



CABONNE COUNCIL

Phone: 02 6390 7100

Fax: 02 6392 3260

Contact: Michelle Murphy

THE GENERAL MANAGER
POST OFFICE BOX 17
MOLONG 2866

Website: www.cabonne.nsw.gov.au

Email: council@cabonne.nsw.gov.au

Doc ID: 1019257

Your Ref:

ABN: 41992 919 200

24 June 2019

**CONTRACT 1016303 – MANAGEMENT OF THE CANOWINDRA SWIMMING
POOL FOR A THREE (3) YEAR PERIOD**

ADDENDUM ONE – PRE TENDER MEETING MINUTES



MINUTES OF MEETING

CONTRACT 1016303 – Management of the Canowindra Swimming Pool for a Three (3) Year Period

Date: 20 June 2019

Start Time: 10.03am

Venue: Canowindra Swimming Pool – Gaskill Street Canowindra NSW 2804

Attendees:

NAME	COMPANY
Margaret & Ian Duguid	

Cabonne Council's Operations Manager – Urban Services and Utilities, Michelle Murphy addressed questions raised regarding Contract 1016303.

1. Section 6.3 (D) in General Conditions of Contract – “The **Contractor** will maintain and repair all equipment, fixtures, fittings and facilities in the Swimming Pool in good working order and condition including cleaning and tidying the equipment, fixtures, fittings and facilities as often as required”.

Council will provide an addendum containing a list of exclusions which the successful tenderer will **NOT** be required to maintain or repair.

2. Will the successful Tenderer be responsible for repairs in the Pump Shed?

No. They will need to contact Council's Pool Technician.

3. During the last WH&S Audit it was advised that petrol cannot be kept with the chemicals. At the time the mower was stored in the Pump Shed.

Council is currently looking at options to store the mower and petrol separate to the chemicals as required. Options include a garden shed or constructing a fenced off area so that the mower is not accessible to members of the public.

Council will also be creating more storage for chemicals which will allow the delivery and storage of chemical directly to the pool.

4. Repairs to Existing Issues

Council will also undertake repairs and maintenance prior to the pool seasons starting – the floor and rail will be repaired and cleaned once the pool has been drained.

Solar Heating will also be repaired

5. What is the Successful Tenderer responsible for during the off-season? How often?

The successful Tenderer is required to maintain the grounds (mow etc) and monitor the pump room. This would need to occur once a week at a minimum.

6. Can the successful tender install a screen door in the canteen area?

A written application would need to be submitted to Council for approval.

7. Who maintains the First Aid Kit?

Council will re-stock the First Aid Kit at the beginning of the season. The successful tenderer would need to maintain and replace consumables such as bandaids etc.

Council will provide an addendum advising the items which Council will maintain/supply.

8. General Business

- Council has engaged a Contractor to attend the pool prior to the next pool season starting who will provide Council staff and the successful Tenderer with training regarding the cleaning and maintaining of the Pump Shed.

ADDENDUM TWO - CHANGES TO TENDER DOCUMENTS

Information for Tenderer's

5. Site Inspection – Page 2

A non-compulsory pre-tender briefing meeting and site inspection will be held on:

Day: Thursday
Date: 20 June 2019
Time: 10.00am
Place: Canowindra Swimming Pool – Gaskill Street Canowindra NSW 2804

Conditions of Contract

2.2 Definitions – Page 2

Council Cost means all costs in relation to:

- a) *Insurance including public liability insurance, building and contents insurance;*
- b) *Council Rates;*
- c) *Rubbish and Waste disposal fees;*
- d) *Swimming pool utility costs including electricity, gas, water and sewerage;*
- e) *Lawn mower and fuel;*
- f) *Installation, repair and replacement of any Swimming pool equipment – eg mower, filter, chlorinator*
- g) *Pool chemicals such as chlorine, acid, bicarbonate soda etc.*

However, despite the above this does not include any amounts for which the contractor is liable or responsible under agreement.

6.3 Contractors Duties – Page 4

D) The Contractor will maintain and repair all equipment, fixtures, fittings and facilities in the swimming pool in good working order and condition including cleaning and tidying the equipment, fixtures, fittings and facilities as often as required; excluding repairs to buildings, pools, plant and equipment including the mower.

SCHEDULE 3 – Page 16

As per Council's fees and charges 2019/2020 – indexed annually.

Season Pass – Family (2 adults & children up to 18yrs)	\$235.00
Season Pass – Adult	\$115.00
Season Pass – Child, Aged Pensioner or Concession	\$81.00
Daily – Adult	\$4.30
Daily – Child, Aged Pensioner or Concession	\$4.20
Daily – Under School Age	\$2.00
Daily – School Groups (with Teacher)	\$3.30
<i>Spectator</i>	<i>\$0.00</i>

Annexure 'A' – Managers Responsibilities – Page 20

1. Own Worker's Compensation Insurance;
2. Workers Compensation Insurance for own employees;
3. Kiosk Supplies;
4. Own insurance for kiosk supplies;
5. Own uniforms;
6. Cleaning materials, products and equipment for bathrooms and kiosk;
7. Swimming pool consumables ie toilet paper, hand towels, handwash, kiosk cleaning
8. *Replacement of First Aid Consumables.*

Annexure 'A' – Council's Responsibilities – Page 20

1. Public Liability Insurance;
2. Building and Contents Insurance for Council owned items;
3. Pool Chemicals;
4. Repairs to buildings, pools and equipment including mower;
5. Water;
6. Electricity;
7. Gas;
8. Hygiene bins;
9. Supply of mower and fuel;
10. Supply of PPE, for example, chemical proof apron, chemical proof gloves, goggles, mask for pool chemical use;
11. *Maintain pool lifeguard/lifesaving equipment such as Defibrillators, spinal board and oxygen.*