



**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**

## **Request for Quotation**

**RFQ2026/8**

Closing Date: 28 July 2025 at 5.00pm

## **Line Marking**

## **QUOTATION CONDITIONS AND STATEMENT OF REQUIREMENTS**

Version 1

# Contact Officer

Respondents should refer requests for information or advice regarding this RFQ to:

CONTACT NAME	Peter Hearne
CONTACT POSTAL ADDRESS	PO Box 420 81 Wallendoon Street, Cootamundra NSW 2590
CONTACT PHONE	1300 459 689
CONTACT EMAIL ADDRESS	mail@cgrc.nsw.gov.au

Any information given to a respondent to clarify any aspect of this RFQ will also be given to all other respondents if in the opinion of Cootamundra-Gundagai Regional Council it would be unfair not to do so.

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# RFQ OVERVIEW

## 1. Introduction

### 1.1 Background

This RFQ seeks quotations from Contractors and Suppliers to provide services or materials Cootamundra-Gundagai Regional Council has detailed within the Statement of Requirements section.

### 1.2 Contract and Duration

**1.2.1** The purchasing and distribution of the Services/Materials specified in the Statement of Requirements will be as directed/advised by Cootamundra-Gundagai Regional Council.

**1.2.2** The term of this RFQ will be from quotation issue to the end of Financial Year.

## CONDITIONS OF QUOTATION

## 2. RFQ Preparation

### 2.1 Respondent to inform itself

Before submitting its quotation, a respondent must:

**2.1.1** Examine all information relevant to the risks and contingencies and other circumstances having an effect on its Response; and

**2.1.2** Satisfy itself:

(a) that the price is correct; and

(b) that it is financially and practically viable for it to respond to the requirements of this RFQ.

## 3. Eligibility to Respond

### 3.1 Legal Entity of Respondent

**3.1.1** Quotations must be submitted by a legal entity or, if a joint submission, by legal entities, with the capacity to supply. Cootamundra-Gundagai Regional Council will only issue a Purchase Order with such legal entity or entities. Cootamundra-Gundagai Regional Council may ask a respondent to provide evidence of its legal status or capacity to supply. Any evidence requested is to be provided within 3-working days of the request.

### 3.2 ABN Requirements

**3.2.1** Cootamundra-Gundagai Regional Council will not enter into an agreement with a company that does not have an Australian Business Number and is not registered for GST. Respondents must be registered for GST and state their ABN in their submission.

## 4. RFQ Process

### 4.1 Quotation Lodgement

**4.1.1** Respondents (including all supporting information, if any) must be fully received by the Closing Date and Closing Time. Respondents must complete all of the Response document and must not amend any of the questions provided. Prices, responses and other information provided in the quotation must be in writing and in English. The quoted price must be in Australian dollars.

The response must be submitted electronically to Vendor Panel.

**4.1.2** Respondents should notify Vendor Panel by email on or before the Closing Date and Time if they find any discrepancy, error or omission in this RFQ.

### 4.2 Electronic Quotations

**4.2.1** A reply submitted electronically will be treated in accordance with the Electronic Transactions Act 2000 (NSW), and given no lesser level of confidentiality, probity and attention than submissions lodged by other means.

A respondent, by electronically lodging a quotation, is taken to have accepted conditions detailed within this RFQ document.

#### **4.3 Corruption or Unethical Conduct**

**4.3.1** Respondents must follow Local Government accepted ethical practices at all times and must disclose any conflicts of interests in Response.

**4.3.2** If a respondent, or any of its officers, employees, agents or sub-contractors is found to have:

- (a) Offered any inducement or reward to any Cootamundra-Gundagai Regional Council employee, in connection with this RFQ,
- (b) Committed corrupt conduct in the meaning of the Independent Commission Against Corruption Act 1988; or has
- (c) A record or alleged record of unethical behaviour; or not complied with the requirements of NSW Local Government ethical procurement requirements,

this may result in the submission not receiving further consideration.

