



**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

**Request for Quotations
for
Tree Maintenance Panel**

RFQ 2019/4

30 April 2019



Table of Contents

PROJECT DESCRIPTION.....	2
SCOPE OF WORKS	2
LICENCES, APPROVALS, CERTIFICATES, AUTHORISATIONS, ETC.....	5
CONTRACTOR’S SAFETY AGREEMENT.....	6

PROJECT DESCRIPTION

Cootamundra-Gundagai Regional Council invites quotations from suitably qualified contractors to be appointed to Council's Tree Maintenance Panel. Council requires, from time to time, appropriately qualified and experienced contractors to carry out certain works for Council in a safe, efficient and cost effective manner. Council intends to appoint successful contractors to form Council's Tree Maintenance Panel for a period of one (1) year, to commence from 1 June 2019 with an option to extend for an additional one (1) year at Council's discretion.

Responses are required to be returned to Council by **COB 15 May 2019** via mail@cgrc.nsw.gov.au with **Tree Maintenance Panel** in the subject line.

SCOPE OF WORKS

To be eligible for inclusion on the panel, respondents must be capable of performing one or more of the following services -

- Tree maintenance & pruning including crown reduction, crown thinning, crown lifting and dead wooding
- Chipping of vegetation and foliage, removal of vegetation and flora debris
- Stump grinding
- Tree removal
- Root control/root pruning
- Traffic Control (in conjunction with above services)

Pricing is sought for years one and two if the extension is taken by Council. Offers may be submitted for individual services, multiple services or all services. Offers are to include a list of services able to be performed plus any limitations in performing a task, e.g. height limitations for Cherry pickers.

	Service Offered	Hours	Rate Year One	Rate Year Two
1.	Tree maintenance and pruning including crown reduction, crown thinning, crown lifting and dead wooding	Standard working hrs 7am -6pm Week days (price (per hour for labour & equipment)	\$_____/hr	\$_____/hr
		All other times (price per hour labour & equipment)	\$_____/hr	\$_____/hr
		Day Rate 7am – 4pm	\$_____/Day	\$_____/Day
1.1	Establishment Cost*		\$_____	\$_____
Details of Services Offered – Please list equipment included in quoted price				
1.2	Traffic Control Costing		Rate - Year One per day	Rate - Year Two per day
	Item: One man crew		\$_____	\$_____
	Item: Two man crew		\$_____	\$_____
	Item: Additional crew members each		\$_____	\$_____

	Service Offered	Hours	Rate Year One	Rate Year Two
2.	Chipping of vegetation and foliage, removal of vegetation and flora debris	Standard working hrs 7am -6pm Week days (price (per hour for labour & equipment))	\$_____/hr	\$_____/hr
		All other times (price per hour labour & equipment)	\$_____/hr	\$_____/hr
		Day Rate 7am – 4pm	\$_____/Day	\$_____/Day
2.1	Establishment Cost*		\$_____	\$_____
Details of Services Offered – Please list equipment included in quoted price				
2.2	Traffic Control Costing		Rate - Year One per day	Rate - Year Two per day
	Item: One man crew		\$_____	\$_____
	Item: Two man crew		\$_____	\$_____
	Item: Additional crew members each		\$_____	\$_____

	Service Offered	Hours	Rate Year One	Rate Year Two
3.	Stump grinding	Standard working hrs 7am -6pm Week days (price (per hour for labour & equipment))	\$_____/hr	\$_____/hr
		All other times (price per hour labour & equipment)	\$_____/hr	\$_____/hr
		Day Rate 7am – 4pm	\$_____/Day	\$_____/Day
3.1	Establishment Cost*		\$_____	\$_____
Details of Services Offered – Please list equipment included in quoted price				
3.2	Traffic Control Costing		Rate - Year One per day	Rate - Year Two per day
	Item: One man crew		\$_____	\$_____
	Item: Two man crew		\$_____	\$_____
	Item: Additional crew members each		\$_____	\$_____

	Service Offered	Hours	Rate Year One	Rate Year Two
4.	Tree Removal	Standard working hrs 7am -6pm Week days (price (per hour for labour & equipment)	\$_____/hr	\$_____/hr
		All other times (price per hour labour & equipment	\$_____/hr	\$_____/hr
		Day Rate 7am – 4pm	\$_____/Day	\$_____/Day
4.1	Establishment Cost*		\$_____	\$_____
Details of Services Offered – Please list equipment included in quoted price				
4.2	Traffic Control Costing		Rate - Year One per day	Rate - Year Two per day
	Item: One man crew		\$_____	\$_____
	Item: Two man crew		\$_____	\$_____
	Item: Additional crew members each		\$_____	\$_____

	Service Offered	Hours	Rate Year One	Rate Year Two
5.	Root Control	Standard working hrs 7am -6pm Week days (price (per hour for labour & equipment)	\$_____/hr	\$_____/hr
		All other times (price per hour labour & equipment	\$_____/hr	\$_____/hr
		Day Rate 7am – 4pm	\$_____/Day	\$_____/Day
5.1	Establishment Cost*		\$_____	\$_____
Details of Services Offered – Please list equipment included in quoted price				
5.2	Traffic Control Costing		Rate - Year One per day	Rate - Year Two per day
	Item: One man crew		\$_____	\$_____
	Item: Two man crew		\$_____	\$_____
	Item: Additional crew members each		\$_____	\$_____

*Establishment cost. The establishment cost is designed to compensate those Contractors outside of Cootamundra and/or Gundagai who incur a cost with mobilising plant and staff to Cootamundra and/or Gundagai. It will be paid once per visit only.

