

## REQUEST FOR QUOTATION SHORT FORM

<b>ATTENTION:</b>	<b>FROM:</b> Dan Mulcahy
<b>ORGANISATION:</b>	<b>ORGANISATION:</b> Burdekin Shire Council
<b>ADDRESS:</b>	<b>ADDRESS:</b> 145 Young Street, AYR QLD 4807
<b>TELEPHONE No:</b>	<b>TELEPHONE No:</b> (07) 4783 9800
<b>YOUR REF:</b>	<b>OUR REF:</b> QBSC/20/001 – Cut and Bale Grass – Council Land
<b>EMAIL:</b>	<b>EMAIL:</b> <a href="mailto:enquiries@burdekin.qld.gov.au">enquiries@burdekin.qld.gov.au</a>
<b>No PAGES SENT:</b>	<b>DATE:</b> January 2020

### QUOTATION TITLE: QBSC/20/001 – CUT AND BALE GRASS – COUNCIL LAND

An invitation is extended to submit a written quotation for the above hereinafter called “the services”.

Quotations must be in accordance with the attached Specification and Criteria. Please ensure your written Quotation is lodged prior to the Closing Time, being **Thursday 16 January 2020 at 12 Noon**.

Thank you in anticipation of receipt of your written Quotation. You will be advised if you have been selected as the successful Respondent in due course.

In the meantime, please direct any general and Specification enquiries to Dan Mulcahy on telephone (07) 4783 9800.

Yours sincerely

**Dan Mulcahy**  
**Manager Environmental and Health Services**

## CRITERIA

The Criteria listed below must be addressed and detailed information provided as part of your written Quotation:

Item	Criteria Description
1	Completion of the attached Form of Quotation and Price Schedule (refer to Items 1 & 2)
2	Compliance with Special Conditions (refer to Item 3)
3	Compliance with Specification (refer to Item 4)
4	<p><u>Insurance</u></p> <p>The successful Respondent and any subcontractor(s) will be required to effect and maintain insurance policies in the following sums:</p> <p>(a) Public liability insurance in the sum of at least \$10,000,000.00 in respect of any one occurrence and for an unlimited number of claims.</p> <p>(b) Workers Compensation or Personal Accident Insurance cover as required by law (whichever may apply).</p>

The following Local Government documents will apply to the successful Respondent and may be viewed on request:

- **Contractor Work Health and Safety Policy/Commitment Statement**

## 1. FORM OF QUOTATION

To: The Chief Executive Officer  
**Burdekin Shire Council**  
**PO Box 974**  
**AYR QLD 4807**

**Attention: Dan Mulcahy**

I/We the undersigned hereby provide a Quotation for the services requested. The quoted consideration is as provided in the Price Schedule submitted with this Quotation.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Name of Respondent: \_\_\_\_\_

Full Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

\_\_\_\_\_

Contact Details Phone Number \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 2. PRICE SCHEDULE

Description	Price Tendered (ex GST)	GST Component	Price Tendered (inc GST)
Location (a).			
Location (b)			
Separate price for Location (a) and (b) combined.			

## Completion Schedule

Guaranteed time of delivery from acceptance of offer \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### 3. SPECIAL CONDITIONS

#### 3.1. Quoted prices

- 3.1.1 Prices quoted are to be on a lump sum basis for the detailed design plus an hourly rate for changes.
- 3.1.2 All prices for goods and/or services offered are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).
- 3.1.3 Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

#### 3.2. Lodgement of Quotations

- 3.3.1 The Respondent must submit the original of the Form of Quotation;
- 3.2.2 Quotations must be submitted duly signed and in a sealed envelope clearly endorsed with the Quotation Title and Reference Number and must be placed in the Tender box in Council administration offices and addressed to:

The Chief Executive Officer  
Burdekin Shire Council  
145 Young Street  
AYR QLD 4807  
Attention: Mr Dan Mulcahy

- 3.2.3 Email quotations will be accepted if the email is received by the due date and time. Quotation number and title is to be provided in the subject line and sent to: [tenders@burdekin.qld.gov.au](mailto:tenders@burdekin.qld.gov.au)

#### 3.3. Quotation Closing Time

- 3.3.1 Quotations close on **Thursday 16 January 2020 at 12 Noon** in Australian Eastern Standard Time.
- 3.3.2 Only those Quotations received by the Closing Time will be considered.
- 3.3.3 The Local Government reserves the right to consider a quotation which is not submitted by the Closing Time if, in the opinion of the Local Government, there is satisfactory evidence that the delay in receiving the quotation was due to matters not caused by the Respondent.

