



CABONNE COUNCIL

CONTRACT No. 1241857

REQUEST FOR QUOTATION

FOR

SUPPLY AND INSTALL TRANSPORTABLE SELF-CONTAINED CABINS FOR CABONNE COUNCIL

**PREPARED BY:
COUNCIL'S DEPARTMENT OF ENGINEERING
& TECHNICAL SERVICES SECTION
DATE: 21 April 2021**

CABONNE COUNCIL

CONTENTS

GENERAL	1
1. PROJECT INFORMATION.....	1
2. PROJECT OBJECTIVES	1
3. SCOPE OF PROJECT	1
4. PROJECT DELIVERABLES AND TIMEFRAME	1
6. INFORMATION PROVIDED BY COUNCIL	2
7. FEES	2
8. STANDARDS.....	3
9. QUALITY OF WORK	3
10. INSURANCE.....	3
11. SITE INSPECTION.....	3
13. QUOTATION VALIDITY PERIOD	3
14. QUOTATION LODGEMENT REQUIREMENTS	4
15. QUOTATION EVALUATION AND SELECTION	4
16. COST OF QUOTATION	5
17. CONTRACT COMMENCEMENT DATE	5
18. COUNCIL'S CONTACT PERSON.....	5

GENERAL

Cabonne Council seeks submissions from suitably qualified companies to provide demountable self-contained cabins for installation at Canowindra Caravan Park within the township of Canowindra.

This brief outlines the features, fixtures and function required for the cabins required by Cabonne Council.

1. PROJECT INFORMATION

Cabonne Council LGA covers an area of approximately 6,000 km², surrounding Orange, comprising of several villages, with a population of approximately 13,000 residents.

With the increasing growth in visitation and tourism to our region, Council is looking to expand the accommodation type available within our caravan parks.

2 PROJECT OBJECTIVES

The provision of two (2) cabins will bring alternative accommodation options to the township of Canowindra and will enable additional tourism attraction opportunities to the Canowindra area.

3 SCOPE OF PROJECT

The construction, delivery, and installation of two (2) self-contained cabins located in the Canowindra Caravan Park. The project includes all works required for the construction of necessary footings and foundations, installation and placement of cabins, construction of access ramps from natural ground level to the veranda / cabin entry and connection to services. The contractor is to make allowance for the reinstatement of trenches associated with service connections.

The available footprint for each cabin site is 10m x 15m. The cabin site must allow for the provision for one (1) car park within the available footprint.

Please note, Council will arrange for all service connections to be provided to within 10m of each cabin location. Services to be connected to the cabins include sewer, water and electricity.

The scope of works within this project does not include provision of car parking areas and landscaping.

The contractor undertaking installation will be responsibility for remediation of any existing infrastructure damaged during installation including but not limited to access roads (internal and declared roads), footpaths, and disturbance to natural ground levels.

4 PROJECT DELIVERABLES AND TIMEFRAME

The minimum specification for the project deliverable(s) is;

- Construction of two, two-bedroom, self-contained cabins
- Cabins to provide universal access
- All cabins to have electric heating/cooling and cooking
- Features and fixtures within the Cabins to include as a minimum;
 - Microwave

- Table and chairs for four (4) people
- Lounge that can fold out for additional sleeping provision
- TV
- Fridge / Freezer
- Reverse Cycle air conditioner
- Electric Hotwater System
- Two (2) hotplates and stove, with exhaust fan
- Minimum double power point in each room in addition to necessary power points for microwave, fridge etc.
- Double Bed, minimum 2 x single beds
- Overhead LED lighting
- Shower, Toilet, Vanity Basin. Bathroom to have exhaust fan.
- Curtains/blinds, and privacy windows in Bathroom and Toilet
- Openable windows and glass sliding door – all with fly screens
- Metal cladding, with wooden deck/veranda area
- External power point
- Site to include;
 - Connection to water, sewer, power and stormwater

Optional inclusions to be priced separately include;

- Cabins to have minimum 4-star energy rating.
- Connection points and associated plumbing to allow for future connection to rainwater tanks for stormwater collection and reuse (i.e. toilets)
- Solar hot water
- Solar panels and battery storage.

