



CABONNE COUNCIL

CONTRACT No. 957708

LUMP SUM CONTRACT

for the

**HEAVY PATCHING IN THE CABONNE
COUNCIL LGA**

**PREPARED BY:
COUNCIL'S DEPARTMENT OF
ENGINEERING & TECHNICAL SERVICES
DATE: AUGUST 2018**



CABONNE COUNCIL

CONTRACT No. 957708

LUMP SUM CONTRACT

for the

**HEAVY PATCHING IN THE CABONNE
COUNCIL LGA**

INFORMATION FOR TENDERERS

**PREPARED BY:
COUNCIL'S DEPARTMENT OF
ENGINEERING & TECHNICAL SERVICES
DATE: AUGUST 2018**

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INFORMATION FOR TENDERERS

GENERAL

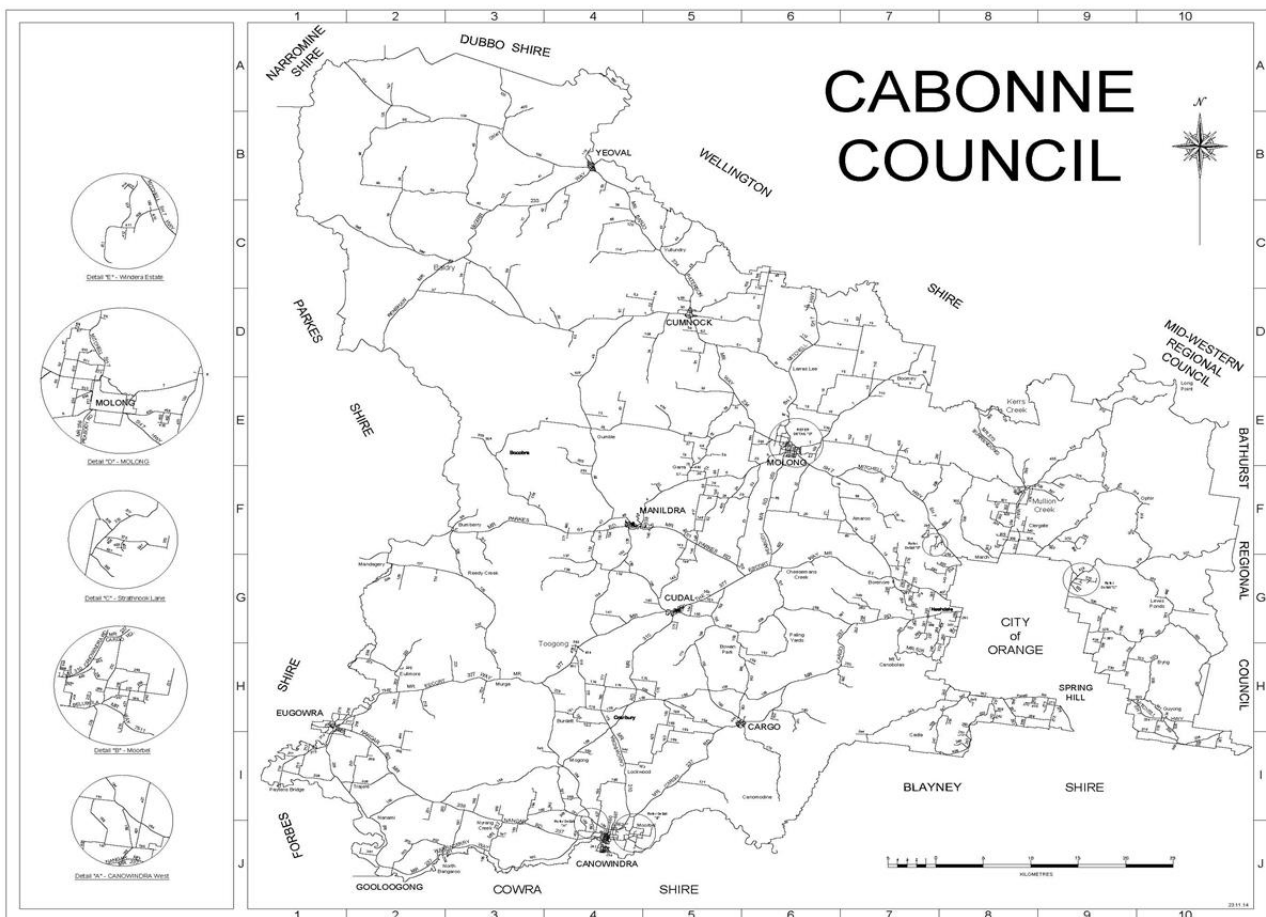
1 PROJECT IDENTIFICATION AND DESCRIPTION

This tender is for Contract No. 957708 Heavy Patching in the Cabonne Council LGA.

This is a Lump Sum Contract.

The scope of work for this project is the full service heavy patching being for supply and incorporate additive plus compact, trim and seal anywhere within the Cabonne Council Local Government Area.

LOCATION PLAN



2 RELEVANT DOCUMENTS

(a) The Contract Documents for this project are:

- **General Conditions of Contract (AS 4000-1997) ***
- **Drawings**
- **Specifications – RMS M250 and G10**
- **Tender Submission Forms**

*** AS 4000-1997 is not included as part of the contract documentation. Copies are available from Standards Australia**

(b) The following documentation is provided for the information of the Tenderers and does not form part of the Contract Documents:

- Information for Tenderers and Conditions of Tendering

The documents are available from Council's Engineering and Technical Services Department, Main Street, Cudal, Council's website www.cabonne.nsw.gov.au and Council's E-tendering website www.tenderlink.com/cabonne.

The Tenderer warrants and represents that it will, prior to submission of tender, obtain the information and documentation referred to above and will obtain all other information relevant to the works, contingencies and other circumstances having an effect on its tender.

3 TENDERING METHOD

This Contract shall follow the "The Procedures of Open Tendering" in accordance with AS4120-1994 Clause 6.2.3(b), The Principal invites the public advertisement without restriction on the numbers of tenders sought.

4 COUNCIL'S CONTACT PERSON

Enquiries regarding this tender may be directed to:

Name: Tony Weekes

Phone: 02 6390 7100

Position: Operations Manager

5 SITE INSPECTION

Tenderers are not required to attend a site meeting as part of this Tender. It is advisable however that prospective Tenderers visit Cabonne Council LGA and discuss the project requirement with Council. By submitting a tender, it is assumed the Tenderer has visited the site and understands the all that is required under this Specification.

