

# QUOTATION DOCUMENTATION Q5/25

# DEMOLITION OF STRUCTURES 68 MYRTLE STREET, GILGANDRA

Quotation close at 11:00am on Friday, 2 May 2025

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#### 1. INTRODUCTION

Gilgandra Shire Council (GSC) is proceeding with the development of a new staff housing accommodation project within the township of Gilgandra. This project will result in the development of a new stand-alone building or group of buildings and supports the Gilgandra Shire Councils corporate strategy of providing accommodation for staff working within the Aged Care Services of Gilgandra Council.

Gilgandra Shire Council is seeking quotations from suitably experienced and qualified contractors for the demolition of structures at 68 Myrtle Street, Gilgandra. The proposed works is on a 'brownfield' site that has been vacant for a number of years. The existing dwelling and associated buildings and selected vegetation's are to be removed.

The completion of the works will ensure that the sites are left level and clear of building remains.

#### 2. DESCRIPTION OF WORKS

The works generally involve the full demolition of the building for each structure, including near surface footings and slabs. Once the demolition is completed, the disturbed areas will be graded and levelled. The work will include dismantling all building materials and disposing of them at an approved waste facility.

The Contractor shall be satisfied, before submitting a quotation, as to the nature of the site, the form and nature of the work, the materials required, the means of access and in general shall obtain all necessary information as to the risks, contingencies and other circumstances which may affect or influence the cost of the project.



Figure 1: Site Location

#### 3. CONDITIONS OF QUOTATION

These conditions of quotation will form part of the Contract.

#### **Definitions:**

In these Conditions of Quotation and the Specification, the words 'Principal', 'Owner' and 'Council' means Gilgandra Shire Council or any of its duly authorised Officers.

"Approved" means approved by Council.

"Interested Contractor" means those Contractors interested in submitting a written quotation for the works within this Quotation Documentation and Specification.

"Contractor" means the Contractor that has been contracted by Council to carry out the works.

"Worker" means any person who carries out work in any capacity for a business or undertaking. Workers include direct employees, subcontractors and employees of subcontractors, employees of labour hire companies and apprentices.

"Successful Contractor" means the Contractor that has been successful with their quotation, prior to the Contract being signed.

#### 3.1 Nature of Quotation

A Lump Sum Quotation, exclusive of GST, <u>NOT</u> subject to "Rise and Fall" is required for the carrying out of the works described in the Specifications and shown on the drawings.

The Contract is for demolition of structures at 68 Myrtle Street, Gilgandra. The Lump Sum for which the works will be completed is to be submitted on the Quotation Form provided.

# 3.2 Sufficiency of Quotation

Interested contractors shall be deemed to have satisfied themselves before submitting their Quotation as to the correctness and sufficiency of their Quotation, the nature of the contract and specification, the form and nature of the work, the materials required, the means of access, and in general shall themselves obtain all necessary information as to the risks, contingencies and other circumstances which may affect or influence their Quotation, and make such provisions and allowances within their Quotation.

# 3.3 Quotation Validity Period

The Quotation shall remain fixed, valid and open for acceptance by Council for a period of 90 days from the Quotation closing date.

Council has no obligation to accept the lowest or any Quotation.

The successful Contractor and Council may agree to extend the validity period by agreement in writing.

#### 3.4 Submission of Quotations

Quotations (excluding GST) must be completed on the Quotation Form supplied and submitted prior to the closing time of **11am on Friday**, **2 May 2025**. Late quotations will not be accepted.

#### 3.5 Selection Criteria

Quotations will be assessed according to the following criteria:

- Value for money
- Contractor's previous performance and ability to undertake the works including referee checks
- Timeframe for completion of works
   Please note Gilgandra Shire Council has a local purchasing policy.

# 3.6 Acceptance of Quotation

The lowest or any Quotation will not necessarily be accepted. A Quotation shall not be deemed to be accepted unless and until notice of such acceptance is handed to the Contractor or is posted/emailed to them at the address appearing on their Quotation.

#### 3.7 Referees

All interested contractors shall provide a list of three (3) referees. Referees will be contacted during business hours to verify that the Contractor has completed contracts of a similar nature, to a high quality standard and in a timely manner.

# 3.8 Contract (Agreement and Conditions)

The Contract to be entered into will be ABIC 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 will be available on request.

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.

# 3.9 Drawings

Three (3) copies of this document and three (3) copies of all drawings will be made available to the successful Contractor upon request.

#### 3.10 Completion, Default and Liquidated Damages

Contractors shall state the completion time they require on the Quotation form. Liquidated damages shall be applied in accordance with the Conditions of Contract at the rate of **\$100.00 per day** (viz: Clause M9).

