

**CONTRACT 957221**

**CONSTRUCTION OF WATER RETICULATION SYSTEM**

**CABONNE COUNCIL**

**SECTION 3 - TENDER SUBMISSION FORMS**

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# DETAILS CONCERNING THIS SECTION

## STRUCTURE

This Section 3 contains the following parts:

1. A description of the requirements for each Form that must be completed by Tenderers and submitted as part of their Tender.
2. The specific Forms that Tenderers must complete and submit as part of their Tenders.

## TENDERERS MUST COMPLETE FORMS

Tenderers must complete each of the forms contained in this Section 3 and lodge them as part of their Tender.

Each form must be completed in accordance with the instructions set out in this Section 3.

If these instructions are not followed, the relevant Tender may not be considered by Council.

# FORM 1 – OFFER

## MANDATORY FORM

This form must be completed and submitted as part of a Tender.

## EXECUTION

This form must be executed by persons:

1. That have the authority to execute the Form on behalf of the Tenderer; and
2. Who print their full names where indicated on the Form.

# FORM 2 – SCHEDULE OF PRICES

## MANDATORY FORM

This form must be completed and submitted as part of a Tender.

## DETAILS REQUIRED

1. The Tenderer must use this Form to show the make-up of the Lump Sum price included in the Tender.
2. The Tenderer must insert lump sums against each element within the Schedule of Prices and the aggregate of these prices must equal the total amount of the Lump Sum price.

## USE IN CONTRACT

1. The Schedule of Prices will form part of, and be used in accordance with, the Contract only to the extent provided in the Contract.

## USE IN ASSESSMENT PROCESS

The information in this Form will be used by Council in the assessment of Tenders.

# FORM 3 – FINANCIAL INFORMATION

## MANDATORY FORM

This Form must be completed and submitted as part of a Tender.

## DETAILS REQUIRED

Tenderers are required to submit financial information with respect to their company entity. By submitting a Tender, the Tenderer is deemed to have authorised Council to undertake additional financial investigation that is required to ensure that the Tenderer will be financially capable of undertaking this Project. The Tenderer will provide any additional information required by Council for this process.

The Tenderer must submit the last two (2) years audited annual financial statements with this form.

It is noted that Council (either jointly or independently) may undertake an independent financial assessment of the Tenderer.

Assessments may occur during the Tender evaluation process and the Tenderer should be duly prepared for the assessment of its financial capability.

The Financial assessment will include but not be limited to the following criteria:

1. Performance ratio
2. Cash expenditure Cover ratio
3. Current ratio

Failure to submit financial statement in accordance with this form may exclude those Tenders from consideration. The full details of any joint venture are to be provided clearly showing the extent of liability for each entity.

Council may require an external financial assessment to be undertaken. The Tenderer agrees to comply with any request for additional information in a timely manner.

# FORM 4 – PROPOSED METHODOLOGY

## MANDATORY FORM

This Form must be completed and submitted as part of a Tender.

## DETAILS REQUIRED

The Tenderer is to detail a methodology of how they would undertake the work under the contract. This methodology should identify at a minimum:

1. Construction methodology;
2. Key procedures that will be put in place;
3. Innovations;
4. How product quality will be guaranteed;
5. Assumptions made in developing the methodology;
6. Stakeholder engagement including a list of key stakeholders.

# FORM 5 – RISK ASSESSMENT

## MANDATORY FORM

This Form must be completed and submitted as part of a Tender.

## DETAILS REQUIRED

The Tenderer is to detail key risks and how those risks to the Principal, Contractor and other stakeholders will be eliminated or minimised. These risks must include at a minimum the following:

1. Geological impacts including shallow rock and naturally occurring asbestos and how risk to the Principal, Contractor and other stakeholders will be minimised;
2. High risk activities in relation to Work Health and Safety;
3. Environmental impacts;
4. Quality compliance;
5. Any other high-level risks associated with the works under the Contract.

# FORM 6 - PROPERTY MANAGEMENT PLAN

## MANDATORY FORM

This form must be completed and submitted as part of a Tender.

## DETAILS REQUIRED

The Tenderer is to detail methodology of how they would proceed with consultation, rehabilitation and compliance with the requirements of the Tender. This methodology should identify at a minimum:

1. Landowner engagement including dealing with complaints;
2. Biosecurity;
3. Meeting KPI’s

# FORM 7 – SCHEDULE OF CONFLICT OF INTEREST

## MANDATORY FORM

This Form must be completed and submitted as part of a Tender.

## DETAILS REQUIRED

The Tenderer is to complete either: ‐

Declaration A ‐ declare that no owner, manager or employee or any family members of any owner, manager or employee of the aforementioned business, have any association with the management or employees of Cabonne Council, which could reasonably be regarded as a potential conflict of interest in relation to this Tender. OR

Declaration B ‐ declare that there is an association between an owner, manager or employee or family member of an owner, manager or employee of the aforementioned business and the management or employees of Cabonne Council, which could reasonably be regarded as a potential conflict of interest in relation to this Tender.

