

REQUEST FOR QUOTE- Maintenance Grading – Various Roads in the Taroom Area

RFQ # Q-2122-INF55

Annexure 1

1. PROJECT OVERVIEW

To improve vehicle safety, Banana Shire Council has identified the need to undertake the maintenance of sections of various gravel roads in the Taroom area (The Bend Road, Bundulla Road, Injune Road and Tarana Crossing Road). A medium formation grade, including the re-establishment of drains, is to be undertaken on these roads as directed by a Council Representative.

2. SCOPE OF PROJECT

Medium formation grading to be completed as per the standard listed in **Attachment 2**.

The location and extent of works is to be as directed by a Council Representative and will be limited by the budget available.

2.1 PROJECT DELIVERABLES

- Site Establishment
- Recording of quantities of water taken from any water source
- Medium formation grading of the road surface (including re-establishment of drains)
- All traffic management
- Clean-up of site

2.2 PROJECT EXCLUSIONS (TO BE UNDERTAKEN/SUPPLIED BY COUNCIL)

- Supply of water extraction locations points for each site

3. CONTRACT TIMEFRAMES

Item	Date
Quote Submitted:	7 th April 2022
Works to be completed by:	30 th June 2022 (actual timeframes will be confirmed with Council Representative)
Invoice to be Submitted by:	No Later than 7 th July 2022

4. PRICE SCHEDULE

A contractor interested in submitting a quotation is required to provide a quotation to complete the following services:

DESCRIPTION	UNIT	RATE
SERVICES		(INCL GST)
Initial Establishment of equipment	Lump Sum	\$
Provision for traffic	Per day	\$
Medium formation grading	m2	\$
Relocation of Grader between sites	Per km	\$
Relocation of Roller between sites	Per km	\$

5. LODGEMENT OF QUOTATION

Quotations must be emailed to quotations@banana.qld.gov.au

Quotations **are not** to be emailed or handed directly to any Council Officer as this may eliminate you from the quoting process.

Quotations close **Thursday the 7th April 2022**

Council reserves the right to accept late quotations.

The Council will not accept any responsibility in the event that a quotation is not received by the Closing Date

6. INFORMAL QUOTATION

Any Quotation may be rejected if it:

- Does not comply with the requirements of the Specification or this Form of Quotation

7. ACCEPTANCE OF QUOTATION

The Council is not bound to accept any Form of Quotation.

The Council reserves the right to amend the scope of the contract inclusions and may accept part of a Form of Quotation.

The proposed contractor agrees that the Form of Quotation will remain open for acceptance for a minimum period of 30 days after the Closing Time, notwithstanding

that there may have been negotiations in respect of any Form of Quotation in the meantime.

8. INSURANCE DETAILS

The proposed contractor is to complete the table below, after having regard to levels of insurance required by conditions of contract as per the Quotation

Workers Compensation or Personal Accident Insurance cover as required by law (whichever may apply)

DETAILS OF CONTRACTOR'S WORK COVER INSURANCE	INSURER:	
	POLICY NUMBER:	
	SUM INSURED:	
	CURRENT TO:	
DETAILS OF CONTRACTOR'S PUBLIC LIABILITY INSURANCE	INSURER:	
	POLICY NUMBER:	
	SUM INSURED:	
	CURRENT TO:	
DETAILS OF CONTRACTOR'S PRODUCT LIABILITY INSURANCE	INSURER:	
	POLICY NUMBER:	
	SUM INSURED:	
	CURRENT TO:	
COPIES OF YOUR CURRENT INSURANCE CERTIFICATE FOR ALL INSURANCES MUST BE ATTACHED.		

9. REGISTRATION DETAILS

CONTRACTORS ARE TO COMPLETE BELOW TABLE, AFTER HAVING REGARD TO LEVELS OF REGISTRATIONS REQUIRED BY CONDITIONS OF CONTRACT AS STATED BELOW

DETAILS OF CONTRACTOR'S ABN REGISTRATION	REGISTRATION No:	
DETAILS OF RELEVANT LICENSE	REGISTRATION No:	
	ISSUE DATE:	
	EXPIRY DATE:	
PLEASE ATTACH A COPY OF YOUR CURRENT REGISTRATION MENTIONED ABOVE.		

Persons conducting works under this contract shall hold the necessary nationally recognised competencies to conduct the required work and the necessary licensing to operate any plant or equipment. If the statutory requirements change during the period of this contract, no additional charge will be borne by Council.

