

REQUEST FOR QUOTE – Roma Taroom Road, Taroom – School Bus Stop Construction

RFQ # Q-2122-INF-71

Annexure 1

1. PROJECT OVERVIEW

The Department of Transport and Main Roads (DTMR) has instructed Council to construct several school bus stops along Roma Taroom Road. This project involves the supply and laying of gravel for several of these bus stops in the locations specified by DTMR

2. SCOPE OF PROJECT

Construction of the bus stops, including supply, laying, compaction and trimming of gravel to widen the road at the bus stop locations. The locations and typical details for the bus stops can be found in **Attachment 1**. Construction is only for those bus stops denoted as Typical Detail A:

- Peekadoo Rd
- Beresford Rd
- Aqua Park Rd
- Sandy Crk

With sealing of the bus stops to be undertaken by Council.

2.1 PROJECT DELIVERABLES

- Creation and implementation of project Safety, Quality and Environmental Management Plans (these are to be submitted to Council for approval a minimum of 10 working days before the commencement of construction)
- Creation and implementation of a Traffic Management Plan (to be submitted to Council for approval by Council a minimum 10 working days before the commencement of construction)
- Supply of all materials required for construction Site Establishment
- Clearing and Grubbing
- Clearing and maintenance of a stockpile pad (if required)
- Excavation (if required)
- Compact and trim Subgrade for widening – Type A 100mm depth
- Supply, lay, compact and trim Base for widening Type 2.3 – 150mm depth x max 3m wide
- Re-grading of table drains
- Erosion and Sediment control management during construction
- Compliance testing as per DTMR requirements
- Clean-up of site

2.2 PROJECT EXCLUSIONS (TO BE UNDERTAKEN/SUPPLIED BY COUNCIL)

- Information regarding Road Chainages
- Supply of design plans

- Supply of Dial before you Dig information
- Cultural Heritage checks and inspections
- Design Set out Survey
- Bitumen sealing of bus stops
- Supply and installation of guide posts
- Construction of bus stops – Typical Detail B
- Collection of As Constructed information

3. CONTRACT TIMEFRAMES

Item

Quote Submitted:

Works to be completed by:

Invoice to be Submitted by:

Date

12th May 2022

17th June 2022

No Later than 30th June 2022

4. PRICE SCHEDULE

A contractor interested in submitting a quotation is required to provide a quotation to complete the following services:

ITEM NUMBER	DESCRIPTION	UNIT	QTY	RATE (INCL GST)	TOTAL (INCL GST)
	SERVICES				
0001	Site Establishment	Lump Sum	1	\$	\$
Peekadoo Rd – Chainage 100917 to Chainage 100973 LHS					
1001	Clearing (Provisional)	m2	412	\$	\$
1002	Embankment – general fill (Provisional Qty)	m3	36.75	\$	\$
1003	Subgrade Type A	m2	105	\$	\$
1004	Base Type 2.3 – Depth 150mm	m3	15.75	\$	\$
Beresford Rd – Chainage 132027 to Chainage 132082 LHS					
2001	Clearing (Provisional)	m2	412	\$	\$
2002	Embankment – general fill (Provisional Qty)	m3	89.3	\$	\$
2003	Subgrade Type A	m2	105	\$	\$
2004	Base Type 2.3 – Depth 150mm	m3	15.75	\$	\$

ITEM NUMBER	DESCRIPTION	UNIT	QTY	RATE (INCL GST)	TOTAL (INCL GST)
Aqua Park Rd – Chainage 135967 to Chainage 136022 LHS					
3001	Clearing (Provisional)	m2	412	\$	\$
3002	Embankment – general fill (Provisional Qty)	m3	15.75	\$	\$
3003	Subgrade Type A	m2	105	\$	\$
3004	Base Type 2.3 – Depth 150mm	m3	15.75	\$	\$
Sandy Crk – Chainage 144467 to Chainage 144522 RHS					
4001	Clearing (Provisional)	m2	412	\$	\$
4002	Excavate (Provisional Qty)	m3	15.75	\$	\$
4003	Subgrade Type A	m2	105	\$	\$
4004	Base Type 2.3 – Depth 150mm	m3	15.75	\$	\$
4005	Realignment of Swale Drain	m	60	\$	\$
	Total				\$

5. LODGEMENT OF QUOTATION

Quotations must be emailed to quotations@banana.qld.gov.au

Quotations **are not** to be emailed or handed directly to any Council Officer as this may eliminate you from the quoting process.