# FORM 8 – SCHEDULE OF SUBCONTRACTOR AND SUB-CONSULTANT

## MANDATORY FORM

This Form must be completed and submitted as part of a Tender.

## DETAILS REQUIRED

Tenderers shall set out in the Schedule provided, full details of those parts of the works it is proposed to subcontract and, if known at the time of tendering, details of the proposed subcontractor.

# FORM 9 – DETAILS OF KEY PERSONNEL

## MANDATORY FORM

This Form must be completed and submitted as part of a Tender.

## DETAILS REQUIRED

The details of the Project Team (including relevant qualifications and certifications) provided should generally include, but not necessarily be limited to:

1. Experience including details of experience on similar works.
2. Structure of the proposed project team, together with roles and responsibilities of team members.
3. Brief resumes of team members with educational qualifications.
4. Availability and time allocation of team members.
5. Details of proposed substitutes of key personnel.

## PURPOSE

The information in this Form will be used by Council in the assessment of Tenders.

# FORM 10 – TECHNICAL SCHEDULE

## MANDATORY FORM

This Form must be completed and submitted as part of a Tender.

## DETAILS REQUIRED

The information in this Form will be used by Council in the assessment of Tenders and under the Contract to the extent (if any) set out in the Contract.

* Pipeline details (open cut, horizontal bore etc.)
* Valves details
* Any other associated items/infrastructures

## PURPOSE

The information in this Form will be used by Council in the assessment of Tenders.

# FORM 11 – SCHEDULE OF ADDITIONAL INFORMATION/ALTERNATIVE PROPOSALS/INNOVATIONS

## NON-MANDATORY FORM

This Form is not a mandatory form and should only be completed and submitted as part of a Tender where the Tenderer wishes to include an alternative proposal.

## PURPOSE

The information in this Form will be used by Council in the assessment of Tenders and under the Contract to the extent (if any) set out in the Contract.

# FORM 12 – STATUTORY DECLARATION ON NON-COLLUSIVE TENDER DECLARATION

## MANDATORY FORM

This Form must be completed and submitted as part of a Tender.

## INSTRUCTIONS

The Statutory Declaration set out in this Form must be made by the Tenderer, or where the Tenderer is a corporation, by a representative of the Tenderer who:

1. Is in a position to know the facts attested to in the Statutory Declaration; and
2. Has delegated authority to complete the Statutory Declaration.

# FORM 13 – STATEMENT OF CONFORMANCE

## MANDATORY FORM

This Form must be completed and submitted as part of a Tender.

## COMPLETION OF FORM

1. The Tenderer must complete this Form in accordance with the instructions within the form.
2. If the Tenderer does not conform with the requirements set out in this Request for Tender, each non-conformance listed in this form must be valued so that if the non-conformance is unacceptable:
	1. The Tender may be accepted without that non-conformance; and
	2. The Contract sum can be adjusted accordingly.
3. Failure to state non-conformance issues or items for consideration in this Form will indicate that the offered lump sum price meets all Council’s specifications.
4. In the event of a successful tender submission, any non-conformance item not listed in this form will be supplied at the expense of the Successful Tenderer.

## PURPOSE

The information in this Form will be used by Council in the assessment of Tenders and under the Contract to the extent (if any) set out in the Contract.

# FORM 14 – ACKNOWLEDGEMENT OF ADDENDA

## MANDATORY FORM

This form must be completed and submitted as part of a Tender.

## PURPOSE

The information in this form will be used by Council in the assessment of Tenders to confirm that the Tenderer has received all Addenda.

# FORM 15 – DETAILS OF MATERIALS TO BE USED AND WARRANTIES PROVIDED

## MANDATORY FORM

This Form must be completed and submitted as part of a Tender.

## DETAILS REQUIRED

The Tenderer must include in this Form details about:

1. The materials and warranties which will be provided for the main items set out in the Specifications, and in particular, pipe materials, and items of mechanical and electrical equipment are to be fully specified if any;
2. Manufacturers details about the asset life for the main items set out in the Specifications, particularly for pipe materials; and
3. Any material proposed for pipe bedding, embedment, overlay and backfill, which is not set out in the Specifications.

## PURPOSE

The information in this Form will be used by Council in the assessment of Tenders and under the Contract to the extent (if any) set out in the Contract.

# FORM 16 – PROJECT PROGRAM

## MANDATORY FORM

This form must be completed and submitted as part of a Tender.

## DETAILS REQUIRED

1. This form must include an implementation/construction program in the form of a Gantt chart which:
	1. Is sufficiently detailed to allow an assessment to be made of how the various major activities will be integrated to ensure Practical Completion of the Works by the times set out in the tender documents.
	2. The Programme is to clearly show start and finish dates, predecessors and successors for each task/activity including Practical Completion.
	3. Submission of design documents for each package of works and documentation by the Contractor and allowance for reviews by the Superintendent prior to commencing construction
	4. Critical Paths from Contract Award to Practical Completion.
	5. Identify tasks to be undertaken by subcontractors and suppliers, both on and off site.
	6. Submission of Works as Constructed and Operation and Maintenance information as a prerequisite for Practical Completion.
	7. The estimated value of work completed for each calendar month.
	8. Submission of all management plans

## PURPOSE

The information in this form will be used by Council in the assessment of Tenders and under the Contract to the extent (if any) set out in the Contract.

