



QUOTATION DOCUMENTATION

Q13/25

***Supply and Installation of Safety Barriers
on Castlereagh Highway, Gilgandra.***

**Quotations close at 11.00am
on Friday, 9 May 2025**

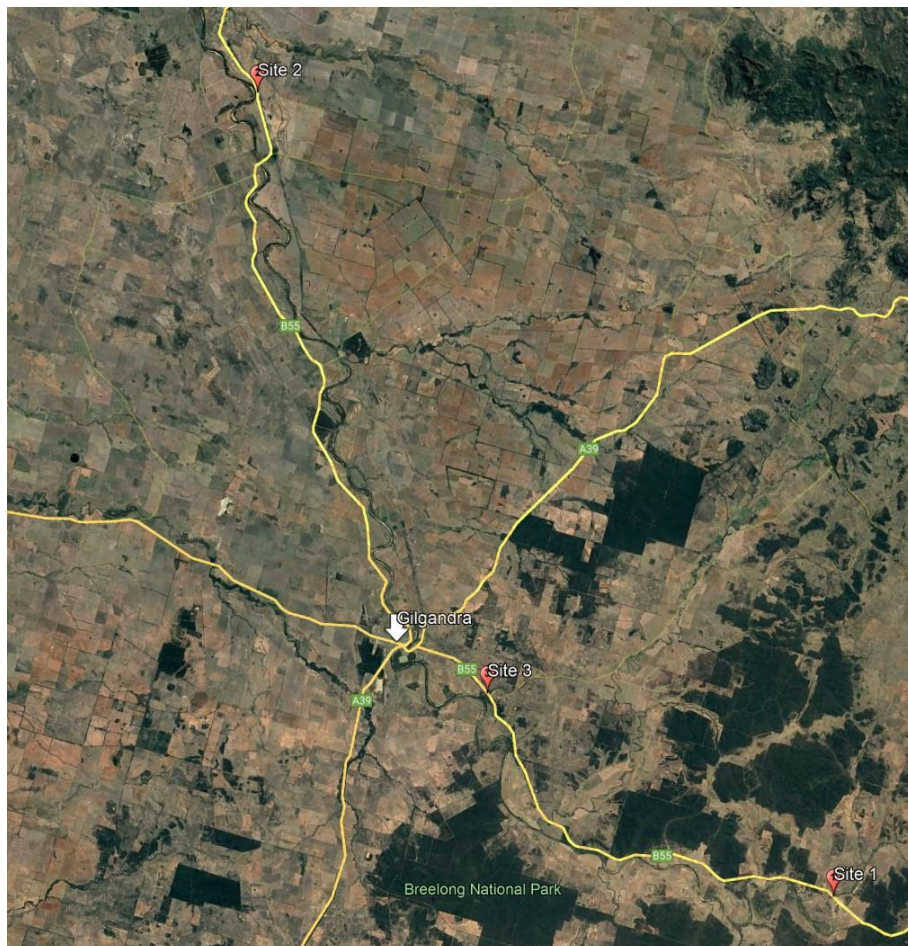
1. Introduction

Gilgandra Shire Council requires suitably qualified and experienced contractors to perform the supply and installation of safety barrier at three locations on the Castlereagh Highway within the Gilgandra local government area. The proposed works include the supply and installation of these systems along with removal of and disposal of the existing structures.

2. Scope

The scope of work includes the supply and installation at three locations on the Castlereagh Highway:

Site No	Location	Location	Barrier Length (m)	Scope
1	HW-18 Gilgandra	Both approaches of B7392 Segment 2005 (Boyben Bridge)	200	Bridge connection does not need replacement. Only to replace guard rail 50m X 4 (including terminal length) with standard end terminal
2	HW-18 Gilgandra	Segment 3085	500	Replace wire rope with Guard Rail
3	HW-18 Gilgandra	Segment 2110 (Deep Creek)	140	Install 70m each lane including terminal length



Imagery of Sites 1-3

The contractor must be suitably qualified by holding ASHTA Operative accreditation to supply, install and maintain permanent road safety barrier systems that comply with *TS00028:12.0 Accepted Road safety Barrier Systems and Devices*.