10. INDEMNITY

The successful Contractor must indemnify and keep indemnified the Council against:

- Any liability under the *Workers' Compensation and Rehabilitation Act 2003* as amended from time to time; and
- Any other law in force or which during the term of this Contract may come into force, under which any person is entitled to claim or sue for compensation or recover any damages from the Council.

11. COLLECTION OF PERSONAL INFORMATION

Banana Shire Council is collecting your personal information in accordance with the *Local Government Act 2009* (the Act) and the *Local Government Regulation 2012* (the Regulation) for the purpose of evaluating your submission and administering any subsequent contract. Generally, we will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to your referees and ATO. Further, under the Regulation Council is required to publish the relevant details of any contract worth \$200,000 or more on its website. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's [Privacy Statement](#), [Privacy Procedure](#) and this collection notice.

12. NOTICE OF VARIATIONS

Where the contractor is given a direction to vary the work under the contract which is not expressly identified in writing as a variation, the contractor must promptly, and where practicable before complying with the direction, give the Project Manager a written notice which identifies the direction and states that the contractor considers that the direction involves a variation. The variation should be noted on the Invoice and be itemised per variation.

13. WORK HEALTH & SAFETY FOR CONTRACTORS

WORK HEALTH & SAFETY SIGN OFF FOR CONTRACTORS

Banana Shire Council is committed achieving high standards of WHS, where the safety of our employees, volunteers, contractors and the public is placed as our first priority.

Banana Shire Council requires that all contractors understand their health and safety (WHS) requirements prior to performing work for Council. Enclosed is a copy of the Workplace Health and Safety Information Package for Contractors.

It is essential that all contractors work in accordance with the obligations stated in the Work Health and Safety Act (2011) and all subordinate WHS legislation.

Banana Shire Council
Banana Shire Council Policy

SMS-E1-1.4-001
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Document Version: 31 July 2018



BANANA SHIRE COUNCIL

Policy

TITLE	WORK HEALTH AND SAFETY POLICY STATEMENT
POLICY NUMBER	08
FUNCTION / ACTIVITY (for Policy Register Purposes)	WORK HEALTH AND SAFETY
RESPONSIBLE DEPARTMENT	EXECUTIVE SERVICES
LEGISLATION	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011
ADOPTED	14 December 2007 Ordinary Meeting - Minute 32241
REVIEWED/AMENDED	EMT Meeting - 2 June 2008 EMT Meeting - 9 July 2012 Control of Policy transferred by Council to CEO as an Operational Policy - 12 December 2012 - Minute OM002173 Policy control reverted back to Council and adopted 27/08/2014 Ordinary Meeting - Minute No. OM002852 9/12/15 Ordinary Meeting – Minute No. OM003297 26/07/17 Ordinary Meeting – Minute No. OM003835 27/06/18 Ordinary Meeting – Minute No. OM004117
NEXT REVIEW DUE	June 2022

SCOPE

This policy applies to all employees of the Banana Shire Council and includes contractors, volunteers, work experience students, trainees and visitors.

OBJECTIVE

The objective of this policy is to outline Council's responsibility, accountability and participation in Work Health and Safety.

POLICY

MISSION STATEMENT

At Banana Shire Council **'we are committed to promoting and striving for continuous growth and improvement in all that we do, for the benefit and growth of the whole of the Shire'**.

WORK HEALTH & SAFETY COMMITMENT

Banana Shire Council is committed to the continual improvement of its Work Health and Safety performance in all of our operations and implement a Safety Management System aligned with the requirements of Safeplan to support this improvement approach. We will strive to deliver on these commitments by -

- Create and maintain a safe and healthy working environment and provide an injury and illness free workplace.

- Develop proactive health and safety strategies and adopt a risk management approach to operations in order to eliminate work related injury and illness.
- Communicate openly and honestly with our employees, contractors, suppliers, other business partners and interested third parties to encourage a health and safety culture that reflects the intent of this policy.
- Set measurable objectives and targets and monitor progress against these regularly reviewing our health and safety performance, considering the effectiveness of work health and safety activities and ensuring our health and safety targets are being met to achieve results of which we can all be proud.
- Fully implement Banana Shire Council's Work Safety and Health Management System and compliance to all relevant legislation. This requires the allocation of appropriate resources and the provision of training, education, consultation and auditing to ensure compliance.
- Ensuring the Executive Management Team and employees, contractors, volunteers and visitors carry out their health and safety responsibilities.
- Periodically review this policy to ensure it remains relevant and appropriate to Banana Shire Council.

