

## Request for Quotation

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<b>Request for Quotation:</b>	<b>Provision of landfill site operation and management service</b>
<b>Deadline:</b>	<b>4pm, Monday 3<sup>rd</sup> May 2021</b>
<b>Address for Delivery:</b>	<b>54 Johnson Street, Bruce Rock, 6418</b> <i>electronic mail and facsimile Quotations will not be accepted</i>
<b>Request for Quotation Number:</b>	<b>RFQ 4/21</b>

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## ADDENDA

**A. Policy 2.8 Tenders – “Regional Price Preference”**

**B. Front Lift Bins, MSDA, and areas of sanctioned disposal**

## 1 Conditions of Quotation

### 1.1 Definitions

Below is a summary of some of the important defined terms used in this Request:

<b>Attachments:</b>	The documents you attach as part of your Quotation.
<b>Respondent:</b>	Means the person or persons, corporation, or corporations whose Quotation is accepted by the Principal. Also includes someone who has or intends to submit an Offer to the Principal.
<b>Deadline:</b>	The deadline for lodgement of your Quotation as detailed on the front cover of this Request.
<b>Front Lift Bin:</b>	Bin made of sheet metal and/or mesh suitable for storing recyclable materials of a minimum capacity of 4m <sup>3</sup> with steel or plastic lid covers and pickup points for collection by front lift method.
<b>General Conditions of Contract:</b>	Means the General Conditions of Contract for the provision of the landfill site operation and management contract provided in Part 3.
<b>MSDA</b>	'Material Set Down Area' of concrete bunding for public disposal of waste.
<b>Offer:</b>	Your offer to supply the Requirements.
<b>Principal:</b>	Local Government of Bruce Rock
<b>Refuse:</b>	Means discarded or useless materials and food waste, and any material that cannot be recycled due to being unsuitable material for recycling or a suitable material not practicable to be recycled.
<b>Request or RFQ or Request for Quotation</b>	This document.
<b>Requirement:</b>	The operation and management of the Depot Road Landfill facility requested by the Principal.
<b>Selection Criteria:</b>	The Criteria used by the Principal in evaluating your Quotation.
<b>Special Conditions:</b>	The additional contractual terms.
<b>Specification:</b>	The Statement of Requirements that the Principal requests you to provide if selected.
<b>Quotation:</b>	Completed Respondent's Offer, Response to the Selection Criteria and Attachments.
<b>Respondent:</b>	Means the person or persons, corporation, or corporations whose Quotation is accepted by the Principal, including the executors or administrators, successors and assignments of such person or persons, corporation, or corporations. To also include a person/s who has or intends to submit an Offer to the Principal.

**Quotation Open Period:** The time between advertising the Request and the Deadline.

**Waste Receptacle** Front Lift Bins, MSDA, and areas of sanctioned disposal (as presented in **Addendum B**).

## 1.2 Quotation Documents

This Request for Quotation is comprised of the following parts:

- Part 1 – Conditions of Quotation (*read and keep this part*).
- Part 2 – Specification and/or plans/drawings (*read and keep this part*).
- Part 3 – General Conditions of Contract (*read and keep this part*).
- Part 4 – Special Conditions of Contract (*read and keep this part*).
- Part 5 – Respondent’s Offer (*complete and return this part*).

### Separate Documents

- a) Addenda and any other special correspondence issued to Respondents by the Principal.
- b) Any other policy or document referred to but not attached to the Request.

## 1.3 How to Prepare Your Quotation

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements;
- c) Complete and return the Offer (Part 5) in all respects and include all Attachments;
- d) Make sure you have signed the Respondent’s Offer;
- e) Ensure you have answers to all of the Selection Criteria; and
- f) Lodge your Quotation before the Deadline.

## 1.4 Contact Person

Respondents should not rely on any information provided by any person other than the person listed below:

<b>Name:</b>	Mr Julian Goldacre
<b>Telephone:</b>	08 9061 1377 ( <i>during office hours</i> )
<b>Email:</b>	eho@brucerock.wa.gov.au ( <i>Email enquires preferred</i> )
<b>Address:</b>	54 Johnson Street, Bruce Rock WA 6418

## 1.5 Requests for Clarification

Respondents may submit a written request for clarification on any part of the RFQ documents prior to lodgement of their Quotation. Written clarifications must be either made using an Email service (preferred) or written letter to the above listed 'Contact Person'. It is desirable that Email is used to enable an expedited response because no requests for information or clarification to the RFQ Documents will be accepted later than three (3) days prior to the Deadline of this Request.

## 1.6 Site Inspection

Attendance at this meeting is not mandatory.

Respondents are requested to contact Mr Julian Goldacre, PH: 08 9061 1377,

E: [eho@brucerock.wa.gov.au](mailto:eho@brucerock.wa.gov.au) to arrange a Site Inspection prior to **4pm on Thursday 22 April 2021.**

The Site Inspection will provide Respondents with the opportunity to clarify any uncertainties with the contact person prior to the closing of the Request for Quotation.

## 1.7 Lodgement of Quotation and Delivery Method

The Quotation must be lodged by the Deadline. The Deadline for this request is at **4pm, Monday 3<sup>rd</sup> May 2021.**

The Quotation can be either:

- a) Placed in a sealed envelope clearly endorsed with the Quotation number and title as shown on the front cover of this Request; and
- b) Delivered by hand to the Shire Bruce Rock office located at 54 Johnson Street, Bruce Rock, 6418 (by the Respondent or the Respondent's private agent), or sent through the mail addressed to the Deputy Chief Executive Officer, 54 Johnson Street, Bruce Rock, 6418.
- c) Sent by email to: [admin@brucerock.wa.gov.au](mailto:admin@brucerock.wa.gov.au)

Respondents must ensure that they have provided two (2) signed copies of their Quotation; one to be marked "ORIGINAL" and unbound and clipped (not stapled) and the other(s) to be marked "COPY" and bound. All pages must be numbered consecutively, and the Quotation must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

## 1.8 Rejection of Quotations

A Quotation 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; or
- c) It may be rejected if it fails to comply with any other requirements of the Request.

