

**Q23/43 - REQUEST FOR
QUOTATION – CBD Banner
Poles Lighting - Argent
St, Broken Hill**

BROKEN HILL

CITY COUNCIL

**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**

About Broken Hill

The City of Broken Hill is the largest regional centre in the western half of New South Wales. It lies in the centre of the sparsely settled New South Wales Outback, close to the South Australian border and midway between the Queensland and Victorian borders.

The nearest population centre is Mildura in Victoria, approximately 300 kilometres in distance to the south on the Murray River. The nearest capital city is Adelaide, approximately 500 kilometres to the southwest.

Because of its location, Broken Hill has strong cultural and historical connections with South Australia and operates on Central Australian Time, half hour behind Eastern Standard Time.

Broken Hill's isolation is a strength as much as it is a weakness. The city is an ideal place to raise a family in a friendly regional city that embraces true country values. Connected by air, rail and road and with all the facilities that one would expect of a regional city, the Broken Hill lifestyle is treasured by many.

| QUALITY CONTROL | |
|---------------------------------|--|
| EDRMS REFERENCE | D23/57864 |
| ORIGINAL RELEASE DATE | Tuesday 24 October 2023 |
| REVISION NUMBER AND DATE | Revision 0, 23 October 2023 |
| CLOSING TIME AND DATE | 3pm (ACST) on Wednesday 15 November 2023 |
| CONTACT OFFICER | Asad Nizamani |
| CONTACT OFFICER TITLE | Projects Engineer |
| METHOD OF ENQUIRES | Enquiries through Vendor Panel |
| CONTACT FOR SITE VISITS | 08 8080 3384 |
| SUBMISSION METHOD | Submissions through Vendor Panel |
| COMPANY | Broken Hill City Council |
| COUNCIL PHONE NUMBER | 08 8080 3300 |

1. INTRODUCTION

1.1 The Quotation Scope

This is an open invitation to quote for **Q23/43 - Request for Quotation – CBD Banner Poles Lighting - Argent St, Broken Hill**. Respondents will be required to demonstrate in their Quotation that they have the necessary resources, skills, experience, financial capacity, insurances, licenses, and accreditations etc to fulfil the quotation requirements.

The Respondent warrants and represents that it will, prior to submission of quotation, obtain any further information and documentation relevant to the services, contingencies and other circumstances influencing its Quotation.

1.2 Quotation Briefing/Site Inspection

Attendance to a site meeting is not mandatory. If required, a site visit can be arranged with the Contact Officer through Vendor Panel prior to the closing date of this request.

All respondents must make themselves aware of all site conditions that may apply to this project.

No claims will be considered after contract award due to not understanding site conditions.

1.3 The Quotation Process

Please carefully read the Conditions for Quotation. It is the responsibility of the Respondent to complete the Quotation Offer Form and include Respondent Attachments.

The documentation issued for the purpose of this Request for Quotation includes:

- Specification Requirements
- Conditions of Quotation
- Conditions of Agreement
- Statement of Business Ethics
- Quotation Offer Form
- Statutory Declaration – Annexure 1
- Conflict of Interest – Annexure 2

2. SPECIFICATION

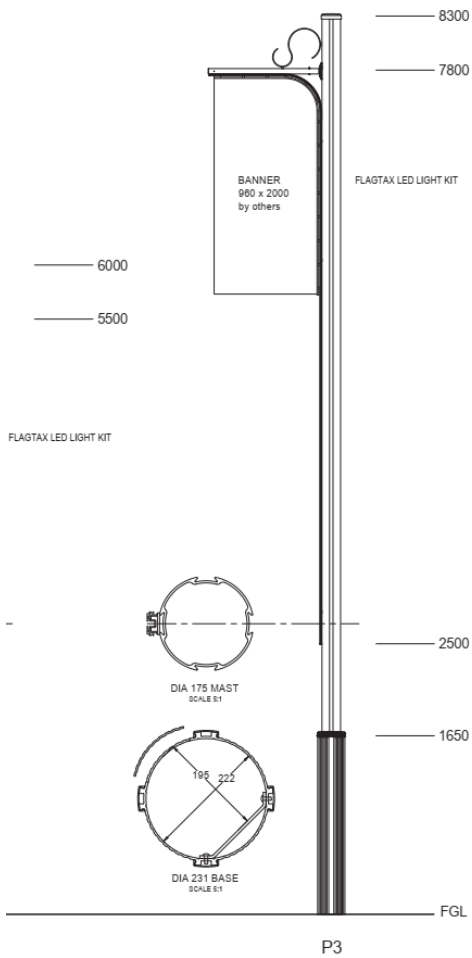
2.1 Introduction

This request is to engage a suitably qualified and experienced Accredited Service Provider - Level 1 Electrical Contractor or equivalent to supply and install new banner pole lighting as per the requirements of this request to the Banner Poles on Argent Street, Broken Hill.

