



Q6/23

**GSC SWIMMING POOL AMENITIES
UPGRADE**

5 Warren Road, Gilgandra NSW 2827

***QUOTATION DOCUMENTATION &
SPECIFICATION***

**Quotations close at 11:00am
Friday, 3 March 2023**

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1. BACKGROUND INFORMATION

Gilgandra Shire's local swimming pool has been part of the community since the 1930's, providing recreational swimming to the general public and often hosting swimming carnivals for the various schools in town.

Gilgandra Shire Council has been able to secure grant funding through the Stronger Country Communities Fund (SCCF) to upgrade the Gilgandra Shire Council local swimming pool. The upgrades will be an overall improvement to the facilities provided and will also improve on the existing accessibility and inclusion.

2. PROJECT DETAILS

Council is seeking quotations from suitably experienced building contractors to complete the proposed rectification and upgrade works as detailed within this Quotation Document.

The quotations are to include all work associated with the refurbishment of the building and other works, as detailed, to ensure a quality renovated building and adjacent areas with a continued life span.

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 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.



Figure 1: Site Location



Figure 2: GSC Swimming Pool building that contains amenities

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' 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.

3.1 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 Rectification and Upgrade Works to the GSC Swimming Pool Amenities located at Hunter Park, Newell Hwy, Gilgandra and includes:

- Demolition
- Male Amenities
- Female Amenities
- Prime Cost Schedule

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

3.2 Compulsory Pre-Quotation Meeting

A compulsory pre-quotation meeting will be held on site at 5 Warren Road, Gilgandra on **Monday, 20 February 2023 at 11.00am**. Only contractors who attend the compulsory pre-quotation meeting will be eligible to submit a quotation.

At this meeting interested contractors will have the opportunity of raising matters they consider relative to their quotation. All matters raised will be recorded and a response given at that time, if possible. Minutes from the on-site meeting will be circulated to interested contractors, and will form part of the Contract. The on-site meeting will also allow an opportunity for site measuring and clarification. Interested contractors may visit the site again at other times but only with the mandatory consent and prior arrangement of Council.

3.3 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.

3.4 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.

3.5 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, 3 March 2023**. Late quotations will not be accepted.

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
- Timeframe for Construction

Please note 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 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.

3.9 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.

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

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.

3.10 Drawings

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

3.11 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).

3.12 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

3.13 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".

3.14 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 Daryl Colwell (GSC Director of Infrastructure) will be the nominated Authorised Person.

3.15 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.

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.

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.

3.17 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.

3.18 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.

3.19 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.

3.20 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.

3.21 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.

3.21 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
Preliminaries			\$
Demolition			\$
Male Amenities			\$
Female Amenities			\$
CONTRACT SUM	\$	TOTAL CLAIMED	\$
VARIATIONS			
Item	Contract Amount	% Completed	Amount Claimed
V01 Item	\$		\$
Total Variations Claimed	\$		\$
TOTAL - THIS CLAIM	\$		
VARIED CONTRACT SUM	\$		

4. PRELIMINARIES

4.1 Scope of Work

These specifications cover work necessary for:

Project: GSC Swimming Pool Amenities Upgrade
Address: 5 Warren Road, Gilgandra
Client: Gilgandra Shire Council

This Specification shall be taken as being generally applicable to the design as indicated on the accompanying Working Drawings prepared by Gilgandra Shire Council:

- PA-1A-A01 – Demolition Plan
- PA-1A-A02 – Proposed Upgrade Plan
- PA-1A-A03 – Typical layout Shower and Change Room

By forming part of the Contract. If discrepancy between specification and drawings 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 Internal dimensions shall be taken between plates
- 4.2.3 External dimensions shall be taken over brickwork
- 4.2.4 Ceiling height from finished floor to underside of finished ceiling

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
- 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.

4.3.11 The Contractor shall verify measurements and levels on the site before ordering materials, commencing site work or any fabrication work

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 Drawings and Specifications

The Contractor shall provide everything necessary for the proper execution of the works, to the true intent and meaning of the drawings and specifications, taken together. Any item showing on the drawings and not specified or vice versa, shall be taken as included in the contract. Any other item not mentioned or shown but obviously necessary for the completion of the work generalised in these drawings and specifications shall be executed by the Contractor without extra to the contracted sum.

