

Regional Council of Goyder



Request for Quotation

For

**Eudunda Public Amenities
and Street Bin Cleaning Services**

RFQ Number – 05.2023.08

Closing Date 3:00pm on 15th June 2023

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Structure of this Request for Quotes

This Request for Quotes is comprised of seven sections:

- Section A - Background and General Information
- Section B - Quote Conditions
- Section C – Evaluation Process
- Section D – Specifications
- Section E – Form of Quote and Schedules
- Section F – Project Hazard Profile

Section A – Background and General Information

1. Invitation to Quote

- 1.1 Regional Council of Goyder (the Council) invites Quotes from Respondents for the provision of "Eudunda Public Amenities & Street Bin Cleaning Services" (the Services). The Council will enter into a Contract for Services with the successful Quote.
- 1.2 Contractor will be offered to provide services for an initial period of 12 months, with an option of renewal for further 24 months.
- 1.3 Council aims and objectives through this process is to ensure fair and transparent process for the selection of contractor for the services.

2. Background

- 2.1 Background to Quote:
- 2.2 The concept of calling for a Request for Quotation to provide cleaning services in township of Eudunda at different locations. Details are provided in specification.
- 2.3 Quotation should be provided as a 12 month sum at year 1 pricing.

Section B – Quote Conditions

3. Definitions

3.1 In this RFQ:

- 3.1.1 **Closing Time** means the time and date specified in clause 4.8, or such later time and date as may be notified in writing to Respondents by the Council.
- 3.1.2 **Form of Quote** means the form contained in 1 of this RFQ.
- 3.1.3 **Respondent** refers to any party who responds to this RFQ.
- 3.1.4 **RFQ** means this Request for Quotes.
- 3.1.5 **Quote** means a quote submitted by a Respondent pursuant to this RFQ.
- 3.1.6 **Schedules** means the schedules contained in Section C of this RFQ.
- 3.1.7 **Services** means the services sought to be purchased by the Council pursuant to this RFQ.
- 3.1.8 **Specifications** means the specifications specified in Section B of this RFQ.

4. Request for Quotes

- 4.1 The Council seeks Quotes from Respondents for the provision of the Services.
- 4.2 The Closing Time for this RFQ is **3:00pm 15th June 2023**
- 4.3 Prices quoted are to be in a Schedule of Lump Sum/12 month sum at year 1 pricing.
- 4.4 Quoted prices must be shown to be **excluding** and **including GST** and all applicable levies, duties, taxes and charges.
- 4.5 Any charge not stated in the Quote will not be payable by the Council.
- 4.6 The Respondent must submit:
 - 4.6.1 the original Form of Quote; and
 - 4.6.2 the completed Schedules.
- 4.7 Any Quote may be rejected if it does not conform to the requirements of the Specifications or this RFQ.
- 4.8 **Quotes must be submitted by email:**
 - 4.8.1.1 Quotes must be emailed to **tenders@goyder.sa.gov.au** prior to **3:00pm 15th June 2023** (the Closing Time).
 - 4.8.1.2 This RFQ closes on the Closing Time.
 - 4.8.1.3 Quotes received after the Closing Time will **NOT** be considered.
 - 4.8.1.4 The Council will not accept any responsibility in the event that a Quote is not received by the Closing Time.
 - 4.8.1.5 Respondents must not use this RFQ (including any attached technical and other written information supplied by the Council) for any purpose other than to prepare a Quote. This includes not copying this RFQ (including any attached technical and other written information supplied by the Council) and providing a copy to any third party not involved in the preparation of a Quote.
- 4.8.2 Enquiries or Requests for Information or Clarification

4.8.3 Any enquiries or requests for information or clarification regarding this RFQ or the Quote Documents must be made in writing and addressed to the Nominated Contact Person.

The Nominated Contact Person is:

Mr Sam Rosser
1 Market Square
Burra SA 5417
Ph – 0437 810 103

4.8.4 The Nominated Contact Person may (but is not obligated to) respond to a Quoter's enquiries or requests for information or clarification.

4.8.5 If the Council provides any information to a Quoter by way of clarification, then the Council reserves the right to provide that information to other Quoter.

4.8.6 No statement made by the Nominated Contact Person, or any other representative of the Council should be construed as modifying this RFQ or any of the Quote Documents, unless confirmed in writing by the Nominated Contact Person.

4.8.7 Proposed Timing of Quotation Process

The proposed timing for the Quote Process is as follows:

Request for Quotation	16 th May 2023
Pre Quote Site Inspection	N/A
Closing Date	3:00pm 15th June 2023
Notification to successful Quote	22 nd June 2023 <i>(indicative)</i>
Execution of Contract for Services	1 st July 2023 <i>(indicative)</i>
Completion of Provision of Services	30th June 2024 Provision of extension till 30/6/2026

5. Acceptance of Quote

- 5.1 The Respondent agrees that the Quote remains open for a minimum period of 60 days after the Closing Time.
- 5.2 This RFQ, together with the Council's written acceptance of the Quote and the issue of an official Council purchase order/works order, constitute the contract between the Council and the successful Respondent.

6. No Legal Requirement

- 6.1 The issue of this RFQ or any response to it does not commit, obligate or otherwise create a legal requirement on the Council to acquire the Services from a Respondent.

