

REQUEST FOR QUOTE – PCYC Building Ground Floor Internal Electrical Repairs

RFQ # Q-2223-CS-68

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 internal lighting in the foyer, offices, and ground floor areas & an electrical site safety check.

We require the services of a qualified electrician for the following work scope:

A) Inspect electrics prior to builders starting work, remove any electrical fixtures that will block access to the ceiling being removed. Provide an active circuit and power points for builders to charge power tools etc onsite but away from construction area.

B) Review existing wiring and perform Rough In preparation for new lighting plan & Exit Light.

Areas where this work is required include the Main Entrance, Foyer, Office 1 & Office 2, Toilet Hallway, Male Toilet Entry, Male Bathrooms, Disabled Toilet, Female Toilet, Female Bathroom & Hall Storage Area.

C) New Lights: Once builders have installed new internal ceilings proceed with installation of new lights and exit sign at primary entrance door.

We will require 43 LED 1200 Batons lights with diffusers (Cool White Colour & energy efficient) to be installed as the below lighting plan shows.

Where possible, ensure light switches are located in areas like the offices, away from where young children can gain access to them.

General Notes:

The new internal ceiling will be steel mini custom orb sheets, please consider how you will hang the new lights from this and provide for this in the quote.

Include the use of rubber grommets to protect any wiring from the steel ceiling.

Ceiling heights are 2.4m in the office areas and 3.5m in the 'Hall Storeroom'.

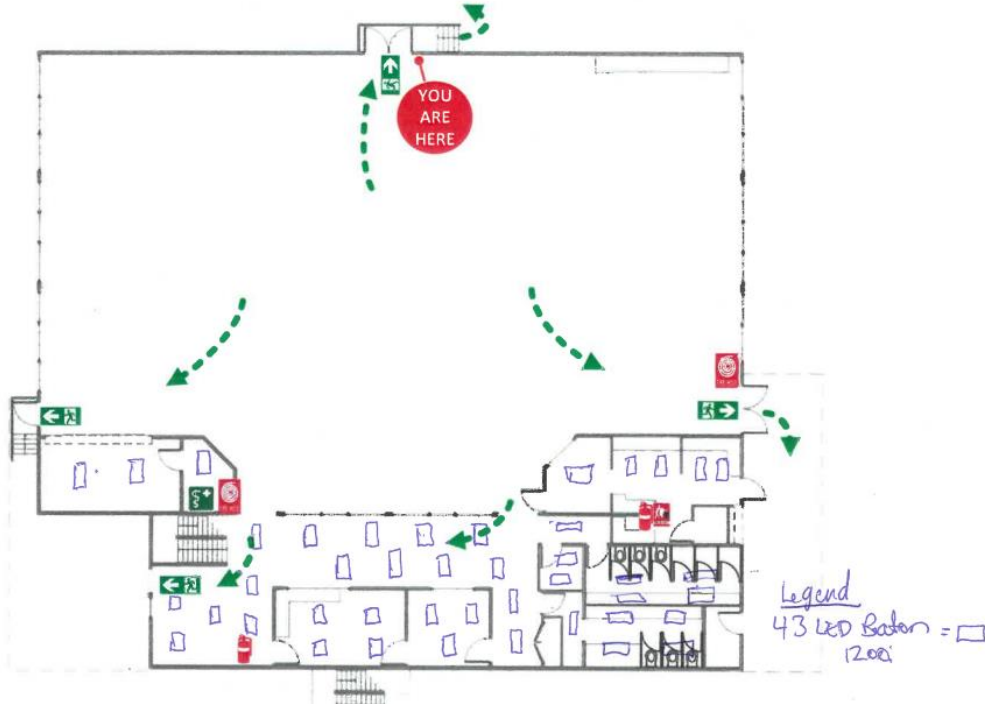
D) Undertake an RCD annual safety inspection of main and subboards and ensure site is electrically safe for operations.

E) Perform inspection of all air conditioner systems in the hall & lobby areas and conduct deep clean service if mould is detected. Ensure all are operational (provide a report and quote to Council if any are not operating).

Lighting Plan:

Biloela PCYC

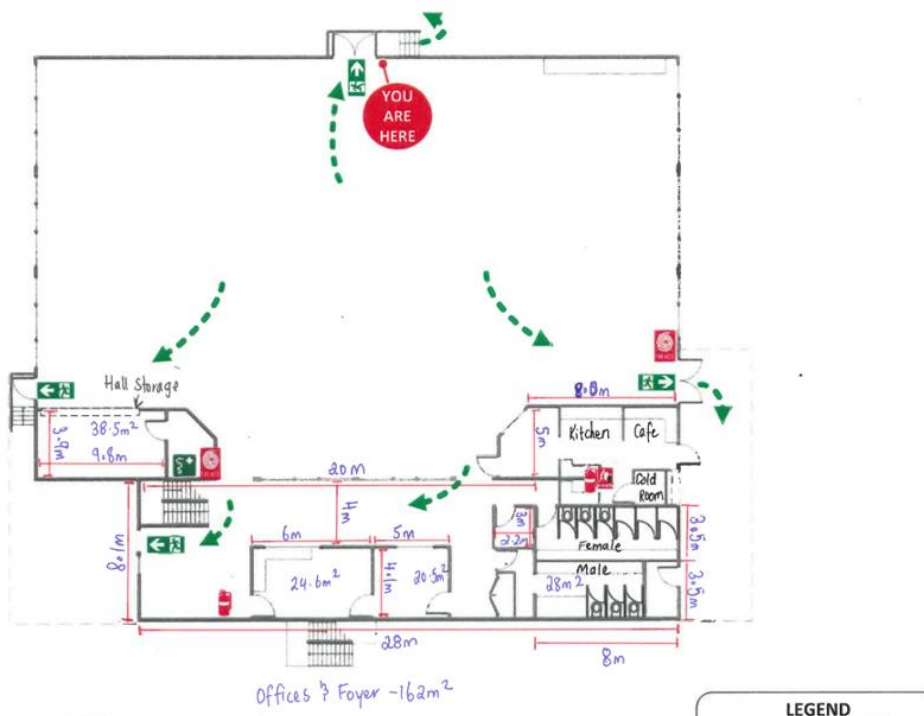
68 Valentine Plains Road,
Biloela QLD 4715



Site Plan:

Biloela PCYC

68 Valentine Plains Road,
Biloela QLD 4715



Works will have to be undertaken in coordination with the building contractor (chosen by Council) who is replacing the internal ceiling.

A site inspection is highly recommended for your quote and can be arranged by contacting the Senior Land & Lease Manager on (07) 4992 9500.

Quotation Deadline

11am, Thursday, 6th 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

Mandatory requirements:

- As listed in the Scope Criteria & Evaluation Criteria

Evaluation criteria

Criteria	Weightage
Timeframe – Council would like these works completed by end of December 2022 but timeframe will be subject to when the builder begins operations.	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.	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	
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Comments:

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. 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 or to speak to a representative, please call 07 4992 9500.

Please use RFQ # as reference during all correspondence.