2.2 Scope of Work

2.2.1 Scope

Please find a scope brief in this section of the request.



Site photos and Schematic of existing banner poles Pole P3 – 8300mm

| Item | Scope of work |
|------|---|
| 1 | Form an agreement with Council that will comprise of this request and associated documents. |
| 2 | Attend an online pre-start meeting if required. |
| 3 | Revise the Essential Energy Approved Plans that are enclosed with this request. |
| 4 | Carry out a site inspection of the existing site and the banner poles prior to starting works if required. |
| 5 | Carry out prestart works including: <ul style="list-style-type: none"> a. Site specific Traffic Control Plan (TCP) for council approval. b. Provision of a site safety management plan and your overall WHS management plan c. Supply specification of new lights for council approval. d. Carry out letter drops to businesses along Argent Street from Bromide Street to Iodide Street at least 2 weeks prior to the start of site works. e. Apply and pay for any council permits where required (please nominate in your submission of what permits if at all will be required). |
| 6 | Construction works to include: <ul style="list-style-type: none"> a. Traffic control on site as required to carry out works including a sit specific TCP. b. Provision of any plant or EWP required for the works. c. Supply and installation of new banner pole lights as per the Essential Energy Approved Plans that are enclosed with this request. d. Test and commissioning e. Final and progressive site clean-up and removal of all trade waste associated with the works to ensure that the area is always well maintained. |
| 7 | Final installation certification to relevant Australian standard(s). |
| 8 | Provision of Operation and Maintenance Manual(s) and warranties. |

2.2.2 Project Documentation

The following enclosures form part of the documents associated with this request.

1. Design - ECN-037030 - Argent St Banner Poles Lighting - REV C, 18 June 2023
2. REF - Argent St Banner Pole Lights - Essential Energy Worksheet - 17.7.2023
3. Banner Poles Shop Drawing - Signed 21.10.21
4. Location of Council Power Cabinets

2.2.3 Project Specific Objectives

The objectives of the request are to appoint a suitably qualified and experienced ASP Level 1 or equivalent electrical contractor relevant qualifications, accreditation(s), and experience to undertake the works in the scope of works section of this request. The contractor must have previous experience

with projects of this size and complexity to ensure that all relevant compliance requirements related to the correct procedures pertaining to regulations related to this project are achieved.

2.3 Specific Requirements of the Quotation

2.3.1 Deliverables

Refer to Scope of Work in Section 2.2. An all-inclusive provision of new lighting works corresponding with the new banner poles on Argent Street as per design by JJ Ryan Consulting and Essential Energy documentations.

2.3.2 Considerations when addressing the quotation

- Note that all documentation attached with this request will be used as contract of works
- A site visit can be arranged through arranging with the Contact Officer prior to the closing date of this request
- Any sub-contractors proposed during the project must be identified in your response.

2.3.3 Inclusions

- Complete supply and installation of new lighting as per design.
- Identification of fees associated with and inclusion of any permits by Council or Essential Energy that may be required to carry out the works under the scope of this request.
- All requirements and conformance to all clauses in this request for quotation
- Annexure 1 – Statutory Declaration attached with this request must be completed by the respondent to comply with this request. This document is attached with this request.
- Annexure 2 – Conflict of Interest attached with this request must be completed by the respondent to comply with this request. This document is attached with this request.

2.3.4 Insurance Details

At a minimum, the following insurances are required under this request:

- Public Liability Insurance: minimum of \$20 million
- Professional Indemnity Insurance: minimum \$2 million
- Workers Compensation Insurance: as required under the law of the state of NSW

Current Certificates of Currency must be provided for each of the above insurances with the quotation response.

2.3.5 Company Profile

Respondents must supply the following information:

- Brief history of your organisation
- Details of your corporate structure

- Key personnel: including the position, name, qualifications, and previous experience of each person(s) from its own organisation who will fill the key positions in relation to this Request for Quotation and will be engaged on this project.