The Executive Management Team takes overall responsibility for the governance of Work Health and Safety at Banana Shire Council.

The adoption and promotion of this policy is mandatory for all employees of Banana Shire Council and for contractors and suppliers acting on our behalf.

PROCEDURE

As approved and issued by the Chief Executive Officer and subject to future revision, amendment and issue under the authority of the Chief Executive Officer.

CERTIFICATION


.....
CHIEF EXECUTIVE OFFICER
BANANA SHIRE COUNCIL


.....
DATE

GENERAL HEALTH & SAFETY RULES FOR CONTRACTORS

Banana Shire Council welcomes you to our Workplace. Council recognises its responsibility and commitment to ensure health and safety of all workers including contractors. Therefore it is important for you to be aware of your responsibilities under the Work Health and Safety Legislation 2011

The following conditions will apply:

- **Inductions - All workers** who attend a worksite are required to complete a formal Council Contractors induction and a Site Specific Induction prior to mobilisation to site. Inductions will be arranged at convenient times for the contractor before commencement and must be **renewed every 12 months**. If the Contractor/Service Provider's employee or subcontractor fails to maintain the required inductions, BSC reserves the right to refuse or remove the subject parties from BSC sites.
- All workers must maintain current and accurate information relating to licences, tickets and qualifications at all times
- All contractors **must** read the contents of this document before commencing work on Council worksites.
- All contractors **must** comply with the wearing of Personal Protective Equipment/ Clothing whilst working in council work locations.
- **Smoking** is prohibited in Council offices, workshops, buildings, vehicles and on Worksites within 4 metres of crib huts, facilities and other persons.
- **Drugs and Alcohol** are not permitted on any Council worksites or vehicles and in the operation of plant and vehicles. If you require any medication that may impact on your ability to safely operate a vehicle / or machinery you must furnish a letter from your Medical Practitioner advising of the type, quantity and effects of the medication to the site supervisor and Council's Contractor Supervisor.

Failure to adhere to Work Health and Safety Legislation by any contractor will result in the contractor being required to rectify their actions, refusal to do so will result in contractor being asked to stop work and leave the BSC work area.

- Hire machinery or machinery owned by contractors must comply with all relevant standards and maintenance records must be available on / with the machine and shown as requested.
- Contractors who operate machinery must be able to show proof of training, licences and certificates of competency prior to the start of work, these must be available for inspection by site supervisor or Councils WHS staff on request.
- Incidents and near misses including damage to Telstra, Ergon Energy or gas services must be reported to the Supervisor immediately and a written report completed and given to Council's Contractor Supervisor or Safety Advisors as soon as possible.
- Hazards must be assessed immediately and if they are not able to be adequately controlled reported to the worksite supervisor.
- Electrical equipment that is to be used on council sites must be tested and tagged to comply with Electrical Safety Act and Regulations 2013.

- Safety Plans, in compliance with section 309 in the WH&S Regulation 2011, must be submitted for all specified work by contractors. These plans will detail the following:
 1. Business Name, Address, Contact Phone Numbers, ABN/ CRN
 2. Name and Contact details for site Manager / Supervisor for Task
 3. Details of Insurances and WorkCover/ Self Insurance Scheme
 4. List of all staff who are going to work on site
 5. Identification of tasks and hazards associated with the work activity.
 6. Risk Assessments.
 7. Short term and long term control measures to reduce the risk of injury/damage.
 8. Ways to monitor the effectiveness of the control measures.
 9. Methods to control worksite hazards.
 10. Safety Policy.
 11. Description of specific work activities.
 12. Induction records of contractor employees on site.
 13. Plant Register
 14. Equipment Register
 15. Training Register for employees for equipment and tasks to be used.
 16. Test and Tag registers where applicable
 17. Safe Work Method Statements
 18. Copies of Construction Induction Details
 19. First Aid Register
 20. Names of First Aid Trained Personnel
 21. Incident / Injury Reporting process
 22. Hazard/ Inspection Checklists
 23. Fire Extinguisher Register

First Aid Kits are to be provided at each worksite.

It is the Contractor's obligation to ensure that all of their staff who performs construction work for Banana Shire Council has a General Construction Induction Card (White/Blue Card) when entering any construction worksites. Any staff members who will be performing construction work must be required to present their card for verification on each worksite as part of the sign in process for the construction safety induction. Staff who cannot provide evidence of the White/Blue Card are not to be permitted to perform any construction activities whilst on the worksite.