4.6 Prime Cost Provision

The Prime Cost Amounts included in this contract shall be those listed and shall be normal trade prices in the Local Region, including GST where applicable. The Contractor shall take delivery of PC Items, allow for cartage to the site, fixing and profit on all items and shall be responsible for any damage or loss up to the time of handing over the completed works.

Where any item included in this schedule is to be supplied by the Council (The Principal), it shall be marked "**Council**", and shall be fixed by the Contractor, unless otherwise stated.

4.7 Completion

The Building shall be completed in every trade:

- Doors, locks and all other equipment shall be checked out and left in a satisfactory operating condition.
- All surplus building materials and rubbish removed from the site.
- All drains shall be cleared and the building generally to be left clean and fit for occupation.
- A "Builder's Clean" to be completed for the entire interior of the Male and Female Amenities prior to handover.

4.8 Inspections and Hold Points

Inspections will be carried out by Gilgandra Shire Council during the course of this project. Some of these inspections are required, by legislation, to be carried out by the Water Authority (Gilgandra Shire Council), as follows:

Critical Stage Inspections

1. Plumbing rough-in
2. Prior to covering any external/ internal drainage connections.
3. Prior to covering any waterproofing in wet areas

Further Inspections / Hold Points

In addition to the critical stage inspections, further inspections will also be carried out by Gilgandra Shire Council's Projects Team at key points during the construction process to ensure Council's satisfaction with the works to that point prior to proceeding further, as follows:

1. After the copper water pipes have been chased into the walls, and prior to patching
2. After the waterproofing membrane has been applied and prior to tiling
3. Prior to covering any sewer drainage connections

The Contractor shall give a minimum of 48 hours' notice to Council when each component of the job that requires inspection is ready.

4.9 Workshop Details

The Contractor is responsible for the arrangement of workshop details suitable for the fabrication of all necessary components of the project. Two copies are to be submitted to the Principal, prior to commencement of fabrication, for purpose of review only. The Contractor remains responsible for all details shown in the Workshop Drawings and it is their responsibility to ensure that all details contained therein are true and correct for the accurate construction of the building as drawn and documented.

4.10 Protection of Site

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

4.11 Building Code of Australia

The National Construction Code is published in three volumes. The Building Code of Australia is Volume One and Volume Two of the NCC and the Plumbing Code of Australia is Volume Three of the NCC.

Any reference to the **NCC or BCA** within this specification or the working drawings, refers to the current version of either Volumes One or Two of the National Construction Code or The Plumbing Code of Australia.

5. DEMOLITION

5.1 Scope of Work

The work required under this section includes all demolition work associated with the various rectification and upgrade works to areas of the swimming pool amenities.

All work is to comply with AS2601 - 1991 "The Demolition of Structures".

The contractor shall:

- **make allowances for disconnection, diverting and/or sealing off any existing services, particularly water and electricity**
- complete demolition work as detailed elsewhere in this specification and drawings prepared by GSC including removal of demolished materials from site
- make good to damage resulting from failure to provide adequate protection; and
- leave the site in an entirely clean condition

5.2 Inspections

Prior to demolition works commencing on site, an inspection of the site shall be conducted jointly by the Contractor and the Principal, considering the following issues:

- Services before disconnection or diversion.
- Contents of building
- Identification of hazardous materials

After commencement of demolition works on site, an inspection of the site shall be conducted jointly by the Contractor and the Principal, considering the following issues:

- Services after reconnection or diversion.

5.3 Generally

All demolition shall be carried out in a careful and systematic manner with a minimum of inconvenience to the users of the building, Council staff and the general public.

Hours of demolition work are to be limited to 8:00am to 4:00pm on weekdays only.

5.4 Existing Services

Before commencing demolition operations the Contractor shall carefully check positions of existing water, drainage and electrical services. Each service will be disconnected by the Contractor at the appropriate time and re-routed as required. Work will be carried out in accordance with the regulations of each authority involved.

5.5 Security

The Contractor shall maintain the existing standard of building security during the demolition works. This shall be extended to apply to the construction stage also.

5.6 Making Good

Any portion of the existing building damaged or affected by demolition work shall be made good by the Contractor. All new openings to receive supporting lintels, new applied finishes to be upgraded and finished as noted or as per original method of construction.

5.7 Hazardous Materials

It shall be the Contractor's responsibility to identify all asbestos cladding (if any) within the building and make provision within their Quotation for its removal. Any hazardous materials identified by the Contractor during the course of the project shall be removed by a Licensed Asbestos Removal Contractor. The Contractor shall prepare a safe method work statement, including wet removal methods for removal works.

