



REQUEST FOR QUOTATION

RFQ 15.23

Supply and Install of the Paraburdoo Bus Shelter for High School Students

October 2023

1. INTRODUCTION

The Shire of Ashburton (Shire, Principal) is seeking to engage suitably registered, qualified, and experienced Contractor to design, supply and install a bus shelter, fit for purpose for the Paraburdoo commuting high school students, at the rear of the Ashburton Hall, Anzac Place carpark. The Bus shelter is to include, solar lighting, signage, seating, bike and scooter racks and a Shire logo bin surround.

2. SCOPE OF REQUIREMENTS/WORKS

Ground works

- Remove and dispose of bitumen at location and prep grounds for installation of concrete pad (see Attachment 2 for the proposed location); and
- Supply and install concrete pad conforming to AS3600 with ramp access for disability inclusion, approx. dimensions of concrete pad, ten (10) metres x five (5) metres.

Bus shelter and seating

- Seven (7) metres x Three (3) metres Colourbond bus shelter structure Colour: Woodland Grey; and
- Seating: Four (4) x Three (3) metre bolt down, in ground aluminium outdoor bench seating with back rest support. back-to-back design, two (2) facing rear, two (2) facing front.

Solar Lighting

- Supply and Install 3x 30w LED/Solar G3 Integrated streetlights to roof of bus structure.

Bin surrounds and bike/scooter racks

- Supply and install one (1) Allure (Walter) Bin Surround from Exteria with Shire of Ashburton Logo, to fit 240 litre Shire provided bin (same as current bins across the Shire). See Attachment 3 for Allure Bin Surround sample;
- Supply and install one (1) Cora Scooter Rack: SRD20 Double sided scooter rack for 20 Scooters; and
- Supply and install one (1) Cora Bike Rack: EXPO 7510 Bike Rack for 7-10 Bikes

Install three (3) Shire supplied signs, to Bus Structure. Location advised by Shire of Ashburton representative, prior to practical completion.

Detailed constructional design documentation to be provided upon submission of RFQ include but not limited to the above scope of works, variations to designs are considered.

Waste material from the construction works (only) can be disposed of at an appropriate waste facility at the Contractor's expense. The Contractor is to provide an allowance for this in the pricing schedule.

The Shire of Ashburton has waste facilities at Tom Price and Paraburdoo, operating hours are available on the Shire's web site.

No removed items are to be sold, donated, or given away without prior Shire written approval.

3. DELIVERABLES

The Shire advises that it is unable to provide any guaranteed works or minimum level of appointment as a result of this Request for Quotation.

The Principal intends to award the Request for Quotation to a single supplier. The Principal may however remove sections of the proposed works from the contract to align with available budget allocations.

In addressing the requirements of this request and responding to section 5. 'Selection Criteria' respondents are to include a price for the supply and installation of the bus shelter and associated street furniture as per the scope requirements detailed above. Respondents should ensure that all requested information has been provided and all areas of the selection criteria have been appropriately addressed.

Respondents are advised that appointment as the successful Consultant or Company to this Request for Quotation does not restrict the Shire from engaging the services of any other person or company to provide similar services, if in the opinion of the Shire the standard of services provided by the Consultant or Company are not to an acceptable standard or the alternate provider is better able to provide such services.

4. OUTPUTS AND TIME FRAME

The following are significant dates that must be acknowledged by the Consultant or Company as being critical to the project.

Request for Quotation is released	11th October 2023
Request for Quotation Closes	12.00pm (WST) 01st November 2023
Award RFQ to successful Consultant or Company	Approx. 14 days after closing
Completion of the Requirements of this Request	<i>Respondents are to advise of their estimated completion date in Gantt Chart form.</i>

5. SELECTION CRITERIA

Respondents are required to address each of the selection criteria detailed below as part of any response to this Request for Quotation.

Before responding to the following Selection Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Selection Criteria; and
- d) Respondents are to address each issue outlined within a Selection Criterion.

Experience (20%)

- Describe your experience in undertaking similar projects.
- Demonstrated experience in liaison, coordination and timely delivery of outcomes within remote regional areas and where there is considerable distance between client and service provider.
- Demonstrated experience in working with Local Government in the fields required as part of this project brief.
- Provide details of similar work.