6 TENDER LODGEMENT REQUIREMENTS

Tenders shall be submitted on the Tender Forms provided by the Principal, Tender Submission Documents, and are to be enclosed in a sealed envelope and the envelope marked legibly as follows:

Contract No. **957708**

Tender for **Heavy Patching in the Cabonne Council LGA**

and either:

delivered by hand or by courier and placed in the:

Tender Box
Cabonne Council
97 Bank Street
MOLONG NSW 2866

or

mailed to the Tender Box addressed as follows, and marked:

“Contract 957708 Heavy Patching in the Cabonne Council LGA”

Tender Box
Cabonne Council
PO BOX 17
MOLONG NSW 2866

or

submitted electronically on

www.tenderlink.com/cabonne

so as to be received **before the closing time and date for tenders.**

Time: 12:00 pm, noon

Date: Wednesday, 12 September 2018



CABONNE COUNCIL

CONTRACT No. 957708

LUMP SUM CONTRACT

for the

**HEAVY PATCHING IN THE CABONNE
COUNCIL LGA**

CONDITIONS OF TENDERING

**PREPARED BY:
COUNCIL'S DEPARTMENT OF
ENGINEERING & TECHNICAL SERVICES
DATE: AUGUST 2018**

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CONDITIONS OF TENDERING

GENERAL

1. PREAMBLE

The Conditions of Tendering have been prepared in accordance with the obligations of the Principal contained in the Australian Standard 4120-1994, Code of Tendering, which sets out the ethics and obligations of the Principal and Tenderers in tendering in the construction industry.

Tenderers and Principal shall comply with the requirements of this AS 4120-1994. In particular attention is drawn to the obligations of Tenderers, in the preparation and submission of their tender for this project.

Without limiting the above obligations: -

- Tenderers shall not submit tenders without a firm intention to proceed.
- Tenderers must not engage in any form of collusive practice.
- Any Tenderer who directly or indirectly canvasses support from an elected member or servant of the Council will be disqualified.

It should be noted that in all contract documentation words importing a gender include every gender.

2. PROJECT INFORMATION

The complete project description, scope of work, specific site and project requirements shall be as defined in the Specification.

This tender is for Contract No. 957708 Heavy Patching in the Cabonne Council LGA.

It is a Lump Sum Contract.

The scope of work for this project is the full service heavy patching being for supply and incorporate additive plus compact, trim and seal anywhere within the Cabonne Council Local Government Area.

3. RELEVANT DOCUMENTS

- (a) The contract documents for this project are:

CONDITIONS OF CONTRACT

- General Conditions of Contract (AS 4000-1997) *.
- Annexures to General Conditions of Contract.

* AS 4000-1997 is not included as part of the contract documentation. Copies are available from Standards Australia.

TENDER SUBMISSION FORMS

DRAWINGS

SPECIFICATIONS – RMS M250 and G10

4 CONTRACTOR'S RESPONSIBILITY

It shall be the responsibility of the Contractor to ascertain all information relating to the services, the works and site conditions that may affect the progress or method of performing all services and works as specified within the scope of this contract and to prepare for every contingency that may arise. It is further understood that just provision for these contingencies have been accounted for, implicitly or explicitly within the Bill of Quantities or Schedule of Rates submitted.

5 COUNCIL'S CONTACT PERSON

Enquiries regarding this tender may be directed to:

Name: **Tony Weekes** Phone: **02 6390 7100**
Position: **Operations Manager**

TENDER SUBMISSION INFORMATION**6 SUPPORTING INFORMATION FROM TENDERERS**

The Tenderer shall provide documentary evidence to prove they have the necessary competence, resources, industrial relations, quality and safety management and financial capacity to carry out the Works.

- Copy of Certificate of Currency for Public Liability Insurance
- Copy of Work, Health & Safety (WHS) Plan
- Copy of Safe Work Method Statement (SWMS)
- Copy of Environmental Management Plan

7 SUBCONTRACTORS

The Tenderer is required to provide, on the tender form in the Tender Submission Documents, the names and telephone numbers of Tenderer's Subcontractors and recognise by initials the Principal's listing of Selected and Nominated Contractors.

8 SITE INSPECTION

Tenderers are not required to attend a site meeting as part of this Tender. It is advisable however that prospective Tenderers visit Cabonne Council LGA and discuss the project requirement with Council. By submitting a tender, it is assumed the Tenderer has visited the site and understands the all that is required under this Specification.

9 ALTERNATIVE PROPOSALS

Alternative proposals, which satisfy the Principal's basic commercial and performance objectives, technical and legal requirements, may be submitted as options but only in addition to a conforming tender. All costs associated with the design and documentation of any alternative proposal shall be borne by the Tenderer.

10 TENDER VALIDITY PERIOD

Tenders will be valid for a period of 60 days from the tender closing date. In the event of the withdrawal of the tender prior to the expiration of this period, the Tenderer shall be liable for all costs, losses or damages suffered by the Principal by reason of that withdrawal.

11 TENDER LODGEMENT REQUIREMENTS

Tenders shall be submitted on the forms provided by the Principal in the Tender Submission Documents, and are to be enclosed in a sealed envelope and the envelope marked legibly as follows:

Contract No. **957708**

Tender for **Heavy Patching in the Cabonne Council LGA**

and either:

delivered by hand or by courier and placed in the:

Tender Box
Cabonne Council
Bank Street
MOLONG NSW 2866

or

mailed to the Tender Box addressed as follows, and marked

“Contract No 957708 Heavy Patching in the Cabonne Council LGA”

Tender Box
Cabonne Council
PO BOX 17
MOLONG NSW 2866

or

submitted electronically on www.tenderlink.com/cabonne

so as to be received **before the closing time and date for tenders.**

Time: 12:00 noon

Date: Wednesday, 12 September 2018

12 LATE TENDERS

A tender which is received after the closing time and date will only be considered if the Tenderer can satisfy Council that it complies with Clause 177 (5) of the Local Government (General) Regulations 2005.

13 TENDER EVALUATION AND SELECTION

Evaluation, negotiation and selection of tenders shall be in accordance with the requirements of AS 4120 (1994), Code of Tendering and Local Government Regulations 2005 under the Local Government Act 1993.

The evaluation criteria shall be:

- Lump sum tender amount
- Conformity with the tender documents

- Evidence of technical and financial capability
- Industry reputation
- Quality Management System and Work Health and Safety Environmental Management System

The Principal is not bound to accept the lowest, or any tender.

The successful Tenderer which is accepted shall be notified in writing to all Tenderers.

14 POST TENDER SUBMISSIONS

The Principal may call for post tender submissions from some or all tenderers in order to assist with the evaluation.

Such submissions will be confidential between the Principal and Tenderer.

The call for such submissions will not bind the Principal to proceed to accept a tender.

15 POST TENDER NEGOTIATIONS

The Principal may enter into negotiation with a Preferred Tenderer or a number of candidate tenderers.

Such negotiations will be confidential between the Principal and Tenderer and will be conducted in accordance with guidelines set out in AS 4120 (1994).

The undertaking of negotiations will not bind the Principal to proceed to accept a tender.

16 COST OF TENDERING

All costs associated with tender preparation and submission shall be borne by the Tenderer.

17 CONTRACT COMMENCEMENT DATE

The commencement of the Contract is nominated as the date of instrument of agreement between Council and the successful Tenderer. There shall be no Contract prior to the issue of a letter of acceptance and a signed Instrument of Agreement.



CABONNE COUNCIL

CONTRACT No. 957708

LUMP SUM CONTRACT

for the

**HEAVY PATCHING IN THE CABONNE
COUNCIL LGA**

CONDITIONS OF CONTRACT

**PREPARED BY:
COUNCIL'S DEPARTMENT OF
ENGINEERING & TECHNICAL SERVICES
DATE: AUGUST 2018**

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GENERAL CONDITIONS OF CONTRACT

THE GENERAL CONDITIONS OF CONTRACT
SHALL BE
AUSTRALIAN STANDARD (AS) 4000 - 1997
THIS DOCUMENT IS DEEMED TO BE INCLUDED IN THE
CONTRACT DOCUMENTS

Copies are available from Standards Australia. Copies may be viewed at Cabonne Council's Cudal office by appointment with the Contact Officer nominated in the Conditions of Tendering.

