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| Form | 000.0022.000.0  Expression of Interest/Quotation  Cemetery Service |

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| **In accordance with Snowy Monaro Regional Council’s Purchasing and Tendering Policy Clause 3, Council is seeking written quotations for the following Project**. | | |
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| **Project Details** | | |
| **Project Name** | Maintenance and mowing – Cathcart and Bibbenluke townships and cemeteries | |
| **Project Scope** | 3 year Contract with option for extension for the mowing and maintenance at Cathcart and Bibbenluke townships and cemeteries | |
| **Quotation Due** | Quotations for works are required by **4pm Friday 30 September 2022** | |
| **SMRC Contact** | Council on 1300 345 345  or email [council@snowymonaro.nsw.gov.au](mailto:council@snowymonaro.nsw.gov.au) | |
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| **Technical Specifications** | | |
| **Work Included** | The scope of the works for this agreement includes:  The operator will be required to mow the areas as set out in the attached plans of Cathcart and Bibbenluke townships – six treatments per year  The operator will be required to mow the area of the Cathcart and Bibbenluke cemeteries including cemetery nature strip – six treatments per year.  Costing will be required for additional treatments requested due to excess growth during unseasonably wet years.  Consideration will also be given that in an excessive dry year (drought) the requirement for mowing may be restricted to individual mows on request.  Additional treatment will be at the specific request of Council.  Mowing will be required it is anticipated during the months September (Spring) – May (Autumn)  When request to undertake a treatment by Council the works shall commence within 7 days of the request and completed within 14 days.  Where the map includes roadways the area is defined as being the areas between the private property boundaries on either side of the roadway.  The operator will be required to collect any small items of litter on the public areas that are in place at the time the operator is undertaking mowing or other activities under this agreement. This clause is not intended to cover rubbish dumped by people on open space area or public land, large items of rubbish that would not be practical for one person without a vehicle to collect or domestic garbage placed out for collection.  The operator will be required to ensure that open gutters within the area maintained are clear of debris and blockages from grass and litter.  Single blade slashers or chain slashers are unsuitable for works under this agreement.  The operator is required to report to the Council any damages or breakages that are seen on Council land, building and equipment within the areas of the agreement.  Mowing work to be performed is to be in accordance with the following standards.   * Grass within the areas shown on the attached map to be maintained so that after each treatment the grass length will be within the range of 25mm to 50mm in general. * Grass is to be mown evenly on all area surfaces and areas to be kept in a neat and clean condition. * All areas within the bounded areas are to be maintained including under trees, shrubs, around equipment, building and seats. * Trees shrubs and structures are not to be damaged by the activities of the operator. * Any area unable to be access by mowing equipment shall be treated by the use of line trimmers – around posts, fences, buildings and culvert headwalls out a max. 300mm; around other structures such as headstones and graves out a max of 150mm. * The submission for works under the agreement must indicate the type of equipment proposed. Council reserves the right to terminate the agreement if equipment is deemed unsuitable at any stage. * Grass residue is to be removed from sealed or paved areas and gutters. * Areas around buildings and grave sites are to be maintained in a clean and tidy state. * Residual herbicides are not permitted. The operator to comply with all necessary regulations. * The operator will clean equipment down by washing or air blowing to remove possible biosecurity matter and weed material before leaving the site. | |
| **Equipment** | All equipment, materials (including appropriate safety equipment) and supplies are to be provided by the operator for the execution of the agreement.  All equipment must comply with the relevant work health and safety rules and regulations and to comply with Workcover requirements.  Equipment used on a public road (including the verges) is to be registered and maintained in a roadworthy state at all times.  The operator shall provide details of the equipment used under the agreement and shall advise of the change of details of any of these items. | |
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| **Exclusions** (Work to be undertaken by Council or others) | The following items / services will be provided by Council or others and are not part of the contract for these services:   * Cleaning & restoration of the site, including the removal of all loose/surplus material. * Work areas and service locations are to be marked out by Council. | |
| **Deliverables** | **Deliverable** | **Due Date** |
|  | List of staff undertaking the works | Prior to commencement on site |
|  | Copies of all plant registration and insurances | Prior to commencement on site |
|  | Public Liability Insurance | $20.000.000 |
|  | Professional Indemnity | $5,000,000 |
|  | Workers Compensation | As required by legislation |
| **Reference Documents** | * Purchase Order Terms and Conditions (attached) | |
|  | * Health and Safety Policy (available from Council’s website | |
|  | * Work Wear Clothing and Personal Protective Equipment Procedure (available from Council’s website) | |
|  | * Alcohol and Other drug procedure (available from Council’s website) | |
|  | * Code of Conduct, including model Code of Conduct (available from Council’s website) | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Project Quotation Form** | | | | | | | **Project Name** | | Maintenance and Mowing – Cathcart and Bibbenluke Cemeteries | | | | | **Item No.** | **Description** | | **Quantity** | **Unit** | **Price Tendered** (Excl GST) | | 1 | Lump sum per annum - Bibbenluke & Cathcart Village excluding Bibbenluke Sports Ground | | 6 |  |  | | 2 | Additional Treatment – Bibbenluke & Cathcart Village excluding Bibbenluke Sport Ground | | 1 |  |  | | 3 | Lump sum per annum – Bibbenluke & Cathcart Cemeteries | | 6 |  |  | | 4 | Additional Treatment – Bibbenluke & Cathcart Cemeteries | | 1 |  |  | | 5 | Mowing & line trimming - Bibbenluke Sports Ground – on request | | 1 |  |  | | **Notes:**   * Please provide details of all equipment to be used. * Mower, brushcutter, line trimmer etc. | | | |  |  | |  |  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Contractors Details** | | | | | | | Provide the Name and Position of the person making this Declaration who is authorised by the Tenderer to make statements and submit a response on behalf of the Tenderer. | | | | | | | **Company name** | {Insert} | | | | | | **ABN / ACN** | {Insert} | | | | | | **Representative** | **Name** |  | **Mobile** |  | | | **Email** |  | | | | | I confirm my understanding that no physical signature is required on this Declaration and that by lodging this Tender I am automatically providing an electronic signature. | | | | |  | | I confirm that the Tenderer offers to provide the requirements described in this RFT at the prices contained in the response. | | | | |  | | I confirm that the Tenderer has capacity to supply to the requirements described in this document. | | | | |  | | | |

For further information or assistance on completing this form please contact Council.

Mail: PO Box 714 COOMA NSW 2630

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Web: snowymonaro.nsw.gov.au