Personnel (10%)

- Details of the nominated personnel that will be assigned to undertake the requirements of this Request for Quotation. Such as:
 - a) Their role in the performance of the Contract.
 - b) Curriculum vitae.
 - c) Membership to any professional or business associations.
 - d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.
 - e) Any additional information.

Methodology (20%)

- Provide details of the methodology that will be used to undertake the requirements of this request.

Capacity (10%)

- Provide details of ability and resources to undertake the Requirements within a timely fashion.
- The Respondent is to provide an estimated timeframe in which the Requirements will be completed, Gantt Chart is to be provided.

Fees & Charges (40%)

- Fees and charges applicable to this Request for Quotation, including any disbursements.

6. PERIOD OF CONTRACT AND TERMINATION

The Contract will be in force for the period covering the supply and installation of the bus shelter and associated street furniture as per the scope requirements detailed above. However, in the event of the Contractor failing in any manner to carry out the Contract to the Shire's satisfaction, the Shire may immediately terminate the Contract by written notice to the Contractor.

7. GENERAL CONDITIONS OF CONTRACT

This Contract is subject to AS 4906 – 2002 ("Minor Works").

The applicable General Conditions of Contract are not provided with this Request and are available from www.standards.org.au. Respondents are to ensure they have read and understood the General Conditions of Contract and shall include in their fees the cost of complying with the General Conditions of Contract.

Considerations under this Contract are:

Defects liability period: 12 months;

Contractors Security: Retention Moneys - 10% of the Contract sum;

Percentage of each payment certificate held as Retention Moneys: 100%, until the Maximum percentage of the contract sum is held;

Contractor's security: Upon certificate of practical completion, is reduced by 50%;

Progress Claims: 28th day of each month for Work under Contract (WUC) done to the 25th day of that month;

Liquidated Damages: \$100 per day.

8. INSURANCE REQUIREMENTS

Public Liability Insurance	\$20 Million
Workers Compensation Insurance	\$50 Million or minimum legal requirements as per state legislation.
Contract Works Insurance	To the valuation of the Contract Sum plus and additional amounts

Please supply copies of certificates of currency for each policy as above. Should respondents fail to meet the minimum requirement of insurance, please provide details of existing policies and limits.

9. FURTHER INFORMATION

Name:	<i>Adolf Chihava</i>
Position:	<i>Procurement Officer</i>

All enquires relating to this Request **must be directed** to the TenderLink forum at:

<https://www.tenderlink.com/ashburton/>

Where deemed appropriate by the Shire, responses provided to prospective Consultants or Companies as a point of clarification during the course of this Request for Quotation will also be provided to any other Consultant or Company known to be considering providing a response to this Request for Quotation.

10. LODGEMENT OF QUOTATION

Response for this Request for Quotation will be received no later than 12pm (WST) 01st November 2023 and must be submitted directly via Tenderlink.

It is recommended that electronic submissions commence at least four (4) hours prior to the closing time. The Principal will not be held responsible for incomplete or late Offers received electronically. Incomplete Offers may be rejected from consideration.

A Response will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for Quotation; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for Quote; or
- d) the Respondent does not submit a completed and signed Respondents Offer form together with any required Attachments.

Submissions are to include:

1. Completed Respondents Offer Form (Attachment 1);
2. A demonstrated understanding of the project's outcomes;
3. A description of the proposed solution;
4. At least two (2) referee details that the Shire may contact;
5. A timeframe for project delivery;
6. Pricing schedule; and
7. Copies of requested Insurance Certificates of Currency.

11. ATTACHMENTS AND REFERENCE DOCUMENTS

[Community Access and Inclusion Plan 2023 - 2027](#)

[Purchasing and Procurement](#)

[Regional Price Preference Policy](#)

[EMP52 Employee Code of Conduct](#)

[Workplace Health and Safety](#)

Attachment 1 – Respondents Offer Form

Attachment 2 – Proposed Paraburdoo Bus Shelter Location

Attachment 3 – Allure Walter Bin Surround Sample