



QUOTATION DOCUMENTATION

Q3/19

Country Halls Program

***Rectification and Upgrade Works
to
Curban Community Hall and
Armatree CWA Hall***

**Quotations close at 11:00am
Friday, 22 February 2019**

1. Introduction

Gilgandra has been able to secure grant funding through the Stronger Country Communities Fund (SCCF) to upgrade the Curban Community Hall and the Armatree CWA Hall, in accordance with the Country Halls Program.

Council is seeking quotations from suitably experienced and qualified contractors to complete the proposed building works as detailed within this Quotation Document.

The quotations are to include all work associated with the building and other works, as detailed, to ensure a quality renovated building with a continued life span.

1.1 Curban Community Hall

Located approximately 21 km north of Gilgandra, this venue sits comfortably within its rural landscape, amongst the grazing stock and seasonal crops surrounding the hamlet of Curban. The Curban Community Hall is the hub of the Curban Community, with an emphasis on “community” and “it’s for hire” (as a function venue).

The proposed rectification and upgrade works are targeted at eliminating stormwater build-up and ponding beneath the building in an attempt to minimise further movement of the building. In addition, the building is to be relevelled and packed to provide an even and level floor to improve the amenity of the building and continue its lifespan.



Figure 1 Curban Community Hall Site Location

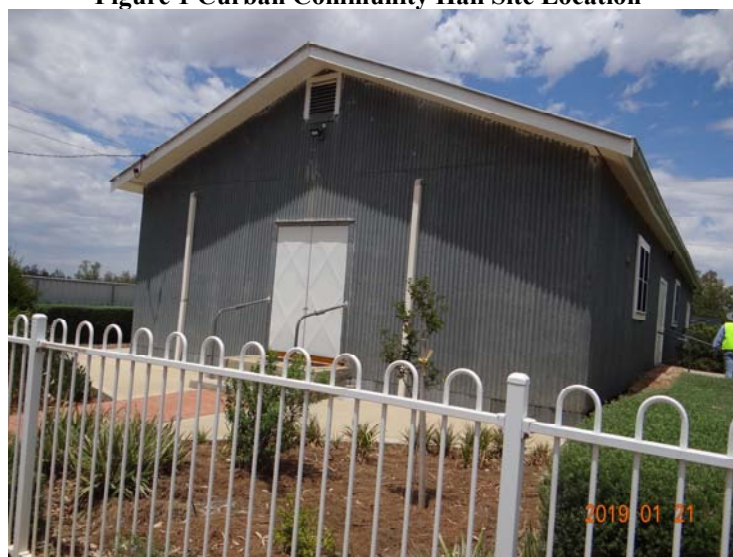


Figure 2 Front of Curban Community Hall

1.2 Armatree CWA Hall

The CWA is the largest women's organisation in Australia. Its aims are to improve conditions for women and their families in rural and remote Australia. Armatree CWA supports many charity events and local community projects.

The Armatree CWA Hall also has a strong emphasis on providing an amenable venue for CWA meetings as well as other community events and functions.

There is an existing gap and variance in floor levels between the original (front) part of the building and the more recent addition to the building (at the rear of the building). The proposed rectification and upgrade works are targeted at relevening the building and packing beneath the bearers to provide an even and level floor and, as such, minimising the variance in levels to improve the amenity of the building and continue its lifespan. In addition, there is a proposed concrete slab to be added to the existing concrete to the rear area of the hall.

