



QUOTATION

Q39/21

SCOPE OF WORKS

PROVISION OF MOWING, GARDENING AND MINOR HOME MAINTENANCE SERVICES

1 July 2021 – 30 June 2024

Quotations close
11am on Friday, 4 June 2021

1. OBJECTIVE

Gilgandra Shire Council is seeking to appoint a “panel of providers” to undertake mowing, gardening and minor home maintenance services as follows:

Part A:

Regular lawn mowing for Orana Living facilities within the Gilgandra township. A price is sought on a “per mow/service” basis for each location.

Part B:

Council is seeking an hourly rate to provide the following services:

- Lawn mowing and whipper snipping
- Minor gardening tasks such as trimming hedges, pruning trees/shrubs, weeding, spraying clover, removing rubbish, etc
- Minor home maintenance/modifications, eg gutter cleaning, modifying taps, installing grab rails

2. SCOPE

- 2.1 This contract is for a three year period commencing 1 July 2021 and ending on 30 June 2024.
- 2.2 Applicants will be required to have their own Australian Business Number (ABN).
- 2.3 Frequency of mowing for Orana Living facilities (Part A) to be as directed taking account of seasonal conditions. Minor gardening tasks and additional mowing tasks may be requested from time to time.
- 2.4 The Orana Living facilities are located at:
 - 232 Warren Road
 - 21 Hall Street
 - 3 Wamboin Street
 - 10 Waugan Street
 - 59 Waugan Street
 - 63 Waugan Street
 - Cnr Byrne Avenue & Eiraben Street (Life Skills Centre)
 - Eura Street – Main office (within McGrane Oval)
- 2.5 Work under Part B of this quotation will generally be irregular. There is no guarantee of work, nor any indication of the quantity of work at this stage. Tasks would generally be mowing or minor gardening tasks, however may include minor home maintenance/modifications as part of Council’s Community Aged Care Packages.

- 2.6 Successful contractors will be required to supply their equipment and tools and to remove all waste to the Gilgandra Waste Facility. Any waste charges incurred will be borne by Council.
- 2.7 All equipment should be in good working condition with guards intact. Council reserves the right to disallow items of equipment being used if, in its absolute discretion, an item poses a safety risk.
- 2.8 Work will generally be within the Gilgandra township however there may be opportunities to provide services within Gilgandra Shire and therefore a cost for travel is requested. The travel cost is to include all costs associated with relocation of all required equipment (fuel, insurance, registration, etc).
- 2.9 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, 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.

3. INSPECTION OF FACILITIES

An inspection of each Orana Living facility has been scheduled for **Tuesday, 1 June 2021**. Interested contractors are to meet at the Orana Lifestyle Directions office in Eura Street (McGrane Oval), Gilgandra at **11.00am**.

4. SERVICE RATES

Rates are requested on a “per mow/service” basis for each Orana Living facility (Part A).

Hourly rates are requested for additional tasks as set out in Part B of the Quotation Form.

The Service Rates shall be reviewed on each anniversary of the Commencement Date by reference to the change, if any, in the Consumer Price Index Number for Sydney (All Groups).

5. SUBMISSION OF QUOTATIONS

Quotations shall be submitted on the attached form, enclosed in a sealed envelope clearly marked “Q39/21”, and shall be submitted to Gilgandra Shire Council, PO Box 23, Gilgandra NSW 2827 or delivered to 15 Warren Road. Quotations will also be accepted email to council@gilgandra.nsw.gov.au. **Late quotations will not be accepted.**

6. SELECTION CRITERIA

Quotations will be assessed according to the following criteria:

- a) Value for money
- b) Associated plans and safe methods of work
- c) Work history and/or references

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.

Council has a local purchasing policy which can be viewed on our website: <https://www.gilgandra.nsw.gov.au/Your-Council/About-Council/Council-Policies>

7. WHS REGULATIONS

The successful contractor will be required to provide detailed Safe Work Method Statements prior to commencing work.

Contractor to supply all necessary personal protective equipment, signs, etc.

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).

If any hazardous materials are identified by the Contractor during the course of the work the Contractor is to cease works and notify Council.

8. INSURANCE

The successful contractor will be required to be registered on Vault – Contractor Insurance Management System. Council will verify your insurances (current and up to date), being:

- 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 relevant plant and equipment to be used at the site

All registration and 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 at any of the sites.

9. CRIMINAL RECORD CHECK

In line with Council policy, the successful contractor/s may be required to undertake a National Police Check prior to commencing work. This will be based on the location of the work to be undertaken.

10. CONTACT INFORMATION

For further information please contact:

Name:	Julie Prout
Phone:	02 6817 8800
Email:	council@gilgandra.nsw.gov.au

11. CONTRACT

- 11.1 This is a schedule of rates contract. An eligibility list will be compiled from quotations received and contractors will be contacted by phone for work as and when required. Unavailability of any contractor on any given occasion will not jeopardise any future work opportunities.
- 11.2 The Contractor shall commence and complete the works in accordance with the items herein before stated and shall observe and comply with the provisions of all such acts, ordinances, regulations, by-laws, orders and rules and all requirements of any authority for the time being in force in the place where the works are to be executed and during the currency of the Contract shall bear the whole risk thereof until the works have been completed to the satisfaction of the Principal.
- 11.3 This Contract will be administered by Gilgandra Shire Council's duly authorised Officers.
- 11.4 The Contractor shall not without the written approval of Gilgandra Shire Council assign the Contract, or assign, mortgage, charge or encumber any of the monies payable under the Contract or any other benefit whatsoever arising under this Contract.
- 11.5 If the Contractor:
- a. being a person, commits an act of bankruptcy or has presented against him a petition in bankruptcy or a sequestration order is made against him or he enters into any scheme of arrangement or any composition with his creditors or executes as a debtor a deed or arrangement or a deed of assignment, or
 - b. being a company, takes or has taken or instituted against it any action or proceeding whether voluntary or compulsory which has as an object or may result in the winding up by members for the purpose of reconstruction or amalgamation or is placed under official management or enters into a compromise or other arrangement with its creditors or a Receiver or Receiver and Manager is appointed to carry on its business for the benefit of its creditors or any of them, Gilgandra Shire Council may exercise the power conferred on it by clause 6 as it may elect.

- 11.6 Any direction, requirement, determination or opinion given by Gilgandra Shire Council pursuant to these conditions shall be final and binding upon the Contractor.
- 11.7 The Contractor shall ensure that all persons employed on the works are paid at the rates which are not less than those fixed by any relevant award, agreement, determination, judgement or order of any competent court, board, commission or other industrial tribunal and are employed under the conditions prescribed in any such award, agreement, determination, judgement or order.
- 11.8 The Contractor warrants that neither it nor any of its employees shall by virtue of this Contract be deemed to be in the employment of Gilgandra Shire Council for any purpose whatsoever.

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.