Any concealed hazardous materials discovered during demolition will be identified to the Council and a variation order shall be issued for its removal.

5.9 Ownership of Demolished Materials

There are no demolished materials scheduled for re-use on this project and therefore all demolished materials shall be the property of the Contractor.

Note:

Contractors shall include the residual value of materials resulting from the demolition (salvage value) within their quoted price.

All relevant demolished materials shall be removed from site and disposed of at a licenced waste facility as required.

5.8 Tipping Fees

The Contractor is responsible for the payment of all tipping fees associated with the project and will allow for these tipping fees within their submitted quotation. It is recommended that interested contractors contact the Gilgandra Waste Facility to confirm that demolished materials will be received by the facility, and the relevant tipping fees that apply.

6. MALE AMENITIES

6.1 Scope of Work

The work required under this section include the following:

- Demolition of the existing partitions, finishes and fixtures as detailed below and associated drawings.
- Installation of new partitions, finishes and fixtures as detailed below and associated drawings
- Make allowances for disconnecting, diverting and/or sealing off any existing services, particularly water, sewer and electricity as required.
- Make good any damages.

6.2 Demolition

- Demolish and remove existing brick cubicle partition walls, wall tiles and tapware to showers. Make good all resulting damage caused from demolition and prepare for wall and floor tiles. (Refer to Figure 3)
- Demolish and remove existing urinal trough including the hob to trough and wall tiles while leaving existing masonry walls intact. Make good all resulting damages caused from demolition and prepare for wall mounted urinals and wall tiles. (Refer to Figure 4)
- Remove all existing toilet suites. Make good and prepare all areas for the new pans and cisterns. (Refer to Figure 5)



Figure 3: Demolish and remove existing cubicle walls



Figure 4: Demolish and remove existing urinal



Figure 5: Remove all pans and cisterns

6.3 *Wet Area Installation*

The existing shower floors and walls shall be protected by the installation of a water-proofing system conforming with Part 3.8.1 of the Building Code of Australia (Volume 2) and AS3740-2004 "Waterproofing of Wet Areas in Residential Buildings".

Install a puddle/drainage flange to all waste risers with the waterproofing membrane terminated at/in the puddle/drainage flange to provide a waterproof connection in accordance with Clause 5.12.1(b) of AS3740-2004.

6.4 Tiling

Supply and lay select, best quality 200mm x 200mm ceramic wall and floor tiles to showers. All tiles will be fixed with suitably approved quality adhesive over the existing wall and floor substrates allowing for surface grinding as needed to keep new tiles as flat as possible and maintain falls to existing waste position.

Ceramic tiles shall be laid as per manufacturer's recommendation to a recommended backing, to comply with the provisions of AS 3958.1-1991. The Tiler shall ensure that tiles are laid with suitable expansion joints at corresponding centres to ensure that cracking due to minor slab movement and shrinkage does not occur.

Tiling to Male Amenities as follows:

- R11 Rated 200mm x 200mm non-slip floor tiles to showers using select grade flexible adhesive and extruded aluminium angle trim to perimeter edge of tiles. A metal mushroom strip shall also be provided along the tile edge.
- 200mm x 200mm wall tiles to shower walls from floor level to 2100 mm above floor level
- 200mm x 200mm wall tiles to both sides and splashback to the urinals area from floor level to 2100 mm above floor for rear wall and 1800 mm (full height) for side/ partition walls.
- One row of 200mm x 200mm wall tiles to splashback over basin
- Wall tiles to be grouted in white cement grout and floor tiles to be grouted in slate & quarry grout (confirm with principal during floor tile selection)
- Materials and Workmanship shall comply with the provisions of AS3958.1-1991.

Type:	Glazed Ceramic
Colour:	Walls/Splashbacks – Johnson White Shower Floors – to be selected by principal
Grout Colour:	As specified above. Grout to floor tiles to be confirmed with principal along with floor tiles.
Floor Waste:	Provide new 100 mm stainless steel floor waste to all showers.

6.5 Toilet Suites

Supply and install Caroma Aire Concorde Connector bottom inlet (S-Trap) Suite with a double flap seat (White), including all plumbing and drainage connections, as required.

6.6 Urinals

Supply and install three (3) Caroma "Leda" Wall Hung Urinals with overhead mounted Caroma "Slimline" Pullcord single flush cisterns, including all plumbing and drainage connections. The urinals and cisterns shall be mounted on the masonry blockwork as indicated on the drawings. Ensure that one (1) urinal is positioned at a height for use by children.

