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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 Cemeteries | |
| **Project Scope** | 12 month Contract for the mowing and maintenance at Cathcart and Bibbenluke Cemeteries | |
| **Quotation Due** | Quotations for works are required by **4pm Thursday 23 July 2022** | |
| **SMRC Contact** | Cemetery Services on 1300 345 345  or email [cemeteries@snowymonaro.nsw.gov.au](mailto:cemeteries@snowymonaro.nsw.gov.au) | |
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| **Technical Specifications** | | |
| **Work Included** | The scope of the works for this agreement includes:   * Mowing and whipper snipping is to occur at the cemetery 6 times a year with an option of an additional 2 in unusually wet seasons. * Contract to be paid on invoice per mow/maintenance. * Christmas, Anzac Day, Easter, Mother’s Day, Father’s Day, Remembrance Day * Before any funerals if deemed necessary * Trimming must be undertaken around graves, trees and fencing. * Round-up or similar can be used around the actual grave but must be limited to 100 mm distance from grave * Record of chemical used must be kept and provided to Council on request. * All clippings and waste to be removed from site by contractor. * All equipment to undertake works must be provided by contractor. | |
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| **Exclusions** (Work to be undertaken by Council or others) | The following items / services will be provide 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 |
| |  |  |  |  | | --- | --- | --- | --- | |  | Professional Indemnity | $5,000,000 | Yes | |  | Workers Compensation | As required by legislation | From commencement of works | | **Reference Documents** | * Purchase Order Terms and Conditions (attached) * Health and Safety Policy (available from Council’s website) * Smoke Free Work Environment Procedure (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 the 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 | Mowing of Cemeteries | |  |  |  | | 2 | Additional Mow | |  |  |  | | 3 |  | |  |  |  | | **Notes:**   * Estimates to be based on 6 mows and maintenance per year. | | | |  |  | |  |  | |  |  | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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. | | | | |  | | | |
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For further information or assistance on completing this form please contact Council.

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