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Author: Bushfire Risk Planning Coordinator  
Synergy Ref: ORFQ209836

# REQUEST FOR QUOTATION

(for purchases up to \$250,000)

**Project:** PROJ.FIRE.02.2019-22  
**Date:** Monday, 14<sup>th</sup> September 2020  
**Title:** Bushfire Mitigation Program 2020/2021 – Roadside Vegetation  
**Closes:** Friday, 2<sup>nd</sup> October 2020 at 4.00pm

## 1 REQUIREMENT

The Shire of Denmark seeks to engage suitably experienced contractors to undertake works for the Shire of Denmark's 2020/21 Bushfire Mitigation Program.

## 2 SCOPE OF WORKS

The works program consists of ten (10) individual treatments which have been nominated a treatment ID, each treatment ID must be quoted on separately. A contractor may choose to decline to quote on any treatment ID that they deem is unsuitable for their businesses capabilities, capacity or values and this will not affect the contractor's ability to be awarded other works deemed to be suitably carried out by that Contractor.

### General Scope of Works

- Mulching
- Parkland clearing
- Access construction
- Slashing
- Tree loping and pruning
- Traffic management
- Consultation and Planning: implement a sequence of works to minimise disruption on public and private access, consult with effected persons prior to commencement of works.
- Commencement: estimated works to start mid-October.
- Duration: all treatments must be completed and invoiced by no later than 30 April 2021

The Shire of Denmark and it's community are highly committed to maintaining amenity and preserving biodiversity where possible. All works must be carried out in an environmentally sensitive manor.

### Documentation

Works should comply with the following supplied documentation.

Attachment A – Pricing and Schedule of Works  
Attachment B – Maps of Works  
Attachment C – Specifications

### 3 EVALUATION CRITERIA

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

Cost	50%
Demonstrated High Levels of Corporate Social Responsibility (CSR)*	5%
Demonstrated Ability to Meet Timeframe	10%
Demonstrated Previous Experience	15%
Key Personnel Skills & Experience	10%
Project Understanding & Approach	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

All engagements will be subject to the Shire of Denmark General Conditions of Contract for the Provision of Minor Works and Services unless otherwise stipulated in writing. A copy of these Conditions is attached (Attachment D).

#### Annexures

The Contract shall be read as if these documents are inserted herein. While the Annexures will form part of the Contract, they will not be issued with the Contract documents. A copy can be obtained from the links below:

- (a) Annexure 1 – Guidelines / Instructions for Contractors Engaged in Council Works  
<https://www.denmark.wa.gov.au/documents/10615/shire-of-denmark-guidelines-for-contractors-engaged-in-council-works>
- (b) Annexure 2 - P040216 Regional Price Preference Policy  
<http://www.denmark.wa.gov.au/supporting-local-business.aspx>
- (c) Annexure 3 – P100503 - Environment Policy (page 124)  
[https://www.denmark.wa.gov.au/Profiles/denmark/Assets/ClientData/Documents/Governance\\_Documents/General\\_Documents/Policy\\_Manual\\_-\\_vJun20.pdf](https://www.denmark.wa.gov.au/Profiles/denmark/Assets/ClientData/Documents/Governance_Documents/General_Documents/Policy_Manual_-_vJun20.pdf)
- (d) Annexure 4 – Shire of Denmark Disability Access and Inclusion plan 2018 – 2023  
[https://www.denmark.wa.gov.au/Profiles/denmark/Assets/ClientData/Documents/corporate\\_and\\_community/DAI\\_P2018-2013-adopted.pdf](https://www.denmark.wa.gov.au/Profiles/denmark/Assets/ClientData/Documents/corporate_and_community/DAI_P2018-2013-adopted.pdf)

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

## 5 SPECIAL CONDITIONS

### RFQ Briefing

A non-mandatory RFQ briefing will be held on:

Date: Tuesday, 22<sup>nd</sup> September 2020  
Time: 10:00am  
Location: Shire of Denmark Administration Building  
953 South Coast Hwy, Denmark WA

To confirm attendance at this briefing you must RSVP to Kathy Blair on (08) 9848 0325 or email [kathy.blair@denmark.wa.gov.au](mailto:kathy.blair@denmark.wa.gov.au)

### Price

Prices quoted are to be on a lump sum basis. All prices for goods and/or services offered are to be fixed for the term of the Contract as there is no scope to apply a variation to the original agreed upon price. Quoted prices must include Goods and Services Tax (GST). Unless otherwise indicated prices quoted must include delivery unloading, packing, marking, demonstration of the good/s and all applicable levies, duties, taxes and charges. Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### Invoicing

- (a) All invoices must be submitted no later than the 30 April 2021.
- (b) When submitting an invoice for payment each Treatment ID number must be included as well as the description for each individual line item, payment will not be processed without this information clearly stated on invoice.

### Contract Duration

The Shire seeks commencement of works in October 2020 and completion is to be no later than 4<sup>th</sup> December 2020.

The Contract will be complete on supply of the goods and/or 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.

### Insurance

The successful Contractor will be required to effect and maintain insurance policies in the following sums:

- (c) Public Liability Insurance in the sum of at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims up to the specified amount.
- (d) Workers Compensation or Personal Accident/Income Protection Insurance cover (whichever may apply).

Note: Please submit Certificates of Currency for the above insurance/s with your quotation. If the above differs from the attached General Conditions then these Special Conditions take precedence.

**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.

## 6 RESPONSE FORM

### 6.1 Pricing

Complete **Attachment A “Pricing and Schedule of Works”** items that you do not wish to quote on can be left blank.

### 6.2 Company Information/Authorisation

I hereby submit a quotation in accordance with the Special Conditions, and confirm that I have read and agree to comply with the Contractor Guidelines:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

ABN: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Claiming the Regional Business Preference:

Yes      No

OR

Claiming the Regional Content Preference to the Value of

\$..... inc GST

Insurance evidence attached (i.e. Certificates of Currency)?

Yes   

### 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.

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.

#### 6.4 Contact Persons

Respondents should not rely on any information provided by any person(s) other than those listed below:

##### Specification Enquiries

Name: **Melanie Haymont**

Phone: **(08) 9848 0350**

Email: [brpc@denmark.wa.gov.au](mailto:brpc@denmark.wa.gov.au)

##### Submission Enquiries

Name: **Emma Holliday**

Phone: **(08) 9848 0336**

Email: [emma.holliday@denmark.wa.gov.au](mailto:emma.holliday@denmark.wa.gov.au)