**4.3.3** Cootamundra-Gundagai Regional Council may, in its discretion, invite a relevant respondent to provide written comments within a specified time before Cootamundra-Gundagai Regional Council excludes the respondent on this basis.

**4.3.4** If Cootamundra-Gundagai Regional Council becomes aware of improper conflict of interests by a successful respondent after a Purchase Order has been issued, then Cootamundra-Gundagai Regional Council reserves the right to terminate.

#### **4.4 Goods and Services Procurement Policy Framework**

**4.4.1** In submitting its quotation, the respondent signifies agreement to comply with the Cootamundra-Gundagai Regional Council Procurement Policy.

**4.4.2** Failure to comply with the Cootamundra-Gundagai Regional Council Procurement Policy may be taken into account by Cootamundra-Gundagai Regional Council when considering the respondent's submission or any subsequent submission and may result in the submission being passed over.

#### **4.5 Evaluation Process**

**4.5.1** Respondents will be assessed against the evaluation criteria listed below which are not indicated in order of significance or equal weight. The evaluation criteria for this RFQ that do not relate to price will be an accumulation of several areas and account for 50% of the total evaluation score. The evaluation criteria for this RFQ that relate directly to price will account for 50% of the total evaluation score. Information supplied by the respondent in Response will contribute to the assessment against each criterion.

**4.5.2** Respondents are advised to respond clearly to all the evaluation criteria listed in this RFQ. Submissions that do not include a fully completed Response, in particular those submissions which do not contain sufficient information to permit a proper evaluation to be conducted, or electronic quotations that cannot be effectively evaluated because the file has become corrupt, may be excluded from the evaluation process without further consideration at Cootamundra-Gundagai Regional Council discretion.

#### **4.6 Evaluation Criteria**

**4.6.1** The evaluation criteria for this RFQ (which may include but are not limited to) are:

- (a) Price.
- (b) History or performance with Cootamundra-Gundagai Regional Council.
- (c) Past marketplace performance as confirmed by previous customers.

#### **4.7 Acceptance or Rejection of Quotations**

**4.7.1** Cootamundra-Gundagai Regional Council is not bound to accept the lowest or any quotation.

**4.7.2** Cootamundra-Gundagai Regional Council shall not be in any circumstances, responsible for any costs incurred by a Respondent in preparing and submitting a quotation.

**4.7.3** Acceptance of a submission or part submission will be subject to the issue of a Purchase Order by the Cootamundra-Gundagai Regional Council to the successful respondent and entry into an agreement.

## 4.8 Complaints Procedure

- 4.8.1 It is Cootamundra-Gundagai Regional Council's objective to ensure that each respondent is given every opportunity to win Council's offer to provide a service or supply materials. Should any entity feel that it has been unfairly excluded from providing a submission or unfairly disadvantaged in some way, they are invited to respond by email to [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au) or by post to:

**Cootamundra-Gundagai Regional Council**

Manager Engineering – Cootamundra

PO Box 420

Cootamundra NSW 2590

# STATEMENT OF REQUIREMENTS

## 1. Introduction

Cootamundra-Gundagai Regional Council requires respondents to provide a Schedule of Rates specific to Line Marking. As projects can vary greatly, Cootamundra-Gundagai Regional Council will request confirmation of availability for future projects.

Cootamundra-Gundagai Regional Council may submit a request for Contractor Documents prior to works commencing as part of our project submission to TfNSW.

