



## REQUEST FOR QUOTE

Title: Disposal of Scrap Metal

Closes: 4:00 PM Wednesday 30<sup>th</sup> November 2022

### 1 REQUIREMENT

The Shire of Denmark seeks to engage a suitably qualified Contractor to purchase and remove ALL scrap metal from:

- Denmark Waste Management & Reuse Facility (DWMRF) – 46 East River Road.
- Peaceful Bay Waste Transfer Station – 694 Peaceful Bay Road

### 2 SCOPE OF WORKS

Scrap metal to be removed within the designated areas will vary and includes, but is not limited to, household white goods, car parts, machinery parts, sheet metal, piping, structural steel sections, reinforcing, fencing materials, builders scrap, etc. The Shire of Denmark takes no responsibility for any contamination in the scrap metal pile.

All scrap is to be weighed with weighing costs to be worn by the purchaser. Dockets providing weight information are to be included with a recipient created tax invoice detailing relevant payment to the Shire.

All scrap is to be removed from the site at the purchaser's expense and risk, with all required equipment and machinery to be supplied by the purchaser.

Work can only be conducted on site between the hours of 7.00am and 5.30pm, Monday to Saturday. Please be aware that the site will be operational during standard operating hours, the purchaser will need to take appropriate precautions to ensure public safety and limit any business interruption during operating hours.

Scrap metal sites to be left clean of debris and in a trafficable condition, with all debris and scrap metal removed. Site inspection by site supervisor or Manager Waste and Reserves before machine load out.

All scrap metal is to be removed from the property by close of business 31<sup>st</sup> January 2023. Please note DWMRF scrap metal is to be removed first.

### 3 EVALUATION CRITERIA

Offers will be evaluated on the below criteria and respective weightings:

## Shire of Denmark

Cost	85%	
Demonstrated Ability to Meet Timeframe	10%	
Demonstrated Experience	5%	
<b>Total</b>	<b>100%</b>	

Please ensure that the above criteria are addressed in your submission.

## 4 CONTRACT CONDITIONS

Please refer to Attachment – General Conditions of Contract for the Supply of Goods and the Provision of General Services

## 5 SPECIAL CONDITIONS

### Price

Prices quoted are to be on a schedule of rates basis. All prices for services offered are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST). Unless otherwise indicated prices quoted must include weighing costs, collection, removal, transport and site clean-up. Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### Contract Duration

The Contract will be in force until all scrap metal has been removed from site, or 31<sup>st</sup> January 2023, whichever comes first. However, in the event of the successful Contractor failing in any manner to carry out the Contract to the Shire's satisfaction, the Shire may forthwith terminate the Contract by written notice to the Contractor.

Payment for scrap metal to be provided separately for each site to Shire of Denmark provided bank details. Purchaser created invoice/s should specify each individual loads date, weighbridge data and value payable. Payment is due at a maximum interval of two weeks from removal date of each load.

### Recordkeeping

All manuals, drawings, computer programs or other records supplied by the Principal to the Contractor during the course of the Contract shall be returned to the Principal upon termination or completion of the Contract.

The Contractor shall ensure that all records relevant to, or created in the course of this Contract are held in a safe and secure manner, in line with industry best practices, i.e. backups completed, paper records are to be held in a fire proof environment.

The Principal will be provided access to all records held by the Contractor associated with this Contract within twenty four (24) hours of written request. Such requests will be in the support of Contract performance measuring, general information resource for the Principal, or to meet Freedom of Information legislation requirements.

### Indemnity

The successful Contractor shall indemnify and keep indemnified the Shire against:

- (a) Any liability under the Workers' Compensation and Injury Management Act 1981, and its subsequent amendments.

- (b) 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.

**Warranty and Service**

Contractors shall state in their quotation the period of warranty and guarantee conditions that apply against defects for the goods offered, together with any after-sales services provided.

**6 RESPONSE FORM**

**6.1 Pricing**

**Schedule of Rates**

The Price Schedule is to be completed in full and in the format as detailed below. Failure to follow instructions implicitly may render the Offer invalid.

ITEM	DESCRIPTION	PRICE \$ (Inc. GST)
1.	Purchase price per tonne incl. GST.	

**6.2 How to Submit**

Submissions must be marked with the relevant Project Number, to the attention of the Requesting Officer and submitted through one of the following methods:

Hand delivery: 953 South Coast Hwy, Denmark WA 6333  
Email: [enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au)

For all electronic submissions - it is the Respondent's responsibility to allow sufficient time to ensure that their submission has been successfully transmitted and to follow up that the Shire of Denmark has received all documents. Files should be in PDF format and combined into one attachment where possible. A drop box link is also acceptable.

For all hard copy submissions - documents are not to be bound, hole-punched or stapled and must be capable of being photocopied.

Only those submissions received by the Requesting Officer at the time of closing will be considered. The Shire of Denmark will accept no responsibility for submissions not received on time.

Offers may be for all or part of the requirements and may be accepted by the Shire either wholly or in part. The Shire of Denmark is not bound to accept the lowest Quote and may reject any or all Quotes submitted.