

**REQUEST FOR QUOTE – Annual Service of Whole of Council Pool Chemical
Controllers & Dosing Systems**

RFQ # Q-2223-CS-21

Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

Scope of work:

Banana Shire Council operates 3 pools and we require the services of a qualified chemical dosing system professional to undertake the following works onsite at our pools.

Pool Locations:

Biloela - 70 Rainbow St Biloela

Moura – 21-25 Davey St Moura

Taroom – 12 Yaldwyn St Taroom

Work Scope:

1. Annual Service per manufacturers requirements on Chemical Controller Units including

- Check and clean probes,
- Replace electrolyte and membrane cap on probe (if applicable),
- Clean probe cell, sample water strainer,
- Check sample water flow and test flow switch,
- Calibrate probes with buffer solutions, and
- Replace probes as required.

2. Annual Service per manufacturers requirements on Dosing Pumps including

- Check injection and foot valves,
- Check diaphragm, pump valves and MP Valve,
- Check dosing tubing,
- Check Pump Operation, and
- Install dosing pump service kit at 2 yearly service (diaphragm and pump valves & parts if required).

3. Annual check of Councils Test Kits

- Check Lovibond Test Kit with calibration buffers.

4. Acid Dosing Pump - Biloela Pool

Foot Valve on this pump has failed, please provide a quote for both the supply and installation & supply and freight only.

If your company can not complete these annual service works prior to the 1st September we will require this foot pump to be freighted and our pool team will complete installation.

Criteria of Quote:

Quote must show breakdown detail of costs for onsite labour/service time, travel time, accommodation/meal allowances, fuel levy's, parts and goods for service for each pool.

Quotation Deadline

11am, Thursday, 4th August 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 Evaluation Criteria

Evaluation criteria

Criteria	Weightage
Timeframe – Availability to complete the works by 1 September 2022	25%
Quote Offered – Does the quote ensure quality and value for money for shire ratepayers & detail all the required work scope.	35%
Previous Experience – Has a minimum of 12 months experience in the industry been demonstrated in the quote by way of completed works for other clients.	15%
Local Buy – Does the quote align with Councils commitment to developing local industry	15%
Warranty – Does the labour and workmanship come with the best possible warranty and is this shown in the quote.	10%

Quotation Submission

☐ Submit as per annexure

Price 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.