ANNEXURE

to the

**GENERAL CONDITIONS
OF CONTRACT**

**ANNEXURE to the Australian Standard
General Conditions of Contract AS4000-
1997**

PART A –

This Annexure shall be completed and issued as part of the tender documents and, subject to any amendments to be incorporated into the *Contract*, is to be attached to the General Conditions of Contract and shall be read as part of the *Contract*.

Item

1 *Principal*
(clause 1)

CABONNE COUNCIL

ABN: 41 992 919 200

2 *Principal's address*

**PO Box 17
MOLONG NSW 2866
Ph 6390 7100**

**Principals Representative: Cabonne Council's
Director of Engineering and Technical Services**

3 *Contractor*
(clause 1)

ABN:

4 *Contractor's address*

5 *Superintendent*
(clause 1)

**Cabonne Council's Manager Technical
Services
Ph 6390 7100
Superintendent's Representative: Cabonne
Council's Project Engineer**

6 *Superintendent's address*

**PO Box 17
MOLONG NSW 2866**

7 Period of time for practical completion (clause 1)

**The works under the contract are for the fiscal
year 2018-19. The works may be spread over
the Council area. The time for practical
completion of the works at each site will be
negotiated at the time of acceptance of the offer**

8 Governing law:
(page 5, clause 1(h))

New South Wales

9 (a) Currency
(page 5, clause 1(g))

Australian Dollars

(b)	Place of payments (page 5, clause 1(g))	PO Box 17 MOLONG NSW 2866
(c)	Place of Business of Bank (page 5, clause 1(d))	MOLONG NSW 2866
10	<i>Bill of quantities</i> (subclause 2.2)	
(a)	Alternative applying (subclause 2.2)	Alternative 1
(b)	If Alternative 2 applies, is the <i>bill of quantities</i> to be priced: (subclause 2.2)	N/A
(c)	Lodgement time (subclause 2.3(b))	At the time of Tender Submission
11	Quantities in <i>schedule of rates</i> , limits of accuracy (Clause 2.5(b))	N/A
12	<i>Provisional sum</i> , percentage for profit and attendance (clause 3)	As assessed by the Superintendent
13	Contractor's Security	
(a)	Form (clause 5)	Retention Money
(b)	Amount or maximum percentage value of this <i>contract sum</i> (clause 5)	5% If nothing stated, 5% of value of this separable portion
(c)	If retention moneys, percentage of each <i>progress certificate</i> applicable to this <i>contract sum</i> (clause 5 and subclause 37.2)	10% If nothing stated, 10%, until the limit in <i>Item 13(b)</i>
(d)	Time for provision (except for retention moneys) (clause 5)	14 Days after acceptance of tender If nothing stated, within 28 days after due <i>date of acceptance of tender</i>
(e)	Additional <i>security</i> for unfixed plant and materials (subclauses 5.4 and 37.3)	N/A
(f)	<i>Contractor's security</i> upon <i>certificate of practical completion</i> is reduced by (subclause 5.4)	50 % of amount held If nothing stated, 50% of amount held
14	Principal's security	

(a) Form (clause 5)	N/A
(b) Amount or maximum percentage of value of this <i>separable portion</i> (clause 5)	N/A
(c) Time for provision (clause 5)	N/A If nothing stated, within 28 days <i>after date of acceptance of tender</i>
(d) <i>Principal's security</i> upon <i>certificate of practical completion</i> is reduced by (subclause 5.4)	N/A If noting stated, 50% of amount held
15 <i>Principal</i> -supplied documents (Clause 6.1)	<p>Contract documents including:</p> <ul style="list-style-type: none"> • Conditions of Contract • Drawings • Specifications – RMS M250 and G10 • Tender Submission Documents.
16 Time for <i>Superintendent's direction</i> about documents (subclause 8.3)	14 days
17 Subcontract <i>work</i> requiring approval (subclause 9.2)	All Subcontract work
18 Novation (subclause 9.4)	N/A
19 <i>Legislative requirements</i>	
(a) Those excepted (subclause 11.1)	N/A
(b) Identified <i>WUC</i> (subclause 11.2(a)(ii))	N/A
20 Insurance of <i>the Works</i> (clause 16)	
(a) Alternative applying	Alternative 1
If Alternative 1 applies	
(b) Provision for demolition and removal of debris	NIL

(c)	Provision for consultant's fees	NIL
(d)	Value of materials or things to be supplied by the <i>Principal</i>	NIL
(e)	Additional amount or percentage	NIL
21	Public liability insurance (clause 17)	
(a)	Alternative applying	Alternative 1
	If Alternative 1 applies	
(b)	Amount per occurrence shall be not less than	\$20,000,000
22	Time for giving possession (subclause 24.1)	<i>Date of acceptance of tender</i>
23	Qualifying cause of delay. Cause of delay for which <i>EOTs</i> will not be granted (page 3, paragraph (b)(iii) of clause 1 and subclause 34.3)	N/A
24	Liquidated Damages, rate (subclause 34.7)	\$300 per day
25	Bonus for early <i>practical completion</i> (Clause 34.8)	N/A
26	Delay damages, other compensable causes (page 1, clause 1 and subclause 34.9)	Nil
27	Defects liability period (Clause 35)	12 months from the date of practical Completion of the Works Under the Contract
28	Progress Claims (subclause 37.1)	
a)	Times for progress claims	By the fourteenth (14th) day of each month for <i>WUC</i> done to the last day of the previous month

29	Unfixed plant and materials for which payment claims may be made (subclause 37.3)	N/A
30	Interest rate on overdue payments (subclause 37.5)	N/A
31	Time for <i>Principal</i> to rectify inadequate possession (subclause 39.7)	14 days
32	Arbitration and <i>Expert Determination</i> : (subclause 42.3)	
	(a) Person to nominate an arbitrator or <i>Expert</i> :	Chairperson for the time being of the Chapter of the Institute of Arbitrators & Mediators Australia in New South Wales
	(b) Rules for arbitration:	Rules 5-18 of the Rules of The Institute of Arbitrators & Mediators Australia for the Conduct of Commercial Arbitrations
	(c) Rules for expert determination:	Guidelines for Expert Determination of the Australian Commercial Disputes Centre

ANNEXURE - PART B

ANNEXURE PART B**1. Deletions**

The following clauses have been deleted from the General Conditions in AS4000-1997.

Clause 29.2 Quality Assurance

Clause 34.8 Bonus for Early Practical Completion (optional)

2. Amendments

The following clauses from the General Conditions in AS 4000-1997 have been amended.

CLAUSE 1. INTERPRETATION AND CONSTRUCTION OF CONTRACT

The following interpretations shall be included:

Equipment means the goods to be supplied or supplied by the *Contractor* pursuant to the *Contract*;

3. Additions

The following clauses have been added to AS4000-1997:

CLAUSE 29.6. QUALITY REQUIREMENTS

The Contractor shall:

- (a) Comply with all the quality requirements as provided in the contract documents for all works under the Contract.
- (b) Ensure that each of its Subcontractors and Consultants comply in like manner.
- (c) Demonstrate to the Principal whenever required that all the quality requirements of the contract are being met.