#### 3.4. Informal Quotation

Any Quotation may be rejected if it:

- does not comply with the requirements of the Specification or this Request for Quotation; or
- is not accompanied by a conforming quotation; or
- contains any provisions not required by this Request for Quotation.

#### 3.5. Acceptance of Quotations

- 3.5.1 The Local Government is not bound to accept the lowest or any Quotation.
- 3.5.2 The Local Government may accept part of a Quotation.

3.5.3 Quotations will be evaluated by reference to the criteria in Section 104 of the Local Government Act 2009, namely:

- a) Open and effective competition;
- b) Value for money
- c) Encouragement of the development of competitive local business and industry;
- d) Environmental protection; and
- e) Ethical behavior and fair dealing.

3.5.4 This Request for Quotation together with the Local Government's written acceptance of the Quotation, shall constitute the Contract between the Local Government and the successful Respondent.

3.5.5 The Respondent agrees that the Quotation will remain open for acceptance for a minimum period of **60** days after the Closing Time, notwithstanding that there may have been negotiations in respect of any Quotation in the meantime.

3.5.6 A Respondent may withdraw its Quotation at any time after the expiration of 60 days from the Closing Time but must not withdraw their Quotation prior to the expiration of 60 days from the Closing Time.

### **3.6. Contract Duration**

3.6.1 The Contract is to be completed following cutting and removal of bales and any associated plant and equipment from the Council land as negotiated and agreed by the Local Government.

3.6.2 However, in the event of the successful Respondent failing in any manner to carry out the Contract to the Local Government's satisfaction, the Local Government may forthwith determine the Contract by written notice to the successful Respondent.

### **3.7. Canvassing of Elected Members and Council Officers**

Canvassing of elected members or Council officers will automatically lead to disqualification.

### **3.8. Indemnity**

The successful Respondent must indemnify and keep indemnified the Local Government against:

- any liability under the *Workers' Compensation and Rehabilitation Act 2003* as amended from time to time; and
- any other law in force or which during the term of this Contract may come into force, under which any person is entitled to claim or sue for compensation or recover any damages from the Local Government.

## 4. SPECIFICATION

### 4.1. Introduction

- 4.1.1 Council previously requested and received quotations for cutting and baling grass on the land located on the northern side of the Highway in 2015. Council wishes to reduce the fuel load on these particular land parcels and is again requesting quotations from interested parties.

### 4.2 Site Location

- 4.2.1 The proposed locations are described below.

- a. Part of Lot 19 SP279592 and part of Lot 140 GL1243, Reserve for Local Government Drainage and Sewerage R243, located north of the Bruce Highway adjacent to the Ayr Industrial Estate, and containing an area of approximately 53 hectares. Refer area on attached map – Location (a).

Entry shall be via gates adjacent the Highway.

- b. Part of Lot 134 GS1097, Reserve for Parks and Recreation R805, located south of the Bruce Highway adjacent to the Burdekin Shire Council Depot, and containing an area of approximately 9.8 hectares. Refer area on attached map – Location (b).

Entry shall be via Bruce Highway entry opposite Ayr Industrial Estate

### 4.3 Scope of Works

- 4.3.1 The successful respondent is to cut and bale the grass on the above allotments. It will be the responsibility of the successful respondent to inspect the allotments to ensure that they are familiar with the characteristics of the land and any improvements or structures on the land which may or may not interfere with the activity of cutting and baling of the grass or the operation of any plant or equipment used in such activity. The Council is aware of old fencing existing on Location (b). Any interested respondent is to contact Dan Mulcahy on 4783 9800 to advise when they will be inspecting the allotments.
- 4.3.2 The successful Respondent will retain the bales and remove them and any associated plant and equipment from the Council land.
- 4.3.3 Council will not be responsible for the payment of any expenses or losses incurred as a result of undertaking this work.
- 4.3.4 Works are to be conducted in a manner that shall comply with the Work Health and Safety Act 2011, associated Regulations and such relevant Federal, State and Local Laws as are applicable to the work.
- 4.3.5 All plant and equipment utilised to undertake this work shall be of such standard so as to comply with the Work Health and Safety Act 2011, applicable workplace health and safety regulations and advisory standards.

END