



Request for Tender:	Provision of Reticulation Services
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All submissions to be emailed to:	toc@claremont.wa.gov.au
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Closing Date	Wednesday 14 June 2023
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RFT Number:	RFT 03-2023
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PART 1 **BACKGROUND**

1. Introduction

The Town of Claremont (**Principal**) is a local government authority comprising the beautiful, leafy, riverside suburbs of Claremont and Swanbourne, located approximately 9kms from the City Centre of Perth, Western Australia.

The Principal requires the services of a of a suitably qualified contractor for reticulation services (**the Project Works**).

This includes:

- fortnightly inspections of parks, reserves, and street verge irrigation systems;
- remediation of private reticulation on road verges during construction projects;
- the programmed servicing and maintenance of the Town's bores, pumps, flow metres, iron filters;
- emergency repairs and maintenance of irrigation systems including controllers, infrastructure, electrical components, anywhere within the Town.

The Tender may be accepted as a single contractor or on a panel of contractors' arrangement, which will be stated in the letter of acceptance. The Principal may also accept part of the schedule of rates and not all submitted rates which will be stated in the letter of acceptance.

The Principal invites Contractors to submit a tender for the services required and as described in greater detail below in Part 2.

This Request for Tender (**RFT**) is comprised of the following parts:

Part 1 – Background (*read and keep this part*).

Part 2 – Specification (*read and keep this part*).

Part 3 – Contractor's Offer (*read, complete and return this part*).

Part 4 - Goods and/or Services Contract Conditions (*to be executed by successful contractor*)

2. Conditions

By submitting an offer, the Contractor acknowledges that they have read, understood, and agree to be bound by the terms and conditions in this RFT.

By submitting an Offer, the Contractor agrees to be bound by the Principals Good and/or Services Contract Conditions (Part 4).

A Contractor is not entitled to add or substitute their own conditions of contract. Any printed terms and conditions shown on the reverse of a contractor's letter or quotation form (or elsewhere in the RFT) will not be binding on the Principal.

The proposed contract term is 2 years with the possibility of a 1 year extension.

The Principal does not guarantee the quantity of work which could be allocated to the successful contractor. If the need arises The Principal reserves the right to engage the services of other Contractors and/or undertake the work internally.

3. Proposed Timeline

The Principal’s estimated timetable is as follows:

Event	Approximate Timeframe
Issue Date	Wednesday 24 May 2023
Closing Date	Wednesday 14 June 2023
Presentation to Council	Tuesday 27 June 2023
Contract Award Date	July 2023

4. Briefing Session

A briefing session is not required for this tender.

5. How to Prepare and Submit your Offer

- Carefully read this entire Tender including all attachments.
- Complete and return a signed Contractors Offer (Part 3) which responds to all of the Selection Criteria prior to the closing date.
- Provide any supplementary information the Contractor wishes to provide to allow the Principal to properly evaluate the response.
- Assume the Principal has no previous knowledge of the Contractor, their activities, or experience.

All documents including any materials, articles and information submitted by the Contractor will not be opened until after the closing date and will not be returned.

The Offer is valid for a minimum of six (6) months from the Closing Date.

The Offer must be subject titled “*RFT 03-2023: Provision of Reticulation Services*” and emailed to toc@claremont.wa.gov.au.

6. Rejection of Offers

An Offer will be rejected without consideration of its merits if it is not submitted before the Closing Date. Further, if a Contractor (or their agent) is found to have canvassed any of the Principal’s employees or Councilors with a view to influencing the acceptance of any Tender.

An Offer may be rejected without consideration of its merits in the event that:

- a) it fails to comply with any requirements of the RFT; or
- b) it fails to include all information requested.

7. Further Information

All contractual or technical queries to be submitted to toc@claremont.wa.gov.au, attention: Cloe Dolan, Manager Parks and Environment.

When emailing queries to the Principal during the tender opening period, please put subject: “*RFT*”

03-2023: Provision of Reticulation Services”

Contractors must not contact any other person within the Town, Council Member or any consultant engaged in relation to this project to discuss this Request for Tender.

8. Information Package

The following attachments are provided:

1. Price Schedule
 2. Example Bore and Pump test
 3. Example of Iron Filter Service Report
 4. Bore Water Locations Map
 5. Scheme Water Locations Map
 6. Maintenance and Installation Specifications
- Discrimination Harassment and Bullying Procedure
 - Drug and Alcohol Procedure
 - LG544 Work Health and Safety Policy
 - Document titled “Record Keeping responsibilities and you”
 - TOC safety induction manual
 - TOC incident and hazard report and investigation form
 - TOC WHS questionnaire

PART 2 **SPECIFICATION- PROJECT WORKS**

The Principal is a Gold Waterwise Council and is seeking to appoint a suitably qualified and experienced Contractor for the provision of reticulation services.