CONTRACTOR'S WH&S SYSTEMS CHECKLIST

This checklist forms part of the quotation evaluation and is to be completed by the contractor and submitted with this offer. The purpose of this checklist is to provide an overview of the status of the Contractors WHS system.

If a requirement of this contract, Contractors will be required to verify their responses by providing evidence relating to WHS systems.

SECTION	REQUIRED IN DOCUMENT	RESPONSE Yes No N/A
Organisations Details	The quotation document must contain the following: 1. Name of Contractor 2. Address of Contractor 3. ABN of Contractor	
WHS Risk Management	A detailed risk assessment is to be provided for the scope of work detailing all hazards, risks, controls and responsibilities	
Code of Practice First Aid 2014	A First aid risk assessment outlining the process of dealing with first aid requirements (as per code of practice)	
Emergency Preparedness	If Appointed as Principal Contractor ensure that an emergency plan is prepared a. Evacuation procedure b. Assembly point c. Testing procedures for emergency equipment d. Consultation and communication regarding the above	
Safety Plan	A safety plan for any works undertaken capturing the following; 1. Name and Contact details for site Manager / Supervisor for Task 2. Details of Insurances and WorkCover/ Self Insurance Scheme 3. List of all staff who are going to work on site 4. Identification of tasks and hazards associated with the work activity. 5. Safety Policy. 6. Induction records of contractor employees on site. 7. Plant Register 8. Equipment Register 9. Training Register for employees for equipment and tasks to be used. 10. Test and Tag registers where applicable	

	<ul style="list-style-type: none"> 11. Hazardous Chemical Register and current SDS for chemicals on-site. 12. Safe Work Method Statements 13. Copies of Construction Induction Details 14. First Aid Register 15. Incident / injury reporting and management process 16. Hazard/ Inspection Checklists 17. Site consultation 18. Security Arrangements. 19. Signage for site or work 20. All designated Safe Work Method Statements for high risk construction activities. 	
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CERTIFICATION

The information provided in this checklist is an accurate summary of the company's WH&S systems.

By signing this (Quotation) form the Proposed Contractor agrees to abide by all Councils Policies and Procedures in relation to this quotation response and the process of contractor engagement.

I/We accept that the Council reserves the right to negotiate with Proposed Contractors in relation to secure the best outcome for Council.

I/We agree to keep any Council negotiations in relation to the proposed contract confidential for all time.