6.7 Shower / Change room Cubicles

Supply and install eight (8) Laminex “Waterloo” (or equivalent – subject to principal’s approval) cubicles, three (3) to the showers and five (5) to the change rooms using Laminex or Polytech 13mm compact laminate, including door lock and indicator sets. The contractor shall provide colour options to the principal for selection. Existing toilet cubicles to remain and be painted.

Supply and install a stainless steel soap holder and stainless steel coat hooks (2) to each shower cubicle and each change room.

Note: All measurements to be confirmed on site by the Contractor prior to ordering and installation.



Figure 6. Laminex “Waterloo” Toilet Cubicles (example only)

6.8 **Fixtures and Fittings Schedule (Male Amenities)**

Tag	Item	Specification	Quantity
WC1	Toilet Suite – Gents Toilets	Caroma Aire Concorde Connector Bottom Inlet (S-Trap) Suite	2
UR1	Urinals – Gents Toilets	Caroma “Leda” Wall Hung Urinals with overhead mounted Caroma “Slimline” Pullcord single flush cisterns	3
TPW1	Tapware-Showers	Caroma Elegance II Shower Set	3
TPW2	Tapware-Basin	Caroma Elegance Basin Mixer	1
FW	Floor Waste	100mm (Stainless Steel)	3
SH	Soap Holder	Stainless Steel Soap Holder	3
CH	Coat Hook	Stainless Steel Coat Hook	16

Note:

The existing showerheads (to be removed) are installed at approximate heights of 1650 mm above finished floor level. The new shower heads shall be installed at approximate heights of 1950 above the finished floor level. Contractor to allow for additional pipework and chasing into existing brickwork, as required.

6.9 **Painting**

Provide for all labour, material and equipment necessary to make good, apply and finish paint and other coverages as scheduled and detailed.

Colour Schemes

The total colour scheme shall be as follows:

Existing Cubicle Walls – Surfmist (Colorbond)
Existing Cubicle Doors – Basalt (Colorbond)
Steel Barred Entry Door - Basalt (Colorbond)
Concrete Floor – Shale Grey (Colorbond)

Preparation and Workmanship

Remove any hardware before painting is commenced and replace on completion. Work to be painted shall be prepared by scraping or rubbing down, priming, stopping up and brought to a smooth even surface before the paint is applied. Stopping shall be done after the priming coat. Application shall be equal to “Dulux” specifications. Finish shall have satisfactory cover, free from brush marks and blemishes.

Cleaning and Protection

Protect adjacent surfaces from paint spots and protect finished surfaces from dust and surface damage.

Schedule of Painting Finishes

The following schedule of painting is a general guide and there may be minor variations or expectations instructed on site. Generally, all paint shall be premium or equal quality.

Substrate	Undercoat	Final Coats
Existing Cubicle Walls	1 x coat Dulux sealer binder (or equivalent)	2 x Dulux Wash & Wear 101 advanced low sheen (or equivalent)
Existing Cubicle Doors	1 x coat Dulux 1 step oil based primer sealer undercoat (or equivalent)	2 x Dulux Aquanamel gloss (or equivalent)
Steel Barred Entry Door	1 x coat Dulux 1 step oil based primer sealer undercoat (or equivalent)	2 x Dulux Aquanamel gloss (or equivalent)
Concrete Floor	1 x "Luxafloor LGE" thin by 10-15% (or equivalent)	1 x "Luxafloor LGE" with stir-in Aggregate Coarse (R10) (or equivalent)

Note: If the contactor wishes to use equivalent material and not Dulux as specified, the contractor must receive approval from principal prior to purchase.

Completion

Touch up paint where required to make good after all trades, clean off all marks, paint spots and stains throughout including all hardware fittings and leave job in a clean and tidy condition.

All remnant paint supplies are to remain with the Principal for touch up purposes.

7. FEMALE AMENITIES

7.1 Scope of Work

The work required under this section includes following:

- Demolition of the existing partitions, finishes and fixtures as detailed below and associated drawings.
- Installation of new partitions, finishes and fixtures as detailed below and associated drawings
- Make allowances for disconnecting, diverting and/or sealing off any existing services, particularly water, sewer and electricity as required.
- Make good any damages.