7. Council's Rights

- 7.1 The Council reserves the right to:
 - 7.1.1 amend, vary, supplement or terminate this RFQ at any time;
 - 7.1.2 accept or reject any Quote, including the lowest price Quote;
 - 7.1.3 negotiate with any service provider on all or any part of the Services to be supplied pursuant to this RFQ;
 - 7.1.4 postpone or abandon this RFQ;
 - 7.1.5 add or remove any Respondent;
 - 7.1.6 accept or reject any Quotes;
 - 7.1.7 accept all or part of any Quote;
 - 7.1.8 negotiate or not negotiate with one or more Respondents;
 - 7.1.9 discontinue negotiations with any Respondent; and
 - 7.1.10 include the Respondents' names in Council reports and make them public. This may include the order of Respondents on the basis of quoted price but without the specific amount quoted.

8. Quote Evaluation

- 8.1 In assessing Quotes, the Council will have regard to, but not necessarily be limited to, the following criteria (not listed in any order of priority):
 - 8.1.1 completion of the Form of Quote;
 - 8.1.2 compliance with the Specifications;
 - 8.1.3 warranties and guarantees on the Services;
 - 8.1.4 timeframe for the completion of the Services;
 - 8.1.5 demonstrated experience in completing similar projects;
 - 8.1.6 referees; and
 - 8.1.7 Insurance.

9. Respondent's Confidential Information

- 9.1 Subject to clauses 9.2 and 10.1, the Council will treat as confidential all Quotes submitted by Respondents in connection with this RFQ.
- 9.2 The Council will not be taken to have breached any obligation to keep information provided by Respondents confidential to the extent that the information:
- 9.2.1 is disclosed by the Council to its advisers, officers, employees or subcontractors solely in order to conduct the RFQ process or to prepare and manage any resultant agreement;
 - 9.2.2 is disclosed to the Council's internal management personnel, solely to enable effective management or auditing of the RFQ process;
 - 9.2.3 is disclosed by the Council to the responsible Minister;
 - 9.2.4 is authorised or required by law to be disclosed; or
 - 9.2.5 is in the public domain otherwise than due to a breach of the relevant obligations of confidentiality.

10. Governing Law

- 10.1 This RFQ is governed by the law in South Australia.
- 10.2 The parties irrevocably submit to the exclusive jurisdiction of the courts in South Australia.

11. ICAC

Respondents acknowledge that if they enter into a contract with the Council they will be considered to be public officers for the purposes of the *Independent Commissioner Against Corruption Act, 2012* (SA) (**ICAC Act**) and will be obliged to comply with the ICAC Act and the Directions and Guidelines issued pursuant to the ICAC Act. 0

Section C – Evaluation Process

REGIONAL COUNCIL OF GOYDER



GOYDER
South Australia's Heartland

EVALUATION PANEL GUIDE

Title of Quote/Expression of Interest:	RFQ – <i>Eudunda Public Amenities & Street Bin Cleaning Services</i>
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RFQ Number:	05.2023.08
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Note: Please read and understand carefully the given scoring criteria for RFQ, on the basis of which Quote will be selected.

12. Evaluation Process

12.1 Introduction

12.1.1 Document purpose

12.1.1.1 The purpose of this document is to assist the Evaluation Panel (the "Panel") to assess the Quotes/submissions.

12.1.1.2 The objectives of this Evaluation Panel Guide are to:

- (a) Ensure that the assessment of the Quotes/submissions is undertaken fairly according to a pre-determined weighting schedule;
- (b) Ensure adherence to probity procedures and relevant policies; and
- (c) Ensure that the requirements specified in the Quote/Expression of Interest document are evaluated in a way that can be measured and documented.

12.2 Evaluation Panel

12.2.1 The purpose of the Panel is to:

12.2.1.1 Assess each Quote/submission in accordance with the process and methodology contained in this document;

12.2.1.2 Undertake any communication with Quotes/respondents that may be necessary to clarify Quotes/submissions; and

12.2.1.3 Document the Panel member's decision in an evaluation report which may be submitted to Regional Council of Goyder.

12.3 Reporting

12.3.1 Written report.

12.3.1.1 The Panel may present a written report for consideration at the completion of the scoring process.

12.4 Scoring System

12.4.1 Each panel member.

12.4.1.1 Each Panel member will individually assess each submission on a 0-10 score basis, as shown in the table below.

12.4.1.2 Half marks, for example 3.5 or 4.5, are acceptable.

Score	Description
0	Inadequate or non-appropriate offer , many deficiencies, does not meet criterion between 0 and 2
1	
2	Marginal offer , some deficiencies, partly meets criterion, between 2 and 4
3	
4	Fair offer , few deficiencies, almost meets criterion, between 4 and 6
5	
6	Good offer , no deficiencies, meets criterion, between 6 and 8
7	
8	Very good offer , exceeds criterion, between 8 and 10
9	
10	Outstanding offer greatly exceeds criterion.

12.4.1 Determining score

12.4.1.1 There is not a set formula for determining scores.

12.4.1.2 All scores should be made by comparing the responses of each Quotes/respondent.

12.4.2 Panel to consider.

12.4.2.1 In determining the score that will be given to each Quotes/respondent, Panel members should consider:

- (a) Does the response answer each element of the criterion?
- (b) Are any examples provided to substantiate the claims made in the response?
- (c) Are the examples relevant to the requirements of the Quote/expression of interest?

12.5 The score sheet

12.5.1 Panel member responsibility

12.5.1.1 The Score Sheet is to be completed by each Evaluation Panel Member to evaluate all Quotes/submissions received.

12.5.1.2 The score sheet is divided into 3 sections:

- (a) Compliance criteria,
- (b) Quantitative criteria, and
- (c) Qualitative criteria.

