

# **COLAC COLAC CARAVAN PARK**

## **1994 MURRAY VALLEY HWY COLAC COLAC**

Tree Maintenance

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### **REQUEST FOR QUOTE**

TOWONG SHIRE COUNCIL

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## **1 INTRODUCTION**

### **1.1 Background**

In October 2015, Towong Shire Council adopted a Tree Management Plan. This plan provides the framework for the ongoing maintenance, renewal and risk management of Towong Shire's trees of local and historical significance and urban street trees. It is aligned with the Recreation and Open Space Asset Management Plan, which recognises that Towong Shire's trees are a significant asset that are of high value to the community and contribute greatly to the amenity of the built environments within the Shire.

The presence of trees in public areas can present a degree of risk to people, property and services and the benefits provided by these trees comes at a considerable cost in terms of installation, maintenance and impacts on infrastructure such as drainage, roads and footpaths. Colac Colac Caravan Park consists of a variety of tree species from young to mature. Towong Shire Council manages these trees on behalf of the Caravan Park Leasee.

Quotes are requested for the provision of maintenance for the trees for the next three years. We recommend that a site visit be arranged prior to quotation with all enquiries to be directed to Towong Shire Council Technical Officer, Andrew O'Connell

#### Scope of works

##### *1.1.1 Site Establishment & Supervision*

- Tree works to be conducted over 3 years
- High risk trees to be made priority in first two years
- Make allowances for site establishment for each year,
- Allow for maintenance supervision to carry out the works in accordance with the contract documents
- Inspection of all trees to be compiled in year 1 with a prioritised list for year 1 to year 3 presented for consideration by Council's Officer
- Works to be conducted in months May-June yearly

##### *1.1.2 Traffic,*

- Allow for all traffic control necessary to complete the works in accordance with Clause D90 of the Special Conditions of Contract,

##### *1.1.3 Tree maintenance examples*

- Crown reductions and thinning of large mature trees
- Limb weight reductions of large mature trees
- Under pruning and uplifting of large mature trees
- Stump removal where trees are removed
- Deadwood removal
- All trees, tree branches are to be chipped and can be transported to the Corryong Landfill Resource Recovery Centre free of charge
- Site to be left in a neat and tidy condition
- Any other maintenance deemed necessary by arborist inspection and as agreed by Delegated Council Officer

#### 1.1.4 *Timing of works*

All tree maintenance to be conducted annually in May-June

## **2 REQUEST FOR QUOTATION**

### **2.1 Closing Date**

Submissions accepted up until **2:00pm** on 23/2/2018. Submissions should be submitted electronically to Andrew O'Connell, Technical Officer, via **andrew.o'connell@towong.vic.gov.au** by the closing date.

### **2.2 Enquiries**

Any enquiries regarding the RFQ Conditions, RFQ Documents or other aspects of the RFQ should be directed to the designated Contact Person:

**Name:** Andrew O'Connell  
**Phone:** 0260715100  
**E-mail:** Andrew.o'connell@towong.vic.gov.au

### **2.3 Information to include in RFQ**

The following information should be included in your RFQ:

- Schedule of rates for the construction of the works (see attached Bill of Quantities)
- Evidence of relevant certifications, licences and insurances
- Completion of pricing schedule in Section 3 below

### 3 PRICING SCHEDULES AND SELECTION CRITERIA

Please complete and return the fee schedule below as part of your RFQ response:

#### Schedule of rates

#### 3.1 Pricing Schedule breakdown

Please complete and return the schedule of fees below as part of your tender response:

Activity	Cost
Inspection list and 3 year works program	
Tree removal- 1 large mature tree yearly	
Tree removal- up to 5 large mature trees yearly	
Crown, limb weight reductions and thinning- 1 large mature tree yearly	
Crown, limb weight reductions and thinning- up to 40 large mature trees yearly	
Stump grinding- 1 large mature tree yearly	
Stump grinding- up to 5 large mature trees yearly	
Deadwood removal-1 large mature tree yearly	
Deadwood removal- up to 50 large mature trees yearly	
Under pruning and uplifting-1 large mature tree yearly	
Under pruning and uplifting- up to 50 large mature trees yearly	
<b>Total:</b>	

#### 3.2 Selection Criteria

The following factors shall form the basis for the comparative evaluation of Tenders:

- Demonstrated experience and track record in delivering similar projects 5%
- Demonstrated capacity to deliver to timelines set in the tender 5%
- Commensurate Tender Price 80%

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- Business within Towong Shire 10%

## 4 APPENDIX

### 4.1 Appendix A – Plan

Colac Colac Caravan Park