#### 3.11 Contract Administration

This Contract will be administered by Gilgandra Shire Council. For the purposes of this Contract, Gilgandra Shire Council will be regarded as the "Principal".

#### 3.12 Contact Information

All enquires in relation to the works are to be directed to:

Mr Jason Brook Project Coordinator Gilgandra Shire Council

E-mail: jbrook@gilgandra.nsw.gov.au

Phone: (02) 6817 8800

For the purposes of the Contract, Mrs Donna Dobson (GSC Director of Aged Care and Disabilities) will be the nominated Authorised Person.

# 3.13 Progress Claims Assessments

To assist with Progress Claims Assessments, the Contractor is to provide a completed Trade Break-up listing with each Progress Claim. Such Trade Break-up is to assist the determination of Progress Claims and is not to be used for other purposes. Contractors are to submit with their progress claims a sub-contractor payment declaration stating that all relevant contractors have been paid, if required.

# 3.14 Work Health and Safety

The successful Contractor shall comply with all Health & Safety Requirements as detailed in the Gilgandra Shire Council "Contractor/Service Provider Health & Safety Requirements D. High Risk Work – Construction" document (Ref: WHSMS Document: WHS 014A-D), see attached.

The successful Contractor shall submit details of their Site-Specific Safety Management Plan (SSSMP) prior to the signing of the contract. The SSSMP management plan must include the Minimum Requirements as detailed in the SSSMP Minimum Requirements Checklist detailed in Pages 11-12 of the Gilgandra Shire Council "Contractor/Service Provider Health & Safety Requirements – D. High Risk Work –Construction" document (Ref: WHSMS Document: WHS 014A-D). The SSSMP must be readily accessible and all people made aware of the contents prior to commencement of work. The contractor must review and, as necessary, revise the SSSMP. The SSSMP must be kept until the work is complete or for two years after a notifiable incident.

Interested contractors shall include in their quotation submission an example of a SSSMP previously compiled for a similar type project to demonstrate their capacity and commitment to Health & Safety Requirements.

All Contractors will be 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.

Prior to commencing works, the contractor will also be required to provide Council with the following information:

copies of all licences for sub-contractors

copies of training records for Health & Safety Construction Induction (White Card)

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 2011 and Work Health & Safety Regulation 2017.

# 3.15 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.

# 3.16 Construction Work Code of Practice – August 2019

The Contractor shall ensure that **all** works conducted on site shall be in strict accordance with The Construction Work Code of Practice – August 2019 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 Work Code of Practice – August 2019, and any other relevant

Codes of Practice can be obtained through the Safework NSW website: <a href="https://www.safework.nsw.gov.au">www.safework.nsw.gov.au</a>

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.

#### 3.17 Probity

GSC is committed to ensuring that competition for the provision of the goods/services is fair and open. For interested Contractors this means that:

- a) all evaluation and selection processes will be conducted in accordance with the processes set out in this Specification;
- b) assessment of tenders will be conducted consistently and objectively;
- c) each interested Contractor will have access to the same information about the tender:
- d) information provided in a tender submission will be secure, and all confidential information treated as such; and
- e) all actual, potential or perceived conflicts of interest will be addressed.

#### 3.18 Insurances

The successful Contractor will be required to provide proof to being insured with:

- Public Liability Insurance policy of a minimum \$20,000,000
- Workers' Compensation Insurance (certificate of currency) or, for a sole trader or operative partner of partnership, evidence of a Personal Accident Insurance (provide certificate of currency, Product Disclosure Statement).
- All relevant plant and equipment to be used at the site

All registration and insurance documents to be supplied to the Principal prior to Contractor commencing work.

Council will not be responsible for any damage sustained to Contractor's plant and equipment at the site.

The successful contractor will be sent a link to "Vault Contractor" which is a self-service portal for contractors to upload copies of insurance documents and update on expiry and edit any details.

All contractors who are engaged by Gilgandra Shire Council are required to be registered with "Vault Contractor" before the commencement of any work for Council.

# 3.19 Site Security

The successful Contractor will be required to install a 1.8m high security fence around the proposed development to provide for public safety and site security during construction. The Contractor can utilise the site for the purpose of stockpiling materials and location of site offices and amenities.

