

REQUEST FOR QUOTE – Fire Safety Installation (Lights & Exits) Works Whole of Council

RFQ# Q-2122-CS-83

Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

SCOPE OF WORK:

Banana Shire Council has a number of locations and buildings that we require fire safety equipment to be replaced as is detailed below.

Timeline: These works will need to be completed by 31st August 2022.

Site visits can be arranged to assist in your quoting process by contacting the Senior Land and Lease Management Coordinator on 07 4992 9500.

A) Customer Service Building Valentine Plains Road, Biloela Qld

New exit light installation, rectification to existing exit light directional arrows and quote for rectification of defects noted during recent lighting test.

Scope of works:

Identify correct lighting circuits and control circuits, isolate, lock out and tag, test for dead. Install new exit light at exit outside from server room.

Install new exit light at entry to server room from IT room.

Install new exit light at entry to IT room from open office space.

Install new exit light in hallway outside mail room with directional arrow.

Install new exit light above exit door from mail room.

Connect new exit lights to existing emergency lighting circuits. Re-energise light circuit and check new lights charging correctly.

Replace existing running man decals in three exit lights with directional decals.

Supply new and replace 2 x faulty test switches in switchboard that do not trigger test.

Supply new 1 x surface mounted spitfire and 7 x standard recessed spitfires and replace units that failed testing.

Re-energise lighting circuits and check new lights charging correctly. Return to site after minimum 72 hours charging time and carry out 120-minute discharge test on all new light fittings

B) Biloela Council Depot – Cnr Auburn Street & State Farm Road, Biloela Qld

During recent emergency lighting testing, it has been noted that 3 x existing exit lights failed 90-minute duration testing and require replacement.

Scope of works:

Isolate relevant lighting circuits. Lock out and tag. Test for dead.

Supply new Stanilite QuickFit Exit light (2 x failed lights in shed and 1 x failed exit light in meeting room).

Re-energise circuits and check charging correctly.

Return after minimum 72 hours of uninterrupted charge time and carry out 120-minute discharge test on new lights.

C) Biloela Water Treatment Plant – 710 Calvale Road, Biloela Qld

During recent Fire Indicator Panel testing it has been noted that the batteries are over required 2 years old and require replacement.

Existing batteries are not charging correctly and causing fault on panel.

Scope of works: Supply new 14ah batteries and install during next site visit. Dispose of old batteries.

D) Biloela Civic Centre – 252 Rainbow Street, Biloela Qld

During recent emergency lighting testing at this site, it has been noted that 11 emergency lights failed testing and require replacement.

Scope of works:

Identify correct lighting circuits, isolate, lock out and test for dead.

Replace 3 x spitfire emergency lights, 1 x batten fix emergency light and 7 x exit lights.

Re-energise circuits and check new fittings correctly charging.

Return to site after minimum 72 hours charge time and carry out 120-minute discharge test of new fittings as per Australian Testing Standards.

E) Wastewater Treatment Plant – 1 Malakoff Road, Theodore Qld

During recent testing of the smoke detectors at this site it has been noted that one smoke detector in the switch room is faulty and failed testing. Both existing detectors are due for 10-year mandatory replacement soon and are non-compliant ionization type.

Scope of works:

Isolate 240volt circuit supplying existing smoke detectors.

Test for dead, lock out and tag circuit.

Replace 2 x aged, non-compliant ionization detectors with new 240volt, interconnected, 10-year li-ion battery backup, photoelectric smoke detectors.

Re-energise circuit and test detector operation.

F) Wastewater Treatment Plant – 1 Malakoff Road, Theodore Qld

During recent emergency lighting testing at this site, it has been noted that 2 x exit lights failed battery discharge testing (<90 minutes) and require replacement.

Scope of works:

Identify and isolate lighting circuit.

Lock out and tag circuit, test for dead.

Replace 2 x failed exit lights with new Stanilite quickfit exit lights.

Re-energise circuit and check lights charging correctly.

Return to site after minimum 72 hours charge time and carry out 120-minute discharge test as per standards.

G) Wowan RSL Hall – Don Street, Wowan Qld

During recent emergency lighting test, it was noted that the test switch module was faulty causing 240 volt supply to emergency lights to be off meaning upon site visit emergency lighting batteries were fully discharged and unable to be tested.

Scope of works:

Isolate lighting and control circuits, lock out and tag.

Test for dead.

Supply new emergency test switch module and replace existing faulty unit.

Re-energise light circuit and check charging correctly.

Return to site after minimum 72 hours charging time and carry out 120-minute battery discharge test.