### 1.9 Late Quotations

Quotations received:

- a) After the Deadline; or
- b) In a place or manner other than that stipulated in this Request;

will not be accepted for evaluation.

### 1.10 Acceptance of Quotations

Unless otherwise stated in this Request, Quotations may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Quotation and may reject any or all Quotations submitted.

### 1.11 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court order.

All Respondents will be given particulars of the successful Respondent or be advised that no Quotation was accepted.

### 1.12 Quotation Validity Period

All Quotations will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Quotation, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

### 1.13 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

### 1.14 Alternative Quotations

All Alternative Quotations may be accompanied by a conforming Quotation.

Quotations submitted as Alternative Quotations or made subject to conditions other than the General and Special Conditions of Contract must in all cases be clearly marked "**Alternative Quotation**".

The Principal may in its absolute discretion reject any Alternative Quotation as invalid.



Any printed "General Conditions of Contract" shown on the reverse of a Respondent's letter or Quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Quotation is marked as an Alternative Quotation.

### 1.15 Respondents to Inform Themselves

Respondents will be deemed to have:

- a) examined the Request and any other information available in writing to Respondents for the purpose of Quotation;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Quotation which is obtainable by the making of reasonable enquires;
- c) satisfied themselves as to the correctness and sufficiency of their Quotations including quoted prices which will be deemed to cover the cost of complying with all the Conditions of Quotation and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) acknowledged that the Principal may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

### 1.16 Alterations

The Respondent must not alter or add to the Request documents unless required by these Conditions of Quotation.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

### 1.17 Risk Assessment

The Principal may have access to and give consideration to:

- a) any risk assessment undertaken by any credit rating agency,
- b) any financial analytical assessment undertaken by any agency, and
- c) any information produced by the Bank, financial institution, or accountant of a Respondent,

so as to assess the Quotation and may consider such use of the above listed a), b) and c) matters as a function required to ensure due diligence, and practical tools in the Quotation assessment process.

Respondents may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Respondents are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract. The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing the Respondent's Quotation and will be treated as strictly confidential.

### 1.18 Evaluation Process

This is a Request for Quotation.

Your Quotation will be evaluated using information provided in your Quotation.

The following evaluation methodology will be used in respect of this Request:

- a) Quotations are checked for completeness and compliance. Quotations that do not contain all information requested (e.g. completed Respondent's Offer and Attachments) may be excluded from evaluation.
- b) Quotations are assessed against the Selection Criteria. Contract costs are evaluated (e.g. Quoted prices) and other relevant whole of life costs are considered.
- c) The most suitable Respondents may be short listed and may also be required to clarify their Quotation, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Respondent.

A Contract may then be awarded to the Respondent whose Quotation is considered the most advantageous Quotation to the Principal.

### 1.19 Selection Criteria

The Contract may be awarded to a sole Respondent who best demonstrates the ability to provide quality products and/or services at a competitive price. The quoted prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a weighted price with quality approach to this RFQ. This means that, although price is considered, neither the Quotation containing the lowest price, nor the Quotation ranked the highest on the qualitative criteria, be necessarily accepted.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Quotation that provides all the information requested will be assessed as satisfactory. The extent to which a Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Quotation will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of price.

### 1.20 Compliance Criteria

These criteria are detailed within Part 5.3.1 of this document and will not be point scored. Each Quotation will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Quotation from consideration.

### 1.21 Qualitative Criteria

In determining the most advantageous Quotation, the Evaluation Panel will score each Respondent against the qualitative criteria as detailed within Part 5.3.2 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

It is essential that Respondents address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the Quotation evaluation process, or a low score.

### 1.22 Value Considerations

The Weighted Price method is to be used for value considerations and is then assessed with quality. The weighted price with quality is proportioned in the table below. Notwithstanding the weighted price method being used the Principal does have a current ‘Regional Price Preference Policy’ of which details are provided in part 1.23 for your consideration.

<b>Criteria</b>	<b>Weighting</b>
<b>A. Quotation Price</b>	<b>50%</b>
<b>B. Relevant Experience and Reputation</b> Respondents should demonstrate their experience in completing similar services	<b>20%</b>
<b>C. Respondent’s Resources &amp; Availability</b> Respondents should demonstrate their ability to meet the required Contract outcomes	<b>20%</b>
<b>D. Non-Reliance on Sub-Contractors</b>	<b>10%</b>

### 1.23 Regional Price Reference

Respondents for the contract may be afforded a preference in accordance with Regulation 24(A-G) of the Local Government (Functions and General) Regulations, and for which the Shire of Bruce Rock Policy '2.8 Tenders – Regional Price Preference' adopted by the Council of Bruce Rock on the 20 April 2006 shall be applied.

Policy 2.8 stipulates that: 'To ensure that local businesses are given local contractors a price variation up to 10% during tenders'.

Policy '2.8 Tenders – Regional Price Preference' can be found in **Addendum A** of this RFQ document.

### 1.24 Price Basis

All rates for goods/services offered under this RFQ will be reviewed annually at the end of each Financial Year and increased in accordance with upward movements in the Consumer Price Index (CPI) for Perth, Western Australia as provided by the Australian Bureau of Statistics. In the event of a decrement in the CPI, the rates are to remain the same.

Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices quoted must include, but not limited to, all travel to and from the landfill site, landfill site consumables for use by Respondent and employee/s and all practicable necessities for the purpose of landfill site operation and management and all applicable levies, duties, taxes and charges. Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### 1.25 Ownership of Quotations

All documents, materials, articles, and information submitted by the Respondent as part of or in support of the Quotation will become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Quotation process PROVIDED that the Respondent be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

### 1.26 Canvassing of Officials

If the Respondent, whether personally or by an agent, canvasses any of the Principal's Commissioners or Council Officers (as the case may be) with a view to influencing the acceptance of any Quotation made by it or any other Respondents, then regardless of such canvassing having any influence on the acceptance of such Quotation, the Principal may at its absolute discretion omit the Respondents Quotation from consideration.