SCORE SHEET

SERVICE QUOTE SCORING FORM

QUOTE No. 05.2023.08	QUOTE TITLE Quote - Eudunda Public Amenities & Street Bin Cleaning Services
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PROJECT EVALUATION QUANTITATIVE CRITERIA

Quote	Quote No. 1	Quote No. 2	Quote No. 3	Quote No. 4	Quote No. 5	Quote No. 6	Quote No. 7	Quote No. 8	Quote No. 9	Quote No. 10
Name										
Price. EX.Gst										

(ALL PRICES ARE TO BE SHOWN EXCLUDING GST)

COMPLIANCE CRITERIA

Has the Quote completed and returned all tender schedules and accepted Formal Offer?

Compliant	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
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Has the Quote supplied evidence of Insurance Cover?

Compliant	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
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Is the Quote compliant?

YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
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IF THIS QUOTE IS COMPLIANT MOVE ONTO EVALUATION IN THE QUALITATIVE CRITERIA

Score	Description – scoring standard for the Qualitative Criteria
0	Inadequate or non-appropriate offer, many deficiencies, does not meet criterion between 0 and 2
1	
2	Marginal offer, some deficiencies, partly meets criterion, between 2 and 4
3	
4	Fair offer, few deficiencies, almost meets criterion, between 4 and 6
5	
6	Good offer, no deficiencies, meets criterion, between 6 and 8
7	
8	Very good offer, exceeds criterion, between 8 and 10
9	
10	Outstanding offer greatly exceeds criterion.

QUALITATIVE CRITERIA

Performance and experience?

score	/40	/40	/40	/40	/40	/40	/40	/40	/40	/40
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Quote Price?

score	/40	/40	/40	/40	/40	/40	/40	/40	/40	/40
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Quote Capacity/capability to provide cleaning services?

score	/20	/20	/20	/20	/20	/20	/20	/20	/20	/20
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Total Score	/100	/100	/100	/100	/100	/100	/100	/100	/100	/100
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Evaluator Name	Signature	Date	
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12.6 Procedural Fairness and Evaluation Panels

12.6.1 Introduction

- 12.6.1.1 Councils engaged in purchasing goods and services from the private sector must ensure that their Quote evaluation process meets the appropriate standards of probity.
- 12.6.1.2 Quote/Expression of Interest selection/evaluation panels (Panels) are part of these processes and it is therefore important that Panel members are aware of the principles underlying probity – these principles are referred to as procedural fairness.

12.6.2 What is procedural fairness?

- 12.6.2.1 Procedural fairness can be defined as the duty to act fairly to all potential and actual respondents and the duty to adopt fair procedures that are appropriate and adapted to the circumstances of a particular case.

12.6.3 Why should panel members be concerned with procedural fairness?

- 12.6.3.1 There are two main reasons why Panel members should be concerned:
 - (a) Quotes are entitled to a fair process, and
 - (b) Failing to follow a fair process could lead to the Quote/submission being subject to challenge, with a re-Quote being required – this would be costly in terms of time and resources.

12.6.4 What are the requirements of procedural fairness?

- 12.6.4.1 In order to ensure the Quote/expression of interest selection process is fair and objective, the following principles of procedural fairness must be adhered to:
 - (a) Knowledge
 - (b) Before commencing the Quote/expression of interest selection process, Panel members must have an understanding of the contents of each Quote/submission, the selection criteria against which Quotes/submissions will be rated, and the process by which each Quote/submission will be rated.
 - (c) Relevant Considerations
 - (d) Panel members must consider all relevant considerations related to each Quote/submission.
 - (e) This would include the Quote's/respondent's responses to the selection criteria, and all other information quotes/respondents were required to supply.
 - (f) If information is considered irrelevant, the reason must be stated in the selection report.

12.6.5 Irrelevant Considerations

- 12.6.5.1 The Quote/expression of interest selection process must not be based on irrelevant considerations, that is, anything outside the selection criteria or information requested in the Quote/expression of interest.
- 12.6.5.2 The Quote/submission selection must use the information requested and adhere to the selection criteria.

12.6.6 Bias

- 12.6.6.1 The Quote/expression of interest selection process must be free of bias, and any perception of bias.
- 12.6.6.2 Any connections between a Panel member and a Quotes/respondent must be disclosed to the Panel chairperson.
- 12.6.6.3 Panel members should not accept gifts, and should limit contact with quotes/respondents during the Quote/expression of interest selection process.
- 12.6.6.4 Any possible issue of bias should be discussed with the Panel chairperson as soon as it arises.

12.6.7 Evidence

- 12.6.7.1 Quote/expression of interest ratings and selections must be made on the basis of the material presented and included in the Quotes/submissions rather than rumour.
- 12.6.7.2 If any adverse allegations are made against a Quotes/respondent affecting the way in which the Quote/expression of interest is assessed, these allegations must be communicated to the Quotes/respondent.
- 12.6.7.3 The Quotes/respondent must also be given a reasonable opportunity to respond to these allegations.

12.6.8 Confidentiality

- 12.6.8.1 The contents of each Quote/expression of interest should not be disclosed to any outside party.
- 12.6.8.2 Each Quote/submission should be viewed as commercially confidential information.