## KEY DATES

The table below specifies Council’s Key Dates with respect to the Pipeline.

|  |  |
| --- | --- |
| **Date** | Event |
| 20 March 2019 | Invitations to Tender Issued |
| 29 March 2019 | Pre Tender Meeting |
| 17 April 2019 | Closing Date for Tenders |
| By 07 June 2019 | Letter of Acceptance issued (assuming Council resolves to accept a Tender) |
| 31 October 2019 | Practical Completion of the Works Under the Contract (or the date for Practical Completion as per the Tendered Project Programme)  |

# FORM 17 – SUSTAINABILITY

## MANDATORY FORM

This form must be completed and submitted as part of a Tender.

## DETAILS REQUIRED

Consistent with the *Local Government Act 1993* (NSW), Council requires that all purchasing decisions incorporate principles of sustainability in its decision making process. The purpose of considering sustainability factors in decision-making is to prefer products or services that have minimal impact on the environment and the community.

The following sustainability principles will therefore be considered by Council when assessing Tenders:

1. Minimise waste – only purchase when a product or service is necessary.
2. Minimise unnecessary purchasing – purchase in accordance with the waste hierarchy of “avoid, reuse, recycle”.
3. Recycled content – purchase products that contain recycled content and/or that can be recycled.
4. Non-toxic – avoid purchasing chemicals that may harm human health or ecosystems.
5. Energy and water efficiency – purchase products that improve resource efficiency.
6. Biodiversity protection – consider biodiversity and habitat conservation implications of purchases
7. Greenhouse – purchase products with a lower carbon footprint and that reduce reliance on fossil fuels, such as through reduced transportation.
8. Durability – purchase products with a longer lifespan
9. Minimise soil degradation – purchase products that do not degrade or pollute the soil, or result in erosion in their use.

## PURPOSE

The information in this form will be used by Council in the assessment of Tenders and under the Contract to the extent (if any) set out in the Contract.

# FORM 1 – OFFER FORM

EFFECT OF SUBMITTING THIS OFFER FORM

By executing and submitting this form (together with any material attached to it), the party named in the **Schedule (Tenderer)** makes an irrevocable offer to the Council to enter into the Contract, subject to the Terms of the Request for Tender.

DOCUMENTS COMPRISING THE TENDER

The following documents are required to be submitted to be a conforming Tender:

|  |  |
| --- | --- |
| **Description of Document** | **COMPLETED** |
| **YES** | **NO** |
| Form 1 – Offer |  |  |
| Form 2 – Schedule Of Prices |  |  |
| Form 3 – Financial Information |  |  |
| Form 4 – Proposed Methodology |  |  |
| Form 5 – Risk Assessment |  |  |
| Form 6 – Property Management Plan |  |  |
| Form 7 – Schedule of conflict of interest |  |  |
| Form 8 – Schedule of subcontractor and sub-consultants |  |  |
| Form 9 – Details of Key Personnel |  |  |
| Form 10 – Technical schedule |  |  |
| Form 11 – Schedule of additional information/ alternative proposals/ innovations |  |  |
| Form 12 – Statutory Declaration on Non-Collusive Tender Declaration |  |  |
| Form 13 – Statement of Conformance |  |  |
| Form 14 – Acknowledgement of Addenda |  |  |
| Form 15 – Details of Materials used and Warranties provided |  |  |
| Form 16 – Project Programme |  |  |
| Form 17 - Sustainability |  |  |

FORMATION OF CONTRACT

The Tenderer agrees that, upon service of a Notice of Acceptance by Council on the Tenderer, the Contract is formed between the Tenderer and Council.

EXECUTION OF FORM OF CONTRACT

The Tenderer warrants to Council that it will execute the Contract:

1. If requested to do so by Council; and
2. In accordance with the requirements of the Request for Tender.

DEFINITIONS

Terms defined in the Request for Tender have the same meaning when used in this Offer Form.

SCHEDULE: SEPARABLE PORTION ONE (SP1)

|  |  |
| --- | --- |
| **TENDERER’S FULL NAME** |  |
| **TENDERER’S ABN** |  |
| **TENDERER’S ADDRESS** |  |
|  |
| **TENDERER’S CONTACT PHONE NUMBER** |  |
| **TENDERER’S CONTACT PERSON** |  |

LUMP SUM INCLUDING GST AS PER FORM 2 SCHEDULE OF PRICES BUT EXCLUDING PROVISIONAL SUMS (IF ANY)

|  |
| --- |
| **Construction of Cumnock and Yeoval Water Reticulation Pipelines and Associated Structures** |
| **Works under the contract as per the tender documents** | **Lump Sum Amount $ (GST Inclusive)** |
| Lump Sum Amount for Construction of Cumnock and Yeoval Water Reticulation Pipelines and Associated Structures  |  |

