.

Refer to attached drawings at the end of this document. Use the contact details provided below if you wish to obtain drawings in AutoCAD format.

### **Timeframe for Consultation**

The preferred timeframe for the final issue of the DA and CC submission is before 14 December 2018.

### **3. Contact**

Refer all enquires in relation to this quotation to:

Mr Chris Nguyen  
Graduate Engineer  
Gilgandra Shire Council  
PO Box 23  
Gilgandra NSW 2827  
E-mail: [cnguyen@gilgandra.nsw.gov.au](mailto:cnguyen@gilgandra.nsw.gov.au)  
Phone: (02) 6817 8800

### **4. Submission of Quotations**

Quotations shall be submitted on the attached compulsory Quotation form and submitted prior to 11am on Friday, 19 October 2018. Late quotations will not be accepted.

### **5. Assessment Criteria**

- Price
- Conformance with quotation documentation
- Timeframe for construction

### **6. 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.

The successful contractor will be required to provide a copy of all relevant licences.

General monitoring will occur during the course of the contract.

## **7. Registration and Insurance**

The successful contractor/s will be required to be registered on Statewide – Contractor Insurance Management System (CIMS). Statewide will verify your insurances, being:

- 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 to be supplied to the CIMS portal prior to contractor commencing work.

## **8. 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 consultant 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 March 2013.

The Code of Conduct is accessible on Council's website: [www.gilgandra.nsw.gov.au](http://www.gilgandra.nsw.gov.au).



**GilgandraShireCouncil**  
meeting community needs

**QUOTATION 38/18**  
**DA and CC Consultation**

**CLOSING TIME – 11AM, 19 October 2018**

I/we wish to submit a <b>GST EXCLUSIVE</b> quotation for DA and CC consultation for the Works Depot Upgrade	\$
I/we could have the scope of works completed by 14 December 2018	YES / NO
If you answered NO, please provide an alternative timeframe	

**Referees:**

<b><u>No</u></b>	<b><u>Client</u></b>	<b><u>Contact Number</u></b>	<b><u>Details of Work</u></b>	<b><u>Value of Works</u></b>

**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

**(Please print)**

<b>Company:</b>	
<b>ABN:</b>	
<b>Name of contact person:</b>	

<b>Address:</b>			
<b>Phone No:</b>			
<b>Email:</b>			
<b>Signed:</b>		<b>Date:</b>	

Please submit this form in an envelope, clearly marked **Q 38/18**:

Via post to:

