Request for Quotation

RFQ REFERENCE:	**LVRC-21-073**

PROJECT TITLE:	**Request for Quote for the Removal of Concrete Seats**

Closing Date and Time:	Offers must be submitted by **2 pm THURSDAY, 29TH JULY 2021, AEST.**

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1. INTRODUCTION

The Lockyer Valley Regional Council is planning to carry out upgrade works to the surface area in front of the Gatton Showgrounds Grandstand. As a result of the upgrade works the existing concrete seating will be removed. Council is seeking expressions of interest for the concrete seats to be removed at the contractor's expense, prior to the upgrade works starting on the 16th August 2021.

2. BACKGROUND

This Request for Quote (RFQ) is to engage the market on behalf of Lockyer Valley Regional Council seeking offers for the removal of the concrete seats (Qty 28) that is in front of the grandstand at the Gatton Showgrounds.

3. OBJECTIVE

The Contractor will safely perform the duties to the satisfaction of Lockyer Valley Regional Council as outlined within this RFQ and in accordance with its Offer in the nominated time frame.

4. ATTACHMENTS TO THIS REQUEST

- Respondents Offer Form

5. SERVICE REQUIREMENTS

The awarded Contractor will be responsible for performing the following items listed at section 4.1 Deliverables in accordance with Council`s terms and conditions. Further details provided for each of these items at section 4.2 Technical Detail of Deliverables.

4.1 DELIVERABLES

The contractor will be responsible for completing:

- Pre-start Meeting, refer to section 4.2.1
- Removal of concrete seats, refer to section 4.2.2

To complete each of these components, the Contractor will meet the requirements of each milestone set out in the following subsections.

4.2 TECHNICAL DETAIL OF DELIVERABLES

4.2.1 Pre-start Meeting

The contractor will:

Attend a pre-start meeting with Lockyer Valley Regional Council prior to starting works to review and sign off on a safe work method statement and risk assessment for the removal of the 28 concrete seats.

The contractor is encouraged to submit their safe work method statement, prior to the pre-start meeting for Council review. Should the contractor not have available safety documentation then they will be required to follow Lockyer Valley Regional Councils safe work method statements.

The Contractor will be required to have a current appropriate licence for any machine operation.

4.2.2 Removal of concrete seats

The contractor will be responsible for the removal of the concrete seats at their own expense.

Lockyer Valley Regional Council will be responsible for location of underground services.

The contractor must provide their own labour, machinery and truck to remove the concrete seats offsite. There is a total of twenty-eight (28) concrete seats to be removed. Eighteen of the concrete seats are made up of 3 concrete seat/footrest and 2 x supporting bases.

Concrete seat/footrest dimensions = 3.0m length x 0.450m width x 0.75mm thick (Qty 18)

Concrete seat only (single seats) = Quantity 10

The contractor must attend a pre-start meeting with Council. Contractor will be responsible to provide a site visual barrier and signage is installed prior to starting works, to define the working area.

Council has scheduled upcoming works to the area in front of the Grandstand and will require the (28) concrete seats removed offsite. The expectation is that the concrete seats are removed off site prior to the scheduled works by Thursday 12th August.

The contractor will be responsible to make good the holes left behind from the removal of the concrete seat stumps and smooth/make safe this area to ensure that no holes remain for the equestrian event held on the weekend of the 13th & 14th August that will utilise the kitchen and dining facility of the Grandstand. The surface upgrade works are scheduled to start from the 16th August and will involve earthworks to this area, so there is no requirement for compaction of any fill within the holes, it is to be made safe only.

L.V.R.C

Gatton Sports and Aquatic Complex Access
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6. WHS REQUIREMENTS

Work Health and Safety Generally

In the event of a supplier/contractor not having sufficient policies and procedures in relation to Work Health and Safety, the supplier/contractor may be requested to adopt Lockyer Valley Regional Council relative policies, procedures and guidelines relating to WHS for the designated project.

7. ENVIRONMENTAL SUSTAINABILITY

In order to sustain our unique rural lifestyle and environment, Lockyer Valley Regional Council values, protects and enhances our natural assets. In order to achieve sustainability of our natural assets, Council will consider environmental, social and economic elements in procurement of goods and services. Council will assess suppliers, giving consideration to (but not limited to):

- Standards of environmental management that meet the requirements of all relevant environmental legislation and industry best practice standards
- Efficient use of energy, water and other natural resources in the production and delivery of goods and services
- Use of eco-friendly products
- Proactive reduction of the environmental and carbon footprints through cleaner production
- Implementation of the waste hierarchy with pollution control measures
- Voluntary offsetting of residual environmental impacts which cannot be eliminated or reduced
- Promoting education of environmental management and environmentally responsible behaviour
- Respect for and conservation of cultural heritage
- Support of environmental sustainability initiatives.

8. MANDATORY REQUIREMENTS

The following tabled requirements of Offer are mandatory, Offers submitted that do not demonstrate to meet the requirements may not 'Pass' Stage 1 of the assessment as outlined at Section X, Evaluation.