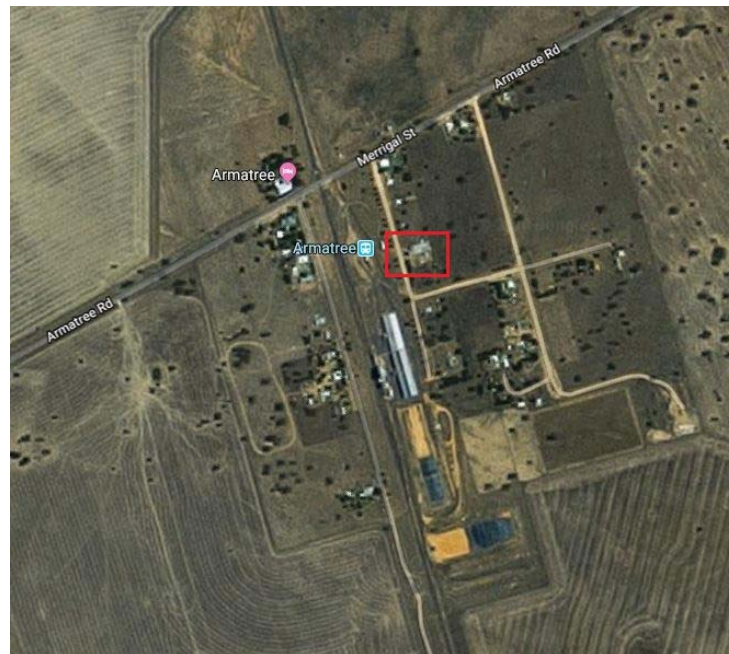


Figure 3 Armatree CWA Hall Site Location



Figure 4 Front of Armatree CWA Hall

2. Scope

The proposed scope of the project is in two sections, one for Curban Community Hall and the other for Armatree CWA Hall.

Separate quotations for each of these sections are requested and will determine the overall extent of the works included in the contract.

This proposed building works are as follows:

2.1 Curban Community Hall

- To improve ventilation to subfloor area, remove the loose corrugated iron sheets placed along the side and the rear of the building, as indicated on Drawing 3.1 - Site Plan (attached). In addition, the existing garden bed along the side of the building is to be reshaped to increase airflow under the building as well as improving stormwater drainage.
- Supply and install downpipes to the existing gutter at centres no greater than 12 metres, and install a stormwater drainage line (90mm PVC pipe) along the wall on the right-hand side of the building (looking from the front of the lot) with adequate fall. New stormwater drainage line on the lawn side will drain into water tank at rear of building.
- Install an additional downpipe to the existing gutter on the left-hand side of building (looking from the front of the lot), including a stormwater drainage spreader onto the skillion roof above toilets to control the water flow from the main roof. Install an additional 90mm PVC diameter downpipe to the skillion roof above toilets to enable adequate stormwater drainage from the roof.
- Cut existing concrete footpath and install 2 grated drains (proprietary polymer 100mm wide drains channel, with removable stainless steel grate on top) at the positions indicated on Drawing 3.1 - Site Plan (attached). The existing concrete needs to be cut to fit the grated drain with the grate to finish flush with the top of the footpath, and make good.
- Connect an underground drainage line (90mm PVC pipe) to the grated drains to allow adequate stormwater drainage from the property in the nominated areas as indicated on Drawing 3.1 - Site Plan (attached). The underground drainage lines may be diverted to avoid removal of plants and trees.
- Ensure adequate fall for all stormwater drainage pipes.
- Adequately jack subfloor timber bearers, in the areas required, to level the existing uneven areas. Pack the gaps between the existing pier and the levelled bearer with strips of fibre cement sheeting, to the satisfaction of Council.



Figure 5 Remove loose corrugated iron to allow ventilation under the building



Figure 6 Reshape garden bed to allow ventilation under the building



Figure 7 Run a new stormwater drainage line alongside the right-hand side of building with down pipes at 12m centres with adequate fall to drain into the water tank at rear of building.



Figure 8 Install a stormwater drainage spreader to the left-hand side of the building to control water flow from main roof



Figure 9 Example of stormwater drainage spreader



Figure 10 Example of 100mm grated drain with polymer channel and stainless steel grate



Figure 11 Existing footings under the hall

2.2 Armatree CWA Hall

- Supply and lay a 100mm thick concrete slab 3.05m x 3.22m, using 25MPa concrete, F72 reinforcement mesh and Y12 bars dowelled into the existing concrete at 600mm centres. For the location of the concrete slab refer drawing 3.2 – Site Plan.
- Adequately jack subfloor timber bearers, in the areas required, to level the existing uneven areas and rectify the existing gap and variance in floor levels between the original (front) part of the building and the more recent addition to the building (at the rear of the building). Pack the gaps between the existing pier and the levelled bearer with strips of fibre cement sheeting, to the satisfaction of Council. Once the bearers are level, bolt the relevant timber floor members together (at the junction between old and new floors) with M10 bolts at 450mm centres. For the location of the junction between the old and new floors refer drawing 3.2 – Site Plan.