Gilgandra Shire Council  
 PO Box 23  
 Gilgandra NSW 2827

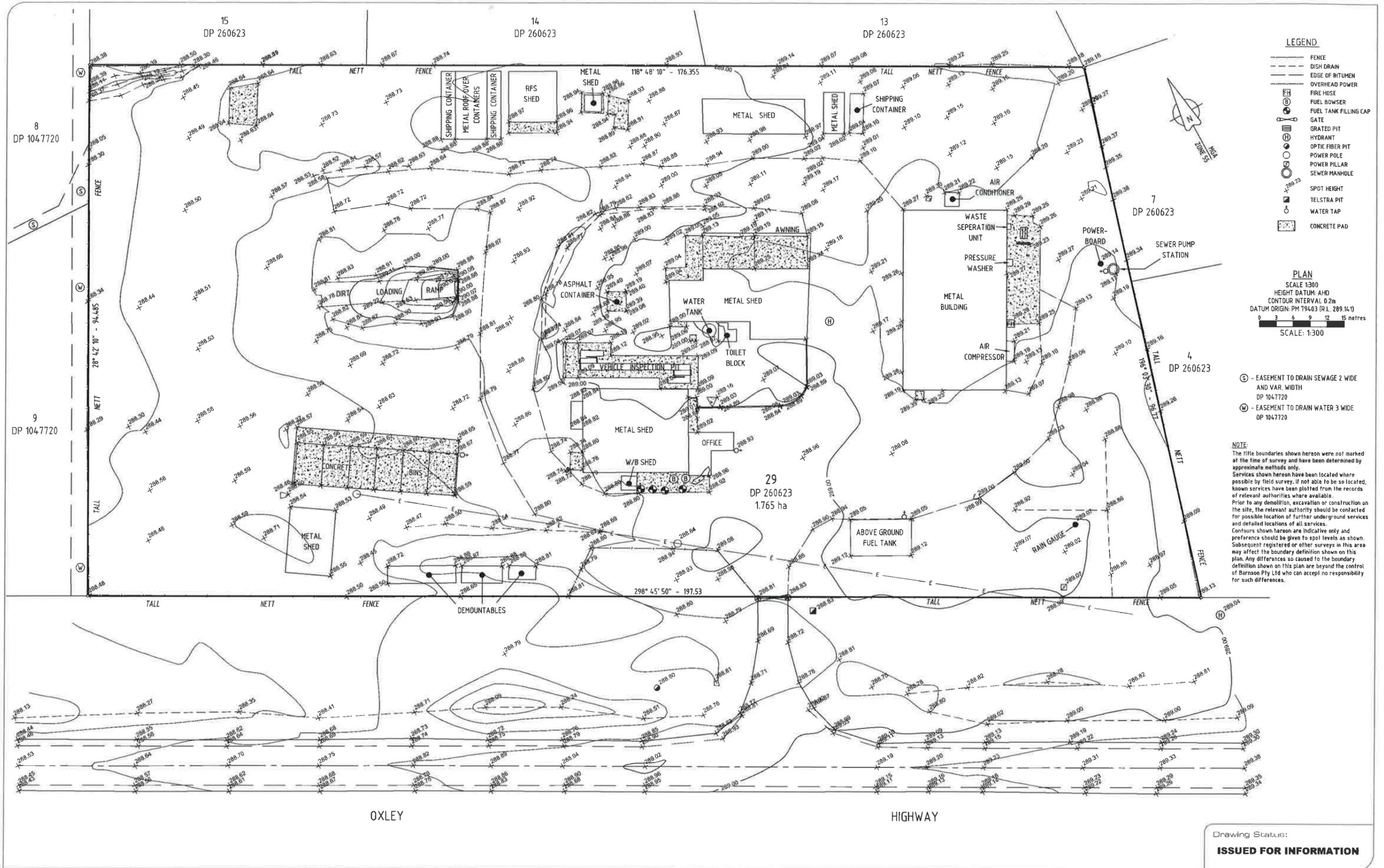
OR

Via fax to: (02) 6847 2521

Place in the Tender Box at:

Gilgandra Shire Council  
 15 Warren Road  
 Gilgandra NSW 2827

Via email to: [council@gilgandra.nsw.gov.au](mailto:council@gilgandra.nsw.gov.au)



**LEGEND**

- FENCE
- - - DISH DRAIN
- - - EDGE OF BITUMEN
- - - OVERHEAD POWER
- ⊕ FIRE HOSE
- ⊕ FUEL BOWSER
- ⊕ FUEL TANK FILLING CAP
- ⊕ GATE
- ⊕ GRATED PIT
- ⊕ HYDRANT
- ⊕ OPTIC FIBER PIT
- ⊕ POWER POLE
- ⊕ POWER PILLAR
- ⊕ SEWER MANHOLE
- ⊕ SPOT HEIGHT
- ⊕ TELSTRA PIT
- ⊕ WATER TAP
- ▨ CONCRETE PAD

**PLAN**

SCALE 1:300  
 HEIGHT DATUM: AHD  
 CONTOUR INTERVAL: 0.2m  
 DATUM ORIGIN: PM 79403 (R.L. 289.14.1)  
 0 3 6 9 12 15 metres  
 SCALE: 1:300

- Ⓢ - EASEMENT TO DRAIN SEWAGE 2 WIDE AND VAR. WIDTH DP 1047720
- Ⓜ - EASEMENT TO DRAIN WATER 3 WIDE DP 1047720

**NOTE:**  
 The HfE boundaries shown hereon were not marked at the time of survey and have been determined by approximate methods only.  
 Services shown hereon have been located where possible by field survey, if not able to be so located, known services have been plotted from the records of relevant authorities where available.  
 Prior to any demolition, excavation or construction on the site, the relevant authority should be contacted for possible location of further underground services and detailed locations of all services.  
 Contours shown hereon are indicative only and preference should be given to spot levels as shown. Subsequent registered or other surveys in this area may affect the boundary definition shown on this plan. Any differences so caused to the boundary definition shown on this plan are beyond the control of Barnson Pty Ltd who can accept no responsibility for such differences.

