



## PART 1 – Specifications

Tender Name:

Prequalified Supplier Arrangement -  
WETAND DRY HIRE OF PLANT AND  
EQUIPMENT

Reference Number:

**T2021006**

Closing Date:

Friday, 27<sup>th</sup> August 2021

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## PART 1: SPECIFICATIONS

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## 1. INTRODUCTION & BACKGROUND INFORMATION

McKinlay Shire covers 40,728 km<sup>2</sup> including four townships – Nelia to the East, McKinlay and Kynuna to the South and Julia Creek as the central town. The Shire is bounded by the Shires of Richmond, Cloncurry, Carpentaria, Winton and Croydon. Julia Creek is the main township and is located approximately 650 kilometres west of Townsville and 255 kilometres east of Mount Isa.



McKinlay Shire Council undertakes a variety of repairs, general maintenance, construction works and associated functions that often requires suppliers of goods and services to be engaged to assist in the completion of these tasks. Establishing a Register of Prequalified Suppliers for contractors/suppliers able to provide these goods and services assists Council in delivering its services to the community in an efficient and effective manner. As outlined in the Local Government Regulation a register of pre-qualified suppliers can be established where;

- (a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or
- (b) the capability or financial capacity of the supplier of the goods or services is critical; or
- (c) the supply of the goods or services involves significant security considerations; or
- (d) a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the local government; or
- (e) the ability of local business to supply the goods or services needs to be discovered or developed.

This tender request seeks to establish a register of Prequalified Suppliers for Wet & Dry Hire of Plant & Equipment that have been assessed as having the managerial skills, financial stability, safety systems, equipment and industry expertise to carry out any resulting contract.

## 2. SPECIFICATION

This tender is for interested parties to submit an offer to council for the wet and dry hire of plant and equipment as required by Council from time to time over a Two-year period. The hire of any plant and/or equipment will not be for indefinite periods, and Council reserves the right to hire more than one type of plant or equipment from any one Contractor/Supplier or any number of Contractors/Suppliers.

The following list is an indication of the plant and/or equipment that may be required by Council under this arrangement however it is not an exhaustive list and suppliers are encouraged to submit items not listed.

- Water trucks and associated trailers (various capacities)
- Gravel trucks and associated trailers (various capacities)
- Primemovers (various combinations)
- Road rollers (multi tyred, smooth drum and padfoot)
- Motor graders
- Loaders
- Backhoes
- Skidsteers
- Trenchers
- Profilers
- Stabilisers
- Excavators
- Vacuum trucks
- Scrapers
- Dozers
- Spreader trucks
- Cranes
- Crushing plant
- Street sweepers
- Site facilities (Examples: temporary office buildings, ablution blocks etc)
- Miscellaneous small plant & equipment such as, generators, portable traffic lights, VMS boards, pumps, power tools and other items commonly used on construction sites
- Light vehicles
- Elevated Work Platforms (EWP)
- Bucket trucks
- Forklifts

All successful tenderers will be recorded on a Register of Prequalified Suppliers for the Wet and Dry Hire of Plant, when approved by Council.

Where these documents are silent, the requirements of the General Conditions of Contract (AS4000-1997) shall apply. A copy of these conditions can be obtained from the Standards Association of Australia (SAI Global).

Inclusion onto the Pre-qualified Supplier Arrangement does not guarantee work. Work will be awarded on an as-needed and 'best value' basis at the discretion of Council.

Council does not guarantee the quantity of goods or services that will be ordered with successful tenderers under this arrangement, and there is no obligation by Council to place a minimum order with any supplier, nor to ensure equal volumes are shared between suppliers.

### ENGAGEMENT PROCESS

#### For short term or emergent periods of hire

- General hourly rate submitted with tender
- Availability
- Suitability of plant/equipment
- Location of job
- Council's Procurement Policy (Local Preference)

### **For extended or significant periods of hire (where more than one suitable supplier is available)**

Council will request quotations from suppliers, who have nominated the required plant within their submission with a scope of works and request pricing on a per job basis. Evaluation of these responses will be based on the following criteria;

- Submission of price within required timeframes
- Price submitted
- Availability to start
- Supplier Performance history
- Suitability of plant/equipment offered for task
- Location of job
- Council's Procurement policy (Local Preference)

### **Contactors are also to consider the following when providing any quotes in relation to this arrangement:**

- Submitted prices will need to include any establishment/disestablishment costs and stand down costs relating to the specific job.
- If the job requires the contractor to camp out the contractor is required to supply their own camp gear and must also note the following:
  - Contractor to supply own accommodation facilities;
  - Contractor to supply own fuel, food etc;

### **LOCAL PREFERENCE**

In accordance with section 104(3)(c) of the Act, Council wishes to pursue the principle and objectives of enhancing the capabilities of local business and industry, and supporting the local economy, as part of the process of making its purchasing decisions.