Where inappropriate or inadequate provision of quality supervision by the Contractor or Contractor's Subcontractor results in costs, losses or damages incurred by the Principal or claims by third parties against the Principal for either direct or consequential costs, losses or damages, the Contractor shall be liable for costs, losses or damages associated with any claim including but not limited to administration costs incurred by the Principal in resolving such claim.

CLAUSE 44. WORK, HEALTH AND SAFETY (W H & S)

The *Contractor* shall:

- (a) Comply with all requirements of the *Contract*, Cabonne Council's Work Health and Safety Policy and Manual, and all statutory requirements for Work, Health and Safety
- (b) Ensure that each of its subcontractors and *Consultants* comply in like manner
- (c) Demonstrate to the *Principal* whenever requested that requirements of the *Contract* and statutory requirements for Work, Health and Safety are being met

- (d) Prior to the commencement of work, provide the *Principal* with certification that safety requirements of the *Contract* and statutory requirements for Work, Health and Safety are capable of being met
- (e) If the period of the contract exceeds three months the *Contractor* is to provide the *Principal* with a monthly certification that requirements of the *Contract* and statutory requirements for Work, Health and Safety are being met
- (f) The *Contractor* is to submit to the *Superintendent* an Occupational Health and Safety Management Plan to ensure compliance with relevant legislation and responsible work practices are followed. The Work, Health and Safety Management Plan shall address, but not be limited to, the following issues:
- *Contractor* WH & S policies and objectives
 - Defining responsibilities of personnel responsible for WH & S matters and their qualifications
 - Identifying and allocation of human, technical and financial resources adequate to meet the WH & S needs
 - Managing compliance with WH & S legislation regulations, standards and codes
 - Acquiring and disseminating WH & S information
 - Planning and conducting safety training, including induction for new employees
 - Developing and implementing emergency procedures
 - Assessing subcontractors' abilities to comply with WH & S requirements;
 - Ensuring compliance with safe working rules
 - Preparing work method statements
 - Verifying that work areas, work methods, materials, plant and equipment comply with safety legislation standard and codes
 - Quarantining unsafe work areas, materials, plant and equipment
 - Reporting incidents and accidents and collating accident and injury statements;
 - Investigating incidents and accidents and initiating corrective actions to eliminate or reduce risk
 - Rehabilitating injured employees.

The WH & S plan shall be submitted by the *Contractor* to the Superintendent within 7 days of acceptance of the tender and shall be used by the Superintendent to gain confidence that the *Contractor* has recognised and has the ability to meet the statutory requirements and will utilise responsible work practices.

Where inappropriate or inadequate provision of Work Health and Safety Management by the *Contractor* or *Contractor's* Subcontractor results in costs, losses or damages incurred by the *Principal* or claims by third parties against the *Principal* for either direct or consequential costs, losses or damages, the *Contractor* shall be liable for costs, losses or damages associated with any claim including but not limited to administration costs incurred by the *Principal* in resolving such claim.

CLAUSE 45. ENVIRONMENTAL SYSTEMS PLANNING

The *Contractor* shall:

- (a) Comply with all requirements of the *Contract* and statutory requirements for protection of the environment
- (b) Ensure that each of its subcontractors and *Consultants* comply in like manner
- (c) Demonstrate to the *Principal* by mutual inspection and/or documentation whenever requested that requirements of the *Contract* and statutory requirements for the protection of the environment are being met
- (d) Prior to the commencement of work, provide the *Principal* with certification that the requirements of the *Contract* and statutory requirements for the protection of the environment are capable of being met by the *Contractors'* organisation and management
- (e) If the period of the contract exceeds three months the *Contractor* is to provide the *Principal* with a monthly certification that the requirements of the *Contract* and statutory requirements for protecting the environment are being met
- (f) The *Contractor* is responsible for and must at its own cost make good any damage to the environment caused by the execution of the works.

Where inappropriate or inadequate provision of environmental management by the *Contractor* or subcontractor results in costs, losses or damages incurred by the *Principal* or claims by third parties against the *Principal* for either direct or consequential costs, losses or damages, the *Contractor* shall be liable for costs, losses or damages associated with any claim including but not limited to administration costs incurred by the *Principal* in resolving such claim.

CLAUSE 46. HOURS OF WORK

The hours of work under the *Contract* shall be limited to:

7.00am	to	6.00pm	Mondays to Fridays
7.00am	to	6.00pm	Saturdays
No Work			Sundays or Public Holidays

If, in the interests of the safety or to protect life or property the *Contractor* finds it necessary to carry out, without the prior approval of the *Superintendent*, work outside the defined hours of work, the *Contractor* shall inform the *Superintendent* in writing of the circumstances within 24 hours.

ANNEXURE - PART C

ANNEXURE PART C
STATUTORY DECLARATION

I, [Line]
(Full name of Declarant)

of [Line]
(Address)

do hereby solemnly declare and affirm that:

1. I am the representative of the Contractor: [Line]
(Name of Contractor and ACN if applicable)

in the Office Bearer capacity of: [Line]
(Position Title of Declarant)

the said Contractor having a contract for: [Line]
(Name of Contract)

with [Line] and I am in a position to know the facts attested to.
(Name of Principal)

2. All workers who have at any time been engaged by the Contractor have been paid all moneys due and payable to them in respect of their employment on work under the Contract, with the exception of the workers and the respective amounts listed below: (INSERT NAMES & ADDRESSES OF WORKERS, THE AMOUNTS OWING, AND WHETHER IN RESPECT OF WAGES, HOLIDAY PAY, ALLOWANCES, ETC).

[Line]
[Line]

3. All subcontractors and suppliers to the Contractor have been paid all moneys due and payable to them for the performance of work under the Contract and the supply of materials for use in work under the Contract, with the exception of the subcontractors and suppliers and the respective amounts listed below: (INSERT NAMES & ADDRESSES OF SUBCONTRACTORS AND SUPPLIERS, THE AMOUNTS OWING AND WHETHER IN RESPECT OF MATERIALS SUPPLIED, WORK PERFORMED, ETC).

[Line]
[Line]

4. The Contractor has been informed by each subcontractor to the Contractor by Statutory Declaration in equivalent terms to this declaration that all workers, subcontractors, and suppliers engaged by them or their subcontractors have been paid all moneys due and payable to them in respect of their work under the Contract, with the exception of the workers, subcontractors and suppliers and the respective amounts listed below. I am not aware of anything to the contrary, and on the basis of the contents of the statutory declarations provided I believe that information to be true: (INSERT NAMES & ADDRESSES, THE AMOUNTS OWING AND WHETHER IN RESPECT OF WAGES, MATERIALS, ETC).

[Line]
[Line]

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 provided for any wilfully false statement in any such declaration.