Milestones	Due Date
Contract Advertised	Wednesday, 28 April 2021
Submissions Close	Wednesday, 26 May 2021 at 12:00pm
Letter of Acceptance	Friday, 11 June 2021
Commencement of project	Monday, 14 June 2021
Completion and Installation	To be confirmed following award

5 MANAGEMENT OF PROJECT

Council’s Project Manager is Chris Jackson, Acting Department Leader – Urban Services.

The consultant shall submit fortnightly progress reports, via email to the Project Manager outlining progress of the project to date.

6 INFORMATION PROVIDED BY COUNCIL

- Site plan showing indicative location of cabins.

7 FEES

- Method of payment for this Contract shall be Lump Sum.
- A cost breakdown is to be included in the proposal along with the activities/milestones, and designated hourly rates for the nominated project team members, travel & accommodation charges, and overheads to be charged for any principal driven scope variations as agreed during the delivery of the project.
- Additional charges, contingencies must be included within the quotation.
- There will be no additional payments, other than as agreed prior to the commencement of the project.

8 STANDARDS

All works shall be in accordance with the current relevant Australian Standards, Building Code Regulations and Standards and/or current relevant Industry Standards.

9 QUALITY OF WORK

As part of this engagement Council expects a high quality of work in accordance with the contractors Quality Assurance System and to follow all relevant legislative requirements.

10 INSURANCE

A Professional Indemnity limit of \$1,000,000.00 and a Public Liability Limit of \$20,000,000.00 shall be applicable for this project.

11 SITE INSPECTION

Consultants are encouraged to visit the site in order to submit a quotation, however a site visit is not mandatory. Note, upon the submission of a quotation, the contractor / tenderer accepts all site conditions regardless of whether a site visit was conducted.

12 SUBMISSION OF PROPOSAL

It is required that submissions provide the following information to assist Council assessing the suitability of consultancies to undertake this project:

- Cabin style and model range that fits the brief requirements.
- Pricing for each style and model presented.
- Timelines for construction and delivery.
- Copy of engineering and building code specifications.
- Full list of standard inclusions, including product brands and specifications.
- List of priced optional inclusions including energy products (e.e solar hot water, solar panels, connection to rainwater tanks).
- Details of construction methodology, transport and installation methodology.
- Site preparation requirements to be completed/provided prior to arrival of cabins to site.
- Project cost, inclusive of all costs incurred for the supply, delivery and installation of the cabins. Costs are to be provided for each style and model presented as part of the submission.
- Project timeline, identifying key milestones and payment.

13 QUOTATION VALIDITY PERIOD

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

14 QUOTATION LODGEMENT REQUIREMENTS

Quotations are to be submitted by the closing date and time and are to be enclosed in a sealed envelope and the envelope marked legibly as follows:

Contract No. **1241857**

Quotation for **SUPPLY AND INSTALL TRANSPORTABLE SELF-CONTAINED CABINS FOR CABONNE COUNCIL**

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 1241857 Supply and Install Transportable Self-Contained Cabins for Cabonne Council”.

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 submissions.**

Time: 12:00 noon
Date: Wednesday, 26 May 2021

15 QUOTATION EVALUATION AND SELECTION

The evaluation criteria shall be:

Criterion	Measure
Price	Weighted Scoring
Compliance with regulations and standards (Council approvals / compliance plate)	Evidence of documentation and conformance with standards and regulations.
Performance capability	Proven record of delivery of similar works.
Manufacturing Warranties	Evidence of documentation for warranties of all product components.
Conformance with the RFQ brief.	Evidence of conformance with tender scope.

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

16 COST OF QUOTATION

All costs associated with quotation preparation and submission shall be borne by the Contractor.

17 CONTRACT COMMENCEMENT DATE

The commencement of the Contract is nominated as the date of dispatch of the letter of acceptance of quotation to the successful Contractor. There shall be no Contract prior to the issue of a letter of acceptance.

18 COUNCIL'S CONTACT PERSON

Enquiries regarding this quotation may be directed to:

Name: **Chris Jackson** Phone: **02 6390 7100**
Position: **Acting Department Leader – Urban Services**