EXECUTION

**Executed** by the Tenderer

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Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Signing Name of Person Signing

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authority of Person Signing Authority of Person Signing

SCHEDULE: SEPARABLE PORTION TWO (SP2)

|  |  |
| --- | --- |
| **TENDERER’S FULL NAME** |  |
| **TENDERER’S ABN** |  |
| **TENDERER’S ADDRESS** |  |
|  |
| **TENDERER’S CONTACT PHONE NUMBER** |  |
| **TENDERER’S CONTACT PERSON** |  |

LUMP SUM INCLUDING GST AS PER FORM 2 SCHEDULE OF PRICES BUT EXCLUDING PROVISIONAL SUMS (IF ANY)

|  |
| --- |
| **Flushing and Disinfection of all existing reticulation system of Cumnock and Yeoval.** |
| **Works under the contract as per the tender documents** | **Lump Sum Amount $ (GST Inclusive)** |
| Lump Sum Amount for Flushing and Disinfection of all existing pipelines  |  |

EXECUTION

**Executed** by the Tenderer

­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Signing Name of Person Signing

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authority of Person Signing Authority of Person Signing

SCHEDULE: SEPARABLE PORTION THREE (SP3)

|  |  |
| --- | --- |
| **TENDERER’S FULL NAME** |  |
| **TENDERER’S ABN** |  |
| **TENDERER’S ADDRESS** |  |
|  |
| **TENDERER’S CONTACT PHONE NUMBER** |  |
| **TENDERER’S CONTACT PERSON** |  |

LUMP SUM INCLUDING GST AS PER FORM 2 SCHEDULE OF PRICES BUT EXCLUDING PROVISIONAL SUMS (IF ANY)

|  |
| --- |
| **Construction of Molong Water Reticulation Pipelines and Associated Structures** |
| **Works under the contract as per the tender documents** | **Lump Sum Amount $ (GST Inclusive)** |
| Lump Sum Amount forConstruction of Molong Water Reticulation Pipelines and Associated Structures. |   |

EXECUTION

**Executed** by the Tenderer

­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Signing Name of Person Signing

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authority of Person Signing Authority of Person Signing

# FORM 2 – SCHEDULE OF PRICES

This schedule does not form part of the Contract. The Superintendent may, at their sole discretion, use this schedule for the purpose of pricing Works Under Contract or Variations.

The lump sum total price in the Form 1 - The total lump sum offer must be equal to total value of the works including GST shown in the Form 2 – Schedule of Prices. The total lump sum price in the Form 1 shall exclude the provisional sums (if any).

The quantities shown are estimated quantities only and are not to be taken as correct quantities of work to be carried out.

**SEPERABLE PORTION ONE (SP1) - Construction of Cumnock and Yeoval Water Reticulation Pipelines and Associated Structures**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **AMOUNT ($)** |
|  | **Break-up of tendered Lump Sum:** |  |
| **1.0** | **MILESTONE 1: PRE-CONSTRUCTION ACTIVITIES** |
| 1.1 | Preparation and Submission of:* Construction Program
* WHS Management Plan, Safe Work Method Statements, etc.
* Construction Environmental Management Plan
* Quality Plan, ITPs and Checklists
* Dilapidation Report
 |  |
| 1.2 | Long Service Levy Payment |  |
| 1.3 | Insurances |  |
| 1.4 | Other Works under Milestone 1 not included in items 1.1 to 1.3 (provide itemised list) |  |
| **2.0** | **MILESTONE 2** |
| 2.1 | Site Establishment |  |
| 2.2 | Site Disestablishment |  |
| 2.3 | Reticulation Main (800m of DN200 pipes & fittings) as per drawings and specification |  |
| 2.3.1 | Supply all materials, excavate, install and backfill (Type A pipeline backfill) |  |
| 2.3.2 | Supply all materials, excavate, install and backfill (Type B pipeline backfill) |  |
| 2.3.3 | Supply all materials, excavate, install and backfill (Type C pipeline backfill) |  |
| 2.3.4 | Supply and install DN200 isolation valves and valve pits |  |
| 2.3.5 | Supply and install DN80 air valves including isolation valves and valve pits |  |
| 2.3.6 | Supply and install DN80 scour valves including drainage pipework and valve pits |  |
| 2.3.7 | Supply and install marker posts and other sign posts |  |
| 2.3.8 | Hydrostatic Testing |  |
| 2.3.9 | Disinfection  |  |
| 2.3.10 | Site Restoration |  |
| 2.4 | Reticulation Network – Cumnock (1100m of DN100 pipes & fittings) as per drawings and specification. |  |
| 2.4.1 | Supply all materials, excavate, install and backfill (Type A pipeline backfill) |  |
| 2.4.2 | Supply all materials, excavate, install and backfill (Type B pipeline backfill) |  |
| 2.4.3 | Supply all materials, excavate, install and backfill (Type C pipeline backfill) |  |
| 2.4.4 | Supply and install fire hydrants and pits |  |
| 2.4.5 | Connection to Existing Pipe Networks – Supply all materials, excavate, connect and backfill, including isolation valves, tees, reducers, special fittings, etc. |  |
| 2.4.6 | Hydrostatic Testing |  |
| 2.4.7 | Disinfection |  |
| 2.4.8 | Site Restoration |  |
| 2.5 | Reticulation Network – Yeoval (2500m of DN100 pipes & fittings and 500m of DN150 pipes & fittings) as per drawings and specification. |  |
| 2.5.1 | Supply all materials, excavate, install and backfill (Type A pipeline backfill) |  |
| 2.5.2 | Supply all materials, excavate, install and backfill (Type B pipeline backfill) |  |
| 2.5.3 | Supply all materials, excavate, install and backfill (Type C pipeline backfill) |  |
| 2.5.4 | Supply and install fire hydrants and pits |  |
| 2.5.5 | Connection to Existing Pipe Networks – Supply all materials, excavate, connect and backfill, including isolation valves, tees, reducers, special fittings, etc. |  |
| 2.5.6 | Hydrostatic Testing |  |
| 2.5.7 | Disinfection |  |
| 2.5.8 | Site Restoration |  |
| 2.6 | Video Records of Site Works |  |
| 2.7 | Work as Built Drawings |  |
| 2.8 | Other Works under Milestone 2 not included in items 2.1 to 2.8 (provide itemised list) |  |
| **Subtotal (Excl. GST)** |  |
| **GST** |  |
| **TOTAL LUMP SUM CONTRACT PRICE ( Incl. GST )** |  |

