



# **PREQUALIFIED PANELS TENDERING GUIDE**

*June 2016*

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## **Introduction**

This guide has been developed to assist businesses to better position themselves to access business opportunities with Port Pirie Regional Council. This guide provides a summary of the information businesses should be aware of in order to participate effectively in tendering for the prequalified panels.

While specific reference is made to the Request for Tender to establish panels of prequalified contractors, this guide also includes information of a general nature that is typical to most Request for Tender and Quote processes undertaken by Council.

## **What is Tendering?**

Tendering is the selling of goods, services and works to the Port Pirie Regional Council through the request of formal bids – otherwise known as tenders.

## **Terminology**

### **RFT – Request for Tender**

A formal offer open to the public to bid for the supply of specified goods, services or works, under specified terms.

### **Selective Engagement**

This approach is used where knowledge of the marketplace exists. A specified number of representative suppliers are known.

## **Tendering in Local Government**

Tendering in Local Government is regulated under Section 49 of the *Local Government Act 1999*.

## **Tenderer's Responsibility**

It is your responsibility as a tenderer to ensure that you have all the information you require to develop your submission. If you are unclear about any aspect of the tender documentation, then clarify the requirements by contacting Council's Nominated Contact Officer, whose details will be listed in the tender/quote documents.

## **Notification and Submission of Tenders**

### **Advertising of Tenders**

Tenders are open for varying periods of time. When setting the timeframes for the offer to make a submission, the Council takes into account a number of factors, including the complexity of the project, the time of year (i.e. Christmas holiday period), the availability of precise and reliable information, and normal market expectations. As a guide, the normal opening period is 3 weeks. You should check the documentation you receive about the quote/tender to ensure you understand the closing date and time.

The Request for Tender for Request to establish panels of prequalified contractors will be advertised on Council's website and in the newspapers servicing the Port Pirie Regional Council area.

## **Closing of Tenders**

Port Pirie Regional Council generally closes tenders and quotes at 2.00 pm on any given day, so it is important to make yourself aware of the date and time, which can be found on the tender documents for the particular process you are participating in (generally highlighted in bold red text).

The Request for Tender for Request to establish panels of prequalified contractors closes at **2:00pm on Thursday 14 July 2016**.

## **Late Tenders**

The closing date and time of tenders is one of the most important milestones in the entire tendering process. If you want your submission to be considered, the first step is to ensure that your tender submission is received in the appropriate format and by the appropriate receiving method by the closing date and time as specified in the tender documents. These details will appear several times throughout the tender documents.

Late tenders will not be accepted regardless of a Tenderers individual circumstances.

## **How to Submit a Tender**

### **Step 1 - Find and review the tender advertisement**

Council publishes all tenders online via the SA Tenders website or the Council Website. Links are also located on the individual Council websites to these sites. Check to ensure that you have all parts to the documents before proceeding.

The Request for Tender for Request to establish panels of prequalified contractors will only be advertised locally.

### **Step 2 - Decide whether or not you are suitable for the project**

Read the tender documents very carefully and familiarise yourself with the conditions of tendering, the conditions of contract and all specifications, especially the clauses dealing with delivery and price variations, before deciding whether this tender is suitable for you.

### **Step 3 - Understanding the documents**

If you are unsure about the Councils proposed contract, either discuss it with the contact nominated in the tender advertisement or you can have the tender documents reviewed by your legal representative.

For new initiatives, or complex tenders, we may invite suppliers to a tender briefing session. Details of any briefing will be listed in the Conditions of Tender document. On occasion a tender briefing may be considered a mandatory requirement in order to tender for the project.

The Request for Tender for Request to establish panels of prequalified contractors Contractor Information Sessions are scheduled for Thursday 16 June 2016 at two times – 4pm to 6pm and 6pm to 8pm. Information provided at the Contractor Information Sessions will be made available on Council's website.

### **Step 4 - Completing your tender forms**

A well-structured tender submission will create a good impression in the evaluation process. Tender submissions that are poorly assembled and formatted may be seen as a negative reflection on your organisation.

Once you have filled out all the necessary fields in the document, and answered each of the criteria you are ready for lodgement of the tender document.

### **Step 5 - Lodgement of tender documents**

The Council will only accept hard copy versions either by post to P.O. Box 45, Port Pirie SA 5540 or hand delivered to the Council office at 115 Ellen Street, Port Pirie.

The Council will **NOT** accept electronic versions of your submission.

### **What happens next?**

Once your tender is submitted, the Council Evaluation Team will examine it for compliance with the conditions of tendering. Each tender submission is read in detail and examined. The assessed strengths and weaknesses of each tender are recorded and the key evaluation criteria is scored and weighed to determine an overall value for money score. You will be advised in writing both when your submission was received and after the evaluation has been completed with an outcome.