Please advise any other costs or charges that you consider may apply and how these will apply. Please provide enough detail to enable assessment of your offer. Provision here may include items such as minimum hire for traffic control etc. Any costs provided here should be exclusive of GST.

	Detail	Cost
1		
2		
3		
4		

Provide an outline of the types of plant available to your company. The plant types shown below are indicative only, it is not mandatory that your company has this plant (add pages if required).

Plant Type	Description / make / model / limitations	Owned / Hired	Rego / Serial No.
Truck mounted EWP			
Trailer mounted EWP			
Trailer mounted chipping machine			
Stump grinder			
Crane			

As part of the assessment Council may inspect plant offered under any resultant contract.

LICENCES, APPROVALS, CERTIFICATES, AUTHORISATIONS, ETC

Copies of *all* approvals, qualifications, licences, certifications, etc applying to both personal and company requirements whether it is considered they be relevant to the contract or not are to be provided to Council. Tree work carried out on the ground should be undertaken by a minimum of one person who holds the qualification of Certificate III in Horticulture (Arboriculture). All tree climbing work should be carried out by a person who holds a minimum Certificate III in Horticulture (Arboriculture) or be undertaking a course to obtain this qualification. All tree climbing work should be directly supervised by a person with a minimum qualification of Certificate IV in Horticulture (Arboriculture).

The contractor's failure to notify Council that it does not have the required authorisation to do the work may cause Council to consider revoking the contract. The exercise of all or any of the rights of the Council in the event of failure or neglect of the contractor to comply with all or any of the conditions of the contract, shall not affect the rights of the Council to institute proceedings at law or in equity for damages or specific performance against such contractor. All work must be undertaken in accordance with AS2726.2 – Chainsaws – Safety Requirements – Chainsaws for tree services, and AS4373 Pruning of Amenity Trees.

CONTRACTOR'S SAFETY AGREEMENT

The Work Health, Safety & Environment (WHS&E) and duty of care requirements that contractors **must** adhere to whilst engaged in works at any Council site are as follows:-

- 1 Contractors must comply with requirements of the current NSW Work Health and Safety act.
- 2 Contractors are to report upon arrival to the designated contact person from Council.
- 3 While at Council work sites, **any posted notices must be adhered to** (i.e. hard hat area, hearing protection must be worn, restricted area, etc.)
- 4 A work method statement shall be supplied by the contractor and approved by the Risk/HSE Officer or other designated Council representative prior to the commencement of the works.
- 5 At the discretion of the Risk/HSE Officer or designated representative, contractor access is limited to the specific work area and such facilities as Council makes available for the contractor's use only.
- 6 All contractors must provide their own safety equipment, i.e. hard hats, safety boots etc. to the satisfaction of the Risk/HSE Officer or designated representative.
- 7 All height work to be carried out will be initiated only with the direct consent of the Risk/HSE Officer or designated representative and shall comply fully with WorkCover regulations, applicable Australian Standards and construction industry best practice guidelines. Scaffolding and/or safety harnesses will be required for work at heights.
- 8 All electrical wiring isolations, connections and alterations shall be carried out by a licensed electrician.
- 9 Contractors shall maintain a supply of First Aid equipment on site at all times.
- 10 All vehicles are to be parked in such a manner as to prevent risk to the general public, work persons, Council staff or interference with the flow to traffic.
- 11 All inquiries from the general public should be directed to the Risk/HSE Officer or designated representative.
- 12 All waste generated by the contractor must be removed by the contractor and the site left in a clean and tidy manner to the satisfaction of the Risk/HSE Officer or designated representative.
- 13 All injuries and incidents must be reported within 1 hour to the Risk/HSE Officer or designated representative.
- 14 Contractors must provide evidence of **public liability insurance and that contractor staff have completed the WorkCover Construction Induction (White Card) prior to** the commencement of work and, where appropriate, evidence of adequate **worker's compensation insurance**.
- 15 Contractors **must** ensure that **all portable electrical equipment** complies with the WorkCover Code of Practice – "Electrical Practices for Construction Work" and be fitted with a current test tag.
- 16 The contractor / hire company shall provide evidence before commencement of the hiring that the item of plant is compliant to NSW Registration requirements.

I have read and I understand the above requirements and agree to abide by them.

Name of Contractors Representative: _____

Signed _____ Dated: _____

Signed by Council's designated representative: _____