7.2 Demolition

- Demolish and remove existing shower cubicle walls, metal seating, wall tiles and tapware to showers. Make good all resulting damage caused from demolition and prepare for wall and floor tiles. (Refer to Figure 7)
- Demolish and remove existing changerooms and seating. Make good all resulting damage caused from demolition. (Refer to Figure 8)
- Remove all existing toilet suites. Make good and prepare all areas for the new toilet suites. (Refer to Figure 9)



Figure 7. Demolish and remove existing shower cubicle walls



Figure 8. Demolish and remove existing changerooms and seating

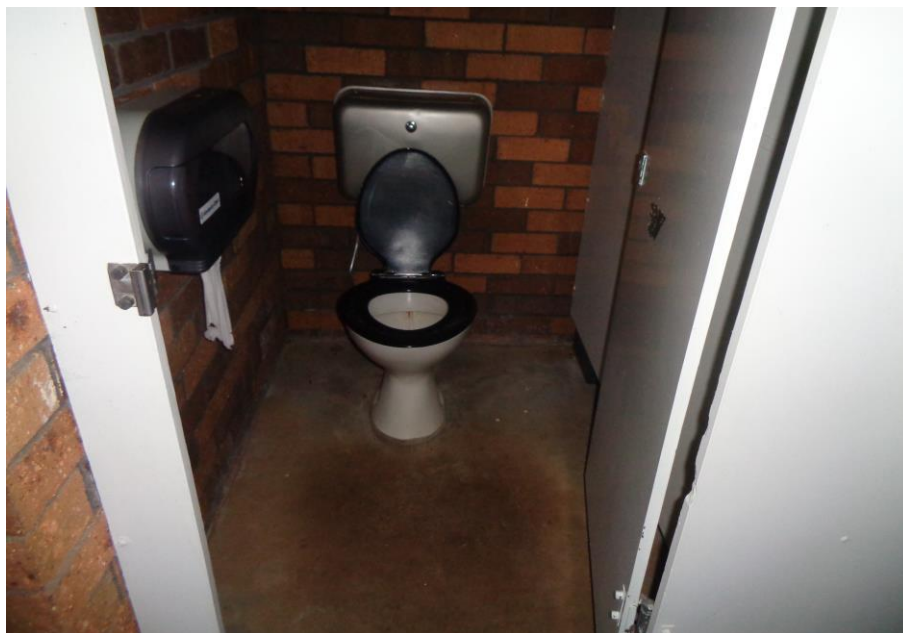


Figure 9. Remove all pans and cisterns

7.3 Wet Area Installation

The existing shower floors and walls shall be protected by the installation of a water-proofing system conforming with Part 3.8.1 of the Building Code of Australia (Volume 2) and AS3740 "Waterproofing of Wet Areas in Residential Buildings".

Install a puddle/drainage flange to all waste risers with the waterproofing membrane terminated at/in the puddle/drainage flange to provide a waterproof connection in accordance with Clause 5.12.1(b) of AS3740-2004.

7.4 Tiling

Supply and lay select, best quality ceramic wall and floor tiles. All tiles will be fixed with suitably approved quality adhesive over the existing wall and floor substrates allowing for surface grinding as needed to keep new tiles as flat as possible and maintain falls to existing waste.

Ceramic tiles shall be laid as per manufacturer's recommendation to a recommended backing, to comply with the provisions of AS 3958.1-1991. The Tiler shall ensure that tiles are laid with suitable expansion joints at corresponding centres to ensure that cracking due to minor slab movement and shrinkage does not occur.

Tiling to Female Amenities as follows:

- R11 Rated 200mm x 200mm non-slip floor tiles to showers using select grade flexible adhesive and extruded aluminium angle trim to perimeter edge of tiles. A metal mushroom strip shall also be provided along the tile edge.
- 200mm x 200mm wall tiles to shower walls from floor level to 2100 mm above floor level
- One row of 200mm x 200mm wall tiles to splashback over basin
- Wall tiles to be grouted in white cement grout and floor tiles to be grouted in slate & quarry grout (confirm with principal during floor tile selection)
- Materials and Workmanship shall comply with the provisions of AS3958.1-1991.

Type:	Glazed Ceramic
Colour:	Walls/Splashbacks – Johnson White Shower Floors – to be selected by principal
Grout Colour:	As specified above. Grout to floor tiles to be confirmed with principal along with floor tiles.
Floor Waste:	Provide new 100 mm stainless steel floor waste to all showers.