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **AMOUNT ($)** |
|  | **Break-up of tendered Lump Sum:** |  |
| **1.0** | **CUMNOCK** |
| 1.1 | Flushing of all existing pipelines |  |
| 1.2 | Disinfection of all existing pipelines |  |
| **2.0** | **YEOVAL** |
| 2.1 | Flushing of all existing pipelines |  |
| 2.2 | Disinfection of all existing pipelines |  |
| **Subtotal (Excl. GST)** |  |
| **GST** |  |
| **TOTAL LUMP SUM CONTRACT PRICE ( Incl. GST )** |  |

**SEPERABLE PORTION TWO (SP2) - Flushing and Disinfection of all existing pipelines**

**SEPERABLE PORTION THREE (SP3) – Construction of Molong Water Reticulation Pipelines and Associated Structures**

The works shall be carried out in accordance with the accompanying specifications and relevant Australian Standards and industry standards and shall include all works indicated therein.

As a guide to assist the Contractor in the preparation of the contract lump sum, the following quantities are provided as a guide only. It is the Contractor’s responsibility to ensure the lump sum covers all required works. All prices include GST.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Break-up of tendered Lump Sum:** |  |  |  |  |
| **Item** | **Description** | **Quantity** | **Unit** | **Rate ($ GST Inclusive)** | **Amount ($ GST Inclusive)** |
| **1** | **General** |  |  |  |  |
| **1.1** | **Preliminaries** |  |  |  |  |
| 1.1.1 | Site office and Facilities | 1 | Item |  |  |
| 1.1.2 | Survey Setout | 1 | Item |  |  |
| 1.1.3 | Location of existing services | 1 | Item |  |  |
| 1.1.4 | Project Insurances (Public Liability, Professional Indemnity, Insurance of the Works, WorkCover Insurances and other insurance mandatory as per the Contract and relevant legislation) | 1 | Item |  |  |
| 1.1.5 | Compliance with all statutory codes | 1 | Item |  |  |
| 1.1.6 | Site Inspection | 1 | Item |  |  |
| 1.1.7 | Preparation of Dilapidation reports, quality management plan, Construction Environmental Management Plan, Inspection and Test Plan, Hazard and Risk Management Plan, Traffic Control Plan, Property Management Plan and Erosion and Sediment Control Plan | 1 | Item |  |  |
| 1.1.8 | Works As Executed Survey and Drawing preparation | 1 | Item |  |  |
| **1.2** | **Traffic Control** | **1** | **Item** |  |  |
|  | **SUB TOTAL GENERAL** |  |  |  |  |
|  |  |  |  |  |  |
| **2** | **Miscellaneous Items** |  |  |  |  |
| **2.1** | **Erosion & Sedimentation Control** |  |  |  |  |
| 2.1.1 | Supply and installation of Erosion & Sedimentation Control including general maintenance and repair of silt-fence and erosion control measures | 1 | Item |  |  |
| **2.2** | **Clean-up of all works upon completion** | **1** | **Item** |  |  |
| **2.3** | **All other work under this scope of this Molong Bore Pipeline works not included elsewhere** | **1** | **Item** |  |  |
|  | **SUB TOTAL MISCELLANEOUS ITEMS** |  |  |  |  |
|  |  |  |  |  |  |
| **3** | **Pipeline and Associated structures** |  |  |  |  |
| **3.1** | **Pipeline** |  |  |  |  |
| 3.1.1 | Supply and Installation of DN150 PVC PN16 pipe (approximate length) including four roads crossings. | 1,400 | m |  |  |
| 3.1.2 | Supply and Installation of all required pipe jointing, bends, all types of valves and fittings. | 1 | Item |  |  |
| 3.1.3 | Hydrostatic pressure testing | 1 | Item |  |  |
|  | **SUB TOTAL PIPELINE AND ASSOCIATED STRUCTURES** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **SUMMARY OF LUMP SUM ITEM** |  |  |  |  |
| **1** | **General** | **Sub Total** |  |  |  |
| **2** | **Miscellaneous Items** | **Sub Total** |  |  |  |
| **3** | **Pipeline and Associated Infrastructure** | **Sub Total** |  |  |  |
|  | **Total Lump Sum Items (Incl. GST)** |  |  |  |  |