## **Compliance Requirements**

### **What is a Conforming Tender?**

To submit a conforming tender, you must ensure that you have signed and completed all the relevant forms and supplied the Council with all the information required as part of the tender document.

You must ensure that you have addressed the formal evaluation/selection criteria listed in the tender document. Failure to do so will result in your submission being considered non-conforming and it may not be considered.

Following is a guide to some of the information that you may be required to provide to the Council. However, it is important to remember that all tenders are different; therefore the information you may be required to provide may also be different or additional to the following requirements.

### **Non-Compliant Submission Format**

Tenders may be considered non-conforming based on the following reasons and may not be considered for evaluation at the discretion of the Tender Evaluation Team:-

- X Tenders sent to any individual Council email addresses.
- X Tenders submitted in any manner or format other than those stipulated in the conditions of tender.
- X Tender submissions not containing the required information as stated in the conditions of tender.
- X Tender forms missing or incomplete.
- X Evidence of required plans, policies, licenses or certificates of insurance not provided.
- X Departure from the brief or specification.
- X Departure from the proposed conditions of contract.
- X Tender acceptance and signoff with a person's initials, a scanned signature block pasted on a page or any typed font to replicate a signature.

### **Compliant Submission Format**

The Council requires the following submission format:-

- √ The tender response submitted in hard copy addressing applicable criteria.

- √ The tender response submitted in the format stipulated in the conditions of tender.
- √ The Tender response signed correctly.
- √ The Applicable Current Certificates of insurance and necessary licences.

## **Understanding the Tender Document**

### **Pricing Requirements**

Always ensure you are aware of and understand the requirements asked for any particular tender. Generally a lump sum will be required with an accompanying list or schedule of rates completed for any additional works or services, as seen fit by the Council. All submissions should be submitted as GST exclusive, unless otherwise stated.

Pricing is often an important criteria in the evaluation of most tenders so it is critical that you consider any of the conditions that are attached to the pricing request i.e. is there a period where the Council requires the pricing to be fixed; what are the mechanisms within the tender agreements to request a price increase?

The Request for Tender for Request to establish panels of prequalified contractors suppliers are required to provide pricing as per the relevant tender response schedule.

### **License and Insurance Requirements**

Generally all tenders will be very specific about the type of licence required and the level of insurance cover you will require in order to successfully fulfil your compliance obligations under the tender. The necessary 'current' licences (occupation/works specific) will be required i.e. building or trade specific licence.

The most common insurances are Public Liability (minimum \$10 million cover), Professional Indemnity, Vehicles, Plant and Equipment; Contract Works Liability and Workers Compensation (Return to Work SA). The level of cover may vary from tender to tender.

### **Consortium Bids/Sub-Contracting**

In some instances, suppliers establish a consortium to tender for a large or complex procurement. Small to medium size businesses can enter into relationships with large (generally head contractor) companies, to deliver specific works or services.

While it is understood that sub-contractors have insurance and other due diligence required, the Principal Contractor must also hold all the current appropriate licenses and insurance details.

The Request for Tender for Request to establish panels of prequalified contractors it is preferred that work is not sub-contracted.

### **Intellectual Property**

If your submission contains specific Intellectual Property (IP) information that belongs to a different company, you must ensure that you are entitled to use this IP and indemnify the Council against any future claims that might be related to the use of such IP.

### **Warranties**

The requirement and scope for warranties will vary with each individual tender and depends entirely on the particular goods and services being tendered. Always ensure that you have read and understand these requirements, as you may incur costs associated with the provision of the warranties as contained in the tender documentation.

# Evaluation and Negotiation

## Understanding Evaluations

Conformity issues are addressed by the evaluation panel as the first item of consideration. In submitting a non-confirming tender, you run the risk that your submission will not be considered for further evaluation. There are different levels of non-conformity and it is solely at the evaluation panel's discretion as to the degree of non-conformance, and therefore whether your submission is further evaluated.

The Council will develop an evaluation matrix in order to best assess each tender received. The evaluation criteria will be specified within the tender documents. Any evaluation criteria should be considered and addressed clearly in your submission.

Your submission will be assessed against the evaluation criteria.

The following criteria may be considered:-

### Capability/Capacity

Understanding of Requirements, Knowledge & Experience in the Industry, Infrastructure, Other Support, Staff Resources and Methodology.

### Tender Compliance

All components of the tender submission are correctly completed.

### Performance

Current and previous works, Local Government Experience, Mechanisms for Monitoring Contractual Performance, WHS, Equal Opportunity.

### *Quality Systems Deliverables*

Quality, Environmental, Policies & WHS.

### Timeframes

Ability to deliver in timeframe, project schedules.

## Clarifications

Sometimes clarification is required, or further information is sought which is included in a secondary evaluation process. This will generally occur where there is a need to differentiate between short listed submissions – or where a number of providers are very closely ranked in the initial evaluation.

