



QUOTATION DOCUMENTATION

Q40/18

SCOPE OF WORKS

Upgrade of Air Conditioning System

Gilgandra Shire Council

Administration Office

15 Warren Road, Gilgandra

**Quotations close at 11:00am
on Friday, 2 November 2018**

1. Introduction

Gilgandra Shire Council is seeking quotations from suitably experienced and licenced contractors to replace / upgrade the existing air conditioning system to Council's Administration Building at 15 Warren Road, Gilgandra. The existing system is of considerable age and is failing.

2. Scope

The Scope of Works shall be taken as being generally the supply and installation of an air conditioning system (heating and cooling) suitable for the building, and is to include the following three (3) options:

- (A) Replacement of the existing reverse cycle air conditioning system**
- (B) Split system reverse cycle air conditioners to the building**
- (C) Heat Recovery air conditioning system (Twin Pipe or Three Pipe)**

Council would like to be provided with all three (3) options listed above to enable an informed decision about which option to proceed with.

The quotations shall include for the supply of all relevant units, labour, refrigerants and other materials required for the system(s) to be fully functional and compliant.

The quotations shall include for the dismantling, removal and disposal of the redundant outdoor unit and relative accessories and materials.

The quotations shall include a comprehensive description of all proposed works associated with each air conditioning option (A, B and C), including the brand, size and other relevant information regarding the proposed air conditioning system(s).

The air conditioning system(s) nominated shall be of a high quality standard and be amply sufficient to adequately condition the air within all the nominated areas in an accurate and timely manner.

3. Option A – Replacement of the Existing Reverse Cycle Air Conditioning System

Supply and installation of a reverse cycle air conditioning system to replace the existing reverse cycle air conditioning system to service **all areas** of the building including all offices, open areas, kitchen, foyer, Council chambers and Mayor's Office.

The new system is to include the removal of and replacement of all ductwork to the building, as necessary to achieve the adequate conditioning of air in all of these nominated areas.

The system is to have one (1) control panel to be centrally located adjacent the front counter / foyer area, and shall have 2 zones (Main office and Chambers/Mayor's Office)

4. Option B – Split System Reverse Cycle Air Conditioners

Supply and installation of split system reverse cycle air conditioning units to all offices, open areas, kitchen, foyer and Council chambers (including remote controls for each unit).

The quotation shall exclude split system air conditioning units for the four (4) offices in Council's Infrastructure Department, which already have split systems installed.

5. Option C – Heat Recovery air conditioning system (Twin Pipe or Three Pipe)

Supply and installation (including the design) of a twin pipe or 3 pipe air conditioning system to achieve individual heating and cooling separately for each room / area of the building using a heat recovery system.

The new system shall service **all areas** of the building including all offices, open areas, kitchen, foyer, Council chambers and Mayor's Office.

The new system is to include the removal of and replacement of all ductwork to the building, as necessary to achieve the adequate conditioning of air in all of these nominated areas.

6. Contact

Refer any enquires in relation to this quotation to:

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

7. Submission of Quotations

Quotations shall be submitted on the attached Quotation Form and submitted prior to 11:00am on Friday, 2 November 2018. Late quotations will not be accepted.

8. Assessment Criteria

- Value for money
- Conformance with quotation documentation
- Timeframe for installation
- Contractor's previous performance, including referee checks

Please note Council has a local purchasing policy.

9. Work Health & Safety Regulations

The successful contractor will be required to submit details of their safety management plan prior to commencing work. All Contractors and their employees must adhere to the provisions of Council's safety practices and policies if the contractor has no such safety plan or his/her plan has not been accepted by the General Manager. These provisions may be in addition to, but not in substitution of, any other safety requirement of any legislation or condition of tendering. Failure to observe any safety requirement will be in breach of this Agreement.

Protective Clothing shall be provided by the Contractor and should be appropriate for working safely and, in particular, include high visibility work clothing, appropriate footwear and safety helmets which comply with legislation.

Contractors shall promptly advise Council in writing of all accidents involving personal injury and loss of time and all dangerous occurrences with accident potential using Council's "INCIDENT, HAZARD AND INJURY REGISTER" form. This notification is in addition to, but not in substitute of, any requirement of legislation.