# FORM 3 – FINANCIAL INFORMATION

**PARTICULARS OF TENDERER**

|  |  |
| --- | --- |
| **NAME OF TENDERER** |  |
| **NAME OF COUNCIL** | Cabonne Council |
| **CONTRACT DESCRIPTION** | CONTRACT 957221 – CONSTRUCTION OF WATER RETICULATION SYSTEM |
| **ANTICIPATED PROJECT DURATION (MONTHS)** |  |
| **TENDER PRICE** |  |
| **MONTHLY EXPENDITURE ($)** |  |

**DETAILS OF CURRENT PROJECTS**

List and provide the following details for Contracts currently in Progress.

|  |  |  |
| --- | --- | --- |
| **PRINCIPAL** | **PROJECT DESCRIPTION** | **CONTRACT VALUE ($)** |
|  |  |  |
|  |  |  |
|  |  |  |

**SUPPORTING FINANCIAL INSTITUTION**

|  |  |
| --- | --- |
| **NAME OF INSTITUTION** |  |
| **ADDRESS** |  |
| **MANAGER** |  |
| **PHONE NUMBER** |  |
| **FACSIMILE NUMBER** |  |
| **TERM OF ENGAGEMENT** |  |

**TENDERER’S ACCOUNTANT**

|  |  |
| --- | --- |
| **COMPANY** |  |
| **ADDRESS** |  |
| **CONTACT PERSON** |  |
| **PHONE NUMBER** |  |
| **FACSIMILE NUMBER** |  |
| **TERM OF ENGAGEMENT** |  |

**FINANCIAL INSTITUTION**

Financial Institution or Tenderer’s Accountant to complete the information below.

|  |  |
| --- | --- |
| **NAME OF FINANCIAL INSTITUTION OR ACCOUNTANT** |  |
| **BRANCH/ADDRESS** |  |
| **REPRESENTATIVE’S NAME AND TITLE** |  |
| **PHONE NUMBER** |  |

**STATEMENT AS TO FINANCIAL CAPACITY**

I, ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am \*a representative of the Financial Institution/the Accountant referred to above.

Based upon the information given above in addition to that information available to me, I believe the Tenderer is capable of meeting the financial requirements of this project.

|  |  |
| --- | --- |
| **SIGNATURE:** |  |
| **WITNESS:** |  |
| **DATE:** |  |

**ACKNOWLEDGEMENT THAT COUNCIL MAY CONDUCT AN AUDIT**

1. By submitting a Tender, the Tenderer is deemed to have authorised Cabonne Council to undertake additional financial investigation that is required to ensure that the Tenderer will be financially capable of undertaking this Contract. The Tenderer will provide any additional information required by Council for this process.
2. The Tenderer must submit the last two (2) years Audited Annual Financial Statement with this form. It is noted that Council may undertake an independent financial audit of the Tenderer during the Tender assessment period and the Tenderer’s financial institution should be notified and prepared.
3. The Financial assessment will include but not be limited to the following criteria:
	1. Performance Ratio
	2. Cash expenditure cover ratio
	3. Current ratio

# FORM 4 – PROPOSED METHODOLOGIES

As a minimum, the following specific aspects of the work must be addressed:

* 1. Construction methodology;
	2. Key procedures that will be put in place;
	3. Innovations;
	4. How product quality will be guaranteed;
	5. Assumptions made in developing the methodology;
	6. Stakeholder engagement including a list of key stakeholders

|  |
| --- |
| Attach: |

# FORM 5 – RISK ASSESSMENT

The Tenderer is to detail key risks and how those risks to the Principal, Contractor and other stakeholders will be eliminated or minimised. These risks should include at a minimum the following:

1. Geological impact including shallow rock and naturally occurring asbestos;
2. High risk activities in relation to Work Health and Safety;
3. Environmental impacts;
4. Quality compliance;
5. Any other high level risks associated with the works under the Contract.

|  |
| --- |
| Attach: |

# FORM 6 – PROPERTY MANAGEMENT PLAN

The Tenderer is to detail methodology of how they would proceed with consultation and rehabilitation in accordance with the requirements of the Tender. This methodology should identify at a minimum:

1. Landowner engagement including dealing with complaints;
2. Biosecurity
3. Rehabilitation including meeting KPI’s

|  |
| --- |
| Attach: |

# FORM 7 – SCHEDULE OF CONFLICT OF INTEREST

*Complete either “Declaration A" or “Declaration B" as appropriate and submit this Schedule with the*

*Tender*

**Declaration A**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 name ‐ please print

of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 address

declare that no owner, manager or employee of

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ business name

nor any family members of any owner, manager or employee of the aforementioned business, have any association with the management or employees of Cabonne Council which could reasonably be regarded as a potential conflict of interest in relation to this Tender.