A secondary process may include, but not be limited to:-

- Presentation of the intended project/methodology;
- Clarification of particular aspects of the submission;
- Additional information on some aspect of the tender;
- Responses to additional requirements.



## **Negotiation**

The Council's approach to negotiation will differ depending on each specific tender. This may involve (but is not limited to) negotiations on scope, project delivery, milestones, proposed contract conditions, alternative solutions, or revised pricing opportunities.

If a negotiation is required, suppliers will be notified and this will occur according to the Conditions of Tender or Quote. You should clarify what the Council intend to negotiate about and raise any additional issues that you would like to see discussed during negotiations. Consider and be prepared to offer alternative solutions.

Any discussions and decision will be recorded formally, and form part of the overall evaluation process.

## **Awarding and Signing of the Contract**

After successful negotiations, the Preferred Supplier(s) will be offered a contract for the tendered requirements. Please note that once Suppliers have entered into a contract with Council, they are bound to fulfil their role for the delivery of services or works as stated in the executed Agreement.

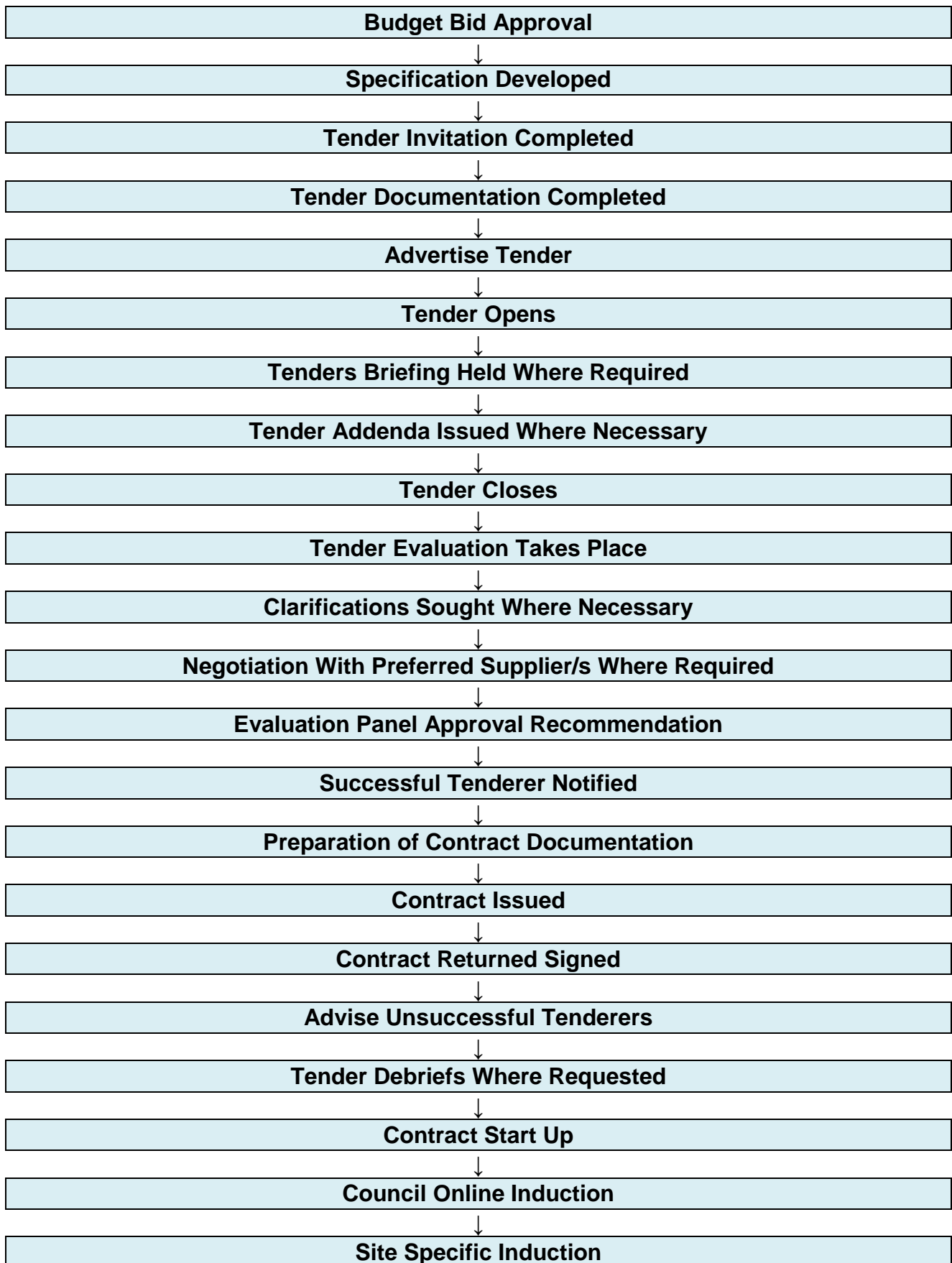
All tender respondents will be notified of the outcome of a Tender, Quote or EOI Process via email and given the option of a telephone tender debrief.