Scope of Works

The Scope of Works under this RFT consist of, but may not be limited to:

- Installation of new irrigation systems;
- Regular scheduled inspection and repairs to existing irrigation systems;
- Emergency inspection and repairs to existing irrigation systems;
- Installation of new and maintenance of existing bores, pumps and flow meters;
- Installation of new and maintenance of existing controllers;
- Irrigation electrical works as required;
- Annual bore and pump testing and supply of findings (Refer Attachment 2 – Example Bore and Pump Test);
- Monthly servicing of Iron Filtration systems (Refer Attachment 3 – Example of Iron Filter Service Report);
- Providing technical advice to the Principal’s staff;
- Emergency response and repairs to bores pumps and other irrigation or hydraulic equipment; and
- Temporary relocation, cutting & capping, reinstatement, and testing of private irrigation systems in road verge areas, as part of the Towns road and footpath projects.

Maintenance and Installation Specifications

Refer to Attachment 6 for the Maintenance and Installation Specifications under this RFT.

PART 3 **CONTRACTORS OFFER**

1. Identity of Contractor

Trading Name	
Legal Entity Name	
ACN	
ABN	
Address	
Contact Person	
Contact Person Title	
Contact Person Email	
Contact Person Telephone	
Address for Service of Contractual Notices	

I/We (Registered Entity Name): _____

of: _____

In response to *"RFT 03-2023: Provision of Reticulation Services"*

I/We agree that I am/we are bound by, and will comply with this RFT including all schedules and attachments.

I agree I am bound to comply with the Good and/or Services Contract Conditions (Part 4).

Dated this _____ day of _____ 2023

Signature of Authorised signatory: _____

Name of Authorised signatory: _____

Position of Authorised signatory: _____

2. Pre-Qualification Requirements

The Principal will not consider any Offer that does not meet all of the following Pre-Qualitative Requirements:

a. Insurance Requirements

The Contractor must demonstrate that it holds the insurances as required by the General Conditions of Contract (Clause 34 in Part 4).

A copy of the relevant certificates of currency must be provided with the Offer.

Any costs associated with obtaining the above required insurances are the responsibility of the Contractor and will not be paid by the Principal.

Workers Compensation Insurance		
The Contractor shall maintain insurance in accordance with the <i>Workers' Compensation and Injury Management Act 1981</i> (WA) and to a value not less than \$50m.		
Insurer	ABN of Insurer	Policy Number
Insured Amount	Expiry Date	Exclusions Present (Yes /No)
Details of Exclusions		

Public Liability and Product Liability Insurance		
The Contractor shall maintain insurance to a value not less than \$20m.		
Insurer	ABN of Insurer	Policy Number
Insured Amount	Expiry Date	Exclusions Present (Yes /No)

Details of Exclusions	
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Vehicle, Plant and Equipment Insurance		
The Contractor shall maintain insurance for replacement value for its vehicles, plant and equipment as per clause 34.3 of the Contact.		
Insurer	ABN of Insurer	Policy Number
Insured Amount	Expiry Date	Exclusions Present (Yes/No)
Details of Exclusions		

Professional Indemnity Insurance		
The Contractor shall maintain insurance to a value of not less than \$5m.		
Insurer	ABN of Insurer	Policy Number
Insured Amount	Expiry Date	Exclusions Present (Yes/No)

Details of Exclusions	
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b. Financial Position

Is the Contractor presently able to pay all your debts in full as and when they fall due?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the Contractor is awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	<input type="checkbox"/> Yes <input type="checkbox"/> No

c. Conflict of Interest

Is the Contractor aware of any conflict of actual, potential or perceived conflict of interest which currently exists with The Principal of Claremont, its officers or Elected Members, or which may arise in relation to the performance of the contract (if awarded)?	
Details	

3. Selection Criteria

The Qualitative Requirements are not weighted equally and are weighted as indicated below.

Criteria	Weighting
Value for Money, Price	35%
Specified and Key Personnel	20%
Capacity to Undertake Work	15%
Demonstrated Experience	15%
Work Health and Safety	10%
Environmental Factors	5%
	100%

a . Value for Money, Price

35 % Weighting

Value for Money is a key objective of the Principal.

The Contractor must provide a completed Price Schedule.

The Offer should include all costs associated with the Project Works including but not limited to any labour, materials, sub-contractors, trades, specialist chemicals, plant and equipment, demobilisation, transport and signage in order to complete the Project Works.

Unless otherwise indicated prices tendered must include delivery unloading, packing, marking and all applicable levies, duties, taxes and charges.

