

REQUEST FOR QUOTE- HOME CARE SERVICE – MOWING CONTRACTORS

RFQ # 2223-CCS-11

Annexure 1

Scope of Works

Overview of Project Objectives

The purpose of this contract is to identify a small lawn care business to conduct services for Home Care Services in Taroom and Wandoan.

Home Care Services provide a subsidised Home Maintenance service for its clients in Taroom and Wandoan. The service will be limited to those as listed below.

Brief Description of the Works

Services are requested on a need's basis and in consultation with Home Care Services clients.

The services provided are limited to:

- Mowing – Push and/or Ride on
- Whipper Snipping
- Light Pruning
- Poisoning (in consultation with Home Care Service/Client, subject to contractor having appropriate Chemical Application Licence)
- Removal of Garden Debris

Background

The successful business will be required to discuss lawn maintenance needs with the Clients and ensure that each client is aware that time taken to provide lawn maintenance services more than the hours subsidised by Home Care Service, will be at the Client's own expense.

The successful business will be responsible for fully advising the Client of your costs to undertake additional work and for reaching an agreement with the Client prior to undertaking any such additional work.

Any additional services that the business provides, beyond the hours subsidised by Home Care Service, will therefore be a private arrangement between yourself and the Client, for which Home Care Service has no

responsibility and as such, those additional services will not be invoiced to Home Care Service.

All contractors must adhere to Councils procedures and workplace health and safety policies.

Operators' personnel (including subcontractors) are to be inducted through Council's WHS before start of work and renew their inductions every 12 months.

If your insurance, registrations, or any Certificates are renewed in the contract period a copy must be forwarded to Council for their records.

A valid signed Purchase Order must be received before commencement of work and no variation to the Purchase Order will be allowed unless approved by a Home Care Service representative.

The Purchase Order must be quoted on the Invoice and all invoices are to be forwarded to accounts.payable@banana.qld.gov.au. Invoices not directly sent to the Accounts Payable team will experience delays in processing.

Invoices must include:

- Client's address
- Councils Purchase Order
- Date of Service
- Itemised Services delivered
- Actual time for services

Service Agreement

The Successful Contractor will enter into a Service Agreement with Banana Shire Council – *Annexure 2*

Non-Exclusivity of Services

Under the agreement: -

1. The agreement is not exclusive, and Council may, at its sole discretion, engage another entity or use its own staff to provide the Services.
2. Council is not obliged to procure any or any minimum number of services from the Contractor under this arrangement.

EXPERIENCE

Names of referees are required to be supplied by the Contractor with this quote, relevant to similar contracts performed by the Contractor. **(Minimum one non-council referee)**

	CONTRACT 1	CONTRACT 2	CONTRACT 3
CONTRACT DESCRIPTION			
CLIENT			
CONTACT			
PHONE NUMBER			
NUMBER OF LOST TIME INJURIES			
NUMBER OF PERSON DAYS ON CONTRACT			
TOTAL DAYS LOST DUE TO INJURIES			

INSURANCE DETAILS

The proposed contractor is to complete the table below, after having regard to levels of insurance required by the criteria as state above.

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

DETAILS OF CONTRACTORS WORK COVER INSURANCE	INSURER:	
	POLICY NUMBER:	
	SUM INSURED:	
	CURRENT TO:	
DETAILS OF CONTRACTORS PUBLIC LIABILITY INSURANCE	INSURER:	
	POLICY NUMBER:	
	SUM INSURED:	
	CURRENT TO:	
DETAILS OF CONTRACTORS PRODUCT LIABILITY INSURANCE	INSURER:	
	POLICY NUMBER:	
	SUM INSURED:	
	CURRENT TO:	

COPIES OF YOUR CURRENT INSURANCE CERTIFICATE FOR ALL INSURANCES MUST BE ATTACHED.

1. REGISTRATION DETAILS

THE PROPOSED CONTRACTOR IS TO COMPLETE BELOW TABLE, AFTER HAVING REGARD TO LEVELS OF REGISTRATIONS REQUIRED BY THE CRITERIA AS STATED ABOVE

DETAILS OF ABN REGISTRATION	REGISTRATION No:	
DETAILS OF FEDERAL POLICE CHECK	REGISTRATION No:	
	ISSUE DATE:	
	EXPIRY DATE:	
WORKING WITH CHILDREN CARD (BLUE CARD)	REGISTRATION No:	
	ISSUE DATE:	
	EXPIRY DATE:	
CHEMICAL APPLICATION LICENCE	REGISTRATION No:	
	ISSUE DATE:	
	EXPIRY DATE:	
VEHICLE REGISTRATION	REGISTRATION No:	
	ISSUE DATE:	
	EXPIRY DATE:	
TRAILER REGISTRATION	REGISTRATION No:	
	ISSUE DATE:	
	EXPIRY DATE:	
PLEASE ATTACH A COPY OF YOUR CURRENT REGISTRATION MENTIONED ABOVE.		

Attachments

The following attachments form part of the Scope of Works:

BSC Policies

The Contractor must comply with the following BSC Policies in the completion of the works:

- Code of Conduct;
- Drug and Alcohol Policy;
- Procurement Policy; and
- Work Health and Safety Policy.
- Complete copies of these policies are available to the public on the BSC website at the following address: <https://www.banana.qld.gov.au>

Standards

The Contractor must comply with the following standards in the completion of the works: Workplace Health and Safety Regulations 2011;

- This Specification
- Council Policies (specific to the job)

Work Health & Safety Requirements

BSC Inductions

The Contractor/Service Provider employees (and subcontractors' personnel if applicable) are required to:

- Complete all nominated training and inductions directed by BSC prior to mobilisation to site; and
- Maintain current and accurate information relating to licences, tickets, and qualifications.

If the Contractor/Service Provider employee or subcontractor fails to maintain the required inductions, BSC reserves the right to refuse or remove the subject parties from BSC sites.
