



## REQUEST FOR QUOTE

Title: **Shire Kerbside Bin Lid Replacement**

Closes: 21<sup>st</sup> January 2022

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### 1 REQUIREMENT

The Shire of Denmark seeks to engage a suitable Contractor to replace Shire rubbish and recycling receptacle lids to align with Australian Standard colours.

To assist our community and visitors in correctly sorting kerbside waste, the Shire intends to replace non-conforming red recycling bin lids with nationally recognised yellow MGB lids; and green/yellow rubbish bin lids with standard red MGB lids.

MGB lid changeover is to facilitate reduction of kerbside waste going to landfill and contamination of recyclables, as well as delivery of Waste Sorted messaging to Denmark community and our visitors.

### 2 SCOPE OF WORKS

Works will encompass all public, commercial and domestic receptacles facilitating an active recycling and rubbish kerbside collection throughout Denmark, Nornalup and Peaceful Bay townsites – please refer to Attachment B for collection area maps.

Majority of the works will be conducted within Shire roadside reserves – compliance with applicable Safe Work Method Statements will be required. Whilst some interaction with community will be inevitable, entry of private property for purpose of works will not be expected or permitted.

#### Recycling bins:

For 2,200 recycling bins throughout Denmark townsite

- Replace nonconforming MGB lids with Australian Standard yellow
- Attach educational Waste Sorted stickers to new MGB lids

#### Rubbish bins:

For 2,500 rubbish bins throughout Denmark - 1700

Ocean Beach - 450

Hay - 50

Nornalup & Peaceful Bay - 300

- Replace nonconforming MGB lids with Australian Standard red
- Attach educational Waste Sorted stickers to new MGB lids

### Removal and storage of old lids

- Return 4700 Replaced bin lids to designated Shire location
- Stack old lids in preparation for transport to recycling facility

Bin lid and pin stock will be supplied by the Shire based on available information of receptacle specifications. Due to variety of MGB manufacture and age, it is anticipated that flexibility in changeover methods and follow-up visits to households with alternative bin brands will be required.

Further logistics will be discussed in more detail with successful Contractor.

## 3 EVALUATION CRITERIA

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

Cost	60%
Demonstrated Ability to Meet Timeframe and Works Program	20%
Demonstrated Ability to Work Safely	10%
Key Personnel Skills & Experience	10%
<b>Total</b>	<b>100%</b>

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

\*CSR includes supporting people with disability or special needs, or contributions to the community such as sponsorships or donations; employment strategies and programs for Indigenous people; sustainable business practices; and supplying Australian made products.

## 4 CONTRACT CONDITIONS

Please refer to Attachment A – General Conditions of Contract for the Provision of Minor Works and 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 travel, mobilisation and sundry expenses. 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 complete on supply of services as negotiated and agreed with the Shire. 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.

The Shire reserves the right to claim cost/time penalties should the Contract not be completed on time, if it can be shown that the Shire has made every reasonable effort to maintain the schedule agreed by both parties at the commencement of the Contract.

### **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.

### **Disability & Inclusion Plan**

Please refer to the following link which will apply if the Contract involves the supply of services to the public:

[Disability Access & Inclusion Plan](#)

### **Regional Price Preference Policy**

Please refer to the following link for our P040216 Regional Price Preference Policy:

[Scroll to P040216](#)

Note: Please familiarise yourself with this policy and indicate if you are claiming either the Regional Business Preference or Regional Content Preference on the response form.

## 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. Suppliers not wishing to submit prices for an Item should insert "N/A" into the box. Failure to follow instructions implicitly may render the Offer invalid.

ITEM	DESCRIPTION	PRICE \$ (Inc. GST)
1.	Attaching information stickers to MGB lids prior to fitting (rate per lid)	
2.	Replacing non-conforming MGB lids with lids consistent with Australian Standard lids (rate per lid)	
3.	Return and stacking of MGB lids at Shire location (rate per lid)	
4.	Follow-up visit to properties (rate per visit)	

### 6.2 Company Information/Authorisation

<b>I hereby submit a Quote in accordance with this Request for Quote and the above Special Conditions:</b>				
Company:				
Address:				
Phone:				
ABN:				
Print Name:				
Signed:				
Date:				
Claiming the Regional Business Preference:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

### 6.3 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.

## **Shire of Denmark**

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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.