## **Debriefings and Feedback**

The experience of not winning a tender can be disappointing, given the time and effort invested in preparation of your submission. Following advice of the tender outcome, all tenderers are invited to seek a telephone debrief. This is a useful process, which can assist you in understanding what elements of your submission could be improved in future bids. Debriefs are also an opportunity for you to provide feedback to the Council on the tender process.

Please note that only your submission will be discussed and feedback will include the strengths and weaknesses of your submission and how the content of your submission compared to other submissions in a general sense (in particular the successful submission). Commercial confidentiality will be ensured.

# Procurement Flowchart



## Schedule 1 – Tender Form - Formal offer

# Example only

Ensure that you have read and understood this before signing next page

I/We \_\_\_\_\_ (Tenderer) on \_\_\_\_\_  
(Tenderer's Name) (Date)

having read, understood and fully informed myself/ourselves/itself of the contents, requirements and obligations of the Request for Tender, do hereby tender to provide and complete the Services described in the Specifications, as per RFT in accordance with the Contract for the amounts set out in the Tender Return Schedules attached.

The Tenderer:

1. is subject to the terms and conditions set out in the Conditions of Tendering;
2. irrevocably offers to perform the Services on the terms of the Contract and the Specifications as per RFT which form part of the Tender Documents subject only to the variations set out in Schedule 14;
3. confirms that this Tender has been prepared without any consultation, communication, agreement or other arrangement with any competitor regarding:
  - 3.1 prices or methods, factors or formulae used to calculate prices;
  - 3.2 the intention or decision to submit a Tender, or the terms of the Tender;
  - 3.3 the submission of a Non Conforming Tender; and
  - 3.4 the quality, quantity, specifications or particulars of the Services; and
4. holds this offer open and capable of acceptance by the Councils for a period of 90 days from the closing date.

The undersigned undertakes that if selected as the successful Tenderer, I/we/it will execute and be bound by the Contract in accordance with the Conditions of Tender.

If the Tenderer is a company, it must execute this Tender as follows:

Sign in one of the boxes below eg are you a company, individual or partnership. Executed and Signed sections should ALWAYS match Entity

<p>Executed by <b>[Insert Company name]</b> pursuant to section 2001</p>	
<p>..... Signature of Director</p> <p>..... Name of Director (print)</p>	<p>..... Signature of Director/Company Secretary <i>(Please delete as applicable)</i></p> <p>..... Name of Director/Company Secretary (print)</p>
<p><b>OR</b></p>	
<p>..... Signature of Sole Director and Sole Company Secretary</p> <p>..... Name of Sole Director and Sole Company Secretary (print)</p>	
<p><b>OR</b></p> <p><b>Signed for [Insert name of Representative]</b> by an authorised representative in the presence of:</p>	
<p>..... Signature of witness</p> <p>..... Name of witness (print)</p>	<p>..... Signature of authorised representative</p> <p>..... Name of authorised representative (print)</p>

Signatures should ALWAYS be legal people listed in Company, Trusts or Partnerships

.....  
Position of authorised representative (print)

If the Tenderer is an individual, the document must be executed as follows:

<b>Signed by [insert name] in the presence of:</b>	
..... Signature of witness	..... Tenderer
..... Name of witness (print)	

If the Tenderer is a partnership, the Tender must be executed as follows:

**Partner 1:**

<b>Signed sealed and delivered by [insert name] in the presence of:</b>	
..... Signature of witness	..... Signature of partner
..... Name of witness (print)	
..... Address of witness (print)	

**Partner 2:**

<b>Signed sealed and delivered by [insert name] in the presence of:</b>	
..... Signature of witness	..... Signature of partner
..... Name of witness (print)	
..... Address of witness (print)	

Schedule 2 – Tenderer’s Details

# Example only

Name of Tenderer	
Entity Name (as listed on ABR and ASIC): <b>(mandatory)</b>	<div style="border: 1px solid black; padding: 5px; color: magenta;">                     The first 6 boxes should match the details listed on the ABN website – to check go to <a href="http://www.abr.business.gov.au">www.abr.business.gov.au</a> </div>
Entity Type:	
State in full the name(s) of the person(s) listed in any Trust(s) or Partnership(s)	
State in full the registered business name(s) of the company(s)	
State in full the trading name(s) of the business	
ABN:	
Registered Address:	<div style="border: 1px solid black; padding: 5px; color: magenta;">                     Make sure the email address is the one where future work requests will be lodged via. It could be different to the contact persons?                 </div>
Postal Address:	
Telephone:	
Fax:	
Email:	
<u>Tender Conditions</u> : Tenderer to sign that it has read and understood this RFT and the Conditions of Tender	
<u>Amendments to Tender Documents</u> : Tenderer to indicate the amendments it requests	



