

Request for Quotation

Instructions: the Respondent must complete all relevant sections. Failure to sign statement below by authorised representative will render submission invalid. Respondents are cautioned to carefully read any and all instructions and the terms and conditions on any of the attached sheets.

Failure to adhere to these instructions and terms and conditions may result in rejection of the submission.

**RFQ Title – Supply of Roadside Weed Spraying Services
for the period from 1 November 2018 to 1 November 2019.**

Issue Date – 08/10/2018

RFQ Closing Time and Lodgement Instructions

RFQ Closing Date:	25/10/2018
RFQ Closing Time:	12:00 Noon
RFQ Lodgement Instructions:	Via email to peter.morgan@oberon.nsw.gov.au and rebecca.burgess@oberon.nsw.gov.au

Council Contact & Enquiries

Name: Peter Morgan Email: peter.morgan@oberon.nsw.gov.au

RFQ Instructions – All Quotations are subject to the following requirements

- Quotations are to conform with the Mandatory Eligibility Criteria
- Quotations must detail manufacturer's name and model number of each item offered
- Quotations must provide detail manufacturer specifications and complete descriptive literature on herbicide offered
- Completion of WHS Contractor Questionnaire

Requirements of the RFQ

This Request For Quote (RFQ) seeks to engage suitably qualified and experienced contractors to undertake roadside weed spraying within the Oberon Local Government Area. Roadside weed spraying is a critical operation to control weeds and minimise the spread of weeds and control impacts of excess roadside vegetation.

1. The Scope of Work

The most effective period for weed control is late spring through summer so the successful contractor would need to commit their availability during this time to ensure the work programme is complete. The total kilometres of road is approximately 433 km, both sides of the road are to be sprayed, making a total roadside distance of 866 km (433 km x 2). Roads are to be sprayed to a distance of 2.0 metres from the edge of the sealed road into the road reserve and only within the road reserve with a broad spectrum residual herbicide such as RoundUp Ultra Max along with Metsulforan or other equivalent.

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Roads required to be sprayed are listed below;

Road Name	Road Length (km)
O'Connell Plains Road	11.5
Purdons Lane	2.0
Bloomhill Road	3.0
Beaconsfield Road	30.0
Sewells Creek Road	10.0
Foleys Creek Road	4.5
Mutton Falls Road	14.9
Carlwood Road	10.0
Lowes Mount Road	19.3
Hazelgrove Road	14.0
The Meadows Road	4.8
Mayfield Road	11.1
Dog Rocks Road	23.0
Campbells River Road	22.5
Mozart Road	2.0
Mt Norway Road	1.2
Abercrombie Road	69.0
Arkstone Road	20.0
Sloggetts Lane	1.5
Shooters Hill Road	33.5
Mount Werong Road	10.0
Butterfactory Lane	2.2
Titania Road	4.3
Edith Road	23.0
Gingkin Road	8.0
Mount David Road	12.7
O'Connell Road	20.0
Duckmaloi Road	20.0
Burraga Road	25.0

Contractors **must have appropriate equipment and experienced qualified personnel** to satisfactorily complete the works program.

Payment will be made on Actual Length of Road Sprayed on submission of Work Record.

2. Mandatory Eligibility Criteria

The following equipment must be provided;

- Roadside spraying unit/boom fitted to suitable vehicle
- Traffic Control – As per the Attached RMS Traffic Control Plan TCP 76. (RMS -TCWSM)
- Access to water for refilling

Evidence to support a claim of qualification, experience, equipment and systems is to be provided - **Attachment A**

The Contractor must produce evidence of, and maintain, at all times throughout the work:

- A certificate or statement of attainment issued by the registered training organisation in accordance with the Australian Qualifications Framework (AQF), or a card issued by the registered training organisation that proves these have been obtained.
- A card, issued by another body that has been approved by the EPA, that provides equivalent record of evidence to the above forms of proof – currently this applies to cards issued by ChemCert NSW, SmartTrain and RuralBiz training.
- Minimum AQF Level 2 Chemical Accreditation will be accepted on the basis those holding level 2 will be supervised by somebody holding AQF Level 3 qualifications.
- Traffic Control Certification.
- NSW Drivers Licence appropriate for the vehicle being used.
- CENTROC Contractor Induction Card. If this is not available, Councils OH&S Coordinator – David Lawson will arrange suitable Induction.

The Contractor is also required to complete the WHS Questionnaire provided – **Attachment B**

The Contractor must have a Records Management System that meets the requirements of the *Pesticides Regulation 2009*. The record needs to contain information about:

- who applied the pesticide
- what was applied
- when, how and where it was applied
- what it was applied to
- the quantity that was applied
- if the pesticide was applied outdoors by spray equipment: an estimate of wind speed and direction.