For this purpose, McKinlay Shire Council gives consideration to the capabilities of local business industry to supply Council, where the nature of the contract permits. Awarding contracts in favour of local business will be based on the following criteria;

- There is no significant financial differential;
- The quality of the goods or services to be performed is not below the appropriate standard.

Where the above criteria are met, the following areas may also be considered when evaluating offers;

- Creation of local employment opportunities;
- More readily available servicing support;
- More convenient communications for contract management;
- Economic growth within the local area;
- Benefit to Council of associated local commercial transaction.

## **3. SPECIFIC REQUIREMENTS OF THE CONTRACT**

The Tenderer shall provide the following details at the time of tendering:

- Completed Part 2 Tender Response Forms; and
- Include any attachments required as part of this tender

### **COUNCILS RESPONSIBILITIES**

- Council will provide details and specifications of any work to be completed;
- Council will provide a Purchase Order for all goods and services required; and
- Council will advise the Contractor of estimated timeframes for completion of projects.

### **CONTRACTORS RESPONSIBILITIES**

- Carry out the services in a conscientious and expeditious manner using care and diligence in performance of the services;
- Where the contractor is required to provide or utilise equipment, such equipment will be suitable for the provision of the services and will be maintained by the contractor in sound working condition as per the manufacturer's instructions;
- Provide all reasonable assistance to Council and/or its agents in relation to this contact;
- Warrants that, its employees and agents are competent and have the necessary skills and licenses to carry out the services;
- Be responsible for all Workplace Health and Safety requirements for its employees, subcontractors including any remote or isolated workers;
- Comply with Council's policies and procedures particularly those detailed in item 6 *Council policies relating to the contract*;
- Ensure all registerable plant has a current registration certificate and that a copy of this certificate has been provided to Council prior to engagement;
- Insure that their information is maintained on Vendor Panel for the duration of the arrangement.

## CONTACT PERSON

The initial contact person for this Contract is: Cameron Scott. Phone: 07 47 467 166 email [ders@Mckinlay.qld.gov.au](mailto:ders@Mckinlay.qld.gov.au)

## TERM OF CONTRACT (Panel of prequalified suppliers)

Term of Contract:	Two years
Contract commencement date:	1 <sup>st</sup> October 2021
Contract expiry date:	30 <sup>th</sup> September 2023

Where a purchase order remains ongoing past the termination or expiry of this Arrangement, the terms and conditions of the contract shall continue to apply until that relevant purchase order is itself terminated or expires.

## INSURANCES

All insurance policies required in relation to the goods and /or services required under these specifications must be kept current for the term of this contract.

Approved Contractors shall maintain Public Liability Insurance and Third Party Property Insurance on their vehicles. The Contractor shall notify Council of any changes or renewals of insurance.

Contractors employing workers in Queensland on a permanent or casual basis must insure against any liability that may arise from an injury to a worker. If applicable, a Workcover Queensland policy must be taken out and remain current during the term of this contract.

## STANDARD OF SERVICES (Removal from register)

Council will monitor the successful tenderers at regular intervals against the following proposed performance indicators:

- Completion of services, and at the agreed time and location;
- Communication;
- Adherence to purchase order/invoicing requirements;
- Quality of goods/service provided
- Compliance with WH&S requirements; and
- Adherence to maintaining required documentation/information on Tender Link.

Council will review all services supplied including maintaining the required documentation. Should the contractor fail to meet Council expectations, they will be removed from the Register.

The applicable Australian Standard for all plant, equipment, trucks and other vehicles applies.

#### **4. WORK HEALTH AND SAFETY**

All contractors and suppliers who provide goods and/or services to McKinlay Shire Council must do so in compliance with the current Work Health and Safety Act and Work Health and Safety Regulation.

Tenderers, when engaged, will work under the McKinlay Shire Council Work Place Health and Safety System.

## 5. TIMETABLE FOR PROCUREMENT

Place Advertisement in Newspaper	Tender Link
Issue Request for Tender	Tuesday, 27 <sup>th</sup> July 2021
Closing Time*	Friday, 27 <sup>th</sup> August 2021 @ 5:00pm
Submission to Council*	

*\* Dates are subject to alteration by the Principal at its discretion.*

## 6. COUNCIL POLICIES RELATING TO THE CONTRACT

**Uniform Policy:** With regards to hi-vis clothing and safety apparel required for Council work sites.

**Code of Conduct Policy** <https://www.McKinlay.qld.gov.au/downloads/file/299/employee-code-of-conductpdf>)

**Discrimination Policy** <https://www.mckinlay.qld.gov.au/downloads/file/1271/anti-discrimination-and-eeo-policy>