Quotations close **Thursday the 12th May 2022**

Council reserves the right to accept late quotations.

The Council will not accept any responsibility in the event that a quotation is not received by the Closing Date

6. INFORMAL QUOTATION

Any Quotation may be rejected if it:

- Does not comply with the requirements of the Specification or this Form of Quotation

7. ACCEPTANCE OF QUOTATION

The Council is not bound to accept any Form of Quotation.

The Council reserves the right to amend the scope of the contract inclusions and may accept part of a Form of Quotation.

The proposed contractor agrees that the Form of Quotation will remain open for acceptance for a minimum period of 30 days after the Closing Time, notwithstanding that there may have been negotiations in respect of any Form of Quotation in the meantime.

8. IMPLEMENTATION TIMETABLE

It is Councils intention to award this work to the successful contractor by Monday 16th May 2022. Work is to commence immediately **(after approval of all submitted project plans)** unless otherwise negotiated.

Please provide schedule in table below:

Question	# of Days
If successful and notified on Monday 16 th May 2022, when could work commence?	

9. INSURANCE DETAILS

The proposed contractor is to complete the table below, after having regard to levels of insurance required by conditions of contract as per the Quotation

Workers Compensation or Personal Accident Insurance cover as required by law (whichever may apply)

DETAILS OF CONTRACTOR'S WORK COVER INSURANCE	INSURER:	
	POLICY NUMBER:	
	SUM INSURED:	
	CURRENT TO:	

DETAILS OF CONTRACTOR'S PUBLIC LIABILITY INSURANCE	INSURER:	
	POLICY NUMBER:	
	SUM INSURED:	
	CURRENT TO:	
DETAILS OF CONTRACTOR'S PRODUCT LIABILITY INSURANCE	INSURER:	
	POLICY NUMBER:	
	SUM INSURED:	
	CURRENT TO:	
COPIES OF YOUR CURRENT INSURANCE CERTIFICATE FOR ALL INSURANCES MUST BE ATTACHED.		

10. REGISTRATION DETAILS

CONTRACTORS ARE TO COMPLETE BELOW TABLE, AFTER HAVING REGARD TO LEVELS OF REGISTRATIONS REQUIRED BY CONDITIONS OF CONTRACT AS STATED BELOW

DETAILS OF CONTRACTOR'S ABN REGISTRATION	REGISTRATION No:	
DETAILS OF RELEVANT LICENSE	REGISTRATION No:	
	ISSUE DATE:	
	EXPIRY DATE:	
PLEASE ATTACH A COPY OF YOUR CURRENT REGISTRATION MENTIONED ABOVE.		

Persons conducting works under this contract shall hold the necessary nationally recognised competencies to conduct the required work and the necessary licensing to operate any plant or equipment. If the statutory requirements change during the period of this contract, no additional charge will be borne by Council.

11. INDEMNITY

The successful Contractor must indemnify and keep indemnified the Council against:

- Any liability under the *Workers' Compensation and Rehabilitation Act 2003* as amended from time to time; and
- 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 Council.

12. COLLECTION OF PERSONAL INFORMATION

Banana Shire Council is collecting your personal information in accordance with the *Local Government Act 2009* (the Act) and the *Local Government Regulation 2012* (the Regulation) for the purpose of evaluating your submission and administering any subsequent contract. Generally, we will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to your referees and ATO. Further, under the Regulation Council is required to publish the relevant details of any contract worth \$200,000 or more on its website. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's [Privacy Statement](#), [Privacy Procedure](#) and this collection notice.

13. NOTICE OF VARIATIONS

Where the contractor is given a direction to vary the work under the contract which is not expressly identified in writing as a variation, the contractor must promptly, and where practicable before complying with the direction, give the Project Manager a written notice which identifies the direction and states that the contractor considers that the direction involves a variation. The variation should be noted on the Invoice and be itemised per variation.