[Line]
(Signature of Declarant)

Declared at: [Line] this [Line]
(day month year)

before me [Line]
(Signature of JP or authorised person)



CABONNE COUNCIL

CONTRACT No. 957708

LUMP SUM CONTRACT

for the

**HEAVY PATCHING IN THE CABONNE
COUNCIL LGA**

SPECIFICATIONS

**PREPARED BY:
COUNCIL'S DEPARTMENT OF
ENGINEERING & TECHNICAL SERVICES
DATE: AUGUST 2018**

SPECIFICATION

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GENERAL REQUIREMENTS

TS.01 DEFINITIONS

1. The following definitions shall be used:

- **Project Manager** - Council appointed officer responsible for the management of the project.

Definitions

TS.02 PROJECT DESCRIPTION

1. The Contract involves the supply full service to complete heavy patching anywhere within the Cabonne Council Local Government Area.

Description

TS.03 LOCATION OF THE PROJECT

1. The location of the project is:

- Cabonne Council Local Government Area. Shown in the location map in Information for Tenderers: - **1. Project Identification and Description.**

Location

TS.04 SCOPE OF WORKS

1. The works are to include, but not be limited to, the following works:

The contract is for all aspects of pavement rehabilitation with in-situ stabilisation method in order to make the pavement prepared for sealing, which includes:

Scope of Works

- a) Rip the existing pavement and spread binder with spreader unit at defined rate.
- b) Binder is generally a mix of 60% Slag/40% Cement which is supplied and spread by the Contractor. Binder is to be spread at a rate of 2% per cubic metre of mix. In-situ stabilising with purpose built stabiliser at 150 mm deep, six (6) kg per m³.
- c) Add granular material to compensate for compaction shrinkage if required, to be determined onsite with Council.

The necessity of mixing with imported material and rate of mix is determined by the Contractor. In this case, the imported material will be road base type material which is supplied and carted by the Principal.

- d) Control moisture content.
- e) Compact, shape and trim pavement.

- f) Testing as required by specifications (i.e. compaction test, level control test, etc.)
- g) Traffic Management

TS.05 SPECIFICATION DOCUMENTS

1. All works under the contract shall be executed in accordance with relevant current Road and Maritime Services (RMS) Specification M250 and G10, Australian Standards, Council requirements and industry best practice, based on current documentation at date of calling for tender submissions. If there is discrepancy in the Standards, RMS specifications will take precedence. *Documents*

TS.06 WORKING AREA

1. The working area available to the Contractor during construction of the works under this Contract is within the Cabonne Council LGA shown on the location map in Information for Tenderers: - **1. Project Identification and Description.** *Working Area*
2. If further clearing of the site is required, approval must be gained from the Principal.
3. If at any time the fences in the working area are damaged the Contractor will be responsible for any cost associated with damage restoration and or fines imposed. *Damage to Fences*

TS.07 ACCESS TO SITE

1. The Contractor shall be responsible for the maintenance of roadways required on the worksite to undertake the work under the Contract. *Maintenance of roadways within site area*
2. The Contractor shall be responsible for the safe movement of traffic and pedestrians into and out of the working area in accordance with RMS G10. *Movement of traffic*
3. The Contractor will be responsible for site inductions. All workers / people deemed necessary will be given a site induction and have their names added to the register, if required with the Contractors WH&S Management Plan. *Site inductions*

TS.08 POSSESSION OF SITE

1. The time for giving possession of site for establishment of the Contractor's facilities only is from the date of execution of the Formal Instrument of Agreement. *Formal Instrument of Agreement*
2. Possession shall be denied to the remainder of the site to allow for: *Possession to be withheld*

- Submission of the Construction Programme
- Release of the Hold Point for the Project Work Health & Safety (WHS) Management Plan
- Release of the Hold Point for the Contractor’s Environmental Management Plan and
- Submission of the Project Quality Plan.

TS.09 CONTRACTORS REPRESENTATIVE

- | | |
|--|---|
| 1. The Contractor shall provide a Representative on the site at all times during which any activities relating to the execution of the Works under the Contract are taking place and, if required by the Principal, at such other times and at such other places at or in which any activities relating to the execution of the Works under the Contract are taking place. | <i>Contractors Representative</i> |
| 2. The Representative shall have a minimum of five years of proven and demonstrated contract management experience including programming of works and engagement and management of subcontractors. | <i>Technical Requirement for Representative</i> |

TS.10 PROJECT MEETINGS

- | | |
|--|----------------------------|
| 1. The Project Manager and the Contractor shall hold a minuted meeting each fortnight, to cover such issues as | <i>Agenda for meetings</i> |
| <ul style="list-style-type: none"> • Progress in relation to the works program. • Any Project Manager directions to the Contractor • Other as required. | |
| 2. The Project Manager shall keep a written record of these meetings. A copy of the minutes shall be sent to all attendees. | <i>Minutes of meeting</i> |
| 3. Where no meeting is held this, needs to be formally recorded along with the reasons for not holding the meeting. | |

TS.11 LOCATING SERVICES

- | | |
|--|-----------------------------------|
| 1. It is the Contractor’s responsibility in Consultation with the relevant assets owners to locate all services. The Contractor is to contact “Dial Before You Dig” and other concerned asset owners to locate the services. | <i>Contractors responsibility</i> |
| 2. Council shall in no way be responsible for locating services on public or private property. | <i>Council not liable</i> |

TS.12 DAMAGE TO PUBLIC PROPERTY

1. If during construction any public utility is damaged it is to be repaired by the appropriate authority at the Contractors cost.
2. Where existing services must be interrupted to enable carrying out of the works such interruption shall be at a time agreed by the superintendent. Organise with the responsible servicing authority so that the interruption shall be for the minimum practical time. Give notices of the interruption to all the affected parties.

Damage to Public Property

Interruption of Services

TS.13 MATERIALS SUPPLIED BY THE PRINCIPAL

1. No materials shall be supplied by the Principal.

Materials supplied by the Principal

TS.14 DELAYS DUE TO WET WEATHER AND FLOODING

1. Notwithstanding anything to the contrary in the Contract, all costs arising from delays to the completion of the Works due to wet weather and its consequences shall be borne by the Contractor.
2. The Contractor shall make every endeavour to reschedule construction activities to minimise all wet weather or flooding delays to the Works over the contract period. The Principal shall be entitled to take into account the Contractor's endeavours to mitigate such delays when assessing claims against extensions of time.
3. Should the Pricipal direct a suspension of the whole or any part of the Works during prolonged flooding delays, the time of such suspension shall not qualify as "Excessive wet weather delay". Entitlement to payment in such circumstances shall be determined by the Superintendent.

Wet weather days

Mitigation of wet weather delays

Loss of time due to flooding

TS.15 QUALITY SYSTEM

1. The Contractor shall plan, establish, document and maintain a Quality System, which conforms to the requirements of the Contract access to the Contractor's and Sub Contractor's quality systems for monitoring and quality auditing the quality system.
2. The Quality System proposed by the Contractor and Sub Contractors shall be used as an aid to achieve compliance with the requirements of the Contract and to document such compliance

Required

Manual to Support Contract Requirements

CONSTRUCTION REQUIREMENTS

TS.16 GENERAL SITE CONSIDERATION

1. Time for Completion

- The works under the contract are for the fiscal year 2018-19. The works may be spread over the Council area. The time for practical completion of the works at each site will be negotiated at the time of acceptance of the offer.

