



REQUEST FOR QUOTATION

RFQ 18.23

Onslow Aquatic Centre Retractable Shade Sail System Refurbishment

October 2023

1. INTRODUCTION

The Shire of Ashburton (Shire, Principal) seeks to engage a suitably qualified and experienced Contractor for the refurbishment works to an existing customised retractable shade sail system located at the Onslow Aquatic Centre, Lot 643 McRae Place, Onslow Western Australia.

The Works broadly consist of a design solution to the structural, electrical, and mechanical components of the existing retractable shade sail system, and to provide full documentation on all modifications, new installations and repair works done. At site handover the contractor is to train staff on how to operate and undertake simple daily maintenance, and provide The Shire with a service and maintenance manual that must include as-built drawings.

The successful Contractor shall provide all necessary labour, plant, equipment for the whole of the work under the Contract, materials, and replacement components that are suitable for north west region of Western Australia (region D), above the 26 Parallel, and shall provide warranties to all replaced and repaired electrical, mechanical, and structural components in compliance with the National Construction Codes (NCC), Building Code of Australia (BCA) 2019 Volume 1 Amendment 1, National Quality Framework and all relevant Australian Standards, Codes of Practice, Western Australia and Commonwealth legislation, statutes, ordinances, rules and regulations bearing on the provision of such services and conduct of the work under the Contract.

2. SCOPE OF REQUIREMENTS/WORKS

Structural works

- Inspect, assess and attend to four (4) corner posts as they have compromised structural integrity, as evidenced by deformed bolts and deflected corner posts. See Attachment 2
- Inspect, assess and attend to a mid-post that has compromised structural integrity due to the load strain exerted to it.
- Replace all damaged drive cables, each cable measures 84m in length and the total number of drive cables is eight (8). See Attachment 2
- Attend to worn out shade sails, measuring (42 x 39) metres by two (2) shade sails.
- Include provisional sum for complete replacement of the identified worn out shade sails.
- Ensure that all structural elements are inspected for any form of corrosion and rust and treated to be rust proof (provide warranty).

Mechanical Works

- Attend to eight (8) sheaves' worn-out axles and hubs.
- Attend to all shuttle sliders that are worn out.

- Replace seven (7) motor box lids, with replacements suitable for Onslow cyclone rating, region D (parallel 26 approved), six (6) of the motor box lids have the following general dimensions, (800 x 500) mm and one (1) other box lid measuring, (900 x 750) mm, see Attachment 2
- Inspect, assess, and take corrective measures to restore to full working order all, eight (8) worm drive boxes and provide a warranty on all worm drive boxes.

Electrical Works

- Replace all sixteen (16) limit switches with Onslow weather resistant type (resistant to corrosion and heat) see Attachment 2.
- Provide new waterproof electrical housing for the necessary electrical components.
- Inspect and assess, eight (8) electric motors and all electrical components and restore to full working order.

Site Inspection

Contractors are strongly advised to visit and inspect the site before submitting a Quotation to ascertain for themselves all conditions on and surrounding the site and the actual extent of work to be carried out under the Contract to meet the Principal's Project Requirements, including but not limited to:

- Any access restrictions and/or work limitations;
- Any access requirements of rear, adjoining and adjacent premises;
- Existence, location and condition of all services;
- Traffic control requirements;
- Latent conditions in respect of the physical conditions on the site and its surroundings as may be reasonably ascertained by competent inspection;

Detailed constructional design documentation but not limited to the above scope of works, and variations to existing system to be provided within 14 days of award of contract to the successful Contractor.

Waste material from the construction works (only) can be disposed of at an appropriate waste facility at the Contractor's expense. The Contractor is to provide an allowance for this in the pricing schedule.

The Shire of Ashburton has waste facility in Onslow, operating hours and fees are available on the Shire's web site.

The Contractor will be required to liaise with the Shire of Ashburton to track the type and volume of material that is disposed of.

No removed items are to be sold, donated, or given away without prior Shire written approval.

The Site is a public space, and the Shire cannot guarantee sole occupancy by the Contractor during the months of September to May.

3. DELIVERABLES

The Shire advises that it is unable to provide any guaranteed works or minimum level of appointment as a result of this Request for Quotation.

In addressing the requirements of this request and responding to section 5. 'Selection Criteria' respondents should include a price for the works associated with revamping the retractable shade sails as per the scope requirements detailed above. Respondents should ensure that all requested information has been provided and all areas of the selection criteria have been appropriately addressed.

Respondents are advised that appointment as the successful consultant or company to this Request for Quotation does not restrict the Shire from engaging the services of any other person or company to provide similar services, if in the opinion of the Shire the standard of services provided by the Consultant or Company are not to an acceptable standard or the alternate provider is better able to provide such services.

4. OUTPUTS AND TIME FRAME

The following are significant dates that must be acknowledged by the Consultant or Company as being critical to the project.

