BETHANGA TREE WATERING

Tree Watering

REQUEST FOR QUOTE (RFQ)

RFQ No. 2020/21-020

TOWONG SHIRE COUNCIL

NOVEMBER 2020

Prepared by:
Andrew O’Connell– Towong Shire Council
02 6071 5100
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1 INTRODUCTION

1.1 Background

Council’s Tree Management Plan, proposes a target of increasing canopy coverage on all urban streets to 40% by 2025. Recognising that trees can improve amenity in urban areas, improve the pedestrian experience in heat-waves and provide shading for on-street parking. These improvements contribute to local economies through an improved visitor experience. Furthermore, consistent canopy coverage in urban streets will assist in urban resilience to climate change.

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. It applies to all trees under Towong Shire Council’s management and includes street trees, parks and reserves.

Ongoing Council upgrades of Bethanga’s roads and landscaping has resulted in the planting of approximately 350 assorted species along the road reserves and nature strips of Bethanga. A site visit is required as part of the request for quotation process.

1.2 Scope of works

1.2.1 Site Establishment & Supervision

- Watering of approx. 350 trees on a weekly basis x approx. 17 weeks or when needed
- Each tree to receive between 30-40 litres water
- Start watering in January 2020 through to end April 2020

1.2.2 Traffic

Allow for all traffic control as necessary to complete the works

1.2.3 Site Visit

It is the Contractors’ responsibility to thoroughly inspect the existing site conditions and surrounding area prior to submitting their Quote.

1.3 RFQ Evaluation Criteria

The following factors will form the basis for the comparative evaluation of RFQ:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>70%</td>
<td>Commensurate RFQ Price</td>
</tr>
<tr>
<td>Qualifications and Previous</td>
<td>10%</td>
<td>Qualifications and technical experience of the project team and demonstrated experience in similar projects</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>----------------------</td>
<td>----</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Delivery</strong></td>
<td>10%</td>
<td>Capacity to complete Scope of Works within the established</td>
</tr>
<tr>
<td></td>
<td></td>
<td>timeframe and methodology to be employed</td>
</tr>
<tr>
<td><strong>Social</strong></td>
<td>5%</td>
<td>Use of local contractors and/or sub-contractors</td>
</tr>
<tr>
<td>**Climate change/</td>
<td>5%</td>
<td>Demonstrated action taken to reduce carbon emissions in</td>
</tr>
<tr>
<td>Environmental**</td>
<td></td>
<td>business and during construction eg reduced vehicle use and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>use of recycled and locally sourced materials</td>
</tr>
</tbody>
</table>

## 2 TENDER INFORMATION

### 2.1 Closing Date

Submissions accepted up until **2:00pm** on 18/12/2020. Submissions to be submitted electronically to Andrew O’Connell, Project Manager, 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 to 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 Tender:

- Schedule of rates for the weekly watering of approx. 350 trees in Bethanga (same day of the week)
- 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 tender response:

**Total Lump Sum Excluding GST**

### 3.1 Pricing Schedule breakdown

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watering of approx. 350 trees on a weekly basis x approx. 17 weeks or when needed (per week $)</td>
<td>$</td>
</tr>
</tbody>
</table>

Total: $  

### 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
- Demonstrated capacity to deliver to timelines set in the tender
- Commensurate RFQ Price
PART A - GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract AS2124 - 1992 together with the Annexure Part A hereunder, shall form part of this Contract.

ANNEXURE to the Australian Standard

General Conditions of Contract (AS2124 - 1992)

1. The law applicable is that of the state of: Victoria
   (Clause 1)

2. Payments under the Contract shall be made at: Tallangatta, Victoria
   (Clause 1)

3. The Principal: Towong Shire Council
   (Clause 2)

4. The Address Of The Principal: 32 Towong Street
   (PO Box 55)
   Tallangatta Victoria 3700
   (Clause 2)

5. The Superintendent: Director Technical Services
   (Clause 2)

6. The address of the Superintendent: 32 Towong Street
   (PO Box 55)
   Tallangatta Victoria 3700
   (Clause 2)

7. Limits of accuracy applying to quantities for which the Principal accepted a rate or rates: Not Applicable
   (Clause 3.3/(b))

8. Bills of Quantities - the alternative applying: Alternative 2
   (Clause 4.1)

9. The time lodgement for the priced copy of the Bills of Quantities: Not Applicable
   (Clause 4.2)

10. Contractor shall provide security in the amount of: (Clause 5.2)

11. Principal shall provide security in the amount of: Not Applicable
    (Clause 5.2)

12. The period of notice required of a party’s intention to have recourse to retention moneys and / or to convert security: 14 days
    (Clause 5.5)

13. The percentage to which the entitlement to security and retention moneys is reduced: 2.5% of Security of the Contract Sum to be released upon the Award of the Practical Completion, the balance will be released at the end of the Defects Liability Period and in accordance with the Letter of Award.
    (Clause 5.7)

