

## REQUEST FOR QUOTE – PCYC Building External Roof Repairs (Roofing Plumber)

RFQ # Q-2223-CS-66

### Supplier Details:

|                |       |
|----------------|-------|
| Business Name  | ABN   |
| Trading Name   |       |
| Contact Person | Phone |
| Email Address  |       |

### Scope of work:

Banana Shire Council has been given responsibility for the PCYC building and we require repairs to the roof structure.

We require the services of a roofing plumber to undertake the following work scope:

**A)** Visually inspect all evaporative air conditioner external units for damage to the exterior shell, take photos of any damage and provide a quote to Council. Replace any damaged lids to the 'Coolair' units.

Ensure all 'Coolair' units are watertight around the base where units meet the roofing iron.

**B)** Remove the existing damaged Laserlite Polycarbonate in the areas of the main building roof as shown in the Attached Site Roof Layout and dispose offsite.

**C)** Inspect roof batons in exposed areas, the remainder of the colourbond roof surface area and gutters for damage, take photos of any noted damage and provide to Council (if any).

**D)** Supply and install new Laserlite Polycarbonate Greca Style sheeting to the same areas, ensure new roofing screws are used.



There is 200 lineal metres of the Laserlite Polycarbonate to be replaced, each row, as shown on the attached roof plan, is a standard sheet width.

As this building height is above 2m please ensure your working at heights methodology is considered and included in the quote.

Site visit can be arranged for assisting with quotations, please contact the Senior Land & Lease Management Coordinator on (07) 4992 9500.

## Quotation Deadline

11am, Thursday, 6<sup>th</sup> October 2022

**IMPORTANT:** Before submitting your quote, please refer to the Standard Terms and Conditions available on the Banana Shire website.

## Submission Information:

- Submit via email to [quotations@banana.qld.gov.au](mailto:quotations@banana.qld.gov.au)

## Mandatory requirements:

- As listed in the Scope Criteria & Evaluation Criteria

## Evaluation criteria

| Criteria   | Weightage |
|--|-----------|
| Timeframe – Works need to happen asap to reduce future rain damage. Please ensure your quote includes the date you can commence works.       | 30%       |
| Quote Offered – Does the quote ensure quality and value for money for shire ratepayers.  | 40%       |
| WHS – Are the companies WHS policy submitted including Insurances Certificate of Currency & working at heights plans.                        | 10%       |
| Previous Experience – Has the quote detailed how the works will be done and former experience given to demonstrate achievement of work scope | 15%       |
| Local Buy – Does the quote align with Councils commitment to developing local industry   | 5%        |

## Quotation Submission

- Submit as per annexure

|                        |  |
|------------------------|--|
| Price inclusive of GST |  |
|------------------------|--|

## Comments:

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**Conflict of Interest**

Please advise if you have an association or connection to current members of staff.

YES       NO

If yes, please indicate persons you have an association with:

By signing this form, you acknowledge that you have provided the correct information and have read, understood, and agree to the Banana Shire Council Standard Terms and Conditions.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**To ensure your quote is processed accurately and in a timely manner please adhere to the following:**

- Provide completed BOQ (Bill of Quantity) if required.
- Complete attached Quotation Schedule
- All associated costs have been included (Travel, accommodation, signage etc.)
- Quotation format to be submitted in PDF format.
- Quotations shall be valid for (3) three calendar months after day of the closing of quotations.
- ONLY SUBMIT BY EMAIL to [quotations@banana.qld.gov.au](mailto:quotations@banana.qld.gov.au). Quotations received by paper or emailed to a different email will not be accepted.
- Provide all required documentation e.g., Insurance, forms, schedules etc.

**Acceptance of Quote:**

- BSC is not obliged to accept the lowest, or any quote, and may accept the quote most advantageous to it.
- BSC reserves the right to award the RFQ as a whole, in parts, to one or more suppliers, or not at all.
- No quote shall be taken as accepted and no contract will be formed, until the supplier
  - (a) executes and returns the Formal Instrument of Agreement to the RFQ, or alternatively
  - (b) receives a council issued purchase order to the price of the supply.
- Any variances are required to be submitted and approved prior to continuing. ONLY an amended council issued purchase order reflecting the required variances is accepted for any additional costs.

**Submissions and enquiries by email to [quotations@banana.qld.gov.au](mailto:quotations@banana.qld.gov.au) or to speak to a representative, please call 07 4992 9500.**

*Please use RFQ # as reference during all correspondence.*