14. WORK HEALTH & SAFETY FOR CONTRACTORS

WORK HEALTH & SAFETY SIGN OFF FOR CONTRACTORS

Banana Shire Council is committed achieving high standards of WHS, where the safety of our employees, volunteers, contractors and the public is placed as our first priority.

Banana Shire Council requires that all contractors understand their health and safety (WHS) requirements prior to performing work for Council. Enclosed is a copy of the Workplace Health and Safety Information Package for Contractors.

It is essential that all contractors work in accordance with the obligations stated in the Work Health and Safety Act (2011) and all subordinate WHS legislation.



BANANA SHIRE COUNCIL

Policy

TITLE	WORK HEALTH AND SAFETY POLICY STATEMENT
POLICY NUMBER	08
FUNCTION / ACTIVITY (for Policy Register Purposes)	WORK HEALTH AND SAFETY
RESPONSIBLE DEPARTMENT	EXECUTIVE SERVICES
LEGISLATION	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011
ADOPTED	14 December 2007 Ordinary Meeting - Minute 32241
REVIEWED/AMENDED	EMT Meeting - 2 June 2008 EMT Meeting - 9 July 2012 Control of Policy transferred by Council to CEO as an Operational Policy - 12 December 2012 - Minute OM002173 Policy control reverted back to Council and adopted 27/08/2014 Ordinary Meeting - Minute No. OM002852 9/12/15 Ordinary Meeting – Minute No. OM003297 26/07/17 Ordinary Meeting – Minute No. OM003835 27/06/18 Ordinary Meeting – Minute No. OM004117
NEXT REVIEW DUE	June 2022

SCOPE

This policy applies to all employees of the Banana Shire Council and includes contractors, volunteers, work experience students, trainees and visitors.

OBJECTIVE

The objective of this policy is to outline Council's responsibility, accountability and participation in Work Health and Safety.

POLICY

MISSION STATEMENT

At Banana Shire Council **'we are committed to promoting and striving for continuous growth and improvement in all that we do, for the benefit and growth of the whole of the Shire'**.

WORK HEALTH & SAFETY COMMITMENT

Banana Shire Council is committed to the continual improvement of its Work Health and Safety performance in all of our operations and implement a Safety Management System aligned with the requirements of Safeplan to support this improvement approach. We will strive to deliver on these commitments by -

- Create and maintain a safe and healthy working environment and provide an injury and illness free workplace.

- Develop proactive health and safety strategies and adopt a risk management approach to operations in order to eliminate work related injury and illness.
- Communicate openly and honestly with our employees, contractors, suppliers, other business partners and interested third parties to encourage a health and safety culture that reflects the intent of this policy.
- Set measurable objectives and targets and monitor progress against these regularly reviewing our health and safety performance, considering the effectiveness of work health and safety activities and ensuring our health and safety targets are being met to achieve results of which we can all be proud.
- Fully implement Banana Shire Council's Work Safety and Health Management System and compliance to all relevant legislation. This requires the allocation of appropriate resources and the provision of training, education, consultation and auditing to ensure compliance.
- Ensuring the Executive Management Team and employees, contractors, volunteers and visitors carry out their health and safety responsibilities.
- Periodically review this policy to ensure it remains relevant and appropriate to Banana Shire Council.

The Executive Management Team takes overall responsibility for the governance of Work Health and Safety at Banana Shire Council.

The adoption and promotion of this policy is mandatory for all employees of Banana Shire Council and for contractors and suppliers acting on our behalf.

PROCEDURE

As approved and issued by the Chief Executive Officer and subject to future revision, amendment and issue under the authority of the Chief Executive Officer.