12.6.9 Commenting During the Quote Selection Process

- 12.6.9.1 One Panel member, usually the Panel chairperson, should be nominated as the only person permitted to comment to outside parties about the Quote/expression of interest selection process and outcome.
- 12.6.9.2 Panel members should not discuss any element of the selection process with work colleagues or any other party.

12.6.10 Recording of Quote/expression of interest scores.

- 12.6.10.1 Panel members must fully record their Quote/submission evaluation against the selection criteria.

12.6.11 Conclusion

- 12.6.11.1 Procedural fairness.
 - (a) By observing and implementing the rules of procedural fairness, Panel members will ensure that Quote/expression of interest selections are 'visible', defensible and auditable.
 - (b) Following these guidelines not only ensure that the Quote/expression of interest selection process is fair, but also helps to ensure that the best Quote/respondent is chosen.
 - (c) These guidelines also aid in maintaining a high level of transparency of process.



SPECIFICATION

FOR

Eudunda Public Amenities

&

Street Bin Services

July 2023

REGIONAL COUNCIL OF GOYDER

13. Section D – Specification

EUDUNDA PUBLIC AMENITIES CLEANING

Scope of Service

The Eudunda Amenities Cleaning contract will be offered for an initial period of 12 months, with an option of renewal for a further 24 months.

Location

Eudunda public amenities located as follows,

- Public Convenience at south terrace Carpark
- Public Convenience at Eudunda Garden
- Public Convenience at Eudunda Town hall
- Robertstown Council Depot (Sweep & Mop once a week)

Public Amenities Cleaning

Quotations are sought for the following cleaning services,
Daily cleaning requirements will be –

- Using a Council approved toilet bowl cleaner, the inside of each toilet bowl will be scrubbed daily
- Hand-basins and hardware are to be cleaned with a council approved cleaning agent
- Using a council approved sanitizing agent as recommended in the product directions, external surfaces to be treated will be –
 - ✓ Upper and lower surfaces of toilet seat and lids
 - ✓ Toilet cisterns
 - ✓ Toilet bowls
 - ✓ Toilet paper holders
 - ✓ Hand-gel dispensers
 - ✓ Hand-basins and hardware
 - ✓ All other surfaces that may reasonably come into contact with users
- Inspection for spider webs is to be made and removed where possible
- Mirrors are to be cleaned thoroughly
- Floors are to be swept
- Floors are to be mopped using a council approved cleaning agent
- Floors to be scrubbed as required, emphasizing attention on grouted surfaces
- All surfaces on and adjoining urinals are to be shown additional attention to ensure ongoing cleanliness
- Daily checking and restocking of hand-gel and toilet paper so not to have patrons run out of these consumables

- On a daily basis open facilities by 7am and close and lock facilities by 9pm (except those which will remain open at all times)

Three monthly cleaning requirements will be, in addition to normal daily requirements the contractor will

- Inspect and clean all upper surfaces for dust and debris
- Clean all internal walls thoroughly
- Scrub all tiled surfaces, paying attention to the grout joints
- Clean windows inside and out

Other cleaning requirements,

- The contractor shall pay particular attention to the time that the toilet bowl cleaner and the sanitizing agent is allowed to be exposed to the areas that are being cleaned before being removed, so as to provide maximum treatment efficiency

Reports of damage and/ or uncleanliness

- Reports of uncleanliness will be attended to in an urgent and timely manner, with the contractor taking immediate steps to return the public convenience to a hygienic state
- In instances where a public convenience is required to be closed to do so, the contract manager of the Regional Council of Goyder will be advised

Vandalism and Graffiti,

- Minor graffiti will be removed on a daily basis
- Major graffiti should be reported to the contract manager to allow for decision making in regards to how to handle the removal of the graffiti

Requirements

The **contractor will supply** the following-

- \$10,000,000 public liability insurance policy as cover for any single event or multiple events up to the same value plus all relevant details to become a preferred contractor
- Vehicle suitable for the requirements of the contract
- Current drivers license
- All equipment required to perform the contract
- All cleaning products required to perform the contract
- All equipment as necessary to meet councils WHS criteria
- All PPE as required