Signature of Tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration B**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 name ‐ please print

of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 address

declare that there is an association between an owner, manager or employee of

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ business name

or a family member of an owner, manager or employee of the aforementioned business and the management or employees of Cabonne Council, which could reasonably be regarded as a potential conflict of interest in relation to this Tender. Details of the association are as under:

 Name of Person Position Nature of Association

# FORM 8 – SCHEDULE OF SUBCONTRACTORS AND SUB‐CONSULTANTS

Complete this Schedule and submit with the Tender. If requested by the Principal, submit details of relevant experience of proposed subcontractors.

Tenderers shall set out in the Schedule provided, full details of those parts of the works it is proposed to subcontract and, if known at the time of tendering, details of the proposed subcontractor.

|  |  |
| --- | --- |
| **Scope of Work**  | **Name and Address of Proposed Sub‐consultant and Sub‐contractor**  |
|   |  |
|   |   |
|   |   |
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|   |   |

# FORM 9 – DETAILS OF KEY PERSONNEL AND HOURLY RATES FOR PERSONNEL

**KEY PERSONNEL**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **COMPANY ROLE** | **TIME COMMITMENT (%)** | **YEARS EXPERIENCE** |
| **IN CURRENT FIRM** | **PRIOR** |
|  |  |  |  |  |

Work Responsibilities for this Project:

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **COMPANY ROLE** | **TIME COMMITMENT (%)** | **YEARS EXPERIENCE** |
| **IN CURRENT FIRM** | **PRIOR** |
|  |  |  |  |  |

Work Responsibilities for this Project:

|  |
| --- |
|  |

**FORM 9 CONTINUED**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **COMPANY ROLE** | **TIME COMMITMENT (%)** | **YEARS EXPERIENCE** |
| **IN CURRENT FIRM** | **PRIOR** |
|  |  |  |  |  |

Work Responsibilities for this Project:

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **COMPANY ROLE** | **TIME COMMITMENT (%)** | **YEARS EXPERIENCE** |
| **IN CURRENT FIRM** | **PRIOR** |
|  |  |  |  |  |

Work Responsibilities for this Project:

|  |
| --- |
|  |

# FORM 10 – TECHNICAL SCHEDULE

Provide a list of Pipes, Valves, Plant and equipment etc. to be used for the works.

|  |
| --- |
| **PIPELINES - PIPE AND FITTING DETAILS** |
| Pipe Material |  |
| Pipe Manufacturer |  |
| Pipe Pressure Rating |  |
| Pipe Nominal Bore (mm) |  |
| Pipe Joints |  |
| Fitting Material |  |
| Fitting Pressure Rating |  |
| Fitting Nominal Bore (mm) |  |
| Pipeline Service Life |  |
| Pipeline Embedment material |  |
| Others  |  |

|  |
| --- |
| **VALVE AND HYDRANTS DETAILS**  |
| Air Valves |  |
| Scour Valves |  |
| Sections Valves |  |
| Check Valves |  |
| Actuated Valves if any |  |
| Isolation Values |  |
| Other valves  |  |
| Hydrants |  |

|  |
| --- |
| **Any other associated items/infrastructures** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# FORM 11 – SCHEDULE OF ADDITIONAL INFORMATION/ALTERNATIVE PROPOSALS/INNOVATIONS

Details of the additional information, alternative proposals or innovations should be set out in, and/or attached, to this Form.

The information in this Form will be used by Council in the assessment of Tenders and under the Contract to the extent (if any) set out in the Contract

|  |
| --- |
| Attach: |

# FORM 12 – STATUTORY DECLARATION ON NON-COLLUSIVE TENDER DECLARATION

I, ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name)

Of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Tenderer),

Do hereby solemnly declare and affirm the following:

1. I hold the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and am duly authorised by the Tenderer to lawfully proclaim the following and, after having made due inquiry believe the following to be completely accurate to the best of my knowledge.
2. Neither the Tenderer nor the Tenderer’s Agents or Servants have entered into any contract or agreement to offer payment of any kind to a trade association, representative of the Superintendent or representative of Council in the event of a winning Tender by the Tenderer.
3. Neither the Tenderer nor the Tenderer’s Agents or Servants have had any knowledge of the price of Tenders submitted by its competitors nor did the Tenderer furnish the price of the enclosed Tender to any source external to the Tenderer prior to the close of the Tender date as specified in this Contract.
4. Neither the Tenderer nor the Tenderer’s Agents or Servants have entered into any contract or agreement to offer payment of any kind to an unsuccessful Tenderer in the event of a winning Tender.
5. The Tenderer is not aware of any facts, which would affect the decision of Council in accepting the Tender not has the Tenderer attempted to acquire information relevant to the Tender award process by soliciting Council, the Superintendent or their Representative’s Agents or Servants.
6. Neither the Tenderer nor the Tenderer’s Agents or Servants have entered into any agreement with other Tenderers or third party which results in a payment of unsuccessful Tenderers fees.
7. The contents of this document are true and correct to the best of my knowledge and in no way have been written under duress of any form.