Drawing Status:  
**ISSUED FOR INFORMATION**



Offices Located  
 Dubbo, Mudgee, Parkes & Bathurst

Contact Us  
 t: 1300 132 882  
 e: general@barnson.com.au  
 w: www.barnson.com.au



Client: GILGANDRA SHIRE COUNCIL

Project: PROPOSED UPGRADE TO GILGANDRA SHIRE COUNCIL WORKS DEPOT

Drawing Title: PLAN OF EXISTING STRUCTURES AND SERVICES LOT 29 DP 260623 OXLEY HIGHWAY

Design	Drawn	Rev	Date	Amendment
GM	MC			
GM	GA			
GM	GM			

Drawing Sheet:  
 A1 - Original size - Scales as noted  
 A3 - Minimization - Not to scale

A 22.04.10 SITE SURVEY

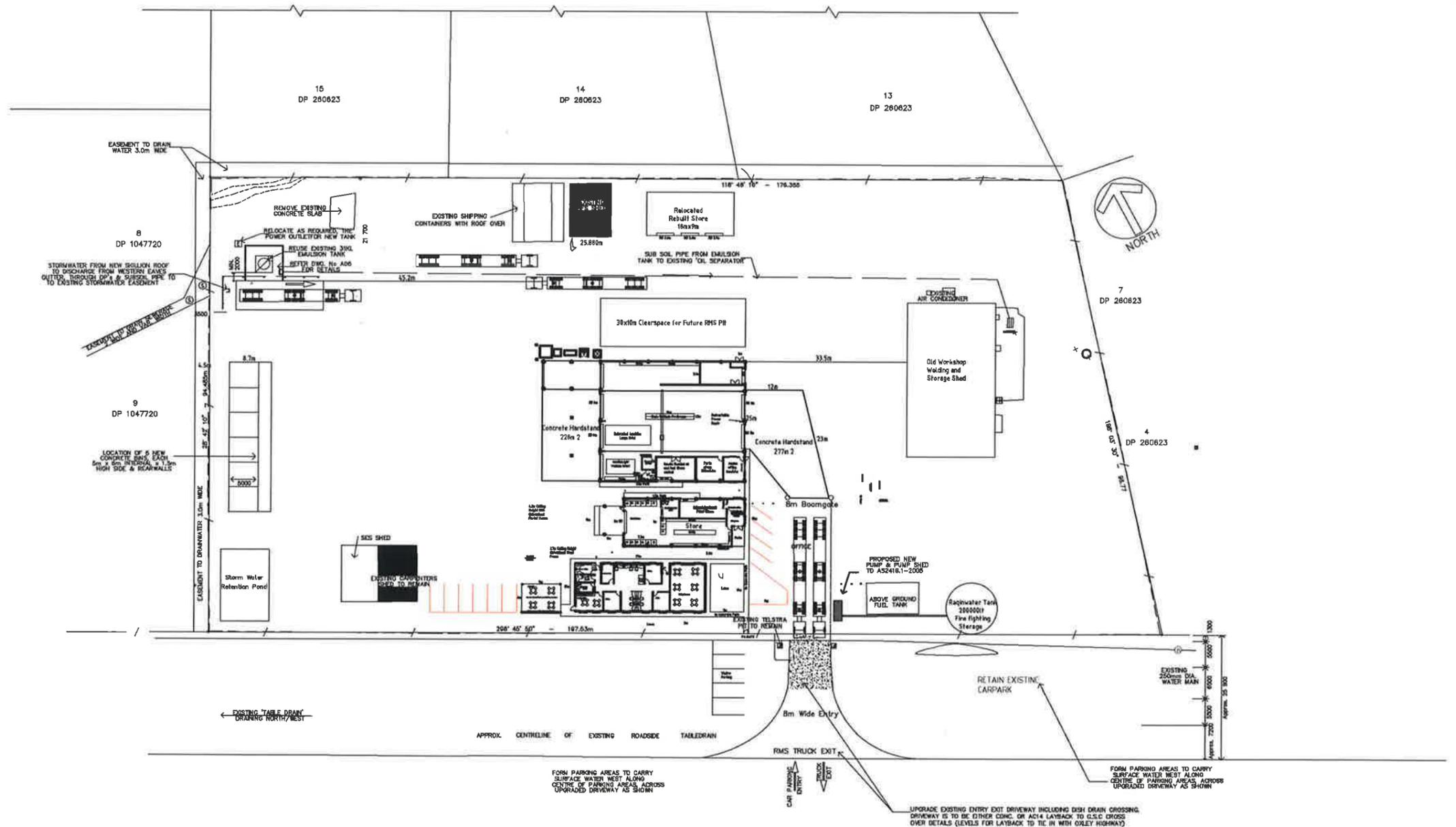
Drawing Number: 13314-L01  
 Revision: A