### 1.27 Identity of the Respondent

The identity of the Respondent and the Contractor is fundamental to the Principal. The Respondent will be the person, persons, corporation, or corporations named as the Respondent in Part 5.1 and whose execution appears on the Respondent's Offer in Part 5.1 of this Request. Upon acceptance of the Quotation, the Respondent will become the Contractor.

### 1.28 Costs of Quotations

The Principal will not be liable for payment to the Respondent for any costs, losses or expenses incurred by the Respondent in preparing their Quotation Offer.

### 1.29 Quotation Opening

Quotations will be opened in the Principal's offices, following the advertised Deadline. All Respondents and members of the public may attend or be represented at the opening of Quotations.

The names of the persons who submitted the Quotation by the due Deadline will be read out at the Quotation Opening. No discussions will be entered into between Respondents and the Principal's Officers present or otherwise, concerning the Quotations submitted.

The Quotation Opening will be held on or as soon as practicable after the Deadline at 54 Johnson Street Bruce Rock 6418.

### 1.30 In House Quotation

The Principal does intend to submit an In-House Quotation for the purpose of a cost benefit assessment based on received Quotation submissions.

## 2 Specification

### 2.1 Contract Objective Requirements in Brief

Respondents are invited from suitable persons or organisations for the provision of the management and operations of the Bruce Rock Shire Depot Road landfill facility. The period for the Contract is Three (3) Years commencing **28 May 2021** and concluding on the **28 May 2024**. Before the expiry of the Contract a new Request for Quotation for the provision of the management and operations of the Bruce Rock Shire Depot Road landfill facility will be advertised. A period of three (3) months before expiration of the Contract will be used to allow suitable time for the Contractor at the time, and other persons, to present a Quotation to the Principal.

The successful Respondent will be responsible for:

- A.** Operating the landfill site in accordance with the *Environmental Protection (Rural Landfill) Regulations 2002*, for waste acceptance criteria for a Category 89 landfill, and

undertake any reasonable direction given by the Principal, or the Principals Representative for the effective and compliant operations of the landfill site;

- B.** The opening and securely closing the public access area gates of the Depot Road landfill facility at the designated times provided by the Principal which is currently 4 days a week Friday, Saturday, Sunday, and Monday. However, the Public Holidays of **Easter Friday**, and on any day of Friday, Saturday, Sunday, and Monday that **Christmas Day** falls on, the Depot Road landfill facility is closed, all other Public Holidays the Depot Road landfill facility is to be opened to the public;
- C.** Providing vehicle access to authorised Shire of Bruce Rock personnel, and approved waste delivery vehicles to the green waste area, trench refuse disposal area, asbestos disposal area, and tyre disposal area as required;
- D.** Providing access to waste oil disposal tank and hardstand for PUBLIC USE ONLY. To take down the name and address of persons disposing of oil for invoicing purposes as required and providing this information to the Shire of Bruce Rock Administration building staff for invoicing. To also ensure the waste oil facility is in a clean and compliant state and to check levels regularly and inform the Principal when disposal is required by a licensed contractor;
- E.** Maintaining to a full status by regular checking of the water levels of the two Fire Purposes water storage tanks at the landfill, and to notify the Principal if water recharging (topping up) is required;
- F.** Collection of all windblown refuse and recyclables found outside the landfill trench and/or landfill site boundaries (off site), and returning to the landfill site on a regular basis deemed as once a week, or when requested to do so by the Principal in the event of a complaint/s being received, or excess windblown refuse and recyclables being observed during inspection by the Principal;
- G.** Ensuring the trench refuse is spread out evenly to prevent obstruction when compacting and 'soft spots' caused by refuse concentrated in an area. This task is essential and must be undertaken regularly enough to make the trench accessible to vehicles such as BOMAG, Waste Disposal Truck, and Front-End Loader.
- H.** Ensuring that the refuse trench has been covered with overburden (soil) as required every 4 weeks by the Contractor after the rostered compaction has been accomplished by the Contractor;
- I.** Remove and dispose of the refuse, scrap metal, and green waste disposed of in the public area MSDA and take to the refuse trench at a time during the open days to

ensure no backlog of refuse, scrap metal, and green waste prohibits or obstructs public waste disposal. Times and frequency to accomplish this is at the discretion of the Contractor and done to ensure no public inconvenience for the purpose of any disposal;

- J.** Organising with the volunteer fire brigade of Bruce Rock who must be in attendance with a suitable vehicle for the burning of seasoned green waste only during the non-prohibited burning times. A permit to burn is the responsibility of the Contractor to organise and be in receipt of should a burning permit be required;
- K.** Removal of the recyclables in the MSDA and set down in the appropriate designated area/s as determined by the Principal and the Contractor;
- L.** Maintain safe and suitable public access to the MSDA areas for refuse, oil, green waste, and recyclables drop off areas. To actively prohibit public access into the gated operational landfill area containing the landfill trench, green seasoning area stockpile, tyre, and asbestos disposal areas at all times. Should access to this area by the public be required for certain disposal, then this is to be done under supervision by the Contractor to ensure public safety. Certain disposal refers to, is but not limited to, and only with the Principal's approval, Asbestos Waste, Tyre Waste, and Commercial Waste disposal;
- M.** Remove from the MSDA and dispose of the green waste to the green waste set down area for seasoning and arranging with the Fire Control Officer for burning off in winter as detailed in **Point J** above;
- N.** Alert the Principal of any activity which is or appears to be illegal or not conducive to the proper use of the landfill facility;
- O.** Assist to allow access to the Drum Muster area which is an activity undertaken by a nominated association (this is run by the nominated association and not a requirement to operate by the Contractor other than to provide access to the caged area within the Public area of the landfill site);
- P.** Ensure disposal of Asbestos waste and Tyre wastes proposed to be deposited at the landfill site that must only originate from within the Bruce Rock Shire boundary. Asbestos waste must be approved by the Shire office before being disposed of at the landfill site. If asbestos waste is proposed to be disposed of on the weekends then the appropriate form as provided by the Shire of Bruce Rock is to be completed onsite and given to the Shire Office next business day. Asbestos waste must be covered with soil within 24 hours of disposal;