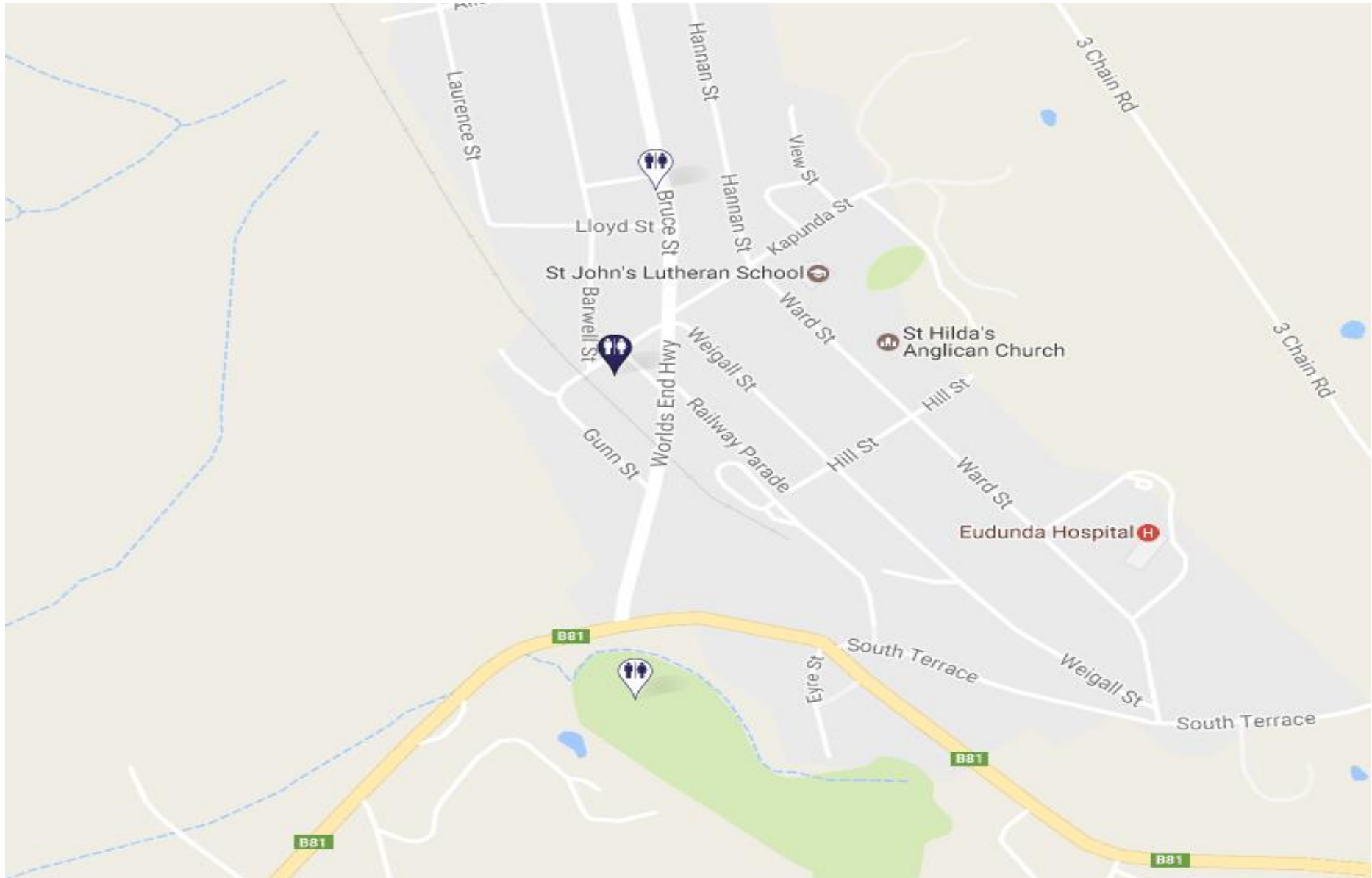
The Council will supply the following –

- Toilet stock including hand towel, soap & toilet paper
- Hygienic bin emptying

WHS Requirements

- The contractor will ensure that when the floors are wet or slippery because of the cleaning process "slippery floor" warning signs meeting all current regulations are to be used.
- The contractor will provide task assessments and for required processes.
- The contractor will provide and maintain current Material Safety Data Sheets for all substances used and use the Personal Protective Equipment as recommended in the risk assessment for hazardous substances being used.
- The successful contractor must work safely at all times, all accidents or incidents are to be reported to the contract manager the same day.
- The contractor will ensure that all instructions regarding the suggested usage of the products used are followed as per the directions of the chemical manufacturer, and the mixing of chemicals is not to take place unless specifically directed by the chemical manufacturer.
- The contractor will participate in a Council induction and meet the necessary requirements under Councils preferred contractor/ contract management procedures.





Eudunda Township Bins

Scope of Service

The Eudunda Street Bin Services contract will be offered for an initial period of 12 months, with an option of renewal for a further 24 months.

Location

Eudunda street bins are located as follows,

- Six (6) in surrounding of Foodland on worlds End HWY
- Four (4) in surrounding of Gunn street on worlds End Hwy
- One in front of post office on worlds End Hwy
- One in front of Eudunda hotel
- One in front of Eudunda road house

Eudunda Street Ashtrays are located as follows

- Five (5) in surrounding of Foodland on worlds End HWY
- One in front of post office on worlds End Hwy
- One in front of Eudunda hotel
- One in front of Eudunda road house

Street Bin Services

Quotations are sought for the following street bin services,

- Check bins (minimum 3 x per week)
- Check and empty ashtrays fortnightly
- Empty bins as required (minimum 3 x per week)
- Check and restock dog waste bags fortnightly
- Report vandalism and/ or damage to the Burra Council office in a timely manner
- Wash inside of bins when required (minimum once per month)

Note: Council will provide contractor with 3 x spare 120L bins for rotation during cleaning

- Clean bin lids and bin enclosure surrounds as required (minimum once per month)
- Respond to and action reports of un-cleanly or hazardous bins

Requirements

The contractor will supply the following –

- \$10,000,000 public liability insurance policy as cover for any single event or multiple events up to the same value plus all relevant details to become a preferred contractor

- Vehicle suitable for the requirements of the contract
- Current driver's license
- All equipment required to perform the contract
- All consumables required to perform the contract
- All equipment as necessary to meet councils WHS criteria
- All PPE as required

Waste disposal

- A float of 5 x 240L bins will be provided at the Eudunda Depot in a bin compound. The bins will be available for the contractor to deposit waste, ready for pickup by Councils waste compactor truck

