



Q49/18

SPECIFICATION FOR THE SUPPLY

OF

ONE NEW PURPOSE BUILT TRAILER

Tenders close at 11am on Wednesday, 19 December 2018

1. GENERAL DESCRIPTION

Council is seeking a purpose built steel, tilt bed, tandem axle plant trailer to transport its fleet of mowers.

Detailed requirements are:

Size	<ul style="list-style-type: none">• A minimum deck width of 2030mm and a length of approximately 4900mm and to include a minimum of eight (8) tie down points.
Weight	<ul style="list-style-type: none">• Must have a GTM of 3,000kgs and a carrying capacity of 2,000kg
Axles/brakes	<ul style="list-style-type: none">• To be fitted with AL-KO independent rubber suspension and electric breakaways.
Tilting	<ul style="list-style-type: none">• Must have the ability to be tilted• Must be relatively low to the ground to allow the mowers to drive onto the deck• Must be supplied with a hydraulic hand pump and cylinder for tilting
Floor	<ul style="list-style-type: none">• To be full checker plate
Drawbar	<ul style="list-style-type: none">• Must extend a minimum of 1.5 metres from the front of the deck
Coupling	<ul style="list-style-type: none">• To be fitted a 50mm ball-type coupling with a 3,500kg rating
Wheels	<ul style="list-style-type: none">• The wheels are to be 14", five stud pattern preferred• Spare wheel and tyre to be fitted
Ramps	<ul style="list-style-type: none">• Trailer is to have two (2) fold down ramps, approximately 900mm x 900mm constructed from gridmesh and be sprung to allow for ease of fold away
Jockey Wheel	<ul style="list-style-type: none">• Heavy duty 8" swing away jockey wheel is to be supplied and fitted
Electrical	<ul style="list-style-type: none">• Trailer is to have multivolt LED lamps with a 12pin flat plug connection• All wiring to be covered in conduit and be affixed to the framework in adequate spacings
Paint	<ul style="list-style-type: none">• Trailer to be painted white with minimum one (1) undercoat and two (2) top coats
Statutory Requirements	<ul style="list-style-type: none">• The trailer must comply with all NSW Australian Design Rules (ADR) and satisfy Roads & Maritime Services (RMS) lighting legislations.
Registration	<ul style="list-style-type: none">• All documentation is to be supplied• Registration will be undertaken by Council
Timeframe for construction	<ul style="list-style-type: none">• The anticipated completion date is to be stated on the Quotation form
Delivery	<ul style="list-style-type: none">• Trailer is to be delivered to Council's Warren Road Depot, Gilgandra in a ready-to-use configuration

2. SUBMISSION OF QUOTATIONS

It is essential that the quotation form be fully completed and submitted to Council prior to the closing date and time.

Late quotations will not be accepted.

3. SELECTION CRITERIA

Tenders will be assessed according to the following criteria:

- Price
- Design suitability
- Timeframe for completion
- Demonstrated experience (may include referee checks)

Please note Council has a local purchasing policy.

4. 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.



Gilgandra Shire Council
meeting community needs

QUOTATION 49/18
Purpose Built Trailer

CLOSING TIME – 11AM WEDNESDAY, 19 DECEMBER 2018

I/we wish to submit a GST INCLUSIVE quotation for a purpose built trailer, as outlined in the specification	\$
If notified prior to Christmas 2018, I/we could have the trailer completed and ready for delivery by:	

Referees:

No	Client	Contact Number	Details of Work	Value of Works
1.				
2.				
3.				

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)

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

Please submit this form in an envelope, clearly marked **Q 49/18:**

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