2.3.6 Relevant Experience

Details of the Respondent's past performance, particularly over the past two years, in respect of works/services, similar to those for which this Request for Quotation, together with details of contact persons from the Principal or its consultant for such work. Written references and/or contact details of referees must be provided.

2.3.7 List of References

The respondent must provide current contact details of at least three (3) recent client references.

2.3.8 Quality Assurance

The Respondent shall complete this Schedule to demonstrate its understanding and acceptance of Quality Assurance systems and their implementation. The Respondent shall tick the appropriate box to indicate the extent of its quality system.

- Complete Third-Party Accredited Quality System in place
- Complete Second Party or Government Accredited Quality System in place
- Substantial progress in the development of a Quality System
- Policy Statement only
- Proposing to develop a Quality System
- No Quality System

Note: Respondents must provide copies of accreditation certificates and documentary proof of quality progress must also be provided. Respondents who submit false information will be automatically disqualified.

2.3.9 WHS Management System

The Respondent shall complete this Schedule to demonstrate its understanding and acceptance of WHS Management systems and their implementation. The Respondent shall tick the appropriate box to indicate the extent of its quality system.

- Complete Third-Party Accredited WHS Management System
- Complete Second Party or Government Accredited WHS Management System
- Internal company WHS Management System only
- Policy Statement only
- No WHS Management System

Note: Respondents must provide copies of accreditation certificates and documentary proof of a WHS management system. Respondents who submit false information will be automatically disqualified.

2.3.9 Exclusions

Design of lighting, provision of new NMI metering or works to any existing essential wiring or assets.

2.4 Variations

2.4.1 Project Variation(s) Related to Cost

Claims for variations during the project shall be identified by the Consultant prior to carrying out any variation(s) work with a cost supplied to Council for approval in writing. Any variation claimed after completion of the work(s) but not following this procedure of approval prior to doing the variation work(s) may result in non-payment. A purchase order or another written form of agreement acceptable under Council's Procurement Policy will be required as a means of any variation approval(s).

2.4.2 Project Variation(s) Related to Time

The successful tenderer shall provide a prestart project timeline for indicative and Council' project coordination purposes. Council may request amended project timelines throughout the project to ensure that the project is delivered within a reasonable time as per the prestart project timeline.

2.4.3 Project Variation(s) Related to Scope

Any variation related to the project's scope, or the requirements of this request shall be identified by the consultant in writing for approval or comment by Council.

2.5 Indicative Project Timeline

The project must be completed by latest 30 April 2024.

| Task Name | Duration | Start | Finish |
|---|-----------------|---------------------|---------------------|
| Argent St, Broken Hill - Banner Poles Lighting | 335 days | Fri 17/02/23 | Thu 30/05/24 |
| Stage 1: Initiation | 97 days | Fri 17/02/23 | Mon 3/07/23 |
| Business Case & Cost Estimate Report | 10 days | Fri 17/02/23 | Thu 2/03/23 |
| Submission to ELT (CH) and Council | 1 day | Fri 3/03/23 | Fri 3/03/23 |
| Council approval | 1 day | Mon 3/07/23 | Mon 3/07/23 |
| Stage 2: Completion of Lighting design - 2023 | 1 day | Mon 14/08/23 | Mon 14/08/23 |
| Stage 2: Project Delivery | 148 days | Tue 10/10/23 | Thu 2/05/24 |
| Stage 2a: Project Plan & Procurement | 42 days | Tue 10/10/23 | Wed 6/12/23 |
| Project Management Plan | 6 days | Tue 10/10/23 | Tue 17/10/23 |
| Preparation of RFQ | 4 days | Wed 18/10/23 | Mon 23/10/23 |
| Advertisement of RFQ | 17 days | Tue 24/10/23 | Wed 15/11/23 |
| Close of RFQ advertisement | 0 days | Wed 15/11/23 | Wed 15/11/23 |
| Evaluation period | 10 days | Thu 16/11/23 | Wed 29/11/23 |
| Agreement & Purchase order | 5 days | Thu 30/11/23 | Wed 6/12/23 |
| Stage 2b: Construction Delivery | 106 days | Thu 7/12/23 | Thu 2/05/24 |
| Public & Stakeholder Communications | 5 days | Thu 7/12/23 | Wed 13/12/23 |
| Traffic Guidance Schemes & approvals | 30 days | Thu 7/12/23 | Wed 17/01/24 |
| Contractor lead time | 5 days | Thu 1/02/24 | Wed 7/02/24 |
| Site works | 30 days | Thu 8/02/24 | Wed 20/03/24 |
| Contingency in delivery - 2 months | 31 days | Thu 21/03/24 | Thu 2/05/24 |
| Stage 3: Closing & Handover (BHCC works) | 10 days | Fri 3/05/24 | Thu 16/05/24 |