H) Taroom Depot & Stores – 4 Wolsey Street, Taroom Qld

During recent emergency lighting test, it has been noted that 2 x surface mounted spitfire emergency lights in the Western storage area failed duration testing and require replacement.

Scope of works:

Identify correct lighting circuit. Isolate, lock out and tag.

Test for dead.

Supply 2 x new Stanilite surface mounted spitfire emergency and replace failed units.

Re-energise light circuit and check new lights charging correctly.

Return to site after minimum 72hour charge time and carry out 120-minute discharge test on new fittings.

I) Biloela Civic Centre – 252 Rainbow Street, Biloela Qld

During recent emergency lighting testing at this site, it has been noted that 11 emergency lights failed testing and require replacement.

Scope of works:

Identify correct lighting circuits, isolate, lock out and test for dead.

Replace 3 x spitfire emergency lights,

1 x batten fix emergency light and

7 x exit lights.

Re-energise circuits and check new fittings correctly charging. Return to site after minimum 72 hours charge time and carry out 120-minute discharge test of new fittings as per Australian Testing Standards.

J) Kianga Moura Memorial Hall – McArthur Street, Moura Qld

During recent emergency lighting test, it has been noted that 2 x surface mounted spitfire lights failed 90-minute duration testing and require replacement.

Scope of works:

Travel to site, identify correct lighting circuit, isolate circuit, lock out and tag, test for dead.

Supply 2 x new surface mounted spitfire emergency lights and replace failed units.

Re-energise lighting circuit and check new lights charging correctly.

After minimum 72 hours charging time, return to site and carry out 120-minute discharge test on new lights

Criteria: Your request for Quote must include evidence of the following:

- 1. Current Certificate of Currency showing \$20 million in Public Liability & Workcover Certificate of Currency.**
- 2. Demonstrated experience in working with emergency lighting and exits for at least 12 months.**
- 3. Evidence of current electrical contractors' licence and QBCC Licence**
- 4. Evidence of your companies WHS Policy.**
- 5. Details of your proposed start date for this project.**

Quotation Deadline

11am, Thursday, 14 July 2022

IMPORTANT: Before submitting your quote, please refer to the Standard Terms and Conditions available on the Banana Shire website.

Submission Information:

- Submit via email to quotations@banana.qld.gov.au

Mandatory requirements:

- As listed in the Scope Criteria & Evaluation Criteria

Evaluation criteria

Criteria	Weightage
Timeframe – Availability to complete the works by 31 st August 2022	5%
Quote Offered – Does the quote ensure quality and value for money for shire ratepayers & detail all the required work scope.	40%
WHS – Are the companies WHS policy submitted including Insurances Certificate of Currency.	10%
Previous Experience – Has a minimum of 12 months' work experience been demonstrated somehow in the quote.	10%
Local Buy – Does the quote align with Councils commitment to developing local industry	5%
Licences – Has the electrical contractors' licence & QBCC Licence been provided.	30%

Quotation Submission

Quote inclusive of GST	
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Comments:

Conflict of Interest

Please advise if you have an association or connection to current members of staff.

YES NO

If yes, please indicate persons you have an association with:

By signing this form, you acknowledge that you have provided the correct information and have read, understood, and agree to the Banana Shire Council Standard Terms and Conditions.

Signature _____ **Date** _____

To ensure your quote is processed accurately and in a timely manner please adhere to the following:

- Provide completed BOQ (Bill of Quantity) if required.
- Complete attached Quotation Schedule
- All associated costs have been included (Travel, accommodation, signage etc.)
- Quotation format to be submitted in PDF format.
- Quotations shall be valid for (3) three calendar months after day of the closing of quotations.
- ONLY SUBMIT BY EMAIL to quotations@banana.qld.gov.au. Quotations received by paper or emailed to a different email will not be accepted.
- Provide all required documentation e.g., Insurance, forms, schedules etc.

Acceptance of Quote:

- BSC is not obliged to accept the lowest, or any quote, and may accept the quote most advantageous to it.
- BSC reserves the right to award the RFQ as a whole, in parts, to one or more suppliers, or not at all.
- No quote shall be taken as accepted and no contract will be formed, until the supplier
 - (a) executes and returns the Formal Instrument of Agreement to the RFQ, or alternatively
 - (b) receives a council issued purchase order to the price of the supply.
- Any variances are required to be submitted and approved prior to continuing. ONLY an amended council issued purchase order reflecting the required variances is accepted for any additional costs.

Submissions and enquiries by email to quotations@banana.qld.gov.au or to speak to a representative, please call 07 4992 9500.

Please use RFQ # as reference during all correspondence.