*Contract
Period*

TS.17 SITE CLEARING

1. The Contractor shall remove everything on or above the site surface including rubbish, scrap, grass, vegetable matter and organic debris, scrub, trees, timber, stumps, boulders and rubble.
2. The Contractor shall remove cleared and grubbed material from the site.

*Clearing and
grubbing*

*Disposal of
material*

TS.18 EARTHWORKS

1. The Contractor shall carry out all excavation works necessary to allow the construction of the new works at his own expense. The Contractor shall arrange and bear all costs and charges required for compliance with any Authority having jurisdiction over the works for such aspects as disconnection of services, temporary services and continuation of supply.

*General
required*

TS.19 PROJECT COMPLETION

1. Site Clean Up

- On completion of all work all excess materials and soils must be removed from the site to the satisfaction of the Principal.
- All disturbed grass areas to be reinstated to the satisfaction of the Principal.
- All temporary fences and signage to be removed and any damaged areas to be made good.

Site clean up

- All damaged areas must be repaired to the same condition or better as they were prior to the works commencing and to the Principal's satisfaction.

2. Practical Completion

- The Contractor is to apply for a certificate of practical completion no later than 14 days prior to the expected date of practical completion.
- Prior to practical completion being awarded the Principal and the Contractor are to conduct a joint site inspection to determine if all works as per the approved design and specifications are completed.
- If completed works are not satisfactory, then the Contractor will be issued notice under the contract works, stating the non-compliant items and be given 14 days to complete or rectify the works as appropriate.

Certificate of practical completion

ENVIRONMENTAL PROTECTION REQUIREMENTS

TS.20 GENERAL ENVIRONMENTAL PROTECTION REQUIREMENTS

1. The Contractor shall be responsible for ensuring that all works comply with all relevant regulations relating to the protection of the environment.

Contractors responsibilities

TS.21 STOCK PILE SITES

1. The Contractor shall ensure that stockpile sites are not located in or near areas susceptible to overland runoff such as creeks and gullies.
2. No material shall be stockpiled on public land without the approval of the Project Manager.

*Location of stockpile
Stockpiles on Public Land*

TS.22 DUMPING OF RUBBISH AND EXCESS MATERIAL

1. All debris and excess material from the works shall be transported to the approved landfill site.
2. No debris or excess material shall be dumped on private property without the approval of the Project Manager.

Dumping of rubbish

Approval of Project Manager

TS.23 RESTORATION OF DISTURBED GROUND

- | | |
|---|---|
| 1. The Contractor shall restore all ground disturbed by the works to a standard similar or better than that prior to the commencement of the work. | <i>General required</i> |
| 2. The Contractor is to ensure that settlement of backfill in trenches and other areas is minimised and is responsible for filling any sunken areas. | <i>Settlement of trenches</i> |
| 3. On completion of the project, the site office and any security fencing must be totally removed. If the site office is on private property, the Contractor will need to obtain from the property owner a letter indicating that they are satisfied with the condition that the site has been left in. | <i>Removal of site office</i> |
| 4. The Project Manager shall be the final arbiter of the quality of the restoration. | <i>Project Manager as final arbiter</i> |

WORK HEALTH AND SAFETY REQUIREMENTS

TS.24 WORK HEALTH AND SAFETY

- | | |
|---|-----------------------------|
| 1. The following Safety Standards shall apply for the Works: | |
| <ul style="list-style-type: none"> • Work Health and Safety Act 2011 and relevant Codes and Regulations. • Work Health and Safety Regulations 2011 & related Codes and Practice as well as: <ul style="list-style-type: none"> a) The Contractor shall implement a training program for all personnel working on the Works under this Contract, including any Sub Contractors personnel, and satisfy the requirements of Occupational Health and Safety legislation. b) The Contractor must ensure that all personnel and Sub Contractors engaged on activities associated with the project adopt safe work practices c) The Contractor must ensure that the Sub Contractors fulfils all requirements of the Work Health and Safety Act and all relevant [State] Work cover Authority Regulations. The Contractor shall ensure that work is carried out in a safe manner for the safety of the work force and general public alike. The Contractor must detail how WH&S issues and training will be handled during the construction of the Works. | <i>General requirements</i> |
| 2. The Contractor must comply with and ensure that it's employees, subcontractors and agents comply with any Acts, regulations, local laws and by-laws, Codes of Practice, Australian Standards, Councils' WH & S document, policies and procedures, which are in any way applicable to this contract or the performance of the services under | <i>Legislation</i> |

this contract.

- 3. The Contractor shall prepare and implement a Project Work Health and Safety Management Plan. *WHS Plan*
- 4. It is a policy of Council that all Contractors, Sub Contractors, Consultants and agents who undertake works for or on behalf of Council comply with the requirements of the Cabonne Council WH&S Manual and Policies. *Council WH&S Handbook*
- 5. All Contractor and Sub-Contractor employees will be required to attend a CENTROC WHS induction prior to the commencement of the works. Employees who have completed the CENTROC induction since 2014 are not required to redo. Employees will need to provide proof of attendance. *CENTROC Induction*

WORKS AS EXECUTED DOCUMENTATION REQUIREMENTS

TS.25 WORKS AS EXECUTED DRAWINGS

- 1. The Contractor shall progressively prepare and, no later than 4 weeks after the date of Practical Completion, supply the Superintendent with fully marked-up and certified Work-as-Executed Drawings for the whole of the Contract. Prints of the latest revisions of the Drawings will be supplied by the Principal at no cost to the Contractor for this purpose. The progressively prepared Work-as-Executed Drawings shall be updated each month and be made available for inspection by the Superintendent. *Provision of Works as Executed Drawings*
- 2. The Drawings shall be stamped and certified by the Contractor as being a true record of the work constructed.
- 3. The cost of maintaining the Work-as-Executed records and progressively preparing the Work-as-Executed Drawings shall be deemed to be included in the rates and prices generally in the Contract.

INSURANCE REQUIREMENTS

TS.26 INSURANCE REQUIREMENTS

- 1. Council will require the successful tenderer to register with Statewide Mutual Contractor Insurance Management System (CIMS) and provide relevant insurances as per the contract and in compliance with the relevant legislations. Please refer Appendix – A regarding information about CIMS. *Insurance requirements*



CABONNE COUNCIL

CONTRACT No. 957708

LUMP SUM CONTRACT

for the

**HEAVY PATCHING IN THE CABONNE
COUNCIL LGA**

TENDER SUBMISSION DOCUMENTS

**PREPARED BY:
COUNCIL'S DEPARTMENT OF ENGINEERING
& TECHNICAL SERVICES
DATE: AUGUST 2018**

NOMINATION OF REQUIRED TENDER SUBMISSIONS

All Submitted information will be treated as confidential

TENDER FORMS AND DECLARATIONS

1. Tender Form
2. Lump Sum Tender Form
3. Bill of Quantities
4. Tenderer's Particulars - Personnel
5. Register of Tenderer's Subcontractors and Suppliers
6. Major Machinery and Equipment
7. Statutory Declaration on Non-Collusive Tender Submission
8. Acquaintance with Site
9. Receipt of Addenda
10. Statement of Conformance

INSTRUCTION TO TENDERER

The Tenderer shall complete in full and submit the forms in numerical order listed above. The completed forms, declarations and required information shall comprise the Tender Submission Documents. **Initial and date each form at the bottom right hand side of each page.**

COMPLETION OF DOCUMENTS

The omission of / failure to complete the forms listed above may, at the absolute discretion of the Principal, result in a nonconforming tender and be subject to rejection.