Figure 12 Extend slab to line up with shelter slab and end of shed

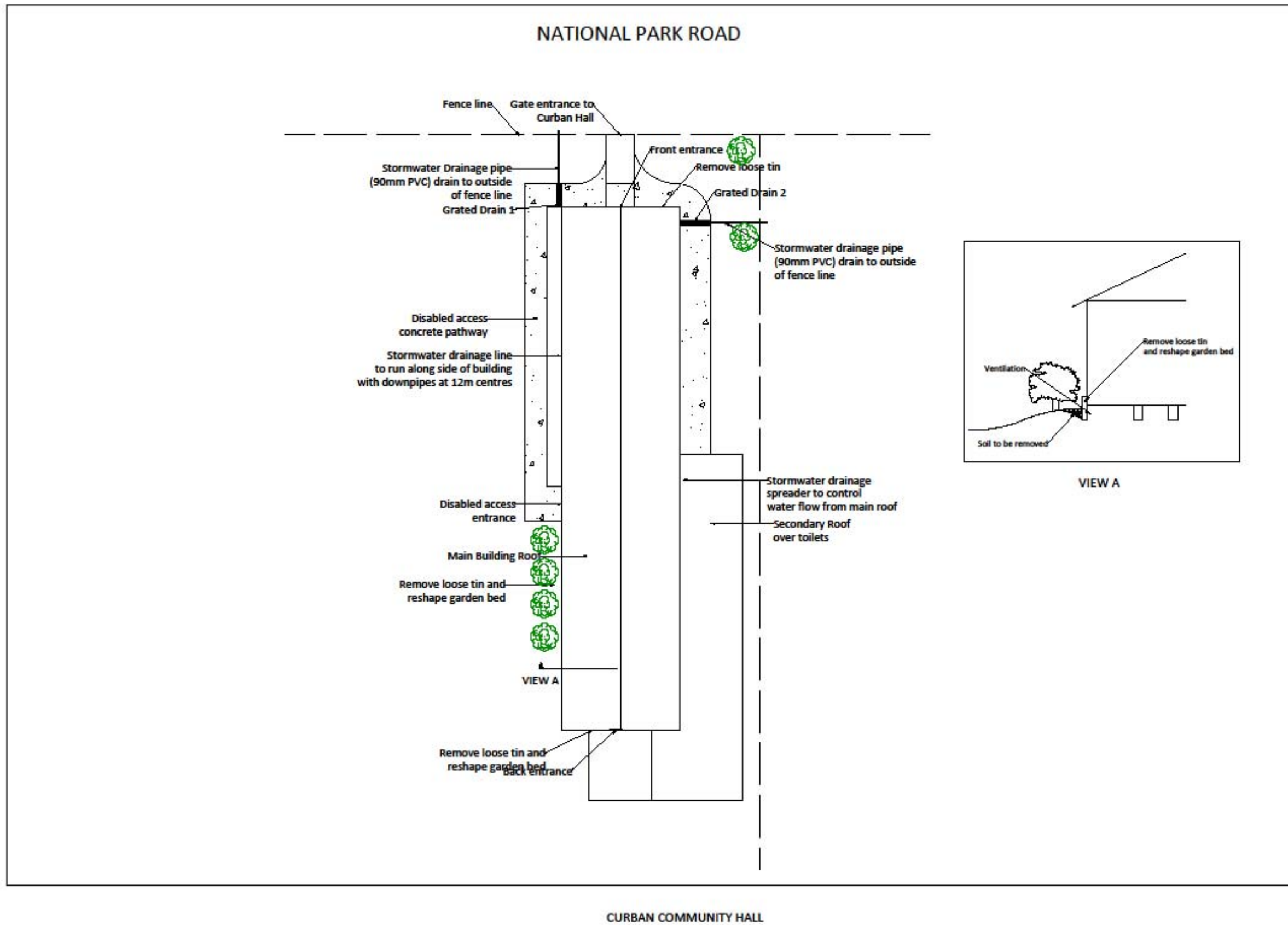


Figure 13 Existing structure beneath floor

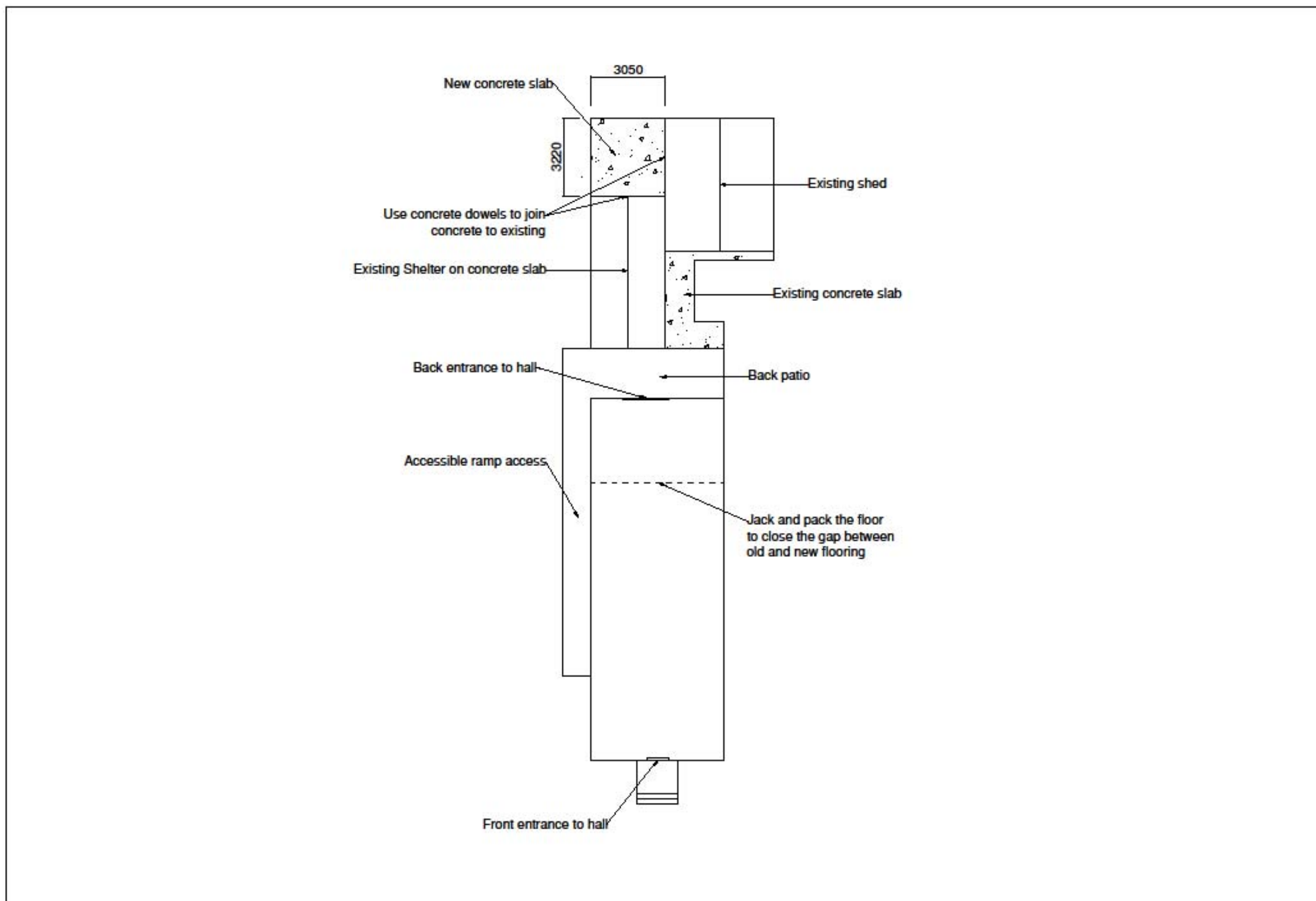
3. Drawings

See 3.1 and 3.2 (over page)

3.1 Curban Community Hall – Site Plan



3.2 Armatree CWA Hall – Site Plan



4. Site Inspections

Site inspections will be held on Wednesday, 13 February 2019 commencing at 10.00am at the Curban Community Hall, and then progressing to the Armatree CWA Hall. All interested contractors are invited to attend these site inspections where they will be able to inspect the buildings, confirm the works required and raise any questions with Council officers to enable accurate quotations. It is envisaged that the site inspection will be completed at Armatree by around 11:30am.

