



SHIRE OF WILLIAMS

REQUEST FOR TENDER Kitchen, Laundry and Bathroom Refurbishment – Six (6) Units at Sandalwood Ct, Williams RFT 2 2021/2022

Request for Tender (RFT):	Kitchen, Laundry and Bathroom Refurbishment to Six (6) Units at Sandalwood Court, 3 Growse Street, Williams
Deadline:	5.00pm, Wednesday, 1 June 2022
Address for Delivery:	Post or Delivery: 9 Brooking Street, Williams WA 6391 or Email: ceo@williams.wa.gov.au Contact: Geoff McKeown Phone: 08 98851005 <u>Post or Email must be received by 5:00pm on the due date</u>
RFT Number:	RFT 2 2021/2022

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SCOPE OF WORK

1. DESCRIPTION OF WORK

The property is situated at 3 Growse Street, Williams and is currently available to Social Housing Tenants, primarily seniors. It is a complex of six (6) units (the Units) constructed in 1998.

It is proposed that for each Unit the kitchen, laundry and bathroom will be fully gutted including, but not limited to all the fittings and fixtures, the cupboards, wall and floor tiles. Wall and floor tiles will be removed from the WC and new tiles will match throughout.

2. SPECIFICATIONS

Detained specifications and addenda have been prepared to assist with the tender and are attached as separate documents. The following photos show a current unit and may assist.



Kitchen



Laundry



Bathroom



Bathroom

3. TIMEFRAME

The successful tenderer is expected to be notified of the outcome within one month of the closing date for tenders. The work can commence in the 2022/2023 financial year and must be completed by the end of September 2024.

Given the timeline for completion of this work, Contractors are to factor price increases into their tender as the work will occur over an extended time period.

It is important to note that access to the units may be one unit at a time as they are currently fully tenanted. The Shire will negotiate with each Tenant to vacate their unit for the work to proceed.

4. NON-CONFORMANCE

4.1 *Non-Conformance of Material*

Material used for the refurbishment will only be accepted following inspection by the Shire's Representative.

The Contractor will not be paid for non-conforming material.

4.2 *Non-Conformance of Plant, Equipment and Staff*

The Contractor shall ensure that all plant, equipment and staff directed to the site will be suitable or qualified to carry out works under this contract.

Should the plant, equipment and staff be deemed non-conforming, the Shire reserves the right to reject the supply until such time as the non-conforming aspects are rectified.

The contractor shall do everything necessary to ensure that plant and equipment are delivered to site in good working order so that the possibility of breakdowns are minimised. Should the Contractor knowingly supply plant or equipment which is sub-standard, unsuitable for the specified task or faulty the Shire may reject the plant or equipment as above.

All Staff used by the Contractor for the completion of the works under this contract shall be competent and fully trained in all aspects of the operation of the plant and equipment. Should it be apparent that the operator(s) of the plant or equipment are not competent the Shire may call for a replacement operator or reject the operator as above.

5. PERFORMANCE

The Contractor shall perform the works under this contract in an expert, efficient and courteous manner. The Contractor at all times is to refer to any comments or discrepancies to the Shire's Representative for resolution.

The Contractor is expected to carry out the requirements of this contract with a high degree of personal and public safety at all times.

6. CONTRACTOR OH&S OBLIGATIONS

The Shire of Williams acknowledges that it has a Duty of Care obligation under the *Occupational Safety and Health Act 1984* and *Work Health and Safety Act 2020* to provide to all its employees (including contractors and their employees) a safe workplace and safe system of work.