Mandatory requirements of Offer	Offer must be submitted within the Quotation period
	Insurance requirements (including sub-contracted works and services): Public Liability $20,000,000.00
	White Card (Construction Induction)
	Current Licences to operate any machinery
	Completion of Respondents Offer Document
	Completion of Buyer / Receiver Risk Statement Form

9. SITE VISITS

The contractor can inspect the concrete seats at any time during the Request for Quote period;

Where: Gatton Showgrounds

Address: **136 Spencer Street**

10. RFQ TIMEFRAMES

This section details the proposed schedule of timing for the Request for Quote process.

NB: *All below mentioned dates are indicative and subject to change at the discretion of Council*.

Task	Action	Date
Request for Quote Process	Quotation period opens	19.07.2021
	Last Clarification Request	28.07.2021
	Closing Date of the Quotation period	29.07.2021
	Evaluation of Submissions and Contractor selection	02.08.2021
	Contract Commencement	03.08.2021

11. INVOICING AND PAYMENT

The contractor will remove the concrete seats at their own expense and provide a visual site barrier with flagging tape and bollards.

12. EVALUATION PROCESS

The following Evaluation Process table outlines the overarching process that will be used to determine the quality of each Offer received in response to this RFQ, with consideration to its alignment to the project and the broader needs of the community.

Questions that come under each of the criteria are provided within the Respondents Offer document.

LOCKYER VALLEY REGIONAL COUNCIL reserves the right to request clarifications of Offers submitted during the evaluation process.

The staged evaluation process is as follows:

Evaluation Process		
Stage 1: Mandatories	**Mandatory Requirements confirmed as met or not met.**	Offers not meeting all mandatory requirements may not progress to Stage 2
Stage 2: Evaluation Criteria	**Assessment and scoring of responses to the criteria questions.**	Questions for each of the evaluation criteria is provided within the Respondents Offer document.

Stage 3: Overall Value	**Value for money assessment**	This is the overall weighting achieved by the Offeror and ranking assigned once the Qualitative Phase (Stage 2) is completed.

13. OPERATING ENVIRONMENT

Generally:

The Lockyer Valley Regional Council (LVRC) is the local governing body for the Lockyer Valley, which consists of a vibrant 2,272 km2 nestled between Brisbane and Toowoomba in one of Australia's major food producing areas.

The local community and visitors enjoy many historical sites and townships such as Forest Hill, Helidon, Grantham, Withcott, Murphy's Creek and Plainland.

A key challenge for the region is managing the expected population growth and keeping workable agricultural activities that have long served the region.

The region's population currently sits at more than 41,000 and is expected to grow to 52,300 by 2031 or by approximately 1.8% per annum.

14. LOCAL BENEFIT

LOCKYER VALLEY REGIONAL COUNCIL commits to the development of the local economy and its industry providers.

To be considered as a contributor to the local areas your Offer will include your current strategies and those you will implement as a direct result if awarded under this contract. This may include the location of your business, sourcing of supplies, training provided to staff local to the region and other provisions stated within the Respondents Offer form.

The term 'local' refers to that which is located within the boundaries of the Lockyer Valley Region.

15. TERMS AND CONDITIONS

Offers will be in a Word or Excel (unlocked) format and lodged via tenders@lvrc.qld.gov.au unless otherwise informed or instructed by the Principal.

CONDITIONS OF OFFER

Lockyer Valley Regional Council has General Conditions of Offer which will be reviewed and understood by the Offeror prior to submitting and Offer.

Documents can be found by clicking here, or visiting the below address:

https://www.lockyervalley.qld.gov.au/repository/libraries/id:2eccbxg5l17q9su8pzhy/hierarchy/our-council/tenders-and-public-notices/documents/tenders/lvrc_conditions_of_offer_jan13.pdf

CONDITIONS OF CONTRACT

Lockyer Valley Regional Council has Purchasing Terms and Conditions which will be reviewed and understood by the offeror prior to submitting and Offer.

Documents can be found by clicking here, or visiting the below address:

https://www.lockyervalley.qld.gov.au/repository/libraries/id:2eccbxg5l17q9su8pzhy/hierarchy/our-council/tenders-and-public-notices/documents/tenders/Purchasing%20Terms%20and%20Conditions.pdf

16. HOW TO RESPOND

- An Offer must respond to each of the evaluation criteria questions, outlined the **Respondents Offer** document. Where a response can not be provided, please note the reason.
- All questions and clarifications from Suppliers relating to this invitation must be communicated in writing via tenders@lvrc.qld.gov.au noting "LVRC-21-073 RFQ Concrete Seats", in the subject line.
- Verbal interactions or contacting of Council employees or Councillors in relation to this Request for Quote, outside of any site inspections or Industry Briefings, will result in a determination of Offeror non-conformance and its Offer will be removed from the procurement process.
- Offers must be lodged electronically via tenders@lvrc.qld.gov.au unless otherwise specified.