**Contact Person**

*Nominate a contact person for this Tender to deal with any questions or queries that may arise*

Name:	
Telephone (mobile):	
Email:	

**Schedule 3 – Financial Capacity**

# Example only

<b>Financial</b>		
<i>State in full the name(s) of the person(s) or the registered name(s) of the organisation and trading names</i>		
1.	Banker's Name:	
2.	Address:	
3.	Annual turnover for:	
	2011/12:	\$
	2012/13:	\$
	2013/14:	\$
	2014/15:	\$

4. To assist in the evaluation of your financial capability, you may be asked to submit financial statements, including but not limited to the following:-
- Audited profit and loss accounts;
  - Balance sheets; and
  - Statement of cash flows

For up to the last two (2) financial years, and documents as certified by a public accountant.

## Schedule 4 – Licences and Accreditations **Example only**

### Licences

List details of any licences or accreditations required or relevant to this Tender. **Tenderers will be required to provide copies of all relevant licences for all employees to be engaged under the Contract.**

**The following licences may be required for certain types of works. Whilst not mandatory this information assists Councils to identify your capacity to undertake a broader range of services.**

**Please supply copies of your licences as part of your tender.**

### **ALL CATEGORIES**

Licence Type	Licence Holder	Licence No	Date of Expiry	Permitted Activity
Work Zone Traffic Management				
Other Licences				

### **TREE MANAGEMENT SERVICES**

Licence Type	Licence Holder	Licence No	Date of Expiry	Permitted Activity
Chainsaw				
Working at Heights				
White Card				
Elevated Work Platform (Yellow Card – under 11 metres)				
Boom Type elevating work platform (11 metres or more) Must have Perform High Risk Work licence				
Licence to Perform High Risk Work				

**Include all licences for your company and staff and ensure copy is provided with your tender**

Big Shot Line Launcher (Licence/permit required)				
Cert II or III in Horticulture (Arboriculture)				
Diploma of Arboriculture/Australian Qualification Framework Level 5				

**TURF MANAGEMENT AND WEED SPRAYING**

Licence Type	Licence Holder	Licence No	Date of Expiry	Permitted Activity
Pest Controller's Licence (Company)				
Pest Management Technician's Licence (Staff)				
Hazardous Chemicals				
Chem Cert				
Other Licences				

**Schedule 5 – Insurance**

# Example only

Provide details of insurance currently held by you and any proposed subcontractor that would be extended to provide cover for work under the Contract.

Insurance type	Policy no	Extent of cover		Expiry date	Name of insurer
		Per incident \$A	In aggregate \$A		
<p><b>It is a mandatory requirement that your Public &amp; Products Liability be a minimum of \$10 million and if a copy of your Certificate of Currency submitted does not provide this minimum cover, the tender will be considered non-conforming and eliminated from further assessment.</b></p>					
Public and products liability (min \$10 million)					
Professional indemnity (if applicable)					
Property and facilities					
Contents					
Vehicles plant & equipment					
Workers compensation					
Directors and officers (if applicable)					
Other					

Ensure that your cover is **MINIMUM \$10 million** and a copy of your Certificate of Currency is to be provided with tender

Schedule 6 – Work Health & Safety and Risk Management **Example only**

1. Tenderer Work Health and Safety Management System Questionnaire

1.1 Work Health and Safety policy and management		Yes	No
a) Does the Tenderer have third-party certification of your Work Health and Safety Management System?		<input type="checkbox"/>	<input type="checkbox"/>
<p>If <b>Yes</b>, please indicate to which Standard and provide evidence of all documentation within your system:</p>	<p><input type="checkbox"/> AS 4801</p> <p><input type="checkbox"/> Civil Contractors Federation Integrated Management System</p> <p><input type="checkbox"/> an equivalent system to above (please specify):</p> <p>.....</p> <p>.....</p>		
<p>If you have indicated <b>Yes</b> in 1.1a above then please proceed to clause 1.7, 1.8 &amp; 1.9 below.</p>			
<p>If you have indicated <b>No</b> in 1.1a above then please answer the following questions.</p>			
<p>b) Does the Tenderer have a written Work Health and Safety Policy?</p> <p>If yes provide a copy of policy.</p> <p>Comments:</p>		<input type="checkbox"/>	<input type="checkbox"/>
<p>c) Does the Tenderer have a Work Health and Safety Management System manual or plan?</p> <p>If yes provide a copy of contents page (s).</p> <p>Comments:</p>		<input type="checkbox"/>	<input type="checkbox"/>
<p>d) Are work health and safety responsibilities clearly identified for all levels of staff?</p> <p>If yes provide a copy of contents page (s).</p> <p>Comments:</p>		<input type="checkbox"/>	<input type="checkbox"/>