# 3.21 Progress Claims

The Head Contractor is required to set out their progress claim in the following manner:

(Sample only)

Item	Contract	%	Amount
	Amount	Completed	Claimed
Preliminaries			\$
Demolition			\$
Asbestos Test and			*
management			
CONTRACT SUM	\$	TOTAL	\$
		CLAIMED	
VARIATIONS			
Item	Contract	%	Amount
	Amount	Completed	Claimed
V01 Item	\$		\$
Total Variations Claimed	\$		\$
TOTAL - THIS CLAIM	\$		
VARIED CONTRACT	\$		
SUM			

#### 4. PRELIMINARIES

# 4.1 Scope of Work

These specifications cover work necessary for:

Address: 68 Myrtle Street, Gilgandra Client: Gilgandra Shire Council

This Specification shall be taken as being generally applicable to the works as indicated on the accompanying site plan prepared by Gilgandra Shire Council:

ACSA-1A Site- Demolition-Plan

By forming part of the Contract. If discrepancy between specification and drawings occur, the Contractor shall be deemed to cover the alternative that involves the greater cost.

#### 4.2 Dimensions

- 4.2.1 Figured dimensions take preference to scaled dimensions
- 4.2.2 Internal dimensions shall be taken between plates
- 4.2.3 External dimensions shall be taken over brickwork
- 4.2.4 Ceiling height from finished floor to underside of finished ceiling

# 4.3 Contractor's Responsibility

- 4.3.1 comply with all building regulations, give all notices necessary to the local authorities, provide any temporary services, workers' amenities and supply all materials, scaffolding, tools and plant required to excavate the works.
- 4.3.2 cover the proposed works with:
  - a) Contractors All Risk Insurance
  - b) Workers' Compensation and Public Risk Insurance indemnifying the Owner and Contractor against any claim at Common Law
- 4.3.3 produce the policies listed in 4.3.2 before the first progress claim
- 4.3.4 make good all roads, pavements and adjoining property
- 4.3.5 allow the Principal access to the works at all times
- 4.3.6 adequately oversee every aspect of the building works
- 4.3.7 be responsible for providing proper and adequate security for the works until completion of project, plus amenities for workers on-site
- 4.3.8 not to proceed with variations without written approval
- 4.3.9 keep accurate records of time delays due to weather, etc.
- 4.3.10 be solely responsible for the execution and completion of the Contract including sub-contracted work, which they shall coordinate so that the works proceed without delay. The Contractor shall ensure that in addition to items of work specifically mentioned in the relevant sections, each trade shall assist, leave holes for, cut away for, do chasing and drilling for, make good after, and arrange work sequence

with every other in such a manner as to promote the best interests of the work as a whole.

4.3.11 The Contractor shall verify measurements and levels on the site before ordering materials, commencing site work or any fabrication work

# 4.4 Standards

Workmanship: Shall be up to first class standards and to the

satisfaction of the Principal.

Standards: Current Australian Standards, codes of practices and

approved construction practices shall be strictly

adhered to.

# 4.5 Drawings and Specifications

The Contractor shall provide everything necessary for the proper execution of the works, to the true intent and meaning of the drawings and specifications, taken together. Any item showing on the drawings and not specified or vice versa, shall be taken as included in the contract. Any other item not mentioned or shown but obviously necessary for the completion of the work generalised in these drawings and specifications shall be executed by the Contractor without extra to the contracted sum.

# 4.6 Completion

The work shall be completed in every trade:

- All surplus building materials and rubbish removed from the site.
- All drains shall be cleared and the site generally to be left clean and level.

# 4.7 Protection of Site

Take all necessary precautions against theft and vandalism on the site of the works. No claims for damage done to the site or equipment through default of the Contractor to take security precautions shall be allowed.

# 4.8 Building Code of Australia

The National Construction Code is published in three volumes. The Building Code of Australia is Volume One and Volume Two of the NCC and the Plumbing Code of Australia is Volume Three of the NCC.

Any reference to the **NCC or BCA** within this specification or the working drawings, refers to the current version of either Volumes One or Two of the National Construction Code or The Plumbing Code of Australia.

#### 5. DEMOLITION

# 5.1 Scope of Work

The work required under this section includes the demolition and removal of existing structures, including buildings, pathway, water tank and vegetation's, to provide a clear site for new construction works to commence.

All work is to comply with AS2601 - 1991 "The Demolition of Structures".

The contractor shall:

- make allowances for disconnection, diverting and/or sealing off any existing services, particularly water and electricity. (If the water meter is to be removed, it must be undertaken only by Council staff. Contact should be made with Council's Water and Sewer Division to arrange removal of a meter).
- complete demolition work as required and detailed elsewhere in this specification and drawings prepared by GSC including removal of demolished materials from site.
- make good to damage resulting from failure to provide adequate protection;
   and
- leave the site in an entirely clean condition.

