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| Form | 000.0022.000.0Expression of Interest/QuotationCemetery 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  |
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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.
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| **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 |
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|  | 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)
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| **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.
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| **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.

Mail: PO Box 714 COOMA NSW 2630

Phone: 1300 345 345

Email: council@snowymonaro.nsw.gov.au

Web: snowymonaro.nsw.gov.au