Additionally, any company performing traffic control on behalf of the contractor shall be registered with TfNSW for Category G: Provision of Traffic Control.

The scope shall include:

- Mobilisation to site
- Any necessary utility investigations
- Traffic control, noting TGS to be approved by Council prior to implementation
- Remove and disposal of existing guard rail/wire rope structures – contractor to have salvage rights
- Supply suitable safety barrier system – contractor to nominate in Returnable Schedule
- Install safety barrier system
- Demobilisation from site

The contractor shall be responsible for all administration, clerical or office costs associated with the work.

3. Sub-contracting

Subcontracting works under this Contract is not permitted for safety barrier installation. This does not extend to specialised services or other activities that are required in order to carry out the contracted works, such as traffic control, utilities location or wet hire of heavy equipment for example.

4. Timeframe for Construction

The timeframe for supply and installation of will commence at acceptance and conclude 30 June 2025.

5. Invoicing and Payment

The contractor must be registered under applicable legislation for the Goods and Services Tax and provide Council with its Australian Business Number (ABN) as issued by the Australian Tax Office. Council shall pay the Contractor within 30 business days of receipt of a tax invoice.

6. Contact

Refer all enquires in relation to this quotation to:

E-mail: council@gilgandra.nsw.gov.au
Attn: Daryl Colwell
Phone: (02) 6817 8800

All responses to enquires will be in writing and placed on Council's website as an addendum in the appropriate quotation section.

7. Submission of Quotations

Quotations shall be submitted on the attached compulsory Q13/25 Returnable Schedule form prior to 11am on Friday, 9 May 2025 by emailing council@gilgandra.nsw.gov.au
Late quotations will not be accepted.

8. Assessment Criteria

- Price (note Council has a Local Purchasing Policy for Goods and Services)
- Ability to demonstrate WHS compliance
- Availability

9. Work Health & Safety Regulations

The successful contractor may 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 WHS 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. Failure to comply with this will be considered a breach of the agreement and sufficient grounds for termination.

The successful contractor will be required to provide a copy of all relevant licenses.

General monitoring and surveillance will occur during the course of the works.

10. Registrations and Insurance

The successful contractor/s will be required to provide copies of Certificates of Currency of:

- 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 are to be supplied to Council prior to contractor commencing work, including mobilisation.

11. 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 contractor in the preparation of this quotation. Notice of acceptance shall be given in writing.
- 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.

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 April 2019.

The Code of Conduct is accessible on Council's website: www.gilgandra.nsw.gov.au.

QUOTATIONS CLOSE AT 11AM ON FRIDAY, 9 May 2025

Returnable Schedule

	Item	\$ (ex GST)
i	Mobilisation/Demobilisation	
ii	Traffic Control and utilities location (if required) for three (3) locations on Castlereagh Hwy, Gilgandra	
iii	Remove, supply and install safety barrier system (50m x 4m including terminals) at Segment 2005, Hwy 18 (Boyben Bridge)	
lii(a)	Nominated safety barrier system for Item iii:	
iv	Remove, supply and install 500m safety barrier system at Segment 3085, Hwy 18	
iv(a)	Nominated safety barrier system for Item iv:	
v	Remove, supply and install 140m (70m each lane) safety barrier system at Segment 2110, Hwy 18 (Deep Creek)	
v(a)	Nominated safety barrier system for Item v:	
Total \$ (ex GST)		
Total \$ (incl. GST)		

Indicate understanding and acceptance by ticking each box below:

- ☐ 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 agree to the terms set out in Q13/25 Quotation document
- ☐ I/we have not colluded with other persons submitting quotations in preparing this proposal

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

Please submit this form:

Via email to: council@gilgandra.nsw.gov.au