- Q.** At the close of the landfill site on Friday, Saturday, Sunday, and Monday or before emptying the MSDA areas, to take photographic record of volumes waste and send to the Shire of Bruce Rock for waste volume audit recording purposes;
- R.** Assist the Principal or the Principal's Representative to undertake compliance inspections for Contract compliance and/or compliance with the *Environmental Protection (Rural Landfill) Regulations 2002* and any other Statutory requirement imposed on the Principal with regard to rural landfill operations or directions by the governing State Government Department which is presently Department of Water and Environment Regulation although subject to change by the Minister for Environment from time to time. The primary Onus is on the Contractor to ensure suitable compliance of the landfill operations and failure to do so without reasonable cause will be incumbent on the Contractor to make undertakings to ensure compliance is achieved where the non-compliance is the result of the Contractor activities, or lack of;
- S.** Being available for persons through mutual agreement between person and Contractor during opening times, or at a time suitable to both the Contractor and the person to assist with removing secured loads of asbestos materials for disposal into the dedicated landfill trench. Removal is by using the Front-End loader forks and only to do so where asbestos material is securely wrapped in plastic and placed on a pallet to assist with secure removal from vehicle into dedicated trench. A person who seeks to dispose of asbestos material must have completed the asbestos disposal form before doing so.  
And
- T.** Alert the principal when the landfill areas require vegetation slashing and fire breaks maintained before fire season starts.

## 2.2 Introduction

The Principal seeks to secure a person/s or organisations who will be known as the Contractor to undertake the management and operations of the Shire of Bruce Rock Depot Road landfill site. The landfill site is located 3 kilometers southeast of the townsite of Bruce Rock and is open Friday to Monday excluding Public Holidays. The landfill site is a Category 89 landfill facility for putrescible waste as well as certain construction and demolition waste, waste oil, green waste, recyclables that are disposed of in front lift bins, and a general drop off area for public disposal of wastes known as MSDA.

The landfill site is not attended during open hours and therefore the Contractor's role is to operate and maintain the landfill site to ensure safe, appropriate, and orderly disposal of wastes and recyclables in a manner and form to ensure a safe and practicable disposal area. The Contractor will be responsible for the day-to-day operations of the landfill site as



**Part 4 READ AND KEEP THIS PART**

described in Clause 2.1 'Contract Objective Requirements in Brief' and 2.4 'Scope of Work'.

### 2.3 Definitions

Below is a summary of some of the important defined terms used in this Part:

<b>Contractor's Representative</b>	Means any Officer or person duly authorised by the Contractor, in writing, or so verbally instructed to act on their behalf for the purpose of the Contract.
<b>Principal's Representative</b>	Means any Officer or person duly authorised by the Principal, in writing, or so verbally instructed to act on their behalf for the purpose of the Contract.
<b>Works or Services:</b>	Means the Works or Services undertaken, which the Contractor is required to provide to the Principal under the Contract.

### 2.4 Scope of Work

#### 2.4.1 Safe and Suitable Public Access to Permitted Areas

The Contractor will be required to maintain safe and suitable access to the public accessible drop off areas that include the MSDA area, oil disposal area, green waste drop off area, and recyclables drop off areas. All areas accessible by the public are to be kept clear of any obstruction by the Contractor to ensure a safe public area environment. The gates to access the landfill site where the trenches, green waste seasoning area, asbestos, and tyre drop off areas are located are to be closed and locked and no public access is permitted unless authorised by the Contractor for the disposal of asbestos and/or tyre wastes only, and under constant supervision by the Contractor, or by approval of the Principal.

#### 2.4.2 Operational Access

The Contractor will be required to provide authorised Shire of Bruce Rock personnel, and approved waste delivery vehicles access to the non-public green waste area, non-public refuse trench disposal area, asbestos disposal area, oil recovery container and hardstand, recyclables area and tyre disposal area as required. Also, the Drum Muster compound which is operated by an association for fundraising is to be kept clear to allow Drum Muster activity to occur, which is solely the responsibility of the nominated association, and not the responsibility of the Contractor.

#### 2.4.3 Record Keeping

The Contractor will be required to provide a record of waste volumes and the name and address of person/s to the Shire of Bruce Rock Administration building for invoicing purposes for:

- Waste oil delivery to the oil disposal tank and hardstand;
- Commercial waste loads to the MSDA or refuse trench;
- Asbestos waste loads at the designated trench which must be covered with dirt (overburden) within 48 hours after disposal; and
- Tyres at the designated trench.

Furthermore, a photographic record of refuse and green waste disposed of at the MSDA is to be recorded and submitted to the Shire of Bruce Rock Office for waste volumes recordings before being disposed of to the landfill trench and/or green waste area.

Only refuse, recyclables, or special wastes such as oil and asbestos that originate in within the Shire of Bruce Rock District boundary are permitted to be disposed of at the Depot Road landfill facility. Any requests contrary to this directive is to be forwarded to the principal for consideration. Asbestos waste must be approved by the Shire office before being disposed of at the landfill site. If asbestos waste is proposed to be disposed of on the weekends then the appropriate form as provided by the Shire of Bruce Rock is to be completed onsite and given to the Shire Office next business day

#### 2.4.4 Oil Recycling facility

The Contractor will be required to regularly inspect oil quantity of the oil recycling collection facility and to notify the Principal Representative when disposal is required. The oil recycling collection facility is required by the Contractor to be maintained in a manner to prevent any oil to be spilt on the ground outside of the oil hardstand and/or oil recovery vessel. Any spilt oil on the ground is to be removed and disposed of and the removed soil replaced with clean soil by the Contractor. Also, any small used oil containers up to 25 litres in capacity left in the area are to be disposed of. Access to the waste oil disposal area is for Public Use only, NO Commercial loads are to be accepted for disposal.

