



QUOTATION DOCUMENT
Q11/25

**QUOTATION FOR PROVISION OF CIVIL
WORKS COOEE LODGE HOSTEL - FIRE
HYDRANT SERVICES**

**Quotations close at 11:00am on
Friday, 30 May 2025**

1. 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.

1.1 Nature of Quotation

A Lump Sum Quotation, exclusive of GST, NOT 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 the supply, installation, testing and commissioning of pipework in the fire hydrant system of the Cooee Lodge Hostel in Gilgandra which includes but not limited to:

- Supply of pipes and fittings as specified in the drawings.
- Installation of the supplied pipework (including electrofusion welding).
- Backfill trenches and carry out site cleanup, including cleaning of the installed pipework.
- Conducting a hydrostatic pressure test in accordance with AS 2419.1:2021 on the newly installed section.
- Conducting a flow and pressure performance test in accordance with AS 2419.1:2021 on the newly installed section.
- Commissioning of the fire hydrant system following testing.
- Provision of a Fire Hydrant System Block Plan in accordance with AS 2419.1.

The Lump Sum for which the works will be completed is to be submitted on the Quotation Form provided.

1.2 Compulsory On-Site Pre-Quotation Meeting

A compulsory pre-quotation meeting will be held at the Cooee Lodge Hostel on Townsend Dr, Gilgandra on **Friday 16 May 2025 at 11.00 am**. At this meeting, contractors will have the opportunity to raise matters they consider relative to their quotation. All matters raised will be recorded and a response given at that time. Minutes from the on-site meeting will be made available as a supporting document, and will form part of the contract.

1.3 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.

1.4 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.

1.5 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, 30 May 2025**. Late quotations will not be accepted.

1.6 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 Construction

Please note Gilgandra Shire Council has a local purchasing policy.

1.7 Non-Conforming Quotations

Contractors may submit quotations that partially cover the specified scope of works (refer to section 2.3). In such cases, any exclusions must be clearly stated within the quotation. All quotations—whether conforming or non-conforming—will be assessed against the same selection criteria.

1.8 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.

1.9 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.

1.10 Contract (Agreement and Conditions)

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

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.

1.11 Drawings

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

1.12 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 16.3).

1.13 Defects Liability and Retention

The Defects Liability period on this Contract shall be twenty-six (26) weeks after the date of Practical Completion. Retention money for this project will be as follows:

- 5% up to date of Practical Completion
- 2.5% thereafter until final payment

1.14 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".

1.15 Contact Information

All enquires in relation to this Contract are to be directed to:

Mr Ashraful Mannan
Graduate Engineer
Gilgandra Shire Council
E-mail: amannan@gilgandra.nsw.gov.au

For the purposes of the Contract, Mr Mark Linton-Harland (GSC Manager of Urban Services) will be the nominated Authorised Person.

1.16 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.

1.17 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.

1.18 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.

1.19 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: 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.

1.20 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.

1.21 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.

1.22 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.

1.21 Progress Claims

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

Item	Contract Amount	% Completed	Amount Claimed
Supply of pipework			\$
Installation including electrofusion welding			\$
Static pressure test			\$
Performance test and commissioning			\$
CONTRACT SUM	\$	TOTAL CLAIMED	\$
VARIATIONS			
Item	Contract Amount	% Completed	Amount Claimed
V01 Item	\$		\$
Total Variations Claimed	\$		\$
TOTAL - THIS CLAIM	\$		
VARIED CONTRACT SUM	\$		

2. Principal's Project Requirements

2.1 Background Information

The Gilgandra local government area is situated in the central west of NSW and covers an area of 4800 square kilometers, including the township of Gilgandra and three smaller villages of Tooraweenah, Armatree and Curban.

Gilgandra is located on the junction of the Newell, Oxley, and Castlereagh Highways. It is 432 km north-west of Sydney and 60 km north of Dubbo and is located approximately halfway on the inland route from Melbourne to Brisbane.



Figure 1: Locality map- Gilgandra

2.2 Project Summary

Gilgandra Shire Council is committed to the update of the fire hydrant services in Cooe Lodge Hostel which is the administration and special care facility within the larger Cooe Lodge Retirement Village. Following successful consultation with a building services engineering firm, Council has obtained designs of necessary civil works from an accredited fire protection engineer to ensure compliance with AS 2419.1: 2021.

The purpose of this request for quotation is to engage a suitably qualified & experienced contractor to undertake the necessary civil works for the fire hydrant system at Cooe Lodge Hostel set out in the designs provided by the fire engineer. The scope of work involves replacing the pipework in one section of the system, specifically the outlet line connecting the existing fire hydrants to the fire pump. Upon completion of the replacement, the contractor will be responsible for testing and commissioning the fire hydrant system to ensure it is fully operational before inspections by the relevant authorities.



