



Q42/22

AIR-CONDITIONING SYSTEM

Gilgandra Shire Council Building

15 Warren Road, GILGANDRA NSW 2827

**REQUEST FOR QUOTATION
&
SPECIFICATION**

**Quotations close at 11am
Friday, 16 December 2022**

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1. BACKGROUND INFORMATION

Gilgandra Shire Council building is situated on Warren Road next to the Gilgandra Shire Hall. This project is to upgrade the air-conditioning system to achieve a safe and comfortable environment for all staff members.

2. PROJECT DETAILS

Gilgandra Shire Council is seeking quotations from suitably experienced air-conditioning contractors to complete design and installation of new split air - conditioning system and replace existing outdoor unit to central air-conditioning system and replace related ductwork in central area of the building whilst making good any damages and penetrations both internally and externally as detailed within this Quotation Document.

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 and equipment 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. All items associated with the proposed split air conditioning system and new central air conditioning system (outdoor unit), as detailed, including all necessary connections, installations, testing and commissioning of the completed works shall be allowed for by the Contractor.

The air-conditioning system is to meet or exceed all relevant Australian Standards, meet Industry Best Practice, and as minimum shall be in accordance with the following:

- AS 1668.2 – 2012 The use of air conditioning and ventilation in buildings – “Mechanical Ventilation in buildings.”
- AS 4254 Ductwork for air handling systems in building.
- AS/NZS 3666.1:2011 Air handling and water systems of buildings – Microbial control – “Design, Installation and Commissioning.”



Figure 1: Gilgandra Shire Council building



Figure 2: Existing central air-conditioning system (outdoor unit)



Figure 3: Existing central air-conditioning system (outdoor unit)

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', 'Superintendent' and 'Council' means Gilgandra Shire Council.

"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 inclusive of GST, NOT subject to "Rise and Fall" is required for the carrying out of the works described in this Quotation Documentation.

The Contract is for supply, installation and commissioning of new split air-conditioning system to areas mentioned in this document and relevant drawings (listed in this document) whilst patching/ painting the existing penetration for air to the same area within the building and shall include:

- Installation of the proposed air-conditioning system after receiving principal's approval
- Contractor shall allow for and install all necessary electrical fixtures and rough-in necessary for the air-conditioning system
- Repairing/ making good all the damages and penetrations during the process.
- Patching/ plastering existing AC vents penetration to the rooms/ areas

3.2 The Site

Interested contractors have the opportunity and are encouraged to visit the site to familiarise themselves with the site, electrical works required, amount of patching and making good required, the surrounding areas and access. Site visits must be organised through Council during business hours.

3.3 Sufficiency of Quotation

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 and equipment required to be included as part of the design component, 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. All items associated with the proposed supply and installation of the air- conditioning and associated site works, including all necessary testing, certification and commissioning of the completed works shall be allowed for by the Contractor.

3.4 Submission of Quotations

Quotations must be completed on the Quotation Form supplied and submitted prior to the closing date and time of **11am on Friday, 16 December 2022**. Late quotations will not be accepted.

3.5 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.

3.6 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 and/or their understanding of the project
- Timeframe for completion of works
- Use of local trades/ sub-contractors

Gilgandra Shire Council has a local purchasing policy.

3.7 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.

3.8 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 twenty one (21) days of such notification, enter into and sign the Articles of Agreement included in the Contract. Copies of this Contract may be inspected at the offices of Council, 15 Warren Road, Gilgandra during normal business hours.

In the event of no quotation having been accepted within thirty (30) days after closing of quotations, the prices quoted shall hold only with the consent of the Contractors.

Should the successful contractor fail to sign the Contract within twenty one (21) 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 and Associated Documents

Three (3) copies of this document and three (3) copies of the drawing 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 may be applied in accordance with the Conditions of Contract at the rate of **\$100.00 per day** (viz: Clause 16.3).

3.11 Defects Liability and Retention

The Defects Liability period on this Contract shall be three months after the date of Practical Completion. Retention money for this project will be as follows:

- 5% of the contract amount until practical completion
- 2.5% thereafter until final payment

3.12 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".

3.13 Contact Information

All enquires in relation to this building contract are to be directed to:

Ms. Shikha Katuwal
Project Officer/ Contract Administrator
Gilgandra Shire Council
E-mail: skatuwal@gilgandra.nsw.gov.au
Phone: (02) 6817 8800

For the purposes of the Contract, Mr Bishal Pandit (GSC Project Manager) will be the nominated Authorised Person.

3.14 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.

3.15 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:

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

3.16 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.

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.

3.17 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.

3.18 Alcohol and Other Drugs

Any workers will be required to abide by Gilgandra Shire Council's Alcohol and Other Drugs Policy and Procedure.

Any Contractor or Contractor's workers 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 workers 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.

3.19 Insurances

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. Council's procurement and other policies still apply.

In addition to the requirements of AS4300-1995 (Contract, Public Liability, Workers Compensation and Professional Indemnity Insurances), the Contractor shall provide evidence of the following insurances for all plant and motor vehicle used in conjunction with works under this contract:

- Public Liability Insurance policy of a minimum (\$20 million)
- Professional Indemnity (\$5 million)
- Motor vehicle and relevant plant insurances and registrations

Workers' Compensation Insurance or, for a sole trader or operative partner of a partnership, evidence of a Personal Accident Insurance policy

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

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

3.20 Site Security

The successful Tenderer will be required to arrange a secure working area to protect the public during the works.