It is therefore required that Contractors carrying out any work for the Shire shall be required to comply with the Shire's Occupational Safety and Health Policies and Procedures. This will entail:

- The Contractor, its employees and sub-contractors having all necessary current licences appropriate to the work being provided;
- The Contractor must ensure that all their staff and sub-contractors have been trained in the safe use and operation of plant and equipment that they are required to operate in carrying out their work;
- Wearing appropriate and necessary Personal Protective equipment when carrying out any work duties;

- Ensuring that all plant and equipment used in carrying out those duties are regularly maintained;
- All necessary plant and equipment have all the necessary guards in place and meet all the requirements of *Occupational Safety and Health Regulations 1996* and *Work Health and Safety Act 2020*, and any appropriate Australian Standards pertaining to the equipment used or the type of work being carried out;
- The Contractors Workers Compensation Policy and Public Liability Policy appropriately covers contractor's employees that are engaged in working on the contract; and
- Copies of all insurance certificates of currency and licences are required to be provided prior to the commencement of the contract.

7. SELECTION CRITERIA

The following criteria will be taken into consideration in determining the successful Contractor:

- **Value for money (Price) (65%), and**
- **Contractors are located within the boundaries of the Shire or within the broader region (5%), and**
- **Demonstrated benefit or contribution to the local economy (5%), and**
- **Demonstrated relevant experience (20%), and**
- **Demonstrated understanding, equipment and safety to undertake project (5%).**

Please note that the Shire of Williams will not be submitting a price for part of this work as per the *Local Government (Functions & General Regulations) Clause 14(4)(d)*.

8. LODGEMENT/ACCEPTANCE OF TENDER

Tenders are to be received no later than 5:00 p.m. on Wednesday, 1 June 2022

All tenders are to be received either by mail or delivery to 9 Brooking Street, Williams WA 6391, or by email to: ceo@williams.wa.gov.au

Contact person is Geoff McKeown phone number: 08 98851005

The Shire shall not be bound to accept the lowest or any tender. The tender is deemed to be accepted when the Shire provides written notification of such acceptance to the successful Contractor.

9. CONTRACTOR'S OFFER

9.1 OFFER FORM

CHIEF EXECUTIVE OFFICER
SHIRE OF WILLIAMS
9 BROOKING STREET
WILLIAMS WA 6391

I/We

Name: [BLOCK LETTERS]:

Address:

ABN/GST Status:

ACN (if any):

Telephone No:

Facsimile No:

Email:

In response to **RFT – Kitchen, Laundry and Bathroom Refurbishment to Six (6) Units at Sandalwood Court, 3 Growse Street, Williams**

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Responding contained in this request signed and completed.

The tendered price is valid up to three (3) months from the date of the request closing unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

Dated this: _____ day of _____ 2022

Signature of authorised Signatory of Respondent:	
Name of Authorised Signatory	
Position:	
Address:	

Witness Signature:	
Name of Witness: (BLOCK LETTERS):	
Position:	
Address:	

9.2 RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 3 are to be completed and returned to the Principal as they form part of your Tender).

9.2.1 Referees

Attach details of your referees, and label it "**Referees**".

Reference should be for similar works, i.e., building refurbishment.

9.2.2 Subcontractors

If you intend to subcontract any of the requirement of this work out, please attached their details labelled "**Subcontractors**", including:

- (a) the name, address and the number of people employed; and
- (b) the Requirements that will be subcontracted.

9.2.3 Conflicts Of Interest

Please provide notification of any actual or potential conflict of interest which may arise during this contract which may affect your performance or your obligations under the Contract.

9.2.4 Insurance Coverage

The insurance requirements for this Request are stipulated in the Special Conditions. Respondents are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled "**Insurance Coverage**". A copy of the Certificate of Currency is to be provided to the Principal within 10 days of acceptance.

Type	Insurer – Broker	Policy Number	Value (\$)	Expiry Date
Public Liability			\$10,000,000	
Workers Compensation			As required by law at the time of contract	

9.2.5 Assessment Criteria

Before responding to the following assessment criteria, Respondents must note the following:

- ~ All information relevant to your answers are to be contained within your response to each criterion;
- ~ Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- ~ Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- ~ Respondents are to address each issue outlined within a qualitative criterion.