#### 5.2 Hazardous Material Removal

The contractor is to allow for the removal of hazardous material based on the supplied Hazardous Materials Register and Management Plan undertaken by Enviroscience Solutions Pty Ltd. The Contractor shall prepare a safe method work statement, including wet removal methods for removal works.

All works are to be completed by a licensed asbestos removal contractor (Class B - Bonded removalist) or (Class A - Friable removalist) under controlled and supervised conditions.

All works are to meet the requirements of the NSW Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017.

# 5.3 Demolition Works

The demolition works are to include (but not limited to) the following (as required):

- Complete removal of existing structures as indicated on site plan. Area to be graded and left level for construction of new buildings.
- All materials are to be removed completely off site and disposed of at an appropriate recycling/waste facility.
- Complete demolition and removal of house including all building materials, footings, flooring and footpath.
- Complete demolition and removal of existing granny flat, water tank, shed1, shed 2, concrete pathway and slab and associated structures.
- Complete removal of trees and shrubs onsite.

The Demolition is to consist of the following elements:

# House

Demolish the existing house (approx. 15840mm X 15620mm), including removal of all flooring, building materials, footings and surrounding concrete pathway. Septic tank and rubble drain (if any) to be located, removed and backfilled by the contractor with compacted road base material.



Figure 2: Front view of the House to be demolished



Figure 3: Side view of the House to be demolished



Figure 4: Back view of the House to be demolished



Figure 5: Concrete pathway surrounding the House to be demolished



Figure 6: Concrete pathway leading to the House to be demolished

# **Granny Flat**

Demolish the existing granny flat (approx. 7100mm X 3920mm) including all building materials and concrete slab and footings.



Figure 7: Granny flat to be demolished

# Tank

Demolish existing water tank and associated structures including concrete slab (approx. 4000 X 3920).



Figure 8: Existing water tank to be demolished

# Shed 1 and Shed 2

Demolish existing shed 1 (approx. 6100mm X 6100mm) and shed 2 (approx. 2900mm X 2800mm) including building materials, concrete pathway, slab and footings.



Figure 9: Front view of Shed 1 to be demolished



Figure 10: Side view of Shed 1 to be demolished



Figure 11: Back view of Shed 1 and concrete path to be demolished



Figure 12: Existing Shed 2 to be demolished



# **Concrete Slab**

Demolish existing concrete slab (3180mm x 1550mm) on the ground.



Figure 14: Existing concrete slab to be demolished

# **Boundary Fence**

Demolish existing front (approx. 30500mm linear m) boundary fence and rear (approx. 25425 linear m) boundary fence.



Figure 15: Front boundary fence to be demolished



Figure 16: Rear boundary fence to be demolished

# **Timber Posts**

Five (5) existing 150mm timber posts to be removed.



Figure 17: Timber posts to be removed

# Stand Pipe

Disconnect and remove stand pipe near shed 2.



Figure 18: Stand pipe to be disconnected and removed

# **Trees**

All existing trees and shrubs located onsite to be removed.



Figure 19: All trees and shrubs to be removed

# 5.4 Inspections

Prior to demolition works commencing on site, an inspection of the site shall be conducted jointly by the Contractor and the Principal, considering the following issues:

- Adjacent structures.
- Services before disconnection or diversion.
- Trees specified to be retained.
- Contents of building
- Identification of hazardous materials

After commencement of demolition works on site, an inspection of the site shall be conducted jointly by the Contractor and the Principal, considering the following issues:

- Excavations remaining.
- Site after removal of demolished materials.
- Services after reconnection or diversion.

# 5.5 Generally

All demolition shall be carried out in a careful and systematic manner with a minimum of inconvenience to the neighbouring occupants.

Hours of demolition work are to be limited to 7:00am to 6:00pm on weekdays only and 7:00am to 1:00pm on Saturdays.

# 5.6 Existing Services

Before commencing demolition operations, carefully check positions of existing water, drainage and electrical services. Each service will be disconnected by the Contractor at the appropriate time and re-routed as required. Work will be carried out in accordance with the regulations of each authority involved.

#### 5.7 Security

The Contractor shall maintain the existing standard of building security during the demolition works. This shall be extended to apply to the construction stage also.

# 5.8 Making Good

Any damage caused to footpaths, roadways, utility installations and the like by reason of the demolition operations shall be made good and repaired to a standard equivalent to that existing prior to the commencement of the demolition works.

# 5.9 Ownership of Demolished Materials

There are no demolished materials scheduled for re-use on this project and therefore all demolished materials shall be the property of the Contractor.