3. DEFINITIONS OF QUOTATION

In this Request for Quotation, the following terms shall have the following meanings:

“**Business Day**” shall mean Monday to Friday excluding public holidays in New South Wales.

“**Closing Date and Time**” shall mean the deadline for the close of quotations.

“**Conditions for Participation**” shall mean the conditions for participation set out in the Request for Quotation.

“**Contact Officer**” shall mean the relevant contact person of the Request for Quotation.

“**Council**” shall mean Broken Hill City Council.

“**Information**” shall mean the information contained within or accompanying the Request for Quotation which is made available to the Respondent in accordance with the Quotation Process.

“**Specification**” shall mean the statement of requirements that the Principal requests the Respondent to provide if selected.

“**Respondent**” shall mean any person, firm, company or organisation providing a quotation to Broken Hill City Council.

“**Quotation**” shall mean a submission made to Council in response to and in accordance with the Request for Quotation.

“**Quotation Process**” shall mean the process for inviting, receiving and evaluation of a Quotation and determining and notifying the Respondents of the outcome of the process.

4 CONDITIONS OF QUOTATION

4.1 Lodging Your Quotation

Quotations must be submitted on the Quotation Offer Form and include Respondent Attachments.

4.2 Closing Date

Quotations shall be received up until **3pm (ACST) on Wednesday 15 November 2023**.

Lodgment must be made via the Vendorpanel Portal.

A successful lodgment automated acknowledgment response will be received by the Respondent from Council on the successful submission of the Quotation. Should this automated response not be received, then the Respondent must consider the lodgment of Quotation not received and will be required to resubmit the Quotation.

The judgement of Council as to the time a Quotation has been lodged will be final.

4.3 Validity Period

Quotations shall remain valid for acceptance within a minimum of ninety days from the Closing Date of Quotation.

4.4 Late Quotations

Council may reject any Quotation not received by the Closing Date and Time. Lodgement of Quotations by the Closing Date and Time is entirely the responsibility of the Respondent.

4.5 Acceptance of Quotations

For the purpose Request for Quotation, the Date of Acceptance of the successful Quotation shall be the date upon which Council notifies the successful Respondent in writing.

4.6 Clarification of the Request for Quotation

If the Respondent has any doubt as to the meaning of any part of the Request for Quotation or the scope of the Request for Quotation or the scope of the goods/services, then the Respondent should seek to clarify any point of doubt or difficulty with Council before submitting the Quotation. For this purpose contact should be made with the Contact Officer.

4.7 Response to Inquiries Made to Council

Council reserves the right to provide the answer to any query made to Council to all persons who have registered interest in the Request for Quotation without disclosing the source of the query.

4.8 Pricing

Unless otherwise specified, prices must:

- a) Be inclusive of Goods and Services Tax (GST) and any other taxes and duties, with the GST and other tax and duty components included;
- b) Unless otherwise indicated, must include, without limitation, delivery, site allowances, unloading, packing, marking all applicable levies and duties, taxes and charges. Any charge not stated in the Quotation, as being additional will not be allowed as a charge for any transaction under any resultant Agreement;
- c) Be available for acceptance by the Principal for a period of 90 days from the closing date;
- d) Not vary according to the mode of payment; and
- e) Take into account the liability, indemnity and other relevant provisions regarding risk.

4.9 Delivery of Goods/Services

Delivery instructions are noted in the Specifications requirements in Section 2 and shall be confirmed at the time of an official Council order being placed with the successful Respondent.

4.10 Variation of Quotation

At any time prior to the Closing Date and Time, Council may accept a variation to a submitted Respondent Quotation, subject to the following:

- a) By providing Council with further information by way of explanation or clarification; or
- b) By correcting a mistake or anomaly.

Such a variation may be made either:

- a) At the request of Council; or

- b) With the consent of Council at the request of the Respondent, but only if, in the circumstances, it appears to Council reasonable to allow the Respondent to provide the information or correct the mistake or anomaly.