<p>A) Value for Money</p> <p>The price of this contract is considered to be crucial to the outcome of the contract. The price is then assessed with quality and against similar industry rates.</p> <p>The Shire of Williams is seeking value for money.</p>	<p style="text-align: center;">Weighting - TOTAL 65%</p> <p>65% - your prices are within 10% of similar industry rates</p> <p>60% - your prices are within 20% of similar industry rates</p> <p>55% - your prices are within 30% of similar industry rates</p> <p>50% - your prices are within 40% of similar industry rates</p> <p>45% - your prices are within 50% of similar industry rates</p> <p>40% - your prices are greater than 50% of similar industry rate</p>
<p>B) Local Suppliers</p> <p>The Shire's Purchasing Policy contains a sustainable procurement component that recognised business practices that enhances social advancement, environmental protection and local economic benefits.</p> <p>Suppliers to advise if they are located within the boundaries of the Shire or within the broader region.</p>	<p style="text-align: center;">Weighting - TOTAL 5%</p> <p>5% - if your company is located within the boundary of the Shire of Williams</p> <p>3% - if your company is located within 50kms of the Shire of Williams</p>
<p>C) Demonstrate a benefit or contribution to the local economy</p> <p>The Shire's Purchasing Policy contains a sustainable procurement component that recognised business practices that enhances social advancement, environmental protection and local economic benefits.</p> <p>Suppliers to provide detail of use of local subcontractors or use of locally sources materials.</p>	<p style="text-align: center;">Weighting - TOTAL 5%</p> <p>5% - if your company demonstrates and quantifies the use of local subcontractors or use of locally sourced materials from within the boundary of the Shire of Williams</p> <p>3% - if your company demonstrates and quantifies the use of local subcontractors or use of locally sourced materials from within 50kms of the Shire of Williams</p>

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<p>E) Relevant Experience</p> <p>Describe your experience in completing and or supplying similar requirements.</p> <ol style="list-style-type: none"> 1 Provide details of similar work; 2 Demonstrate competency and proven track record of achieving outcomes. 	<p style="text-align: center;">Weighting - TOTAL 20%</p> <p>20% - your company has completed similar works in Western Australia, with all excellent reference checks, with your own equipment, on more than 10 occasions</p> <p>15% - your company have completed similar works in Western Australia, with all excellent reference checks, with equipment not owned by the company, on more than 10 occasions</p> <p>5% - you have completed similar works in Western Australia, with all excellent reference checks, whilst working for another company, on more than 10 occasions</p>
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<p>F) Demonstrated Understanding, Equipment and Safety</p> <ol style="list-style-type: none"> 1 Respondents should detail the process they intend to use to achieve the Requirements of the Specification. 2 Respondents should supply a list of tools and machinery they will be using on the works 3 Respondents should supply their Occupational Safety, Health and Environmental Plan 	<p style="text-align: center;">Weighting - TOTAL 5%</p> <p>5% - the details you have provided are exactly what the Shire is requesting, your tools and machinery are compliant with safety standards, your OSH&E plan is up to date and relevant to this type of work</p> <p>3% - the details you have provided need further clarification, but are generally what the Shire is requesting, your tools and machinery are compliant with safety standards, your OSH&E plan is up to date and relevant to this type of work</p> <p>2% - the details you have provided are not what the Shire is requesting, your tools and machinery are compliant with safety standards, your OSH&E plan is up to date and relevant to this type of work</p>
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9.3 PRICE INFORMATION

Respondents **must** complete the following “Price Schedule”. Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Tender.

9.3.1 Price Schedule

KITCHEN, LAUNDRY AND BATHROOM REFURBISHMENT TO SIX (6) UNITS AT SANDALWOOD COURT, 3 GROWSE STREET, WILLIAMS	COST (EX GST)	GST	TOTAL COST
Kitchen, Laundry and Bathroom Refurbishment to Six (6) Units			