#### 2.4.5 Reporting of Landfill Site Fire Events and Illegal and/or improper use of the Landfill Site

The Contractor will be required to report any fires at the landfill site regardless of whether of a spontaneous nature, arson or suspected arson, lightning strike, or any other plausible cause to the Shire of Bruce Rock Administration on the day or the next business day by email, in person, by letter or phone call. All unsanctioned fires at the landfill site are required to be reported to Department of Water and Environment Regulation.

To alert the Principal immediately of any activity deemed reasonably to be possibly illegal or not conducive to the proper use of the Depot road landfill facility.

#### 2.4.6 Green Waste Burning Off

The Contractor will be responsible for the burning of the non-public area stockpile of seasoned green waste only and done in full accordance with the *Environmental Protection (Rural Landfill) Regulations 2002* Regulation 13 and all Sub-Regulations. The burning of seasoned green waste is only to occur during the late Autumn, Winter, and early Spring periods and only after consultation with the Chief Fire Control Officer and/or Fire Control Officer volunteers of Bruce Rock who are required to be onsite during the burn, and to stay onsite and deem the fire to be suitably extinguished.

#### 2.4.7 Refuse, Recyclable Materials, and Green Waste removal and disposal

The Contractor will be required to regularly remove and dispose of the refuse in the MSDA to the refuse trench as required and this is to be done so to not inhibit safe disposal by members of the public by ensuring the MSDAs are not left too full for practicable use. Green waste is required to be removed from the public green waste disposal area and transported to the green waste seasoning stockpile/s at the main landfill site area. A provided Front-End loader vehicle is used for moving wastes and is maintained by the Shire of Bruce Rock. Any recyclable material disposed of is encouraged to be placed in the recyclable materials front lift bins, and any metal of recyclable quality is to be removed and stockpiled at the set down area as agreed to by the Principal and the Contractor. The Contractor is to arrange for the metal recycling removal process of which the payment for such recyclables is to be paid to the Contractor for the Contractor's pecuniary benefit.

#### 2.4.8 Refuse Trench Compaction and Cover with Overburden and Maintenance

The Contractor will be required every four (4) weeks (Principal to provide the Roster) to undertake the compaction of the refuse in the refuse trench with the provided 'BOMAG' compactor on site. After compaction has been achieved the Contractor will then within Four (4) days cover the waste with overburden (soil) in enough quantity to reasonably secure the waste. The Contractor will use the overburden in enough quantity to ensure longevity of the refuse trench is preserved.

Furthermore, it is a requirement that as waste is disposed in the trench that the Contractor actively uses the Front-End Loader to move the waste around to prevent stockpiling developing, and the clear away Commercial wastes disposed of at the side of the trench to permit further disposal. From time to time the Principal may require the Contractor to undertake works to ensure the wastes are appropriately pushed over and spread out.

#### 2.4.9 Refuse and Recyclables Outside the Landfill Site Boundary

The Contractor will be required to collect, at least once a week or as required by the Principle in the event of a complaint or concern from adjoining landholders, all windblown refuse and recyclables found *outside* the landfill site boundary inclusive of neighbouring paddocks and return to the landfill site. All windblown refuse and recyclables found within the landfill site outside of the refuse trench is to be collected and returned to the refuse site in a manner to ensure reasonable maintenance of windblown refuse and recyclables.

#### 2.4.10 Water Tank Levels

The Contractor will be required to ensure the water levels are full for the two fire water storage tanks at the landfill. All fixtures and fittings are to be inspected from time to time to ensure the fixtures and fittings are in sound and usable condition. The Contractor shall liaise with the Shire of Bruce Rock Works Manager to have the water tank/s refilled as required at the earliest possible convenience.

#### 2.4.11 Landfill Site Maintenance

The Contractor will be required to:

- monitor for any damage to infrastructure at the landfill site caused by wear and tear, the public, or the Contractor, and report such damage or wear and tear to the Principal for remediation;
- monitor firebreaks for excessive vegetation overgrowth and report to the Principal for action before the start of September each year;
- monitor landfill site area for excessive vegetation overgrowth throughout the landfill site and report to the Principal for action;
- monitor the fencing throughout the landfill site to ensure the fencing is in place and/or in good repair, and should the fence not be in place and/or in good repair to report to the Principal for remediation;
- Report to the Principal in a timely manner all operational and maintenance issues and servicing requirements for the Principal supplied Front-End loader vehicle (Ranger) and the compactor vehicle (BOMAG) for use within the landfill site area only; and
- Undertake to control wild cats found to be inhabiting the landfill site area by obtaining approved cat traps from the Ranger service and trapping cats in a manner and time to allow removal by the Ranger, this means setting traps the day before the scheduled Ranger visits;

- Ensure all provided signage is in place and in a good and readable condition at the landfill site and report to the Principal if this is not the case; and
- Report any matter to the Principal that would reasonably be deemed as a matter of interest for the safe, effective, and efficient operations of the landfill site.

#### 2.4.12 Regulatory Obligations and Principal Directions

The Contractor is required to operate the landfill site in full compliance with the *Environmental Protection (Rural Landfill) Regulations 2002* and for accepting only wastes that meet the waste acceptance criteria for a Category 89 landfill, and to undertake any reasonable direction given by the Principal and/or an Officer of the Department of Water and Environment Regulation pursuant to any written Law, Policy or Guideline.

The primary Onus is on the Contractor to ensure suitable compliance of the landfill operations and failure to do so without reasonable cause will be incumbent on the Contractor to make undertakings to ensure compliance is achieved where the non-compliance is the result of the Contractor activities, or lack of. Should the Principal be required to undertake any works required to ensure compliance deemed as a Contractor issue as required the fee to do so will be charged back to the Contractor deducted from the regular payment. The fee for works by the Principal will be as charged out under the fees and charges for works each financial year as set by the Shire of Bruce Rock from time to time.