Council may direct the Contractor to suspend the performance of this Agreement should the Contractor fail to meet its obligations in accordance with the Work Health & Safety Act 2017 and Work Health & Safety Regulation 2017.

Council will provide a full induction to the work site to the successful contractor and the contractor will then be responsible for inducting all other workers and visitors to the site.

10. Hazardous Materials

Any hazardous materials identified by the Contractor during the course of the project is to cease works and notify Council. A management plan will be developed by Council to deal with any hazardous material and a variation order shall be issued.

11. Construction Work Code of Practice – July 2014

The contractor shall ensure that **all** works conducted on site shall be in strict accordance with The Construction Work Code of Practice – July 2014 issued by Safe Work Australia, in association with Safework NSW and The NSW Government, and any other relevant Codes of Practice.

A copy of the Construction Word Code of Practice – July 2014, and any other relevant Codes of Practice can be obtained through the Safework NSW website:

www.safework.nsw.gov.au

Council will provide a full induction to the work site to the successful contractor and the contractor will then be responsible for inducting all other workers and visitors to the site.

12. Alcohol and Other Drugs

Any Contractor or Contractor's personnel will be required to abide by Gilgandra Shire Council's Alcohol and Other Drugs Policy and Procedure.

Any Contractor or Contractor's personnel attending work under the effects or influence of alcohol or other drugs will not be permitted to commence or continue work.

Any time the Contractor or Contractor's personnel are taking any prescribed medication or over the counter medication that may impair their ability to carry out their duties safely, Council must be informed prior to work commencing.

Council, at its own discretion, may arrange for random drug and alcohol testing during the engagement period.

13. Registration and Insurance

The successful consultant 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 the consultant commencing work.

14. Contract

The Contract to be entered into will be an ABIC (Australian Building Industry Contract) SW - 1 2008 Edition Lump Sum Simple Works Contract. 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.

The contract will be administered by Gilgandra Shire Council's duly authorised officers.

15. Contract Variations

Gilgandra Shire Council shall have the full power to increase or decrease the extent of the work specified or to require the substitution of alternative materials or classes of work from those specified. The necessary adjustment (if any) to be made to the Contract price as a result of any such variation shall be determined by agreement between Gilgandra Shire Council and the Contractor, or, in the absence of such agreement, by Gilgandra Shire Council and confirmed in writing.

16. 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 consultant 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.



QUOTATION FORM Q40/18

UPGRADE OF AIR CONDITIONING SYSTEM GILGANDRA SHIRE COUNCIL ADMINISTRATION BUILDING

CLOSING TIME – 11:00AM ON FRIDAY, 2 NOVEMBER 2018

I/We the undersigned, submit the following quotation (GST inclusive) for the supply and installation of an air conditioning system (heating and cooling) suitable for the building (as detailed in the Quotation Documentation) as follows:

OPTION A – REPLACEMENT OF THE EXISTING REVERSE CYCLE AIR CONDITIONING SYSTEM	\$	GST inclusive
I/we would be able to complete the supply and installation of the air conditioning system(s) within	weeks of signing contract.	
Description of the proposed works associated with Option A (including the brand, size and other information regarding the proposed air conditioning system):		
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Please confirm total quotation amount in words:		
		dollars
		cents
Name of Contractor: (please print)		

OPTION C – HEAT RECOVERY AIR CONDITIONING SYSTEM (TWIN PIPE OR THREE PIPE)	\$	GST inclusive
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I/we would be able to complete the supply and installation of the air conditioning system(s) within	weeks of signing contract.
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Description of the proposed works associated with Option A (including the brand, size and other information regarding the proposed air conditioning system):

Please confirm total quotation amount in words:

	dollars
	cents

Name of Contractor: (please print)	
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Please tick:

I/we have read, understand and agree to abide by the Quotation Documentation.

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.

REFEREES:

No.	Client	Phone	Details of Work Undertaken
1			
2			
3			

Please Note:

- Council has a local purchasing policy

(Please print)

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

Please submit this form (two pages only) in an envelope, clearly marked **Q 37/18:**

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 email to:

council@gilgandra.nsw.gov.au

or via fax to: (02) 6847 2521