TENDERER'S ACKNOWLEDGMENT

Contract: Heavy Patching in the Cabonne Council LGA

Contract No: 957708

Date: _____

Signature of Tenderer: _____

TENDER SUBMISSION FORM 1

TENDER FORM

The Tenderer must complete and submit with Tender submission.
All Submitted information will be treated as confidential

I, _____ (Print name)

of _____

_____ (Address)

on this _____ day of _____, Year _____

having fully acquainted myself with the Conditions of Tender and accordingly the obligations and responsibilities of the Contract do hereby tender to perform the work described below:

Contract: Heavy Patching in the Cabonne Council LGA

Contract No: 957708

as invited by: CABONNE COUNCIL, in accordance with the following documents.

Conditions of Contract

Information for Tenderers

Drawings

Specifications – RMS M250 and G10

Tender Submission Documents+

Addendum (if any)

By submitting this Tender, the Tenderer warrants and represents that the Tenderer has made their own enquiries and investigations and has obtained professional advice and all other relevant information so as to inform itself of all risks and contingencies which may affect the Tender price. The Tenderer warrants and represents that it has included for all such risks and contingencies in the Submission.

Contract	Heavy Patching in the Cabonne Council LGA		
Contract Number	957708	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 12 September 2018	Date Submitted by Tenderer	

TENDER SUBMISSION FORM 1 continued

Signature of Tenderer: _____

Phone and facsimile numbers: _____

Subscribed and declared this: _____ Day of _____ Year _____

Before me: _____ (Print name)

Witness: _____ (Signature)

Referees

Name	Position	Telephone No
1.	
2.	

Contract	Heavy Patching in the Cabonne Council LGA		
Contract Number	957708	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 12 September 2018	Date Submitted by Tenderer	

TENDER SUBMISSION FORM 2

LUMP SUM TENDER FORM

The Tenderer must complete and submit with tender.
All Submitted information will be treated as confidential

The Tenderer shall complete all or part of the following information in accordance with their Tender Submission. Amounts specified for these Lump Sum amount shall equal the extended totals from the relevant Bill of Quantities.

All amounts shall be inclusive of GST.

Tender Submission Form	Description	Lump Sum Amount (including GST)
3	All Works under Contract	

Signature of Tenderer: _____

Phone Number: _____ Fax Number: _____

Subscribed and declared this: _____ Day of _____ (Year) _____

Before me: _____ (Print name)

Witness: _____ (Signature)

Contract	Heavy Patching in the Cabonne Council LGA		
Contract Number	957708	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 12 September 2018	Date	

TENDER SUBMISSION FORM 3

BILL OF QUANTITIES – ALL WORKS UNDER CONTRACT

1. The quantities shown are estimated quantities only and are not to be taken as correct quantities of work to be carried out.
2. **All prices and rates shall be GST inclusive.**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
------	-------------	------	-----	------	--------

Heavy Patching in the Cabonne Council Local Government Area					
1	Stabilisation Payment includes costs associated with the following construction processes according to M250 Specification: <ol style="list-style-type: none"> a. Rip the pavement b. Applying binder / stabilising agent and dry mix c. In place mixing, add moisture and wet mix d. Control of moisture content e. Spread, shape, compact and final trim pavement 	m ²	10,000		
2	Supply of stabilising agent according to M250 Specification Binder is composed of 60% Slag and 40% Cement. Rate of application is 2% @ 150mm depth (6kg/m ³)	Tonne	60		
3	Prime seal 14mm aggregate according to M250 Specification	m ²	10,000		
4	Final seal 7mm aggregate according to M250 Specification	m ²	12,000		
5	Traffic Management according to G10 Specification	Item	1		
6	Conformance Testing according to M250 Specification	Item	1		
7	All Other Works under the Contract not included elsewhere in accordance with the Drawings and Specifications (Provide Break Up)	Lump Sump			
Subtotal (Excl. GST)					
GST					
TOTAL LUMP SUM CONTRACT PRICE (Incl. GST)					

Contract	Heavy Patching in the Cabonne Council LGA		
Contract Number	957708	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 12 September 2018	Date Submitted by Tenderer	

TENDER SUBMISSION FORM 4

TENDERER'S PARTICULARS - PERSONNEL

The Tenderer must complete and submit with tender
All Submitted information will be treated as confidential

Provide the names of the Project Manager and Site Manager or Responsible Officer in the event of a winning tender.

1. Contractor Project Manager _____

Name	Company Role	Estimated Time Commitment (%)	Years Experience	
			In current firm	prior

Work responsibilities for this Project:

2. Contractor Site Manager _____

Name	Company Role	Estimated Time Commitment (%)	Years Experience	
			In current firm	prior

Work responsibilities for this Project:

3. Design Sub Contractor _____

Name	Company Role	Estimated Time Commitment (%)	Years Experience	
			In current firm	prior

Work responsibilities for this Project:

Contract	Heavy Patching in the Cabonne Council LGA		
Contract Number	957708	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 12 September 2018	Date Submitted by Tenderer	

TENDER SUBMISSION FORM 5

REGISTER OF TENDERER’S SUBCONTRACTORS AND SUPPLIERS

The Contractor must complete and submit with Tender submission
All Submitted information will be treated as confidential

The Tenderer is instructed to compile a listing below of all Selected Subcontractors and Suppliers which the Tenderer expects to use to execute the Works under the terms of this Contract.

Supplier or Contractor	Telephone No.	Description of work or materials
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Contract	Heavy Patching in the Cabonne Council LGA		
Contract Number	957708	Tenderer to Complete	
Council	Cabonne Council	Tenderer’s Initial	
Submission Date	12.00 noon Wednesday, 12 September 2018	Date Submitted by Tenderer	

TENDER SUBMISSION FORM 6

MAJOR MACHINERY AND EQUIPMENT

The Tenderer must complete and submit with Tender submission
All Submitted information will be treated as confidential

The Tenderer is instructed to compile a listing below of all Major Equipment and Machinery proposed to execute the Works under the terms of this Contract.