#### 2.4.13 Secured Asbestos Removal from Vehicles

The Contractor is, on request and when mutually agreeable between the Contractor and the person, to be available for the removal of asbestos containing material only if securely wrapped and placed on a pallet to enable straightforward and safe removal. The Contractor's availability for this activity is during normal opening times, or at a time suitable to both the Contractor and the person to assist with removing secured loads of asbestos materials for disposal into the dedicated landfill trench. Removal is by using the Front-End loader forks and only to do so where asbestos material is securely wrapped in plastic and placed on a pallet to assist with secure removal from vehicle into dedicated trench. A person who seeks to dispose of asbestos material must have completed the asbestos disposal form before doing so.

#### 2.4.14 Landfill Site Operation Hours

The Contractor is required to ensure the landfill site public area is open on time during the nominated opening days and hours designated by the Principal at the start of the Contract. Presently the Bruce Rock landfill site is open only on **Friday, Saturday, Sunday, and Monday 8:00 AM until 4:30 PM**. However, the Public Holidays of **Easter Friday**, and on

any day of either **Friday, Saturday, Sunday, or Monday** that **Christmas Day** falls on, the Depot Road landfill facility is closed; all other Public Holidays the Depot Road landfill facility is to be opened to the public and normal Contractor operations undertaken. Any changes to the opening and closing arrangement of the Depot Road landfill facility will be as directed by the Principal after discussions with the Contractor. At the end of each open day the landfill site must be securely closed to prevent after hours public access.

## 2.5 Specific Requirements of the Contract

The Contractor shall use only vehicles to suit the day-to-day operations of the landfill site as provided by the Principal or as authorised for use by the Principal if not a Shire of Bruce Rock vehicle. All vehicles used by the Contractor shall:

- Be maintained in a reliable mechanical condition;
- Be licensed, and compliant with applicable Acts, Regulations, and local laws as applicable;
- Be driven by competent, qualified, and licensed operators either being the Contractor or the staff of the Contractor; and
- Be regularly maintained and serviced.

The Contractor shall undertake to keep the interior of all vehicles clean as provided by the Principal used to carry out the Contractor's obligations under this Contract, and to the satisfaction of the Environmental Health Officer. Note, smoking in any vehicle provided by the Principal used to carry out the Contractor's obligations under this Contract is prohibited as per Shire of Bruce Rock Policy 9.1 Vehicle and Fuel Usage Policy which states '...Smoking is not allowed in any Shire vehicle by any person at any time'.

## 2.6 Implementation Timetable

The term of the proposed Contract is for a period of three (3) years commencing **28 May 2021** and concluding on the **28 May 2024**. Before the expiry of the Contract a new Request for Quotation for the provision of the management and operations of the Bruce Rock Shire Depot Road landfill facility will be advertised. A period of three (3) months before expiration of the Contract will be used to allow suitable time for the Contractor, and other persons, to present a Quotation to the Principal.

## 3 General Conditions of Contract

### 3.1 Insurances

- a) Public Liability (**required**) – The Contractor will be required to have Public Liability insurance inclusive of 'Vicarious Liability Coverage' to protect the Contractor and the Contractor's employees against claims arising from personal injury or property

damage caused by the actions and operations of the Contractor for Works or Services provided.

- b) Workers' Compensation Insurance Cover (**required**) – All employees of the Contractor must be insured by the Contractor for Workers' Compensation for the duration of the Contract for Works or Services provided.
- c) In addition to any compulsory third party motor vehicle insurance required to be taken out by the Contractor under any Legal Requirement, the Contractor must also maintain vehicle and equipment insurance for the Contractor's registered vehicles, plant and equipment used in connection with this Contract whether owned, hired or leased. The vehicle and equipment liability policy must:
  - i) cover against all loss and/or damage to the Contractor's vehicles; and
  - ii) cover third party personal injury or death and third-party property damage liability (and include bodily injury gap protection) involving the Contractor's vehicles.
- d) Personal Accident Insurance Cover (**required**) - in the case of the Contractor being a sole business owner and/or operator for the duration of the Contract for Works or Services provided.

The company or person appointed will be required to have the applicable and appropriate insurance as described above in effect at the commencement of and for the whole duration of the Contract period for Works or Services provided.

### 3.2 Period of Contract and Termination

The Contract will be in force for the period of three (3) years. However, in the event of the Contractor failing to carry out the terms of the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract to be terminated by written notice to the Contractor after all practicable negotiations have been reasonably undertaken to remedy any failings identified other than clear and present wanton neglect and/or a breach of Public Health and/or Environmental requirements where immediate action is dutifully required by the Principal.

## 4 Special Conditions of Contract

### 4.1 Development of Key Performance Indicators (KPIs) for the service

The Principal and the Contractor will jointly develop and agree on a set of KPIs being targets to be used as performance measures for this Contract. The KPIs will be established at the first meeting between the Principal and the Contractor held after the awarding of the Contract; the KPIs will include but are not limited to:

**Part 4 READ AND KEEP THIS PART**

- maintaining safe public access to the public and/or supervised areas of the landfill site;
- reliably opening the landfill site outside of opening hours to authorised Shire of Bruce Rock personnel, and approved waste delivery vehicles;
- recording and servicing to the Principal's Representative commercial waste which includes asbestos waste volumes with the name and address of person/s for billing purposes;
- monitor, maintain and report to the Principal Representative the status of the oil recycling collection facility (oil spills cleaned up, oil levels of tanks, number, and size of oil containers);
- reporting of any fires at the landfill site to the Principal Representative within 24 hours to facilitate timely reporting to the Department of Water and Environment Regulation;
- ensuring all green waste is seasoned before burning and done in full accordance with Regulation 13 and all Sub-Regulations of the *Environmental Protection (Rural Landfill) Regulations 2002*;
- reliable and effective removal of all refuse, recyclable materials and green waste from the public drop off areas to the designated non-public disposal areas to minimise disruption to the public;
- undertake to compact the refuse trench every four (4) weeks, and then cover with overburden within four (4) days or as arranged with the Principal;
- to return to the landfill site any refuse or recyclables that has left the landfill site boundary in compliance with the Contract and to comply with the Regulatory requirements;
- inspect the landfill site water tanks and to maintain water levels;
- monitor and report back to the Principal all landfill site maintenance issues;
- Inspect and report on any issues of the machinery onsite to the Principal;
- to open the landfill site on time and reliably on the designated days and times and close the landfill site in a secure manner at the designated times; and
- effectively dealing with prohibited wastes attempted to be disposed at or found to be disposed of at the landfill site.