If a Quotation is varied in accordance with this clause, Council will notify in writing all other Respondents whose Quotations have the same or similar characteristics as the varied Quotation and provided them with the opportunity of varying their Quotation in a similar way.

Council will not consider a variation of a Quotation made under this clause if the variation would substantially alter the original Quotation.

4.11 Alternative Quotations

The Respondent is requested to submit one Quotation conforming to the requirements of the Request for Quotation. One or more alternative Quotations each marked "Alternative Quotation" may be submitted and shall be considered, provided each has a statement attached describing clearly any departure from the requirements of the Quotation specifications.

4.12 Withdrawal of Quotations

Respondents may withdraw their Quotation at any time after expiration of the 90 day validity period, provided the Respondent has not been notified in writing of the acceptance of the Quotation.

5. CONDITIONS OF AGREEMENT

5.1 Contents of Quotation

The Respondent must complete and sign the Quotation Offer Form and include all Respondent Attachments which form mandatory parts of the Request for Quotation.

All of the Request for Quotation shall be deemed to form part of the Agreement.

5.2 Changes to this Request for Quotation

Council reserves the right to revise or amend any of the Request for Quotation prior to the Closing Date and Time. Revisions and amendments, if any, will be issued to persons who have requested a copy of the Quotation using the requester's email address provided at the time of request.

5.3 Conditions for Participation

The Conditions for Participation are minimum standards that Council expects all Respondents to meet in order to participate in the Quotation process. Council reserves the right to exclude a Quotation that fails to meet the Conditions for Participation.

Council expects all Respondents and Contractors to Council to conduct their business with Council in an ethical manner and be aware that they may be subject to public scrutiny by such bodies as the Independent Commission Against Corruption.

Canvassing of Councillors and Council staff (other than Council's nominated contact staff member/s) at any stage up to and including the acceptance of Quotation may automatically disqualify the applicant.

Council shall provide all information that it considers necessary for the preparation of a Quotation. Verbal advice given by any Councillor or Officer of the Council shall not be considered in the preparation of a Quotation.

5.4 Invoicing and Payment

Council shall be granted a thirty-day account.

The Respondent/Contractor shall be responsible for providing the official Council purchase order reference number on each tax invoice.

Payment by Council is subject to:

- a) A valid tax invoice made out to **Broken Hill City Council**;
- b) Electronically delivered to Council via email address council@brokenhill.nsw.gov.au (prior to the due date for that payment).

Payment will be made electronically into your nominated bank account based on a thirty-day payment cycle.

5.5 No Joint Respondents

Council will not consider Quotations which are submitted by Joint Respondents.

Council will only accept Quotations from a consortium if the consortium agrees to enter into an agreement with Council under the name of a single entity, in which the entity must provide a single supplier.

5.6 Insurance

The successful Respondent must hold current insurance policies in accordance with the requirements of the Request for Quotation, including (without limitation) public liability insurance and workers compensation insurance.

5.7 Council's Right of Rejection

Council is not obliged to accept the lowest or any Quotation and reserves the right to accept any Quotation either in whole or in part or parts.

The decision of Council in relation to a Quotation will be final and not subject to challenge, dispute, explanation, or further correspondence.

5.8 Termination of Agreement by Council

Council reserves the right to terminate whole or part of the Agreement should:

- a) The supplied goods/services prove to be unacceptable quality. Determination of acceptability will be at the sole discretion of Council.
- b) The supplier fail to adhere to relevant Council policies and plans or obey reasonable directions from Broken Hill City Council.
- c) The supplier fail to deliver goods according to specifications in the Request for Quotation.

The Respondents only entitlement to payment shall be:

- a) The amount of the costs covering goods/services received up to the date of termination notice less any previous payments; and
- b) The Respondent shall lodge a claim with Council for full and final payment.

If the Respondent becomes bankrupt, insolvent or enters into a scheme or arrangement with its creditors, Council may terminate this Agreement by written termination notice addressed to the Respondent.

5.9 Termination by the Respondent

If the Respondent becomes insolvent or enters into a scheme of arrangement with its creditors, the Respondent should forthwith terminate this Agreement by written notice addressed to Council.

The Respondent may terminate the Agreement by written termination notice addressed to the General Manager, should Council:

- a) Fail to pay the Respondent in accordance with the Agreement; or
- b) Commits a substantial breach of the Agreement.