Long weekends

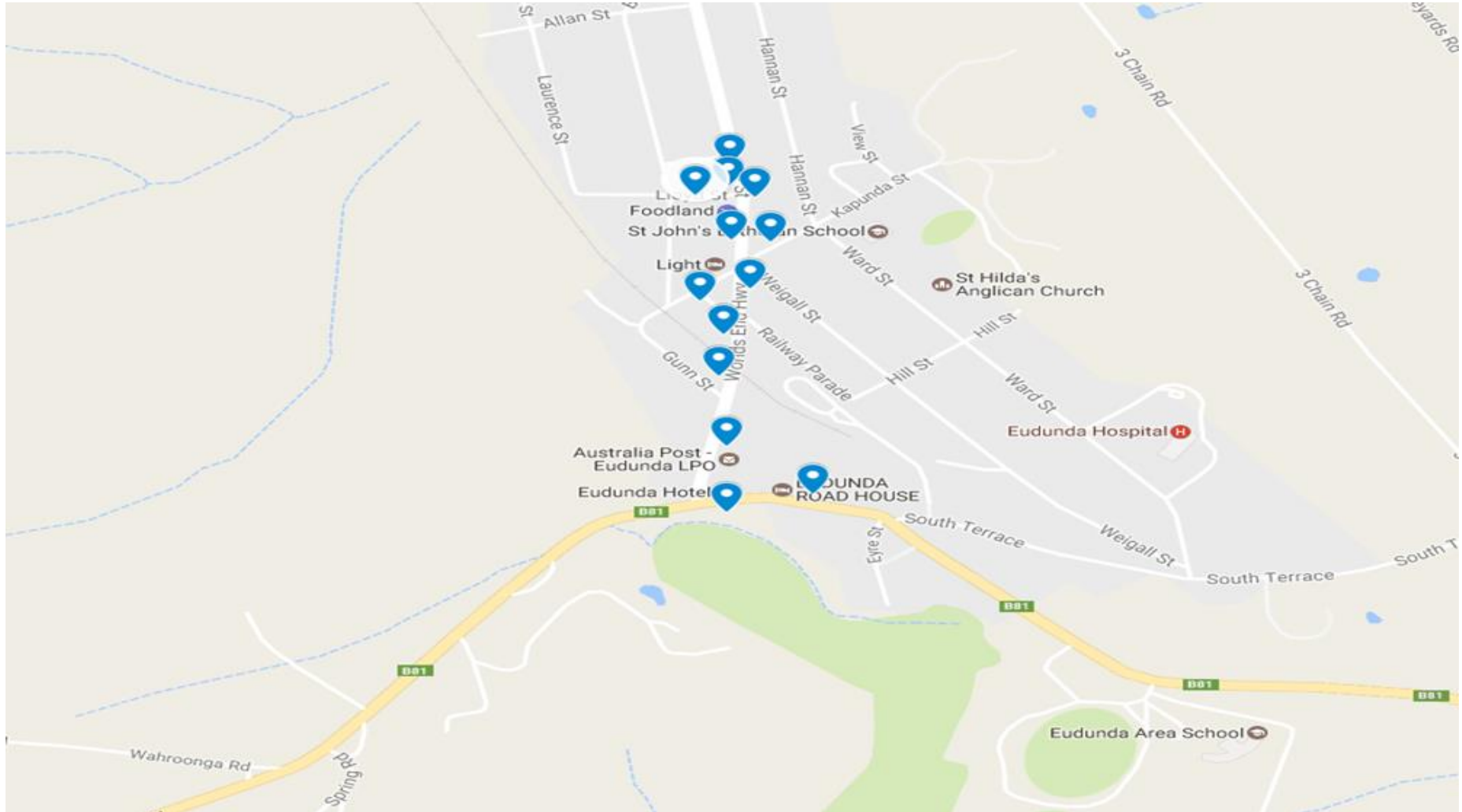
- Ensure all bins and ashtrays are emptied the last working day prior to a long weekend and the first working day after a long weekend.
- Undertake a visual inspection and remove rubbish as required at least once during a long weekend period.