The Contractor will be required to demonstrate satisfactory performance to the requirements of the landfill site operation and management for the Contract Term. The measures of satisfactory performance will be the KPIs and the results of other performance audits. The Contractor must provide any information necessary when asked to do so by the Principal as required to quantify the KPIs.



## 4.2 Risk and Safety Management Plans, Occupational Clothing

The Contractor is required to develop and maintain both a Risk Management Plan and a Safety Management Plan for the activities of the landfill site operation and management Contract.

Occupational clothing suitable for the tasks being undertaken at the landfill site shall be as follows and at cost to the Contractor and the Contractor's employees follows:

- Steel Capped Boots,
- Long Sleeved Shirts,
- Trousers,
- High Visibility type clothing,
- Hat, being wide brim hat or cap with legionnaire fitted, and
- SPF 50 sunscreen.

## 4.3 Indemnity

The Contractor shall indemnify and keep indemnified the Principal and the Principal's Personnel from and against all Loss suffered by the Principal or its Personnel arising directly or indirectly from:

- a) any breach of the Contract by the Contractor;
- b) any Wilful Misconduct, or a negligent act or omission, by the Contractor or its Personnel;
- c) any loss or damage to the Principal's premises or property caused by the acts or omissions of the Contractor or its Personnel;
- d) any claim made by a third party against the Principal or its Personnel, to the extent that the claim arose out of any act or omission of the Contractor or its Personnel; and
- e) any act or omission of the Contractor or its Personnel that causes the Contractor to breach any Legal Requirement,

except to the extent that the Loss is caused by the Wilful Misconduct or a negligent act or omission of the Principal or its Personnel.

## 4.4 Civil Liability Act

Each Party agrees that Part 1F of the *Civil Liability Act 2002 (WA)*, to the extent that the same may be lawfully excluded, is excluded from operation with respect to any Dispute, claim or action brought by one Party against the other Party arising out of or in connection

with the Contract and any of the Contractor's Sub-contractors or such Sub-contractors' personnel.

#### **4.5 Prohibited waste not to be handled**

The Contractor is not to accept and dispose of any waste being nightsoil, sewerage, toxic chemicals, or other such contaminated wastes described under the *Environmental Protection (Controlled Waste) Regulations 2004* without authorisation from the Principal.

The Contractor is not to accept and dispose of any liquid waste or building and construction waste or commercial waste, unless authorised by prior arrangement with the Principal.

In the case of any waste being reasonably determined to be nightsoil, sewerage, toxic chemicals, or other such contaminated wastes described under the *Environmental Protection (Controlled Waste) Regulations 2004* being accepted, the waste shall be left in place and the Contractor shall promptly notify the Principal of the waste so that investigation and action to remove the waste can be undertaken by the Principal.

#### **4.6 Damage to Property**

The Contractor must at once remedy any damage done by the Contractor, its employees, agents, or sub- contractors to any landfill site property during the execution of this Contract.

#### **4.7 Excusable Delay (Force Majeure)**

The Contractor shall not be liable for delay in the provision of this Contract which is caused directly or indirectly by an 'Act of God', strikes, fire, flood, riot, civil commotion, outbreak of war, acts of hostility, acts of Government in its sovereign capacity, unusually severe weather which prohibits service on reasonable grounds of worker's safety or any other cause beyond the reasonable control of the Contractor.

#### **4.8 Reporting to the Principal**

When necessary the Contractor shall provide the Principal with a written report containing such information regarding the works as the Principal may reasonably require and shall include (but is not limited to) the following:

- (a) Waste weights in kilograms or volume in cubic meters received and reported to the Shire of Bruce Rock Administration office located at 54 Johnson Street Bruce Rock WA 6418 either in writing or by Email (preferred) to: [admin@brucerock.wa.gov.au](mailto:admin@brucerock.wa.gov.au) before the end of each month. For volumes of received green and household and commercial wastes a photograph is sufficient and are to be submitted to the Shire of Bruce Rock office;
- (b) Reporting all problems/issues encountered by the Contractor during the course of the contract that would be in the interest of the Principal to be aware of including

complaints made against the Contractor and activities of people using the landfill acting in a manner which is deemed illegal and/or unsafe;

- (c) The Contractor's proposal for improvement to the Contract and the reasons for such propositions; and
- (d) A summary of all complaints received or made to the Contractor and all action taken in respect of such complaints within a 14-day period.

#### 4.9 Contact Phone Number/s

The Contractor shall always during the term of this Contract provide a telephone answering service to enable the public and the Principal to contact the Contractor at all times both during normal working hours and additionally after hours and on days other than landfill open days.

#### 4.10 Payment

The Contractor shall submit to the Principal at the end of each month a detailed tax invoice containing the following information:

- (a) The actual opening days and hours performed;
- for the month in respect to which the invoice relates and presented to the Principal within 7 days at the end of each calendar month.

The Contractor's invoice shall be calculated by applying the current Rates under the Contract.

The Principal shall pay to the Contractor the amount of the Contractor's invoice within fourteen (14) days of receipt of the Contractor's invoice.

#### 4.11 Penalty Deduction from Payment

When the Principal is made aware that the Contractor has failed to duly undertake a reasonable direction from the Principal within a reasonable period of time, or within a time so directed by the Principal, then the works required to be done and found not to be done, will be undertaken by the Principal and the cost of doing so will be deducted from the end of that month's Payment to the Contractor at the rate so scheduled in the Shire of Bruce Rock annual fees and charges adopted by Council from time to time, including any 'call out rate'.