**LEGEND:**

- EXISTING STRUCTURE TO BE CAREFULLY DEMOLISHED DENOTED THUS TYP:--
- EXISTING SECURITY FENCE
- EXISTING WATER MAIN
- ⊙ EXISTING HYDRANT
- ⊗ EXISTING GATE
- ⊙ PROPOSED FIRE HYDRANT IN ACCORDANCE WITH FIRE SERVICE ENGINEER'S SPECIFICATIONS
- PROPOSED WATER MAIN
- PROPOSED 3.0m WIDE MASS PLANTING OF TREES
- SECURITY FENCE
- PROPOSED BUILDINGS
- EXISTING BUILDINGS

**FINISHED SURFACE LEGEND:**

- ▨ NEW CONCRETE OR ASPHALT LAYBACK & OR DRIVEWAY, REFER TO TYPICAL DETAIL FOR MORE INFORMATION.
- AREA TO BE PROVIDED WITH A GRAVEL SURFACE FINISH WHICH FALLS TO SEDIMENT CONTROL & STORMWATER RETENTION BASIN
- LANDSCAPED AREA OF MASSES PLANTINGS. SPECIES OF INDIGENOUS PLANTS TO BE CONFIRMED..



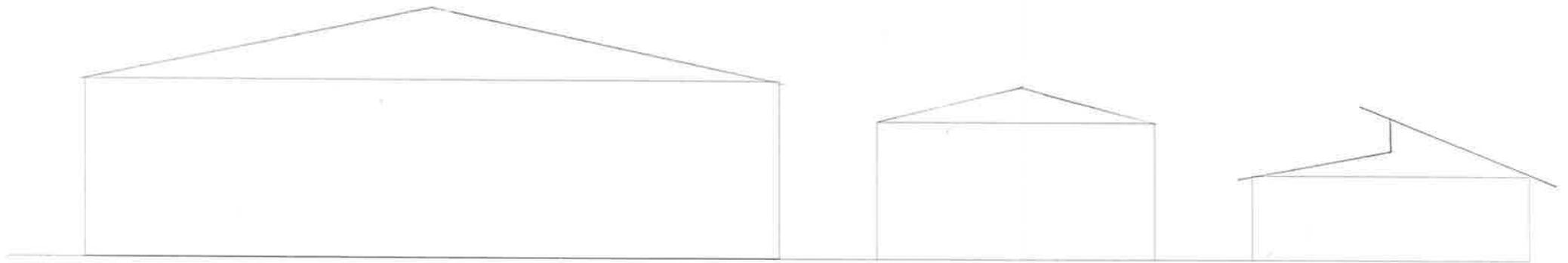
OXLEY

HIGHWAY

**SITE LAYOUT**

5m 0 5 10 15 20 25m  
 Scale 1:500 on A1 SIZE SHEET (1:1000 on A3)

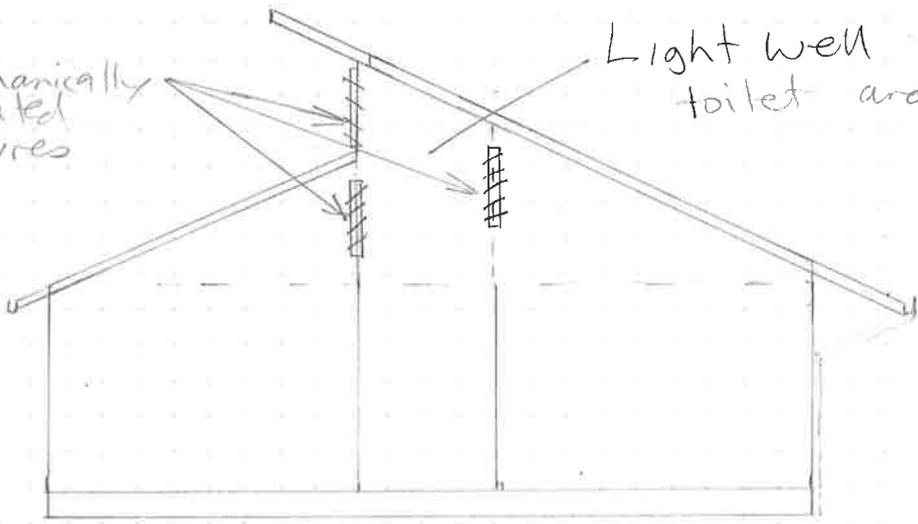
NOTE: --  
 TRUCK WASH BAY TO COMPLY WITH GSC POLICY FOR DISCHARGE OF LIQUID TRADE WASTE TO SEWERS



Western Elevation



Mechanically  
Operated  
louvers



Light well  
toilet and Meeting Room  
Between Disabled

→ Warren Rd

Western Elevation  
Offices

Gable ends to all buildings  
in new Depot