1.2	Work Health and Safety policy and management	Yes	No
e)	Does the Tenderer have a written Work Health and Safety Policy?  If yes provide a copy of policy.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>
f)	Does the Tenderer have a Work Health and Safety Management System recognised by an independent authority (eg Return to Work SA)?  If yes provide details:	<input type="checkbox"/>	<input type="checkbox"/>
g)	Does the Tenderer have a Work Health and Safety Management System manual or plan?  If yes provide a copy of contents page (s).  Comments:	<input type="checkbox"/>	<input type="checkbox"/>

<p>h) Are work health and safety responsibilities clearly identified for all levels of staff? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span></p> <p>If yes provide a copy of contents page (s).</p> <p>Comments:</p>

1.3 Safe work practices and procedures	Yes	No
<p>a) Has the Tenderer prepared safe operating procedures or specific safety instructions relevant to its operations? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span></p> <p>If yes provide a summary listing of procedures or instructions</p> <p>Comments:</p>		
<p>b) Does the Tenderer have any permit to work systems? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span></p> <p>If yes provide a summary listing or permits:</p>		
<p>c) Is there a documented incident investigation procedure? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span></p> <p>If yes provide a copy of a standard incident report form</p>		



<p>d) Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?</p> <p>If yes provide details:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>e) Are there procedures for storing and handling hazardous substances?</p> <p>If yes provide details:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>f) Are there procedures for identifying, assessing and controlling risks associated with manual handling?</p> <p>If yes provide details:</p>	<input type="checkbox"/>	<input type="checkbox"/>

<b>1.4 Work Health and Safety training</b>	Yes	No
<p>a) Describe how work health and safety training is conducted in your company:</p> <p>Comments:</p>		

<p>b) Is a record maintained of all training and induction programs undertaken for employees in your company? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span></p> <p>If yes provide examples of work health and safety training records:</p>		

<b>1.5 Work Health and Safety workplace inspection</b>	Yes	No
<p>a) Are regular work health and safety inspections at worksites undertaken? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span></p> <p>If yes provide details:</p>		
<p>b) Are standard workplace inspection checklists used to conduct work health and safety inspections? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span></p> <p>If yes provide details or examples:</p>		
<p>c) Is there a procedure by which employees can report hazards at workplaces? <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span></p> <p>If yes provide details:</p>		

1.6 Work Health and Safety consultation	Yes	No
a) Is there a work health and safety committee?	<input type="checkbox"/>	<input type="checkbox"/>
b) Are employees involved in decision making over work health and safety matters?  If yes provide details:	<input type="checkbox"/>	<input type="checkbox"/>
c) Are there employee elected work health and safety representatives?  Comments:	<input type="checkbox"/>	<input type="checkbox"/>

1.7 Work Health and Safety performance monitoring	Yes	No
a) Is there a system for recording and analysing work health and safety performance statistics?  If yes provide details:	<input type="checkbox"/>	<input type="checkbox"/>
b) Are employees regularly provided with information on company work health and safety performance?  If yes provide details:	<input type="checkbox"/>	<input type="checkbox"/>

c) Has the company ever been convicted of a work health and safety offence?	<input type="checkbox"/>	<input type="checkbox"/>
If yes provide details:		

1.7 Safety performance			
Please provide the following information for the last (3) three years:			
	2012/2013	2013/2014	2014/2015
What was the average number of employees in your organisation (including yourself)?			
What was the approximate number of hours worked?			
How many injuries have occurred to your employees which resulted in a fatality, permanent disability or time lost from work of one day or more?			
What is the Lost Time Injury Frequency Rate?			
What is the total number of full days lost due to injury?			
What is the average days lost per injury?			

1.8 Sub contractors	Yes	No
a) Is the tenderer engaging sub contractors to undertake specific operations that are unable to be performed by the tenderers business or undertaking?	<input type="checkbox"/>	<input type="checkbox"/>
If yes tenderer is to provide WHS documentation relevant to the operations to be carried out by the sub-contractor, business or undertaking as outlined previously:		

Council has identified the hazards they believe applicable but you are required to add any others that you believe apply