I make this solemn declaration as to the matter aforesaid, according to the law in this behalf made, and subject to the punishment by law for any wilfully false statement in any such declaration.

Signature of Tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subscribed and declared at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This:\_\_\_\_\_\_\_\_\_\_\_\_\_ Day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before me: (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness: (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Justice of the Peace or authorised Person)

# FORM 13 – STATEMENT OF CONFORMANCE

1. The Tenderer must indicate below whether or not the submitted Tender conforms with the requirements of the Request for Tender by striking out below that which is not applicable:

This Tender does/does not conform.

1. Should the Tender not conform with the requirements of the Request for Tender, the Tenderer must list below:
	1. All areas of non-conformance; and
	2. The reasons for such non-conformance.
2. If the Tender does not conform with the requirements set out in this Request for Tender, each non-conformance listed in this Form must be valued so that if the non-conformance is unacceptable:

The Tender may be accepted without that non-conformance; and

The Contract sum can be adjusted accordingly.

|  |  |
| --- | --- |
| **AREAS OF NON CONFORMANCE AND REASON** | **VALUE OF NON CONFORMANCE**  |
|  | **$** |
|  | **$** |
|  | **$** |
|  | **$** |
|  | **$** |
|  | **$** |
|  | **$** |
|  | **$** |
|  | **$** |
|  | **$** |
|  | **$** |
|  | **$** |
|  | **$** |
|  | **$** |

# FORM 14 – ACKNOWLEDGEMENT OF ADDENDA

The undersigned hereby acknowledges that the following addenda have been read and incorporated within the Tender:

|  |  |
| --- | --- |
| **ADDENDUM** | **DATED** |
| Addendum No. |  |
| Addendum No. |  |
| Addendum No. |  |
| Addendum No. |  |
| Addendum No. |  |
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| Addendum No. |  |
| Addendum No. |  |

Note: You will need to access this site [www.tenderlink.com/cabonne](http://www.tenderlink.com/cabonne) in order to read and acknowledge the above referenced Addenda.

Acknowledged By: (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# FORM 15 – DETAILS OF MATERIALS TO BE USED AND WARRANTIES PROVIDED

The Tenderer must include in this Form details about:

1. The materials and warranties which will be provided for the main items set out in the Specifications, and in particular, pipe materials, and items of mechanical and electrical equipment are to be fully specified;
2. Manufacturers details about the asset life for the main items set out in the Specifications, particularly for pipe materials; and
3. The select material proposed for pipe bedding, embedment, overlay and backfill in accordance with the Specifications.

|  |
| --- |
| Attach: |

# FORM 16 – PROJECT PROGRAMME

1. This form must include a implementation/construction program in the form of a Gantt chart which:
	1. Is sufficiently detailed to allow an assessment to be made of how the various major activities will be integrated to ensure Practical Completion of the Works by the times set out in the tender documents.
	2. The Programme is to clearly show start and finish dates, predecessors and successors for each task/activity including Practical Completion.
	3. Submission of design documents for each package of works and documentation by the Contractor and allowance for reviews by the Superintendent prior to commencing construction
	4. Critical Paths from Contract Award to Practical Completion.
	5. Identify tasks to be undertaken by subcontractors and suppliers, both on and off site.
	6. Submission of Works as Constructed and Operation and Maintenance information as a prerequisite for Practical Completion.
	7. The estimated value of work completed for each calendar month.
	8. Submission of all management plans

|  |
| --- |
| Attach: |

# FORM 17 – SUSTAINABILITY

Consistent with the *Local Government Act 1993 (NSW),* Council requires that all purchasing decisions incorporate principles of sustainability in its decision-making process. The purpose of considering sustainability factors in decision-making is to prefer products or services that have minimal impact on the environment and the community.

The following sustainability principles will therefore be considered by Council when assessing Tenders:

1. Minimise waste – only purchase when a product or service is necessary.
2. Minimise unnecessary purchasing – purchase in accordance with the waste hierarchy of ‘avoid, reuse, recycle’.
3. Recycled content – purchase products that contain recycled content and/or that can be recycled.
4. Non-toxic – avoid purchasing chemicals that may harm human health or ecosystems.
5. Energy and water efficiency – purchase products that improve resource efficiency.
6. Biodiversity protection – consider biodiversity and habitat conservation implications of purchases.
7. Greenhouse – purchase products with a lower carbon footprint and that reduce reliance of fossil fuels such as through reduced transportation.
8. Durability – purchase products with a longer lifespan.
9. Minimise soil degradation – purchase products that do not degrade or pollute the soil, or result in erosion in their use.

|  |
| --- |
| Attach: |