QUOTATION OFFER FORM

1. The Principal has invited Request for Quotation for **Q23/43 - Request for Quotation – CBD Banner Poles Lighting - Argent St, Broken Hill.**
2. The Respondent wishes to submit a Quotation on and subject to this Request for Quotation.
3. This Quotation Offer Form is intended to take effect as a part of the Agreement.

Quotation

The Respondent hereby submits its Quotation on and subject to the Request for Quotation, including the Conditions of Quotation and Conditions of Agreement. The Respondent submits with this Quotation Offer Form the following completed attachments to support its Quotation:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

The goods/services are to be provided for the Lump Sum of:

\$ _____ INCL GST.

Formation of Agreement

The Respondent agrees that, upon service by the Principal of a Notice of Acceptance, an Agreement shall be formed between the parties on and subject to:

1. This Quotation Offer Form;
2. The Specification set out in Section 2 of the Request for Quotation;
3. The Conditions of Quotation set out in Section 4 of the Request for Quotation;
4. The Conditions of Agreement set out in Section 5 of the Request for Quotation; and
5. The Respondent Attachments provided to support this Request for Quotation.

PRIVACY NOTIFICATION

- By completing and submitting this Quotation Offer Form and attaching any related information or documentation, the Respondent will be providing the Principal with “personal information” within the meaning of the *Privacy and Personal Information Protection Act 1998*.
- The purpose of the Principal collecting the personal information is to assist the Principal; to identify, access and evaluate the Quotation and to notify the Respondent of any matters required under Part 7 of the *Local Government (General) Regulation 2005*.
- If the personal information requested in this Quotation Offer Form and the Attachments is not provided, the Principal may be unable to identify, consider or evaluate the Quotation.
- If you are the successful Respondent, some of the personal information provided, such as your name and successful tender price, may be disclosed to unsuccessful Respondents.
- The personal information may also be included in business papers for Council meetings. Unless the relevant part of the meeting is closed to the public, Council is required to make business papers available for inspection by the public.

- The Principal may make any personal information provided available for public inspection in accordance with the *Local Government Act 1993* or the *Government Information (Public Access) Act 2009*.
- The Respondent may apply for access or amendment to personal information held by the Principal. The Respondent may also make a request that the Principal suppress your personal information from being made publicly available. The Principal will consider any such application in accordance with the relevant legislation.

Date: _____

Between (Principal): Broken Hill City Council
240 Blende Street
BROKEN HILL NSW 2880

AND

Name of person, firm or company providing quotation (Respondent): (USE BLOCK LETTERS)

of Address: _____

Telephone: _____

Email: _____

If the Respondent is a company, the full names of all Directors must be stated here:

Name of Respondent (Entity): _____

Trading Name (Business Name): _____

Business Type (Sole Trader/Partnership/Registered Company, etc):

Business Address: _____

Mailing Address (if different from above): _____

Australian Business Number (ABN): _____

Australian Company Number (ACN): _____

Registration or Licence Number: _____

Contact Person: _____

Contact Person Telephone Number: _____

Contact Person Email Address: _____

COMPLIANCE REQUIREMENTS

Respondents must provide evidence of the following compliance requirements and complete the schedule below:

| Respondents Compliance Selection Criteria | YES | NO | Attached |
|--|------------|-----------|-----------------|
| Ability to meet critical time requirements | | | |
| WH&S management including verified documentation of safety performance | | | |
| Equal Employment Opportunity Policy | | | |
| Quality Management System ISO 9001 compliance | | | |
| Environmental Management Policy | | | |
| Compliance with any other statutory requirements | | | |
| Statement outlining financial capability | | | |
| Compliance with required insurances | | | |
| Qualitative Selection Criteria | | | |
| Management and technical staff resources | | | |
| Capability and methodology | | | |
| Relevant project experience | | | |
| References | | | |
| Checklist | | | |
| Quotation Offer Form | | | |
| Respondents Attachments | | | |

Bank Details

| | | | |
|---------------|--|-------------|--|
| Bank/Branch: | | | |
| Account Name: | | | |
| BSB No: | | Account No: | |

Office Use Only

| | |
|-------------------------------|---------------------------|
| Receiving Officer – Position: | |
| Signature: | Date: |
| Date Maintenance Processed: | Maintenance Processed By: |
| Creditor Number: | NAR Number: |