## 5 Respondent's Offer

### 5.1 Form of Quotation

The Chief Executive Officer  
Shire of Bruce Rock  
54 Johnson Street  
Bruce Rock WA 6418

I/We \_\_\_\_\_

(BLOCK LETTERS)

Of \_\_\_\_\_  
(ADDRESS)

ABN/GST Status \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

In response to the Request for Quotation 4/21 for the Provision of landfill site operation and management service.

under and subject to the Conditions of Quotation annexed hereto I/we, the undersigned hereby Quote the following sum (per year and detailed in Part 5.4.1) to complete the Services referred to in the Request for Quotation.

\$ \_\_\_\_\_

And I/we undertake to perform the work under the Contract in accordance with General Conditions of Contract attached to this Request and Annexure, Specification, Drawings, which documents I/we have examined, and I/we agree that this Quotation shall remain binding on me/us for ninety (90) calendar days from the date of the Quotation closing or forty-five (45) days from the Council's resolution for determining the Quotation whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing and shall not be withdrawn during that period.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Signature of authorised signatory of Respondent:

\_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS):

\_\_\_\_\_

Position:

\_\_\_\_\_

Address:

\_\_\_\_\_

Witness Signature:

\_\_\_\_\_

Name of witness: (BLOCK LETTERS):

\_\_\_\_\_

Address:

\_\_\_\_\_

**Part 5 COMPLETE AND RETURN THIS PART**

## 5.2 Respondent’s Response

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 5 Respondent’s Offer are to be completed and returned to the Principal as they form part of your Quotation submission).

### 5.2.1 Organisational Profile

Attach a copy of your organisation structure and provide background information on your company and label it “Organisation Structure”.	<b>“Organisation Structure”</b>	Tick if attached <input type="checkbox"/>
If companies are involved, attach their current ASIC company extracts search including latest annual return and label it “ASIC Company Extracts”.	<b>“ASIC Company Extracts”</b>	Tick if attached <input type="checkbox"/>

### 5.2.2 Referees

Attach details of your referees, and label it “Referees”. You should give examples of work provided for your referees where possible.	<b>“Referees”</b>	Tick if attached <input type="checkbox"/>
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### 5.2.3 Agents

Are you acting as an agent for another party?	YES - NO	
If Yes, attach details (including name and address) of your principal and label it “Agents”.	<b>“Agents”</b>	Tick if attached <input type="checkbox"/>

### 5.2.4 Trusts

Are you acting as a trustee of a trust?	YES - NO	
If Yes, in an attachment labelled “Trusts”: (a) give the name of the trust and include a copy of the trust deed (and any related documents); and (b) if there is no trust deed, provide the names and addresses of beneficiaries.	<b>“Trusts”</b>	Tick if attached <input type="checkbox"/>

### 5.2.5 Subcontractors

Do you intend to subcontract any of the Requirements?	YES - NO	
If Yes, in an attachment labelled “Subcontractors” provide details of the subcontractor(s) including: (a) the name, address and the number of people employed; and (b) the Contract Requirements that will be subcontracted.	<b>“Subcontractors”</b>	Tick if attached <input type="checkbox"/>

**Part 5 COMPLETE AND RETURN THIS PART**

**5.2.6 Conflicts of Interest**

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	YES - NO	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Conflicts of Interest".	<b>"Conflicts of Interest"</b>	Tick if attached <input type="checkbox"/>

**5.2.7 Financial Position**

Are you presently able to pay all your debts in full as and when they fall due?	YES - NO	
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	YES - NO	
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	YES - NO	
In order to demonstrate your financial ability to undertake this contract, in an attachment labelled "Financial Position" include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.	<b>"Financial Position"</b>	Tick if attached <input type="checkbox"/>

**5.2.8 Insurance Coverage**

Respondents are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled <b>"Insurance Coverage"</b> . A copy of the Certificate of Currency is to be provided to the Principal within fourteen days of acceptance.			<b>"Insurance Coverage"</b>	Tick if attached <input type="checkbox"/>
Type	Insurer – Broker	Policy Number	Value (\$)	Expiry Date
Public Liability Insurance Cover inclusive of 'Vicarious Liability Cover' (required)				
Workers' Compensation Insurance Cover (required)				

**Part 5 COMPLETE AND RETURN THIS PART**

*Continued...*

Respondents are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled <b>“Insurance Coverage”</b> . A copy of the Certificate of Currency is to be provided to the Principal within fourteen days of acceptance.			<b>“Insurance Coverage”</b>	Tick if attached <input type="checkbox"/>
Type	Insurer – Broker	Policy Number	Value (\$)	Expiry Date
Personal Accident				
Insurance Cover ( <i>if sole business contractor</i> )				
Vehicle and Equipment Insurance Cover ( <i>as detailed in clause 3.1 Insurances; Required</i> )				

### 5.3 Selection Criteria

#### 5.3.1 Compliance Criteria

Please select with a YES or NO whether you have complied with the following compliance criteria:

Description of Compliance Criteria	YES or NO
(a) Compliance with the Specification contained in the Request.	
(b) Compliance with the Conditions of Quotation in this Request.	
(e) Compliance with and completion of the Price Schedule.	

#### 5.3.2 Qualitative Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

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

**Part 5 COMPLETE AND RETURN THIS PART**

Criteria	Weighting
<b>A. Quotation Price</b>	<b>50%</b>
<b>B. Relevant Experience and Reputation</b> Respondents should demonstrate their experience in completing similar services	<b>20%</b>
<b>C. Respondent's Resources &amp; Availability</b> Respondents should demonstrate their ability to meet the required Contract outcomes	<b>20%</b>
<b>D. Non-Reliance on Sub-Contractors</b>	<b>10%</b>

## 5.4 Price Information

### 5.4.1 Price Schedule

Respondents must complete the following price schedules contained in:

- **Table (1)** Provision of landfill site operation and management service;

Before completing the Price Schedule, Respondents should read the entire Request for Quotation.

The prices entered shall fully cover all the obligations of the Contractor under the Contract.

**Table (1) Provision of landfill site operation and management service:**

Provision of landfill site operation and management service	Total Quoted Price Incl GST	Total Quoted Price (per year) Incl GST
<b>TOTAL QUOTED PRICE =</b>		

.....  
*End of document*