Make / Model	Description	Year of Manufacture	Owned or Leased
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Contract	Heavy Patching in the Cabonne Council LGA		
Contract Number	957708	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 12 September 2018	Date Submitted by Tenderer	

TENDER SUBMISSION FORM 7

STATUTORY DECLARATION ON NON-COLLUSIVE TENDER DECLARATION

The Tenderer must complete and submit with Tender submission
All Submitted information will be treated as confidential

I, _____ (Print name),

of _____ (Address),

do hereby solemnly declare and affirm the following;

1. I, after having made due inquiry believe the following to be completely accurate to the best of my knowledge.
2. Neither the Tenderer nor the Tenderers Agents or Servants have entered into any contract or agreement to offer payment of any kind to a representative of the Principal in the event of a winning tender.
3. Neither the Tenderer nor the Tenderers Agents or Servants have had any knowledge of the price of Tender submitted by its competitors nor did the Tenderer furnish the price of the enclosed tender to any external source prior to the close of the tender date as specified within this Contract.
4. Neither the Tenderer nor the Tenderers 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 submission.
5. The Tenderer is not aware of any facts which would affect the decision of the Principal in accepting the Tender nor has the Tenderer attempted to acquire information relevant to the Tenderer award process by soliciting the Principal, the Superintendent or their Representative's Agents or Servants.
6. Neither the Tenderer nor the Tenderers Agents or Servants have entered into any agreement with other Tenderers or third party which results in a payment of unsuccessful Tender 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 provided 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)

Contract	Heavy Patching in the Cabonne Council LGA		
Contract Number	957708	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 12 September 2018	Date Submitted by Tenderer	

TENDER SUBMISSION FORM 8

ACQUAINTANCE WITH SITE

The Tenderer must complete and submit with tender
All Submitted information will be treated as confidential

This form shall be signed by the Tenderer as a guarantee to the Principal that the Tenderer has undertaken a site inspection without direction of the Principal so as to be fully acquainted with the physical characteristics of the site.

Site Description: Cabonne Council LGA

DECLARATION OF SITE INSPECTION

I, _____, of the Tendering Organisation _____

have, of my own accord, conducted an inspection of the aforementioned site and in doing so I have acquired a sound knowledge of the physical characteristics of the site and any consequential procedures and processes that may arise as a result of any environmental or geographical constraints or conditions and in doing so have abided by all National, State, and Council regulations, legislation and bylaws.

The Tenderer understands that it is the responsibility of the Tendering Organisation to inform all personnel, agents and Subcontractors of the Tendering Organisation of all information pursuant to the preceding paragraph.

Name: _____

Signature: _____

Date: _____

Contract	Heavy Patching in the Cabonne Council LGA		
Contract Number	957708	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 12 September 2018	Date Submitted by Tenderer	

INSTRUMENT OF AGREEMENT

This instrument shall be completed by Principal and Contractor after acceptance of the tender.
It is included here for the Tenderer's information.

This form comprises a binding Contractual Agreement between:

CABONNE COUNCIL (Principal) and (Contractor)

to faithfully execute the whole of the Works as set out in the documents below for the

Contract: Heavy Patching in the Cabonne Council LGA

Contract No: 957708

Within the Area of Cabonne Council

in accordance with: Tenderers' Tender dated and
Letter of Acceptance dated

Contractual Document Parts Include

Conditions of Contract { The General Conditions of Contract AS 4000-1997
{ Annexure to the General Conditions of Contract

Drawings

Specifications – RMS M250 and G10

Tender Submission Documents

Addendums (if any)

The Principal does not guarantee that information provided as additional to the Contract Documents to assist the Tenderer in the preparation of the tender is accurate or complete and the Tenderer must make their own assessment as to the validity of the information.

Name of Contractor: _____

Signature of Contractor: _____ **Date:** _____

Address: _____

Witness: _____ (Signature)

Signed for and on behalf of Cabonne Council.

.....
General Manager

.....
Witness

.....
Name of General Manager (print)

.....
Name of Witness (print)

.....
Date

.....
Date



CABONNE COUNCIL

CONTRACT No. 957708

LUMP SUM CONTRACT

for the

**HEAVY PATCHING IN THE CABONNE
COUNCIL LGA**

APPENDIXES

**PREPARED BY:
COUNCIL'S DEPARTMENT OF
ENGINEERING & TECHNICAL SERVICES
DATE: AUGUST 2018**

CONTENTS

APPENDIX - A - CONTRACTOR INSURANCE MANAGEMENT SYSTEM (CIMS)

CIMS Quick Start Guide for Contractors

1. In your Web browser open the Statewide Mutual homepage <https://www.statewide.nsw.gov.au/>.
2. Select the **CIMS** icon in the bottom right hand corner of the homepage.
3. For existing users - enter your username and password to login.

For new users - select **Create My Account** and follow the prompts to create a CIMS account for your business.

A current email address is required and you will be asked to pay a subscription fee of \$100 (incl. GST). Payment can be made via PayPal or Credit Card and the subscription is valid for one year.

4. Once logged in, select **CIMS SitePass Contractor Management** to access your account.
5. To add your insurances on CIMS, select the **Insurances** link on the left navigation panel.



6. In the **Insurances** page, scroll down to the bottom of the page and select the **Add Insurance** button to create a new insurance tab.



The **Add Insurance** pop up box will appear.

You will need to create an insurance tab for each insurance type that you wish to add on CIMS (e.g. Public Liability, Professional Indemnity, Workers Compensation etc).

7. Complete the fields in the **Add Insurance** box with your policy details; these will be located in your Policy Schedule or Certificate of Currency.
8. You will then need to upload your insurance documentation. CIMS allows for up to two (2) documents to be uploaded on the insurance tab for the policy - the documents can be uploaded in the fields **Copy of Policy/PDS** and **Copy of Schedule**.

(TIP: If the 'Browse...' icon does not appear, select **Upload** from the drop down box.)

Refer to the **CIMS Documentation Requirements** section of this Quick Start Guide (page 3) for further information on the documents that you will need to upload to obtain CIMS verification.

Files must be in PDF or Microsoft Word format.

9. Once all fields have been completed and your files are selected, press **Save** and the policy will be submitted for verification.

Your insurance policy will go through a review process by CIMS and may take up to one (1) week complete. This is to verify that CIMS has sufficient documentation and information regarding your policy, for member Councils to make an informed decision about whether your insurance coverage is appropriate for the work that you will be undertaking.

You will be notified via email of the outcome of the review, keep monitoring your CIMS account during this time - Refer to the Verification Status Guide section below for further information.

For further assistance please contact CIMS Support on cims.support@statewide.nsw.gov.au.

CIMS Documentation Requirements.

- W** **Policy Wording / Product Disclosure Statement (PDS)** - this is the generic policy document or 'booklet' for your cover.
- S** **Policy Schedule** -contains details about your policy including policy number, coverage period, coverage amount, business activities covered, exclusions and endorsements.
This is **NOT** a Certificate of Currency. Renewal Invitations/quotations will not be accepted.
- C** **Certificate of Currency** - usually a one page document that confirms that a current policy is in place and details the insured name, insurer, policy number, coverage period and coverage amount.
- M** **Modified Certificate of Currency** - for businesses not wishing to provide the full Policy Wording and/or Schedule, you may claim 'Commercial in Confidence' and submit a modified Certificate of Currency.
This Certificate will need to include the insured and insurer's name, policy number, coverage period, coverage amount, business activities covered, exclusions and endorsements and **emailed directly to CIMS Support (cims.support@statewide.nsw.gov.au).**

Insurance Type	Documentation Requirements			
Public & Products Liability	W	and	S	or M
Professional Indemnity	W	and	S	or M
Motor Vehicle	W	and	C	or M
Workers Compensation	C			
Personal Accident & Illness	C			
Industrial Special Plant	W	and	S	or M
Marine Liability	W	and	S	or M
Umbrella or Excess Liability	W	and	S	or M
Business Pack / Office Pack	W	and	S	or M
All Other insurance types not listed above	W	and	S	or M