Request for Quotation is released	25 October 2023
Request for Quotation Closes	12pm (WST) 09 November 2023
Award RFQ to successful Consultant or Company	Approx. 14 days after closing
Completion of the Requirements of this Request	<i>Respondents are to advise of their estimated completion date</i>

5. SELECTION CRITERIA

Respondents are required to address each of the selection criteria detailed below as part of any response to this Request for Quotation.

Before responding to the following Selection Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Selection Criteria; and
- d) Respondents are to address each issue outlined within a Selection Criterion.

Experience (40%)

- Describe your experience in undertaking similar projects.
- Demonstrated experience in liaison, coordination and timely delivery of outcomes within remote regional areas and where there is considerable distance between client and service provider.
- Demonstrated experience in working with Local Government in the fields required as part of this project brief.
- Provide details of similar work.

Personnel (10%)

- Details of the nominated personnel that will be assigned to undertake the requirements of this Request for Quotation. Such as:
- Their role in the performance of the Contract.
- Curriculum vitae.
- Membership to any professional or business associations.
- Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.
- Any additional information.

Methodology (20%)

- Provide details of the methodology that will be used to undertake the requirements of this request.

Capacity (10%)

- Provide details of ability and resources to undertake the Requirements within a timely fashion.
- The Respondent is to provide an estimated timeframe in which the Requirements will be completed, a Gantt Chart is to be provided.

Fees & Charges (20%)

- Fees and charges applicable to this Request for Quotation.
- To include all deliverables and disbursements relating to this Request for Quotation.

6. PERIOD OF CONTRACT AND TERMINATION

The Contract is to be completed on final hand over of site after meeting the Requirements of the scope. However, in the event of the Contractor failing in any manner to carry out the Contract to the Shire's satisfaction, the Shire may immediately terminate the Contract by written notice to the Contractor.

7. GENERAL CONDITIONS OF CONTRACT

This Contract is subject to AS 4906 – 2002 (“Minor Works”).

The applicable General Conditions of Contract are not provided with this Request and are available from www.standards.org.au. Respondents are to ensure they have read and understood the General Conditions of Contract and shall include in their fees the cost of complying with the General Conditions of Contract.

Considerations under this Contract are:

Defects liability period: 12 months;

Contractors Security: Retention Moneys - 10% of the Contract sum;

Percentage of each payment certificate held as Retention Moneys: 100%, until the Maximum percentage of the contract sum is held;

Contractor's security: Upon certificate of practical completion, is reduced by 50%;

Progress Claims: 28th day of each month for Work under Contract (WUC) done to the 25th day of that month;

Liquidated Damages: \$100 per day.

8. INSURANCE REQUIREMENTS

Public Liability Insurance	\$20 Million
Workers Compensation Insurance	\$50 Million or minimum legal requirements as per state legislation.
Contract Works Insurance	To the valuation of the Contract Sum plus and additional amounts
Professional Indemnity Insurance	\$5 Million

Please supply copies of certificates of currency for each policy as above. Should respondents fail to meet the minimum requirement of insurance, please provide details of existing policies and limits.

9. FURTHER INFORMATION

Name:	<i>Adolf Chihava</i>
Position:	<i>Procurement Officer</i>

All enquires relating to this Request **must be directed** to the TenderLink forum at:

<https://www.tenderlink.com/ashburton/>

Where deemed appropriate by the Shire, responses provided to prospective Consultants or Companies as a point of clarification during the course of this Request for Quotation will also be provided to any other Consultant or Company known to be considering providing a response to this Request for Quotation.

10. LODGEMENT OF QUOTATION

Response for this Request for Quotation will be received no later than 12pm (WST) Thursday 09 November 2023 and must be submitted directly via Tenderlink.

It is recommended that electronic submissions commence at least four (4) hours prior to the closing time. The Principal will not be held responsible for incomplete or late Offers received electronically. Incomplete Offers may be rejected from consideration.

A Response will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for Quotation; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for Quote; or
- d) the Respondent does not submit a Respondents Offer form which has been completed and signed together with any required Attachments.

Submissions are to include:

1. Completed Respondents Offer Form (Attachment 1);
2. A demonstrated understanding of the project's outcomes;
3. A description of the proposed solution;
4. At least two (2) referee details that the Shire may contact;
5. A timeframe for project delivery;
6. Pricing schedule; and
7. Copies of requested Insurance Certificates of Currency.

11. ATTACHMENTS AND REFERENCE DOCUMENTS

[Disability Access and Inclusion Plan 2018 - 2022](#)

[Purchasing and Procurement](#)

[Regional Price Preference Policy](#)

[EMP52 Employee Code of Conduct](#)

[Workplace Health and Safety](#)

Attachment 1 – Respondents Offer Form

Attachment 2 – Current Condition of the Retractable System