14. Interest on retention moneys and security the alternative applying: Alternative 2
## REQUEST FOR QUOTE

### Bethanga Tree Watering
Bethanga 3691

### Revision A

<table>
<thead>
<tr>
<th>14A</th>
<th>Delegates of the Principal for the issue of approvals and notices:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Clause 7)</td>
<td></td>
</tr>
<tr>
<td><strong>Clause 5.3 Form of Security</strong></td>
<td>The Superintendent</td>
</tr>
<tr>
<td><strong>Clause 5.4 Time for Lodgement of Security</strong></td>
<td>The Superintendent</td>
</tr>
<tr>
<td><strong>Clause 8.3 Supply of Documents by the Principal</strong></td>
<td>The Superintendent</td>
</tr>
<tr>
<td><strong>Clause 27.1 Possession of Site</strong></td>
<td>The Superintendent</td>
</tr>
</tbody>
</table>

| 15 | The number of copies to be supplied by the Principal: | 1 (Max A3 format) |
| --- | --- | 
| (Clause 8.3) | 

| 16 | The number of copies to be supplied by the Contractor: | 1 (Max A3 format) |
| --- | --- | 
| (Clause 8.4) | 

<table>
<thead>
<tr>
<th>16A</th>
<th>Order of precedence to be applied in interpreting the Contract:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Clause 8.1)</td>
<td></td>
</tr>
<tr>
<td>(a) Formal Instrument of Agreement dated # # # # # #</td>
<td></td>
</tr>
<tr>
<td>(b) Letter of Acceptance of RFQ dated # # # # # #</td>
<td></td>
</tr>
<tr>
<td>(c) AS2124-1992 General Conditions of Contract and Annexure part A;</td>
<td></td>
</tr>
<tr>
<td>(d) Drawing numbered, as listed in the Formal Instrument of Agreement</td>
<td></td>
</tr>
<tr>
<td>(e) Specifications, as listed in the Formal Instrument of Agreement</td>
<td></td>
</tr>
<tr>
<td>(f) Draft construction Program</td>
<td></td>
</tr>
</tbody>
</table>

| 17 | The time within which the Superintendent must give a direction as to the suitability and return the Contractor(s) copies: | 14 days |
| --- | --- | 
| (Clause 8.4) | 

| 18 | Work which cannot be subcontracted without approval: | Nil |
| --- | --- | 
| (Clause 9.2) | 

| 19 | The percentage for profit and attendance: | Nil |
| --- | --- | 
| (Clause 11 (b)) | 

| 20 | The amount or percentage for profit and attendance: | Nil |
| --- | --- | 
| (Clause 11 (c)) | 

| 21 | Insurance of the works- the alternative applying: | Alternative 1 |
| --- | --- | 
| (Clause 18) | 

| 22 | The assessment for insurance purposes of the 10% of Contract Sum costs of demolition and removal of debris: | 10% of contract sum |
| --- | --- | 
| (Clause 18 (ii)) | 

| 23 | The assessment for insurance purposes consultant fees: | 10% of contract sum |
| --- | --- | 
| (Clause 18 (iii)) | 

| 24 | The value of materials to be supplied by the Principal: | Nil |
(Clause 18 (iv))
The additional amount or percentage: Nil

(Clauses 18 (v))

26 Public Liability insurance the alternative applying: Alternative 1

(Clauses 19)

27 The amount of Public Liability insurance shall be not less than: $20,000,000

28 The time for giving possession of the Site: Within 14 days after the acceptance of RFQ

(Clauses 27.1)

29 The Date for Practical Completion: ### working days from the date of commencement

(Clauses 35.2)

30 Liquidated Damages per day: A### per calendar day

(Clauses 35.6)

31 Limit of Liquidated Damages: $50,000

(Clauses 35.7)

32 Bonus per day for early Completion: Not Applicable

(Clauses 35.8)

33 Limit of bonus: Not Applicable

(Clauses 35.8)

34 Extra costs for Delay or Disruption:

(Clauses 36)

35 The Defects Liability Period: 12 months

(Clauses 37)

36 The Charge for overheads. Profit. Etc. for day work

(Clauses 41 (b))

37 Times for Payment Claims

(Clauses 42.1)

38 Unfixed Plant and Materials for which payment claims may not be made notwithstanding that they are not incorporated in the Works:

(Clauses 42.1 (ii))

39 Retention Moneys on:

(Clauses 42.3)

40 Unfixed Plant or Materials the alternative applying:

(Clauses 42.4)

41 The rate of interest on payments:

(Clauses 42.9)

42 The delay in giving possession of the Site which shall be a substantial breach:

(Clauses 44.7)
43 The alternative required for dispute resolution:
(Clause 47.2)

Alternative 2

44 The person to nominate an arbitrator:
(Clause 47.3)

The Chairperson for the time being the Institute of Arbitrators Australia, Victorian Chapter.

45 Location of arbitration:
(Clause 47.3)

Victoria

4 APPENDIX

4.1 Appendix A – Design Drawings

Refer drawings;