The record must be made within 24 hours of use and provided to Council as soon as practicably possible. These records are required to be kept for three (3) years. Please be aware Authorised officers of the Environment Protection Authority (EPA) may check these records at any reasonable time and penalties may apply if the records have not been kept in accordance with the Regulation. Example record keeping form can be found at:

<http://www.epa.nsw.gov.au/resources/pesticides/130814PestFmEg.pdf>

3. General Conditions

The successful contractor must;

- Be registered company with an ABN
- Hold current Third Party Insurance for all vehicles
- Have all vehicles proposed for use to be appropriately registered and insured
- Have Workers Compensation Insurance to the extent required by law in the State of New South Wales
- Have Public Liability Insurance for an amount not less than the sum of \$20,000,000
- Have Professional Indemnity Insurance for an amount not less than the sum of \$10,000,000

4. General Evaluation Considerations

Information provided by the Respondent in its response to this RFQ will be the basis of the evaluation of these criteria. Respondents are advised to respond clearly to all of the requirements listed in Section 2 of this RFQ.

Those evaluation criteria designated as Mandatory Participation Criteria are evaluation criteria that MUST be met by the Respondent. A RFQ Response that fails to fully comply with those evaluation criteria may be excluded of the RFQ Response without further consideration.

Technical and Commercial evaluation criteria are evaluation criteria which will be taken into account by the Tender Evaluation Committee when conducting an overall value for money assessment of the RFQ Response. Failure to fully comply with those evaluation criteria may reduce the Respondent's overall score but will not result in the exclusion of the RFQ Response from further consideration.

Council may, in its sole discretion, seek clarification from any Respondent regarding information contained in the RFQ Response and may do so without notification to any other Respondent.

A Respondent may be invited to a one-on-one evaluation conference in order to review and clarify the RFQ Response and to enable Council to interview key personnel identified in the RFQ Response.

In general RFQs will be evaluated for:

- The capability of the Respondent to meet the functional and technical requirements as outlined in this RFQ;
- The overall value for money of the solution;
- The Respondent's previous experience performing similar services in Australia and its demonstrated capability to provide services of comparable complexity and size;
- The additional benefits and value add the Respondent has provided in its response;
- Overall suitability of the Respondent and Sub-contractors, its probity, financial standing, reputation and quality assurance system in place;
- Compliance with proposed conditions of Contract;
- Respondent's ability and capacity to meet the requirements;
- Quality of Referee reports; and
- Other issues relating to the fitness for purpose of the products offered including sub-contractors, Respondent's Quality Standard and Quality Assurance System and Records Management Systems.

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Specifically, the Submissions will be assessed against the Mandatory Participation Criteria detailed in section 2 of this RFQ.

The quality and the format of the RFQ Response will be taken into account in evaluating the RFQ Response.

Council is not bound or required to accept the lowest price, or any RFQ Response, whether or not it is a Conforming RFQ Response.

Quoted rates must include all relevant charges and other miscellaneous costs incurred related to the performance of the work in locations nominated by Oberon Council.

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Detail to Include in Quotation

<i>Item</i>	<i>Detail</i>
1	Price (per km unit including GST)
2	Discounts / Incentives
3	Product availability and delivery Conditions
4	Any other relevant details / conditions relating to the supply of goods.
5	Warranties / Guarantees offered on goods.
6	The successful supplier will be required to effect and maintain insurance policies in the following sums: <ul style="list-style-type: none">– insurance cover for the statutory and common law liability for death or injury to persons employed by the contractor; and– Professional Indemnity Insurance in the sum of at least \$10,000,000.00 AUD in respect of any one occurrence. The policy must include provision for one automatic reinstatement of the sum insured.– Public Liability Insurance for an amount of the sum not less than \$20,000,000.00 AUD

Contractor Information

Company Name:	ABN:
Business Address:	
City / Town:	State:
Post Code:	
Office Phone:	Office Fax:
Email Address:	Website:
Respondents Contacts Detail:	
Name:	Mobile Phone:
Office Phone:	Email Address

Bid Statement

"I certify that this quote is made without prior understanding, agreement or connection with any corporation, firm or person submitting a quote for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this bid, and certify that I am authorised to sign this quote for the contractor."

Respondents Authorised Representative
Name:

Date:

Quotation Amount per km:

Quotation Total (inc. GST):

(Per km rate x 866 km)

Respondents Authorised Representative
Signature:

Attachment A – Company Experience, Equipment and Systems

1. How long has your company been carrying out weed spraying?

Number of Years	
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2. Provide details of the contracts completed in the last three years

Contract Start Date	Contract Finish Date	Name of Organisation	Size of Contact	Region/area

3. Provide referees for pervious contracts;

Name of Organisation	Work Involved	Field Supervisor	Phone Number

4. Equipment available to be used

Make and Model	Comments

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5. Details are to be provided for the operator/s to be used on the work and their experience, training and accreditation. Completion of the following table is mandatory.

Ensure you note any nationally recognised and/or statutory accreditation for the operation of equipment and experience in the quoted work.

	Operator #1	Operator #2
Experience in weed control work		
Qualification under the AQF for Prepare and Apply Chemical, Transport, Handle and Store Chemicals and Apply Chemicals Under Supervision		
WHS General Induction – White Card		
Current First Aid		
Traffic Control Accreditation		
Drivers Licence		

6. Provide details of the companies Record Management System and how it complies to the requirements of the *Pesticides Regulation 2009*.