Any charge or cost not stated as being additional to the price will not be payable by The Principal unless approved in writing as a variation.

The Contractor has included the costs of both the Contractor, all labour, subcontractors and any other trades or services required in order to complete the Project Works.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Contractor has included the costs of materials, specialists chemicals, plant and equipment, demobilization, transport and signage required in order to complete the Project Works.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Price Schedule completed and submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No

b. Specified and Key Personnel

Weighting 20%

Specified Personnel means Personnel of the Contractor proposed to perform functions in relation to the provision of the Works. The Contractor must identify the proposed management and personnel who will be integral to the performance of the Works, together with a brief summary for each person identified:

- Their role and responsibilities and their expected % time input to the contract.
- Their relevant experience.
- Their qualifications and the licences they hold.

Is the Contractor acting jointly or in association with another person/s/or entities? Yes No

Has the Contractor engaged, or does the Contractor intend to engage, another person or persons as a subcontractor? Yes No

If so please provide the same details for each subcontractor

Has the Contractor provided a response which addresses all of the above criteria? Yes No

Has the Contractor or any identified Specified Personnel been convicted of a criminal offence that is punishable by imprisonment or detention? Yes No

If so please provide details.

The Principal may request Police Clearances for all employees prior to the start date.

c. Capacity to undertake the Project Works

15% Weighting

The Contractor must identify their:

- Demonstrated understanding of the Scope of Work
- Current capacity to undertake the Works.
- Details of plant, equipment & staff allocations that will be used for these works
- With regards to any Equipment proposed to be used under the Contract state model details, age and condition to be used for the works.
- Confirmation that the Contractors also has this equipment and that it is available for this contract.
- As a minimum, Respondents should provide a current commitment schedule and plant/equipment. In addition to and contingency measures or back up of resource/s.

Contractor has provided a summary of their demonstrated understanding and capacity to undertake the Scope of Works.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contractor has provided a list of plant and equipment to be used in this contract. This plant must be available for inspection prior to awarding the Contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No

d. Demonstrated Experience

15% Weighting

The Contractor must provide details of no more than 3 contracts or projects completed within the last 7 years, which are similar (or larger) in scope and / or nature to the requirements:

- A brief description of the contract scope and services provided under the previous contract.
- When the previous contracts were performed.

Has the Contractor provided a response which addresses all of the above criteria?

Yes No

Contractors are required to provide at least Referees for 3 previous contracts identified. These Referees may be contacted to verify claims of relevant experience. It is not acceptable to state that Referees will be provided at a later stage. Town of Claremont employees cannot be used as Referees in order to maintain fairness and impartiality. Where the Contractor has previously provided goods and/or services to the Principal, internal records shall be consulted to consider past performance.

Referee One Details	
Name and Position Title	
Name of Referee Organisation	
Contract Title	
Products/Services Provided	
Email Address:	
Telephone number:	

Referee Two Details	
Name and Position Title	
Name of Referee Organisation	
Contract Title	
Products/Services Provided	
Email Address:	
Telephone number:	

Referee Three Details	
Name and Position Title	
Name of Referee Organisation	
Contract Title	
Products/Services Provided	
Email Address:	
Telephone number:	

e. Work Health and Safety

10% Weighting

The Contractor must provide details regarding their WSH arrangements including completing (in full) the **enclosed WHS questionnaire**.

The Contractor must include copies of their:

- Safety Management Policy
- WHS plan.

The WHS plan should outline how the Contractor will manage occupational health and safety for the term of the contract. The health and safety plan must cover specific OHS issues relevant to the contracted work and document the systems and methods that will be used to effectively manage OHS risks. A supplier's health and safety plan should contain the following elements:

- a description of the contract
 - an OHS structure and system for the work to be performed under the contract
 - induction and safety training procedures for the Contractor's employees
 - safe work practices and procedures for the work to be performed under the contract
 - a risk assessment for the work to be performed under the contract
 - a workplace inspection schedule for the duration of the contract
 - OHS consultative processes to be followed for the duration of the contract
 - emergency procedures to be followed during the contract period
 - incident recording and investigation procedures to be in place during the contract period, and
 - health and safety performance monitoring arrangements to be implemented during the contract.
- Safety protocols/Safe Work Method Statement/JSA's to be used for this Contract.
 - Risk Assessments to be used for this Contract.
 - Details of safety records for the past two years.

Has the Contractor provided a completed WHS questionnaire?
This is required to be provided

Yes No

f. Environmental Factors

5% Weighting

Companies must address the following in an attachment and label it “Environmental Factors”.

- The proactive approach to undertake the service taking into consideration all environmental factors, such as re-use of recycled materials.

Has the Contractor provided the Environmental Factors attachment? This is required to be provided.

Yes No