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24 June 2019

**CONTRACT 1017527 – MANAGEMENT OF THE MOLONG SWIMMING  
POOL FOR A THREE (3) YEAR PERIOD**

**ADDENDUM ONE – PRE TENDER MEETING MINUTES**



## MINUTES OF MEETING

### **CONTRACT 1017527 – Management of the Molong Swimming Pool for a Three (3) Year Period**

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**Date:** 20 June 2019

**Start Time:** 2.04pm

**Venue:** Molong Swimming Pool – Hill Street MOLONG NSW 2866

**Attendees:**

<b>NAME</b>	<b>COMPANY</b>
Bruce Stewart	

Attendees undertook an inspection of the current chemical storage facility and plant/pump room.

Cabonne Council's Operations Manager – Urban Services and Utilities, Michelle Murphy addressed questions raised regarding Contract 1017527.

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.

Council will supply all sanitary/hygiene bins.

2. Lawn Mower storage

Council will be erecting a garden shed for the purpose of storing a lawn mower and gardening equipment such as rakes etc.

3. Council's Pool Technician

The successful Tenderer's main point of contact with Council during the Contract's term will be Council's Pool Technician.

4. 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.

5. 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.

6. Surveillance Cameras

Council will follow up if the cameras installed at the facility are real and where the feed goes.

7. General Business

- An enquiry was raised as to whether the shelving in the canteen area belongs to the facility or the previous Contractors. Council has advised that the previous Contractors were asked to remove any of their personal belongings; everything that remains belongs to the facility.

## 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: 2.00pm  
Place: Molong Swimming Pool – Hill Street MOLONG NSW 2866

### 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
Spectator	\$0.00

## **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.*