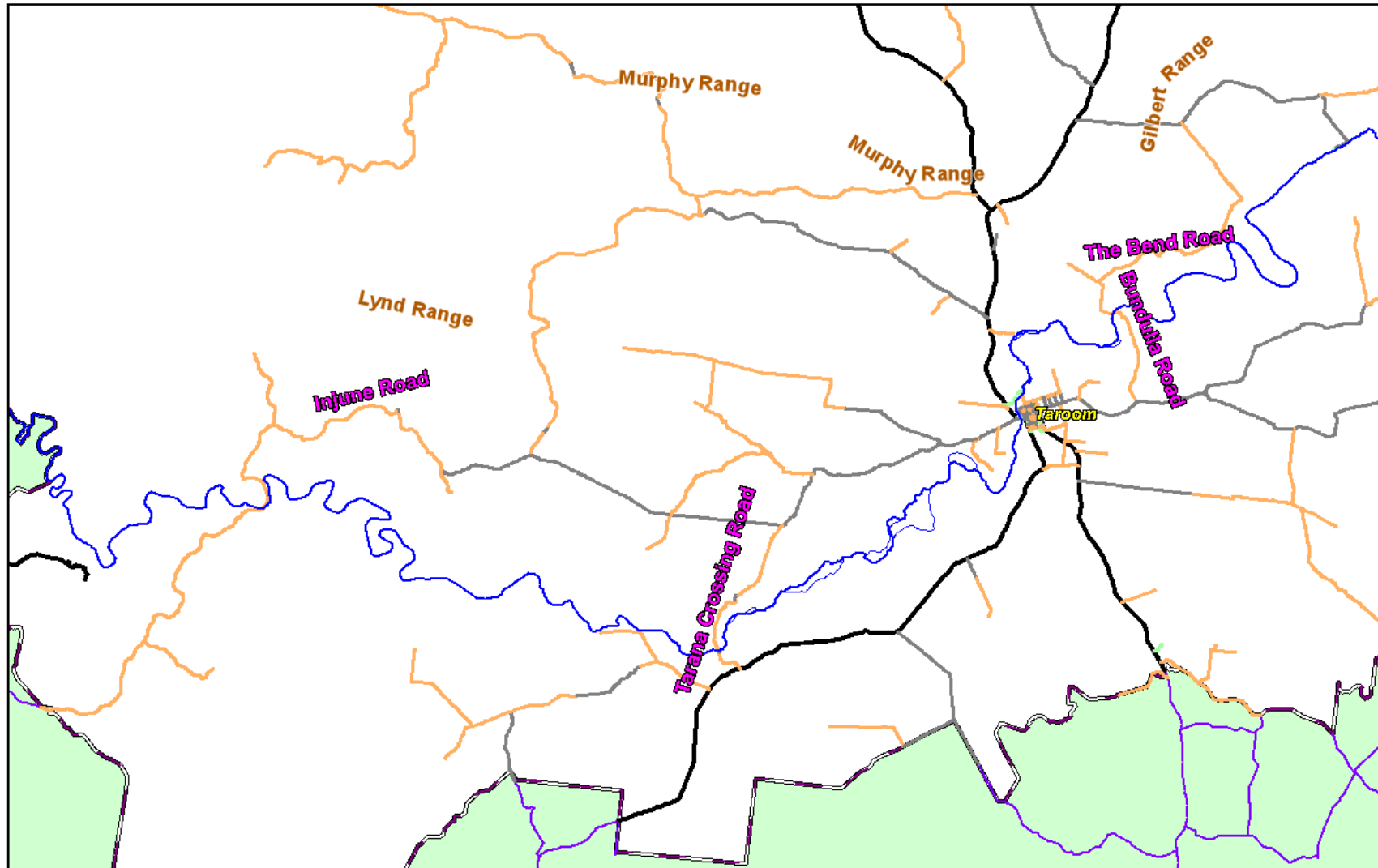
COMPANY NAME: _____

SIGNATURE: _____ NAME: _____

POSITION: _____ DATE: _____

CONTACT NAME: _____ CONTACT NUMBER: _____

Attachment 1



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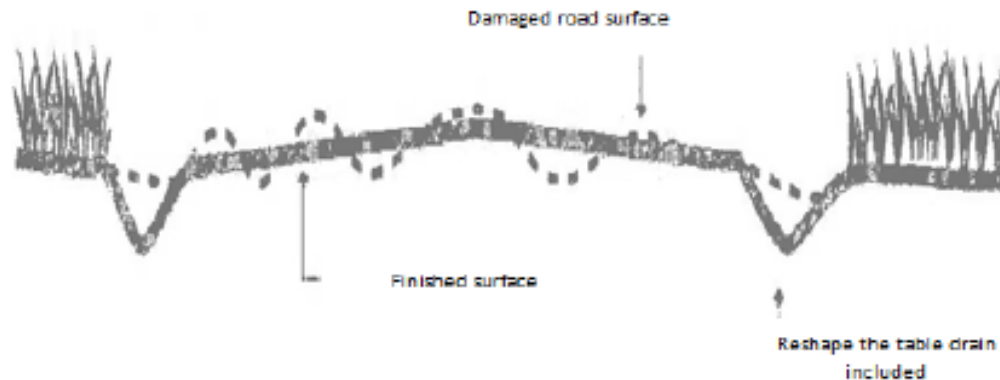


Scale 1 : 367,518 (A4 Original Size)
Transverse Mercator projection, GDA94, UTM Zone 56

Locality Map

Attachment 2

1.2 Medium Formation Grading (Item 202)



Summary:

Tyne the top 50mm of road surface for re-use, mix recovered material in, shape and compact

Unit of measurement:

m

Work Operations:

- Site establishment and disestablishment of all plant, material and labour
- Establishment and disestablishment of traffic control
- Identification of the work area
- Removal and reinstatement of roadside furniture as required
- The de-grassing of the existing pavement
- Ensure the table drains are correctly shaped, and have run-outs at appropriate locations
- Tyne top 50mm of the road surface
- Mixed recovered material into the tynd pavement material to ensure a consistent material
- The grading of the existing pavement including watering and compaction
- Trim and roll to correct profile
- All other operations that may apply
- Certification that the final product meets the requirements of the Restoration Standards, including visual inspections, compliance and audit testing
- Site clean-up including the disposal of any waste

Excluded from medium formation grading:

- Import of additional material – if additional material is required it will be ordered as a separate Gravel supply / Top up or Bulk Fill item

Plant:

Grader, water cart, roller