CERTIFICATION



CHIEF EXECUTIVE OFFICER
BANANA SHIRE COUNCIL

8.8.18
DATE

GENERAL HEALTH & SAFETY RULES FOR CONTRACTORS

Banana Shire Council welcomes you to our Workplace. Council recognises its responsibility and commitment to ensure health and safety of all workers including contractors. Therefore it is important for you to be aware of your responsibilities under the Work Health and Safety Legislation 2011

The following conditions will apply:

- **Inductions - All workers** who attend a worksite are required to complete a formal Council Contractors induction and a Site Specific Induction prior to mobilisation to site. Inductions will be arranged at convenient times for the contractor before commencement and must be **renewed every 12 months**. If the Contractor/Service Provider's employee or subcontractor fails to maintain the required inductions, BSC reserves the right to refuse or remove the subject parties from BSC sites.
- All workers must maintain current and accurate information relating to licences, tickets and qualifications at all times
- All contractors **must** read the contents of this document before commencing work on Council worksites.
- All contractors **must** comply with the wearing of Personal Protective Equipment/ Clothing whilst working in council work locations.
- **Smoking** is prohibited in Council offices, workshops, buildings, vehicles and on Worksites within 4 metres of crib huts, facilities and other persons.
- **Drugs and Alcohol** are not permitted on any Council worksites or vehicles and in the operation of plant and vehicles. If you require any medication that may impact on your ability to safely operate a vehicle / or machinery you must furnish a letter from your Medical Practitioner advising of the type, quantity and effects of the medication to the site supervisor and Council's Contractor Supervisor.

Failure to adhere to Work Health and Safety Legislation by any contractor will result in the contractor being required to rectify their actions, refusal to do so will result in contractor being asked to stop work and leave the BSC work area.

- Hire machinery or machinery owned by contractors must comply with all relevant standards and maintenance records must be available on / with the machine and shown as requested.
- Contractors who operate machinery must be able to show proof of training, licences and certificates of competency prior to the start of work, these must be available for inspection by site supervisor or Councils WHS staff on request.
- Incidents and near misses including damage to Telstra, Ergon Energy or gas services must be reported to the Supervisor immediately and a written report completed and given to Council's Contractor Supervisor or Safety Advisors as soon as possible.
- Hazards must be assessed immediately and if they are not able to be adequately controlled reported to the worksite supervisor.
- Electrical equipment that is to be used on council sites must be tested and tagged to comply with Electrical Safety Act and Regulations 2013.

First Aid Kits are to be provided at each worksite.

It is the Contractor's obligation to ensure that all of their staff who performs construction work for Banana Shire Council has a General Construction Induction Card (White/Blue Card) when entering any construction worksites. Any staff members who will be performing construction work must be required to present their card for verification on each worksite as part of the sign in process for the construction safety induction. Staff who cannot provide evidence of the White/Blue Card are not to be permitted to perform any construction activities whilst on the worksite.

CERTIFICATION

The information provided in this checklist is an accurate summary of the company's WH&S systems.

By signing this (Quotation) form the Proposed Contractor agrees to abide by all Councils Policies and Procedures in relation to this quotation response and the process of contractor engagement.

I/We accept that the Council reserves the right to negotiate with Proposed Contractors in relation to secure the best outcome for Council.

I/We agree to keep any Council negotiations in relation to the proposed contract confidential for all time.

COMPANY


NAME: _____

SIGNATURE: _____ NAME: _____

POSITION: _____ DATE: _____

CONTACT NAME: _____ CONTACT NUMBER: _____

Department of Transport and Main Roads WSP Detail (08/21)

F				Associated Job Nos	Survey Data		Scales NTS	BANANA SHIRE COUNCIL				ROMA – TAROOM RD			Job No. 204/4397/202543	
E					Auxiliary Dry Nos	Horiz. Datum			ROMA – TAROOM RD				SCHOOL BUS			
D						Horiz. Grid			CTL CHGE DNR 90700 – 144500 (IN SECTIONS)				SAFETY IMPROVEMENTS			
C						Height Datum			Reference Points				ENGINEERING CERTIFICATION (RPEQ)			
B						Survey Books			Preceding RP Dist. to start of job (m) From start to end of job From end to following RP Following RP				PRELIMINARY			
A	Issued For Construction													Contract No. ?		
Revisions/Descriptions				Signature: -- RPEQ Full Name, Eng. Aust and RPEQ No. or -- Full Name and Position Title			Date		Dimensions shown in metres except where shown otherwise			1 December 2021			Drawing No. ?	
QCR 0035 : 01/08/2016 Rev 01 For M01034 LGA/2389 School Bus Service/Le. Serv/Asst/NA Worker/Person of school bus route/drop																
Through Chinoona from ROMA																
														Series Number	of	