Supporting materials

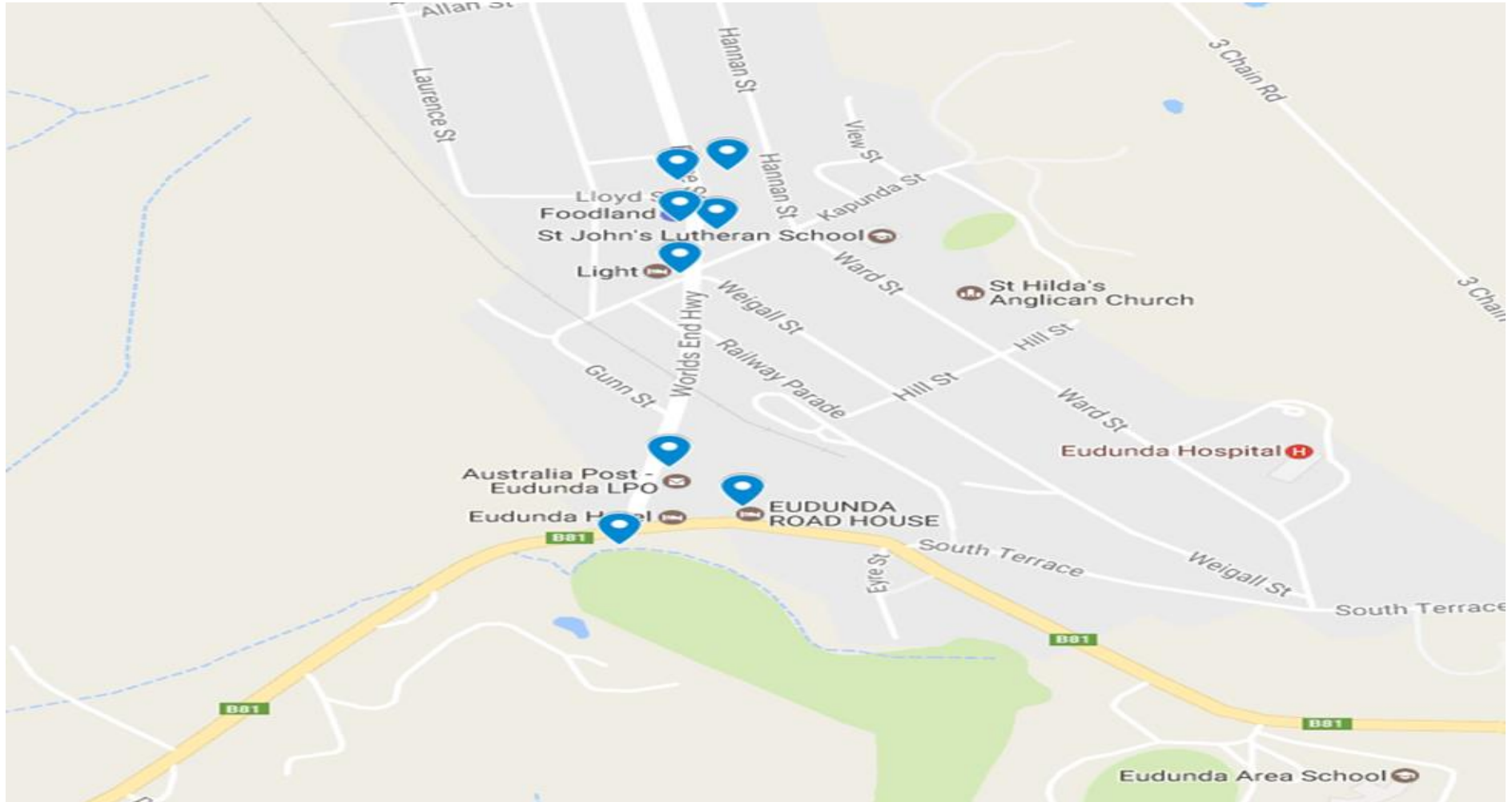
Supporting materials to include:-

- Company documentation including but not limited to:
- Copies of licenses/ qualifications,
- Copies of Work Health & Safety policies and procedures,

Eudunda Street Bin Locations



Eudunda Ashtray Locations



Section F – Quote Response Schedules

N.B. – all Quotes should be aware that blank returns will be considered as a Non-Conforming Quote Response.

It is the best interest of all Quotes to make an entry in all available cells.

Refer to 2.6.2: SCORE SHEET for examples of what the Evaluation Panel will score against.

To help with this process Council have included a Quoters Self-help Check Sheet.

This check sheet is for Quotes reference only.

QUOTE SELF HELP CHECKLIST

Schedule description	Sign off to check that you have completed this form.
Schedule 1 - Form of Quote & Schedules	
Schedule 2 - Price Schedule	
Schedule 3 - Timeframe.	
Schedule 4 - Experience and Referees	
Schedule 5 - Statement of Conformity	
Schedule 6 - Value Added Services	
Schedule 7 – Improvement & Innovation	
Schedule 8 – Conflict of Interest	
Schedule 9 - Insurance	
Did you attached copies of; <ul style="list-style-type: none"> Copies of insurances 	

****SUBMISSIONS FAILING TO COMPLETE ALL THE RETURN SCHEDULES WILL BE CONSIDERED NON-CONFORMING, AND MAY NOT BE CONSIDERED FOR EVALUATION****

2. Price Schedule

Prices must be listed exclusive of GST unless shown otherwise

Provide a breakdown of the costs for the Services and/or each type of Service (if applicable) and/or breakdown of fixed and variable costs (if applicable).

Price Schedule for Eudunda Public Amenities & Street Bin Cleaning Services 2023	
CONTRACT SUM	
TOTAL CONTRACT SUM – (excluding gst) Eudunda Amenities Cleaning (12 month costing).	\$
TOTAL CONTRACT SUM – (excluding gst) Eudunda Street Bin Cleaning Services (12 month costing)	\$
GOODS & SERVICES TAX (gst)	\$
TOTAL CONTRACT SUM (including gst)	\$

Quote name: _____ **signature:** _____

3. Time Schedule

Please indicate when you would be available to start the contract.

Time Frame
Please indicate your time frame.

4. Experience and Referees

Referees	
Details of at least (3) three references for similar work and information on the approximate date when work was completed and the approximate value of work undertaken.	
Referee #1	
Client Name:	
Address:	
Contact Name:	
Telephone:	
Date of Work:	
Value of Work:	
Particular Projects:	
Referee #2	
Client Name:	
Address:	
Contact Name:	
Telephone:	
Date of Work:	

Value of Work:	
Particular Projects:	
Referee #3	
Client Name:	
Address:	
Contact Name:	
Telephone:	
Date of Work:	
Value of Work:	
Particular Projects:	

5. Statement of Conformity

If the Quote does not comply with all the requirements of the Quote Documents, the Quote must list below all areas of non-conformity, partial conformity or alternative offer and the reasons therefore.

The Quote must be read to disregard and render void any area of the Quote which is non-conforming, partially conforming or an alternative offer except to the extent detailed in this Schedule.