Figure 2: Site Location – Cooee Lodge Hostel

2.3 Project Scope

Gilgandra Shire Council is seeking quotations from suitably qualified and experienced contractors who can provide a high standard of capability in the delivery of the civil works as outlined below.

The scope of works includes but not limited to:

- Supply pipe infrastructure and fittings as required in the designs.
- Install the supplied pipe work and fittings. Installation will include all electrofusion welding necessary to make reconnections with the existing fire hydrants and stop valves.
- Backfill trenches and carry out site cleanup, including cleaning of the installed pipework.
- Conduct a hydrostatic pressure test in accordance with AS 2419.1:2021 on the replaced section.
- Conduct a flow and pressure performance test in accordance with AS 2419.1:2021 on the replaced section.
- Commission the fire hydrant system following testing, issuing certificates or obtaining them from relevant authorities where applicable.
- Provide a Fire Hydrant System Block Plan in accordance with AS 2419.1.
- Allow for site inspections by the design engineer upon 75% and 100% completion of civil works.

To inform the standard to which the work is to be carried out, a specification is provided as a supporting document. The contents of the specification are solely intended to guide the works identified in the scope and drawings. They are not to be interpreted as requiring additional work that falls wholly outside the defined scope. In the event of any uncertainty or ambiguity, the nominated contact person at Council must be consulted and any clarification or direction must be obtained in writing.

2.3.1 Responsibility of Contractors

The successful contractor shall be fully responsible for the execution of Works Under Contract and must ensure that the works comply with all the requirements of the contract and are fit for their intended purpose. The successful contractor shall follow current guidelines, manuals, technical specifications & geotechnical reference documents during tendering and project execution. Project specific drawings and other information are available as supporting documents.

2.4 Exclusions from Scope

Trenching, removal of existing pipe infrastructure and Dial Before You Dig will be carried out by Council. The following exclusions are in relation to the drawing which will be provided as a supporting document:

- The provision of a concrete hardstand.
- Supply and installation of a double detector check valve assembly.
- Supply and installation of float valves for storage tanks.
- Supply and installation of 20mm potable water line and corresponding float valve.
- Supply and installation of padlocks on lockable equipment.

All constituents of the existing fire hydrant service labelled 'to remain' in the drawing shall be excluded from the scope. If testing reveals faults in these constituents, the contractor must await the direction following discussions between the Principal and the design engineer and submit a variation for the additional works (in the identified areas of fault).

2.5 Timeframes for Delivery

Contractors must complete the pipework replacement and hydrostatic pressure testing within one week of arriving on site. The remainder of the scope of works must be completed within the following two weeks. All contractors must indicate their earliest available commencement date on the quotation form, based on their current capacity.

2.6 Materials Supplied by Principal

No materials will be supplied by the Principal.

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 Contractors, suppliers and consultants 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 Contractor, supplier or consultant 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.

<https://www.gilgandra.nsw.gov.au/files/assets/public/your-council/access-to-information/code-of-conduct-adopted-16-april-2019.pdf>

**PROVISION OF CIVIL WORKS
COEE LODGE HOSTEL - FIRE HYDRANT SERVICES**

PRICE SCHEDULE

No.	Description	Unit	Unit Rate	Qty	Price (ex GST)
1	Provision of civil works - fire hydrant services	Item			
2	Site visit	Item			
3	Other- Contractor to nominate	Item			
TOTAL PRICE (ex GST):					
GST					
TOTAL PRICE INCLUDING GST					
Provisional Rates					
		Hour			
		Hour			
		Hour			
		Hour			
		Hour			

**PROVISION OF CIVIL WORKS
COEE LODGE HOSTEL - FIRE HYDRANT SERVICES**

QUOTATIONS CLOSE 11:00AM ON FRIDAY, 30 MAY 2025

I/We the undersigned, submit the following quotation for the provision of civil works for fire hydrant services in Coeee Lodge Hostel, GILGANDRA:

TOTAL PRICE	\$	GST Exclusive
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Please confirm total Quotation price in words:	
	dollars
	Cents

Please tick:

- ☐ I/we have read, understand and agree to abide by the Quotation Documentation.
- ☐ I/we would be able to commence works on _____.
- ☐ I/we confirm that I/we have read and are aware of Gilgandra Shire Council's Statement of Business Ethics contained in this Specification
- ☐ 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)	
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REFEREES: I/we provide details of three previous projects as follows:

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

Please submit this form via email
to **council@gilgandra.nsw.gov.au**,
clearly marked

Q11/25 Attn: Ashraful Mannan

Name of Contractor: (please print)	
Trading as:	
Address:	
ABN/ACN:	
Email:	
Phone:	
Signed:	
Date:	