



QUOTATION

Q26/23

**POWER SUPPLY AND FIXTURES TO
COUNCIL'S ANIMAL SHELTER,
83 NEWELL HIGHWAY GILGANDRA**

**QUOTATION DOCUMENT &
SPECIFICATION**

Quotations close
11:00am on Tuesday, 7 May 2024

INSTRUCTIONS TO CONTRACTORS

1. Objective

Gilgandra Shire Council is seeking a contractor to provide power supply, interior and exterior fittings, and lighting fixtures for the buildings at Council's Animal Shelter at 83 Newell Highway Gilgandra.

2. Scope

The scope of the project will involve:

Provision of power supply, including pricing of at least one of the following three options:

Option A: Provision of mains power including new pole/s, transformer and/or subterranean cabling and appropriate meter box. Mains power is to be run from the closest possible point in the grid.

Option B: Provision of a Photo Voltaic system with sufficient onsite storage to run lighting and electrical appliances along with appropriate meter box.

Option C: Provision of minimum 5KVA diesel generator, with remote start feature

The power supply needs to support the following fixtures, and are to be priced in the quotation:

Item A: Supply and installation of two energy efficient sensor exterior light fittings, with manual override option (above the entrance door to the dog enclosure and southwestern corner of the shelter)

Item B: Supply and installation of an energy efficient light fitting inside the dog enclosure to provide adequate lighting on an as needs basis (manual switch)

Item C: Provision of 15 AMP double power point as follows:

- One inside the dog enclosure
- One inside the cattery to provide power to the pump

Item D: Provision 10 AMP double power point as follows:

- One (1) above the internal entrance door to the dog enclosure (power point only)
- Two (2) additional inside the dog enclosures with mounted oscillating fans (location to be discussed)
- One (1) inside the cattery with mounted oscillating fan (location to be discussed)

Item E: Provision of 10 AMP exterior double power point on the southwestern side of the dog enclosure

3. Compulsory on-site meeting

Interested Contractors are required to attend a compulsory on-site meeting 10am, Wednesday, 24 April 2024 at the Animal Shelter to be able to submit a valid quotation.

4. General Conditions

- The successful Contractor will be required to supply all plant, labour, and materials to complete the works.
- Site to be left clean with no refuse or superfluous materials to remain.

5. Submission of Quotations

Quotations shall be submitted on the attached form and returned to Gilgandra Shire Council either by email to council@gilgandra.nsw.gov.au or enclose in an envelope clearly marked Quotation 26/23 and place in the Tender Box located in the foyer of Council's Administration Office, 15 Warren Road, Gilgandra.

Quotations close 11am, Tuesday 7 May 2024. Late quotations will not be accepted.

6. Selection Criteria

Quotations will be assessed according to the following criteria:

- Price
- Conformity with the Quotation requirements
- Associated plans and safe methods of work
- Work history and/or references
- Availability to commence works
- Appropriate licensing/certification

Gilgandra Shire Council is not bound to accept the lowest value quotation, or any quotation. All Contractors who submit a quotation will be advised the result of the quotation evaluation.

7. Work Health & Safety Regulations

The successful Contractor will 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).

8. Registration and Insurance

Prior to commencing work the Contractor shall be registered on 'Vault Contractor' a self-service portal for Contractors to add or edit their WHS, QA, Environmental and insurance details.

The "Vault Contractor" system is only for managing insurance. The following insurances are required:

- 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 is to be provided

All insurance documents to be supplied to the Vault portal prior to Contractor commencing work.

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

8. Contact Information

For further information and to arrange a site visit for the purpose of submitting a quotation please contact Council's Compliance Officer, Ross Lawrence, on 02 6817 8800.

9. Payment

The successful Contractor is to invoice Council on completion of the work or in accordance with any previously agreed to payment schedule.

Council shall pay the Contractor within ten business days of receipt of a tax invoice.

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.

**POWER SUPPLY TO COUNCIL ANIMAL SHELTER,
83 NEWELL HIGHWAY GILGANDRA**

QUOTATIONS CLOSE AT 11AM ON TUESDAY, 7 MAY 2024

I/we wish to submit the following **GST EXCLUSIVE** quotation for the provision of an electrical power supply to Council's animal shelter at 83 Newell Highway Gilgandra as listed in Section 2 of the Quotation document:

POWER SUPPLY (Quotation must be provided for at least one option)

Option A: Mains power supply	Option B: PV system with onsite storage	Option C: Minimum 5KVA diesel generator, with remote start feature
\$	\$	\$

FIXTURES

Item A: Supply and installation of two energy efficient sensor exterior light fittings, with manual override option (above the entrance door to the dog enclosure and southwestern corner of the shelter)	\$
Item B: Supply and installation of an energy efficient light fitting inside the dog enclosure to provide adequate lighting on an as needs basis (manual switch)	\$
Item C: Provision of 15 AMP double power point as follows: <ul style="list-style-type: none"> ○ One inside the dog enclosure ○ One inside the cattery to provide power to the pump 	\$
Item D: Provision 10 AMP double power point as follows: <ul style="list-style-type: none"> ○ One (1) above the internal entrance door to the dog enclosure (power point only) ○ Two (2) additional inside the dog enclosure with mounted oscillating fans (location to be discussed) ○ One (1) inside the cattery with mounted oscillating fan (location to be discussed) 	\$
Item E: Provision of 10 AMP exterior double power point on the southwestern side of the dog enclosure	

REFEREES:

I/we provide details of three referees:

No.	Client	Contact Number	Details of Work
1			
2			
3			

Please tick:

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 contained in the Quotation documentation

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

I/we would be able to complete the work within the timeframe specified in the Quotation documentation

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

Please submit this form in an envelope, clearly marked **Q26/23:**

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