4. PRELIMINARIES

4.1 *Scope of Work*

These Specifications cover work necessary for:

Project: Gilgandra Shire Council Building (Air- Conditioning System)
Address: 15 Warren Road, Gilgandra
Client: Gilgandra Shire Council

This Specification shall be taken as being generally applicable to the project as indicated on the accompanying drawing prepared by Gilgandra Shire Council and will form part of the Contract.

However, it is the responsibility of the contractor to check all electrical connections/ locations on site and ensure that all proposed locations for new split air-conditioning and central air-conditioning system are feasible.

Drawings Prepared by Gilgandra Shire Council

- Drawing Number AAC-A-001 Proposed A/C Layout

In addition to this Quotation Documentation and Specification, the above document will also form part of the Contract. If discrepancy between this Quotation Documentation and Specification and the above documents 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 The Contractor shall verify measurements and levels on the site before ordering materials, commencing site work or any fabrication work

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, as required
- 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.

4.4 Standards

Materials: Unless otherwise specified materials shall be new and of the best quality.

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 Completion

The project shall be deemed completed when:

- All nominated works have been completed to the satisfaction of GSC.
- It passes final inspection by Gilgandra Shire Council.

4.6 Exclusions

This contract does NOT include any other external works, except for service disconnections, connections or alterations if deemed required.

4.7 Inspections and Hold Points

The successful contractor and Council's representative shall walk through the building together and discuss the process/ approach to complete contracted works after signing the contract before commencing any works on site.

Gilgandra Shire Council will conduct inspections throughout the course of the project to ensure Council's satisfaction with the quality of the works to that point prior to proceeding further. The Contractor shall hold construction/ installation until these inspections are conducted. These inspections / hold points are as follows:

- Prior to covering mechanical and electrical rough-ins
- Completion of works

The Contractor shall give the required notice to Gilgandra Shire Council representative when each component of the job requiring inspection is ready.

4.8 Protection of Site/ Work

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

5. PROJECT REQUIREMENTS (SUPPLY AND INSTALLATION)

5.1 Scope of the Project

The work required under this section includes all work associated with the supply and installation of the new air-conditioning system and replacement of outdoor condenser unit and related ductwork of existing central air-conditioning system once approved by the principal. The successful tenderer shall be fully responsible for all associated electrical works and must ensure that all air conditioning works comply with the following and any other relevant standards:

- AS 1668.2 – 2012 The use of air-conditioning and ventilation in buildings – “Mechanical Ventilation in buildings.”
- AS 4254 Ductwork for air handling systems in building.
- AS/NZS 3666.1:2011 Air handling and water systems of buildings – Microbial control – “Design, Installation and Commissioning.”
- NCC2019 – J5 Air Conditioning and Ventilation Systems

5.2 Split system air- conditioning units

Supply and install Daikin split system air-conditioning units (or similar as approved by the principal).

- 12 x 2.5KW indoor units and all associated fittings - one to each office as indicated in the drawing.
- 1 x 5KW indoor unit and all associated fittings to lunch room as indicated.
- The drawing provided by council shows positions of indoor units of the split system. It is the responsibility of the contractor to allow for all electrical rough-ins and propose locations of switches/ circuit breakers/ remotes for Council’s approval.
- The contractor shall be required to propose location for all outdoor units considering the façade of the building.

5.3 Central air- conditioning system (outdoor unit)

Decommission of existing outdoor condenser unit, pipe work and flexible duct for central air-conditioning system. Supply and install new outdoor unit for central air-conditioning system and replace all related ductworks. The new central air-conditioning system shall accommodate central part of the building; approx. 210.10 m².

The contractor shall be required to propose the ductwork and size of the new outdoor unit for central air-conditioning system (25 KW Daikin or similar).

5.4 Installation

The approved air-conditioning system shall be installed to the facility following the approved drawing, principal’s WHS policies, manufacturer’s specifications and instructions. Prior to installation of new outdoor unit for central air-conditioning system, the contractor shall visit site and consult with the principal regarding size and all the related pipe work and flexible duct.

The contractor shall allow for all mounting brackets, fixtures and supports for both internal and external units. The contractor maybe required to submit a shop drawing/ as-build drawing based on the amount of alterations.

6. ELECTRICAL WORKS

6.1 Scope of Work

Contractor shall make allowances for all electrical works associated with the installation of new air-conditioning systems. The position of all new electrical fixtures associated with the air-conditioning to be proposed by the contractor. Contractor must ensure that the proposed work complies with the following and any other relevant standards:

- AS/NZS 4836:2011 - Safe working on or near low-voltage electrical installations and equipment
- AS/NZS 3000:2018 – Wiring rules
- AS/NZS 3008.1.1:2017 - Electrical installations - selection of cables
- AS/NZS 3017:2007 - Electrical installations - verification guidelines
- AS/NZS 3012:2010 Electrical installations - construction and demolition sites
- AS/NZS 3019:2007- Electrical Installations - Periodic verification
- AS/NZS 4836:2011- Safe working on or near low-voltage electrical installations and equipment

6.2 Generally

The whole of the electrical installation shall be carried out by qualified registered electrical contractor. All work will be completed in a workmanlike manner, using materials in compliance with and in accordance with current wiring regulations of the Local Supply Authority and the requirements of the Building Code of Australia.

7. ADDITIONAL WORKS

7.1 *Scope of Work*

The work required under this section includes sealing existing central air conditioning system vents inside each office with a split system and also the lunch room and making good any damages related to the A/C install.

7.2 *Sealing Vents/Patching*

Allowance is to be made for plaster patching and painting of disconnected existing A/C vents.

Make good any damages relating to works associated with the A/C install.

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.