## 2. Scope

Line Marking Schedule of Rates will include:

- Establishments for each crew (line marking, ATLM, RPMs).
- Accommodation/Incidental costs.
- Saturday work costs.
- Mobilisation costs.
- Transport costs for materials.
- R145 BL2 (BB) Double Barrier Line per LM.
- R145 BL1 (BS) Broken Barrier Line per LM.
- R145 CL1 (C1) Continuity Line per LM.
- R145 DL1 (S1) Separation Line per LM.
- R145 LL1 (L1) Lane Line per LM.
- R145 EL1 (E1) Edge Line per LM.
- R145 BL6 (BB1) Wide Double Barrier Line (2 x 150mm lines) per LM.
- R145 DL4 (WS1) Wide Separation Line (2 x 150mm lines) per LM.
- R145 BL5 (BS1) Wide Barrier/Separation Line (2 x 150mm lines) per LM.
- R145 TB1 Hold Line per LM.
- R145 Pedestrian Crossing per LM.
- Black ATLM Centre and Edge Line (150mm wide) per LM.
- Installation of Uni or Bi-Directional RRPMs – cost each.
- 60-80-100 pavement numeral costs.
- Railway Crossing pavement marking costs.
- Thermo (long life) line marking costs for each type per LM.
- Traffic Management costs.

Item	Description	Quantity	Unit	Single Coat Rate – less gst	2-Coat Rate - less gst	Long-Life Material – less gst
1	R145 BL2 (BB) Double Barrier Line	1	LM			
2	R145 BL1 (BS) Broken Barrier Line	1	LM			
3	R145 CL1 (C1) Continuity Line	1	LM			
4	R145 DL1 (S1) Separation Line	1	LM			
5	R145 LL1 (L1) Lane Line	1	LM			
6	R145 EL1 (E1) Edge Line	1	LM			
7	R145 BL6 (BB1) Wide Double Barrier Line (2 x 150mm lines)	1	LM			
8	R145 DL4 (WS1) Wide Separation Line (2 x 150mm lines)	1	LM			
9	R145 BL5 (BS1) Wide Barrier/Separation Line (2 x 150mm lines)	1	LM			
10	R145 TB Give Way Line (used with signs)	1	Each			
11	R145 TB1 Give Way Line (used on RH side of road)	1	Each			
12	PCW Pedestrian Cross Walk Line	1	Each			
13	PX Pedestrian Crossing	1	Each			
14	Black ATLM Centre and Edge Line (150mm wide)	1	LM			
15	Installation of Uni or Bi-Directional RRPMs	1	Each			
16	2-Digit Speed Numeral	1	Each			
17	3-Digit Speed Numeral	1	Each			
18	Railway Crossing pavement marking	1	M <sup>2</sup>			
19	ARR5 Rural Merge Line	1	Each			
20	TF Stop Line	1	Each			
Additional						
1	Establishments for Line Marking crew	1	Each			
2	Establishments for ATLM crew	1	Each			
3	Establishments for RPM crew	1	Each			
4	Accommodation/Incidental costs	1	Each			
5	Saturday work costs	1	Each			
6	Mobilisation costs	1	Each			
7	Transport costs for materials	1	Each			
8	Traffic Guidance Scheme costs	1	Each			
9	Traffic Control Costs	1	Each			
10						
11						
12						
13						
14						
15						



### 3. Goods/Services to be Provided

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Schedule of Rates per the details in Sections 1 and 2.

### 4. Stock Level

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Provider will be expected to provide replacement plant and equipment in the event of mechanical or electrical breakdown within a time-frame acceptable to Cootamundra-Gundagai Regional Council.

### 5. Performance Management

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Where an incident has been caused directly by the Contractor's representative/plant, it will be responsibility of the Contractor to investigate, report and rectify all issues at their cost, to the satisfaction of Cootamundra-Gundagai Regional Council and TfNSW within an acceptable timeframe.

### 6. Service Level

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Contractor will be expected to provide service provision acceptable to Cootamundra-Gundagai Regional Council. The need to work Saturday must be approved by Council prior to works. There will be no Works Sunday or Public Holidays.

### 7. Reports

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1. Accomplishment Reports for each Segment to be provided at completion of works.

### 8. Technical Support

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In relation to line marking, Cootamundra-Gundagai Regional Council and TfNSW will provide technical support where possible.