5. Timeframe for Construction

The preferred timeframe for building work to be completed is 30 March 2019, with the work to be scheduled to avoid any major events at the halls.

6. 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
Phone: 0429 129 980 or (02) 6817 8800

7. Submission of Quotations

Quotations are to be submitted on the attached compulsory Quotation form prior to 11am on Friday, 22 February 2019. Late quotations will not be accepted.

8. Assessment Criteria

- Value for Money
- Conformance with quotation documentation
- Timeframe for construction
- Contractors previous performance, including referee checks

Please note Council has a local purchasing policy.

9. Contract Agreement

The Contract to be entered into will be a Mini-Minor Works Contract prepared by Gilgandra Shire Council. The successful Contractor will be notified in writing within seven (7) days of a Council decision. The successful Contractor shall, within fourteen (14) days of such notification, enter into and sign the Articles of Agreement included in the Contract. Copies of this Contract may be inspected at the offices of Council, 15 Warren Road, Gilgandra during normal business hours.

In the event of no quotation having been accepted within thirty (30) days after closing of quotations, the quoted prices shall hold only with the consent of the Contractors.

Should the successful contractor fail to sign the Contract within fourteen (14) days of notice of acceptance of their quotation and commence work on the date specified, Council may award the contract to another party.

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.

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

General monitoring will occur during the course of the contract.

11. 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.

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 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.



GilgandraShireCouncil
meeting community needs

QUOTATION FORM

Q3/19 – CURBAN COMMUNITY HALL AND ARMATREE CWA HALL – RECTIFICATION AND UPGRADE WORKS

CLOSING TIME – 11AM ON FRIDAY, 22 FEBRUARY 2019

I/We the undersigned, submit the following quotation for the rectification and upgrade works for Curban Community Hall and Armatree CWA Hall, in accordance with this Quotation Documentation:

| | | |
|------------------------------|-----------|----------------------|
| CURBAN COMMUNITY HALL | \$ | GST Exclusive |
|------------------------------|-----------|----------------------|

| | |
|--|----------------|
| Please confirm total quotation amount in words: | |
| | dollars |
| | cents |

| | | |
|--------------------------|-----------|----------------------|
| ARMATREE CWA HALL | \$ | GST Exclusive |
|--------------------------|-----------|----------------------|

| | |
|--|----------------|
| Please confirm total quotation amount in words: | |
| | dollars |
| | cents |

| | |
|--|----------|
| I/we could have all proposed rectification and upgrade works completed by 30 March 2019 | YES / NO |
| If you answered NO, please provide an alternative timeframe for the rectification and upgrade works at Curban Community Hall and Armatree CWA Hall | |

Please Tick:

- I/we have read, understand and agree to abide by this Quotation Document
- 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

| | |
|---|--|
| Name of Contractor: (please print) | |
|---|--|

REFEREES:

I/we provide details of 5 previous projects as follows:

| No. | Client | Contact Number | Details of Work | Value of Work (\$) |
|-----|--------|----------------|-----------------|--------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

| | |
|---|--|
| Name of Contractor: (please print) | |
| Trading as: | |
| Address: | |
| | |
| ABN/ACN: | |
| Contractor's Licence No/s: | |
| Phone No: | |
| Email: | |
| Signed: | |
| Date: | |

Please submit this form in an envelope, clearly marked **Q3/19:**

Via post to:
Gilgandra Shire Council
PO Box 23
Gilgandra NSW 2827

Place in the Tender Box at:
Gilgandra Shire Council
15 Warren Road
Gilgandra NSW 2827

or via fax to: (02) 6847 252

or via email to: council@gilgandra.nsw.gov.au