**1.9 Hazards associated with the Services**

Hazards associated with the task include, but not be limited to:-

**Hazards – identify the hazards associated with the task by marking X in the boxes**

<input checked="" type="checkbox"/> Traffic / Pedestrians	<input type="checkbox"/> Heat Source	<input type="checkbox"/> Poor Housekeeping	<input type="checkbox"/> Restricted Access
<input type="checkbox"/> Confined Space	<input checked="" type="checkbox"/> Risk of fall	<input type="checkbox"/> Asbestos / Lead	<input type="checkbox"/> Soil contamination
<input type="checkbox"/> Compressed air / Pressure / Vacuum	<input type="checkbox"/> Services underground / Overhead hazard	<input checked="" type="checkbox"/> Uneven Slippery Surface	<input checked="" type="checkbox"/> Hazardous manual tasks / ergonomics
<input type="checkbox"/> Electrical	<input type="checkbox"/> Falling Objects	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Trenching / excavation
<input checked="" type="checkbox"/> Fire / Explosion	<input checked="" type="checkbox"/> Noise	<input type="checkbox"/> Gas / Fumes	<input checked="" type="checkbox"/> Chemical Exposure
<input checked="" type="checkbox"/> Mobile Plant	<input type="checkbox"/> Welding	<input type="checkbox"/> Demolition	<input type="checkbox"/> Diving
<input type="checkbox"/> Lack of site security / signage for public risk	<input checked="" type="checkbox"/> Untrained / unlicensed workers	<input checked="" type="checkbox"/> Lack of first aid / emergency plan	<input checked="" type="checkbox"/> Improper storage & use of flammables
<input type="checkbox"/> Hazardous atmospheres	<input checked="" type="checkbox"/> Working on or near live electricity	<input checked="" type="checkbox"/> Remote or isolated work	<input checked="" type="checkbox"/> Other: cuts, abrasions, lacerations, loss of body part and foreign object in eyes
<input type="checkbox"/> Working Over Pit / Hole	<input checked="" type="checkbox"/> Sun, UV, Rain, Wind	<input checked="" type="checkbox"/> Plant	<input type="checkbox"/> Other: Please specify

**Controls / precautions – identify the controls associated with the task by marking ✓ in the boxes**

<u>Physical Isolations:</u>	<u>Plant and Equipment:</u>	<u>PPE:</u>
<input type="checkbox"/> Traffic Management	<input type="checkbox"/> Scaffold	<input type="checkbox"/> Hearing Protection
<input type="checkbox"/> Electrical	<input type="checkbox"/> Ladder	<input type="checkbox"/> Respirator / Mask
<input type="checkbox"/> Gas	<input type="checkbox"/> Forklift / forklift work box	<input type="checkbox"/> Wet weather gear
<input type="checkbox"/> Water	<input type="checkbox"/> SDS	<input type="checkbox"/> High Visibility Vest
<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Elevated Work Platform	<input type="checkbox"/> Clothing (long sleeved shirt/trousers/overalls)
<input type="checkbox"/> Pneumatic	<input type="checkbox"/> Other: Please specify	<input type="checkbox"/> Head wear (sun hat/hard hat/welding helmet)
<input type="checkbox"/> Barricading	<input type="checkbox"/> Gloves (safety/chemical /heavy duty/riggers)	<input type="checkbox"/> Eye wear (sun glasses/safety glasses/goggles / face shield)

You need to identify the controls to be implemented from the hazards table above

Industrial Relations Record
Provide a summary of the Tenderer's industrial relations record over the last (5) five years.

Schedule 8 - Conflict of Interest

Please advise if you have had any legal actions/claims made against you

Conflict of Interest
Provide details of any interest, relationship or clients which may or do give rise to a conflict of interest and the issue about which that conflict or potential conflict does or may arise.

Please list if you have any relationships with any council employees or elected members

**Schedule 9 – Referees**

# Example only

Details of at least (3) three references for similar work and information on the approximate date when work was completed and the approximate value of work undertaken. **PLEASE ENSURE THAT YOU DO NOT INCLUDE ONE OF THE NOMINATED COUNCILS**

<b>Referee #1</b>	
Client Name:	
Address:	
Contact Name:	
Telephone:	
Date of Work:	
Value of Work:	
Particular Projects:	
<b>Referee #2</b>	
Client Name:	
Address:	
Contact Name:	
Telephone:	
Date of Work:	
Value of Work:	
Particular Projects:	
<b>Referee #3</b>	
Client Name:	
Address:	
Contact Name:	
Telephone:	
Date of Work:	
Value of Work:	
Particular Projects:	

**Schedule 10 - Organisation Structure, Facilities and Resources**

# Example only

<b>1. Organisation structure</b>	
<p><i>Provide details of the staff and the organisation structure proposed to be used for the performance of the Goods. Details must include but not be limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>Company structure, including size and location of office, organisation structure</i></li> <li>• <i>Number of staff proposed to be used and their qualifications and experience</i></li> <li>• <i>Details of the award, enterprise agreement, and/or local area workplace agreement, under which staff will be employed, and rates of pay, conditions, or allowances</i></li> </ul>	
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p style="color: #800080; font-weight: bold;">Use these dot points to support and provide the info required, copy of org chart, staff qualifications &amp; experience and list all awards and agreements staff are engaged under</p>
<b>2. Employees (provide details)</b>	
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p style="color: #800080; font-weight: bold;">Provide more detailed information about staff from Item 1 above</p>
<b>3. Other details (eg specific plant &amp; equipment, vehicles) – Provide details</b>	
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	



**4. Facilities (provide details):**

.....  
.....  
.....  
.....  
.....