If any non-compliance is determined to be unacceptable, the Quote may not be further considered.

NC = Non-conforming

PC = Partial conforming

AO = Alternate offer

Statement of Conformity	Yes	No
Does the Quote conform to the requirements of the Quote Documents?	<input type="checkbox"/>	<input type="checkbox"/>
If your tender does not conform, please identify the areas of non-conformity below:-		
Area of non-conformity	Reason	NC/PC/AO

6. Value Added Services

Provide details of any other benefits you can offer to improve the level of service or value of your Quote.
Add additional sheets of paper as required.

7. Improvements and Innovation

Provide details of ideas and systems that are proposed for improved performance.
Add additional sheets of paper as required.

8. Conflict of Interest

Conflict of Interest
Provide details of any interest, relationship or clients which may or do give rise to a conflict of interest and the issue about which that conflict or potential conflict does or may arise.

9. Insurance

Provide details of insurance currently held by you that would be extended to provide cover for the Services. Include a copy of each insurance cover with submission.

Insurance type	Policy no	Extent of cover		Expiry date	Name of insurer
		Per incident \$A	In aggregate \$A		
Public and products liability					
Professional indemnity (if applicable)					
Vehicles plant & equipment					
Return to Work					
Other					

Car License

Name of holder	License Number	Expiry	Class

The undersigned undertakes that if selected as the successful Respondent, I/we/it will be bound by the conditions provided.

If the Respondent is a company, the Quote must be executed as follows:

<p>Executed by [Insert Company name] pursuant to section 127 of the <i>Corporations Act 2001</i></p>	
<p>..... Signature of Director</p> <p>..... Name of Director (print)</p>	<p>..... Signature of Director/Company Secretary <i>(Please delete as applicable)</i></p> <p>..... Name of Director/Company Secretary (print)</p>
<p>OR</p> <p>..... Signature of Sole Director and Sole Company Secretary</p> <p>..... Name of Sole Director and Sole Company Secretary (print)</p>	
<p>OR Signed for [Insert Representative's name] by an authorised representative in the presence of:</p>	
<p>..... Signature of witness</p> <p>..... Name of witness (print)</p>	<p>..... Signature of authorised representative</p> <p>..... Name of authorised representative (print)</p> <p>..... Position of authorised representative (print)</p>

If the Respondent is an individual, the Quote must be executed as follows:

Signed by [insert name] in the presence of:	
..... Signature of witness Name of witness (print) Respondent

If the Respondent is a partnership, the Quote must be executed as follows:

Partner 1:

Signed sealed and delivered by [insert name] in the presence of:	
..... Signature of witness Name of witness (print) Address of witness (print) Signature of partner

Partner 2:

Signed sealed and delivered by [insert name] in the presence of:	
..... Signature of witness Name of witness (print) Address of witness (print) Signature of partner

10. Project Hazard Profile

10.1 Project Hazard Profile – Eudunda Public Amenities & Street Bin Cleaning Services

10.1.1 Hazard Management is a core requirement of operations in Council.

10.1.2 Council has identified the following key hazards and associated risks related to the sites which the applicant will be required to demonstrate management of during the course of the field assessments.

10.1.3 The Council's Site Supervisor will be conducting a random Audit during the duration of this contract.

10.1.4 Failure to comply with the Work Site Audit will necessitate additional audits.

1.9 Hazards associated with the Services

Hazards associated with the task include, but not be limited to:-

Hazards – identify the hazards associated with the task by marking X in the boxes

<input checked="" type="checkbox"/> Pedestrians/Guests in around work area	<input type="checkbox"/> Heat Source	<input type="checkbox"/> Site Security/ Housekeeping	<input type="checkbox"/> Restricted Access
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Working at Heights (Tall Unprotected Stone Abutments)Risk of fall	<input type="checkbox"/> Asbestos / Lead	<input type="checkbox"/> Soil contamination
<input type="checkbox"/> Compressed air / Pressure / Vacuum	<input type="checkbox"/> Utilities/Services underground / Overhead hazard	<input checked="" type="checkbox"/> Uneven Slippery Surface	<input type="checkbox"/> Hazardous manual tasks / ergonomics
<input type="checkbox"/> Electrical- Overhead Polwerlines	<input type="checkbox"/> Falling Objects	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Trenching / excavation
<input type="checkbox"/> Fire / Explosion	<input type="checkbox"/> Dust	<input type="checkbox"/> Gas / Fumes	<input checked="" type="checkbox"/> Use of Chemical
<input type="checkbox"/> Mobile Plant	<input type="checkbox"/> Welding	<input type="checkbox"/> Demolition	<input type="checkbox"/> Diving
<input type="checkbox"/> Lack of site security / signage for public risk	<input type="checkbox"/> Untrained / unlicensed workers	<input type="checkbox"/> Lack of first aid / emergency plan	<input type="checkbox"/> Improper storage & use of flammables
<input type="checkbox"/> Hazardous atmospheres	<input type="checkbox"/> Working on or near live electricity	<input type="checkbox"/> Working in water course/Inundation of worksite	<input type="checkbox"/> Other: snake bite
<input type="checkbox"/> Working Over Pit / Hole	<input type="checkbox"/> Sun, UV, Rain, Wind	<input type="checkbox"/> Loose Surface Stones	



Regional Council of Goyder
RFQ "Eudunda Public Amenities & Street Bin Cleaning Services"