All relevant demolished materials shall be removed from site and disposed of at a licensed waste facility as required.

#### Note:

Contractors shall include the residual value of materials resulting from the demolition of the property (salvage value) within their quoted price.

# 5.10 Conditions set out as per approved DA

The terms of the conditions and reasons are set out below as per approved DA:

# **Before Demolition Work Commences**

# 1. Hoarding/Fencing

#### **Before Demolition Work Commences**

A hoarding or fence must be erected between the work site and a public place. Details to be submitted and approved by Council prior to work commencing.

Reason: To protect the health and safety of the public

# 2. Demolition

# **Before Demolition Work Commences**

Before any demolition work commences, a demolition management plan must be prepared by a suitably qualified person and a copy provided to Gilgandra Shire Council.

The demolition management plan must be prepared in accordance with Australian Standard AS2601 – The Demolition of Structures, and the NSW Code of Practice – Demolition Work, and must include the following matters:

- a) The proposed demolition methods
- b) Details of waste separation into the various streams
- c) The materials for and location of protective fencing and any hoardings to the perimeter of the site
- d) Details of the provision of safe access to and from the site during demolition work, including pedestrian and vehicular site access points and construction activity zones.

Reason: To ensure that all demolition works are carried out in a satisfactory manner so as to protect the safety and health of the public and to prevent pollution of air, soil and water.

# **During Demolition Work**

#### 3. Demolition

# **During Demolition Work**

All demolition works must be conducted in accordance with Australian Standard AS2601 – The Demolition of Structures, and the NSW Code of Practice – Demolition Work.

- All lead contaminated material is to be disposed of in accordance with the NSW Environment Protection Authority's requirements.
- All identified asbestos must be disposed of at an appropriately licenced waste facility, and receipts presented to Council.
- Waste disposed at the Gilgandra Waste Management Facility is to be sorted into the following categories to encourage diversion of waste from landfill:
- Treated timber (which may include plasterboard).
- Concrete and masonry.
- Scrap Metals.
- Other categories as appropriate.
- A minimum of 24 hours' notice is required to deliver waste to the Gilgandra Waste Facility.

Reason: To ensure that all demolition works are carried out in a satisfactory manner and that waste materials are appropriately disposed of.

#### 4. Erosion & Sediment Control

#### **During Demolition Work**

The site shall be protected from erosion and sediment loss during the construction works. This work must be carried out and maintained in accordance with the Guidelines for Erosion and Sediment Control on Building Sites 2024 document as produced by NSW Department of Planning, Housing and Infrastructure.

NOTE: All erosion and sediment control measures must be in place prior to earthworks commencing.

Reason: To protect the environment.

#### 5. Site Facilities

# **During Demolition Work**

Prior to any work commencing toilet facilities must be provided at or in the vicinity of the work site.

Reason: To provide sanitary facilities for workers.

# 6. Construction Hours

# **During Demolition Work**

Demolition works are to be limited as follows:

- a) Monday to Friday: 7.00 am to 6.00 pm.
- b) Saturday: 7.00 am to 1.00 pm.
- c) No construction work which will adversely impact on the amenity of the area is to take place on Sundays or Public Holidays.

Reason: To preserve the amenity of the area

#### 7. Services

# **During Demolition Work**

Existing services that require reconstruction or adjusting to suit a development (water, sewerage, stormwater, roadworks, kerb and gutter, etc.) are to be done at the developer's expense. Construction is to be in accordance with AUS SPEC and Council's standards.

Reason: To protect existing services.

#### 8. Excavations

# **During Demolition Work**

All excavations and backfilling associated with the proposed development must be executed safely and in accordance with appropriate professional standards.

Reason: To ensure safe working practice and to comply with the prescribed conditions as set out under the Environmental Planning and Assessment Act, 1979.

#### 9. Tree Removal

# **During Demolition Work**

A separate tree removal application will be required prior to the removal of any trees that are above 5 metres high or have a trunk diameter of greater than 300mm at a height of 1.5 metres. Tree removal shall not impact on adjoining properties. Any damage to fences due to tree removal shall be repaired to the developers cost.

Reason: To ensure tree removal occurs as approved.

# **On Completion of Demolition Work**

# 10. Asbestos Clearance Certificate

# On Completion of Demolition Work

An Asbestos Clearance Certificate must be issued by a suitably qualified person in accordance with the Work Health and Safety Regulation 2017 (NSW)(clauses 473-474) and forwarded to Council upon completion of the demolition.

Reason: To ensure compliance with the WHS Regulation 2017.