7.5 Toilet Suites

Supply and install Caroma Aire Concorde Connector bottom inlet (S-Trap) Suite with a double flap seat (White), including all plumbing and drainage connections, as required.

7.6 Shower / Changeroom Cubicles

Supply and install nine (9) Laminex "Waterloo" (or similar) cubicles, four (4) to the showers and five (5) to the changerrooms using Laminex or Polytech 13mm compact laminate, including door lock and indicator sets. Colours supplied by Contractor and selected by the principal. Existing toilet cubicles to remain and be painted.

Supply and install a stainless steel soap holder and stainless steel coat hooks (2) to each shower cubicle and each change room.

Note: All measurements to be confirmed on site by the Contractor prior to ordering and installation.



Figure 6. Laminex “Waterloo” Toilet Cubicles (example only)

7.7 **Baby Change Table**

Install one stainless steel, horizontal wall-mounted baby change table (supplied by Council) to the area indicated on the drawings. The baby change table shall be located in a way that it does not affect the provisions detailed in AS 1428.1 (2009) – “Design for Access and Mobility”.

7.8 **Fixtures and Fittings Schedule (Female Amenities)**

Tag	Item	Specification	Quantity
WC1	Toilet Suite – Female Toilets	Caroma Aire Concorde Connector Bottom Inlet (S-Trap) Suite	3
TPW1	Tapware-Showers	Caroma Elegance II Shower Set	4
TPW2	Tapware-Basin	Caroma Elegance Basin Mixer	2
FW	Floor Waste	100mm (Stainless Steel)	4
SH	Soap Holder	Stainless Steel Soap Holder	4
CH	Coat Hook	Stainless Steel Coat Hook	20

7.9 Sanitary Fixtures (supplied by Council/fitted by Builder) (Female Amenities)

Tag	Item	Quantity
BCT	Baby Change Table	1

Note:

The existing showerheads (to be removed) are installed at approximate heights of 1650 mm above finished floor level. The new shower heads shall be installed at approximate heights of 1950 above the finished floor level. Contractor to allow for additional pipework and chasing into existing brickwork, as required.

7.10 Painting

Provide for all labour, material and equipment necessary to make good, apply and finish paint and other coverages as scheduled and detailed.

Colour Schemes

The total colour scheme shall be as follows:

Existing Cubicle Walls – Surfmist (Colorbond)
Existing Cubicle Doors – Basalt (Colorbond)
Steel Barred Entry Door - Basalt (Colorbond)
Concrete Floor – Shale Grey (Colorbond)

Preparation and Workmanship

Remove any hardware before painting is commenced and replace on completion. Work to be painted shall be prepared by scraping or rubbing down, priming, stopping up and brought to a smooth even surface before the paint is applied. Stopping shall be done after the priming coat. Application shall be equal to “Dulux” specifications. Finish shall have satisfactory cover, free from brush marks and blemishes.

Cleaning and Protection

Protect adjacent surfaces from paint spots and protect finished surfaces from dust and surface damage.

Schedule of Painting Finishes

The following schedule of painting is a general guide and there may be minor variations or expectations instructed on site. Generally, all paint shall be premium or equal quality.

Substrate	Undercoat	Final Coats
Existing Cubicle Walls	1 x coat Dulux sealer binder (or equivalent)	2 x Dulux Wash & Wear 101 advanced low sheen (or equivalent)
Existing Cubicle Doors	1 x coat Dulux 1 step oil based primer sealer undercoat (or equivalent)	2 x Dulux Aquanamel gloss (or equivalent)
Steel Barred Entry Door	1 x coat Dulux 1 step oil based primer sealer undercoat (or equivalent)	2 x Dulux Aquanamel gloss (or equivalent)
Concrete Floor	1 x "Luxafloor LGE" thin by 10-15% (or equivalent)	1 x "Luxafloor LGE" with stir-in Aggregate Coarse (R10) (or equivalent)

Note: If the contactor wishes to use equivalent material and not Dulux as specified, the contractor must receive approval from principal prior to purchase.

Completion

Touch up paint where required to make good after all trades, clean off all marks, paint spots and stains throughout including all hardware fittings and leave job in a clean and tidy condition.

All remnant paint supplies are to remain with the Principal for touch up purposes.

8. PRIME COST SCHEDULE

Item	Allowance	Unit
Ceramic Wall Tiles (200mm x 200mm)	\$40	per/m ²
Ceramic Floor Tiles (200mm x 200mm)	\$40	per/m ²

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, 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.