**5. Proposed Subcontractors:**

Provide details in the Table below the proposed major sub-contractors or other representatives to be employed or engaged by the Tenderer. The Tenderer must specify and define the Goods to be provided by sub-contractors.:

<b>Subcontractor's name and address</b>	<b>Services to be provided</b>	<b>Item(s)</b>

**6. Contingency arrangements:**

Provide details of contingency arrangements should any facilities or sites required to facilitate the Contract become unavailable in the short and long term:

.....  
.....  
.....  
.....  
.....

14.1 Past Performance
1. For how many years has the Tenderer engaged in the work required by the Contract?
2. Has the Tenderer had an appointment terminated on a project in the last (5) five year's. If yes please provide brief details.
3. Has the Tenderer terminated on a project in the last (5) five year's. If yes please provide brief dates.
4. Has the Tenderer refused to continue providing services under a contract in the last (5) five years unless the terms or payments were changed from those which were originally agreed? If yes please provide brief details.

**14.2 Current contracts**

Provide details of current contracts in a local government environment including the range of Services provided and the numbers and types of properties serviced.


**14.3 Other commitments**

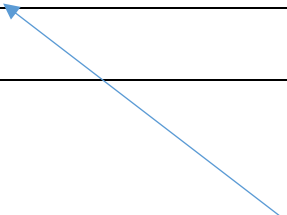
Provide details of other work commitments expected to continue during the term of the Contract.


**Schedule 12 - Services**

# Example only

Tenderers should indicate which of the services shown below they wish to tender for as part of the Panel.

<b>Horticulture &amp; Arboriculture Services</b>		
Item	Description	<i>(Please indicate)</i>
a	<b>Tree Management</b>	<input type="checkbox"/>
b	<b>Tree Management (Arboriculture Consultancy only)</b>	<input type="checkbox"/>
C	<b>Turf Management</b>	<input type="checkbox"/>
D	<b>Landscaping and Irrigation</b>	<input type="checkbox"/>
E	<b>Weed Management</b>	<input type="checkbox"/>
f	<b>Mowing and Slashing</b>	<input type="checkbox"/>



**Tick the services that you wish to be considered for**

**Schedule 13 – Pricing – Rates & Methodology**

**Example only**

The Tenderer submits the following schedule of rates (before GST):

<b>Base Labour Rates</b>		
		<b>Labour</b>
*Standard Hourly Rate	hour	\$
After Hours Hourly Rate (1700 – 0700)	Hour	\$
Public Holiday Hourly Rate	hour	\$
Note : subject to annual CPI increase *Where tendering for both tree management and arboricultural consultancy please indicate separate pricing for each service (if applicable).		

<b>Minimum Callout (After Hours)</b>	
Minimum callout after hours:	<b>hours</b>

<b>Emergency Callouts</b>	
Do you wish to be contacted for emergency callouts	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, what is your emergency callout fee	\$

<b>Material Rates</b>		
<b>Item</b>	<b>Description</b>	<b>Percentage mark-up %</b>
Materials Mark-up Rate*		%
Plant & Equipment hire		%
*Third party invoice to be attached to all payment claims		

Rates stated above:

- (1) Are fixed for the first year of the Contract. The prices will be reviewed by the Supplier and Council's Representative prior to each anniversary date to take into account changes in CPI (for Adelaide).
- (2) Are before any GST. In addition to those rates, the Tenderer may recover from the Council any GST for which the Tenderer is liable on account of a taxable supply to the Council.
- (3) The nominated rates will be inclusive of all overheads and profit and expenses for work to which the schedule of rates applies, including without limitation:
  - costs of all direct and indirect labour (including on-costs);
  - in case of goods, any weighing, packaging, delivery, installation, commissioning - in case of services, any fee, levy (including CITB levy), duty, cost, expense or tax incurred by the Contractor in providing the service.
  - Any item not specifically covered by the schedule of rates may be compared with other similar items in that schedule to determine the acceptability or otherwise of a claim by the successful Tenderer for that item.

**Schedule 14 - Statement of Conformity**

# Example only

If the Tender does not comply with all the requirements of the Tender Documents, the Tenderer must list below all areas of non-conformity, partial conformity or alternative offer and the reasons therefore.

The Tender must be read to disregard and render void any area of the Tender which is non-conforming, partially conforming or an alternative offer except to the extent detailed in this Schedule.

If any non-compliance is determined to be unacceptable, the Tender may not be further considered.

NC = Non-conforming

PC = Partial conforming

AO = Alternate offer

Statement of Conformity		
Area of non-conformity	Reason	NC/PC/AO

**If you cannot comply with any of the Schedules please ensure that you provide your reasons or these schedules may be scored heavily against.**