



**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

Request for Quotation

RFQ2026/5

Closing Date: 28 July 2025 at 5.00pm

Traffic Management

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 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 Traffic Management.

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

2. Scope

Traffic Management Schedule of Rates will include:

- One to Four Man Crew rates.
- Normal Time, Time and a Half, Night Shift, Double Time, Public Holiday (Incident Call-out).
- Crew Vehicle rates.
- Escort Vehicles & crew rates.
- Trailer Mounted Traffic Signals – day/weekly hire rates.
- Portable Traffic Lights – day/weekly hire rates.
- Variable Message Boards – day/weekly hire rates.
- Arrow Board/VMS Vehicle rates.
- Light Towers – day/weekly hire rates.
- Signage hire – day/weekly hire rates.
- Supply of Traffic Guidance Scheme.
- Supply of Traffic Management Plan.
- Road Occupancy Licence Application.
- Minimum Charges (part-day and stand-down rates).
- Travel rates.
- Stand-Down rates.
- Emergency Callout rates.
- After Normal Hours Charges.
- Meal Allowance charges.
- Accommodation costs.
- Meal allowances.

Item	Description	Quantity	Unit	Rate – less gst
1	Crew Vehicle	Each	Hr	
2	Escort Vehicle & Driver	Each	Hr	
3	Trailer Mounted Traffic Lights	Each	Day	
4	Portable Traffic Light	Each	Day	
5	Variable Message Board	Each	Day	
6	Arrow Board	Each	Day	
7	Light Tower	Each	Day	
8	Signage Hire	Each	Day	
9	Traffic Guidance Scheme	Each	-	
10	Road Occupancy Licence	Each	-	
11	Traffic Management Plan	Each	-	
12	Minimum Charge	-	Day	
13	Travel per 30-minutes	-	-	
14	Away Work - Accommodation	Each	Day	
15	Away Work - Meals	Each	Day	
16	Stand Down Rate	Min Charge	Day	
17	Emergency call out	Each	Day	
18	After 9.5hrs on single shift and After 12-hours	Meal allowance	Per Man	

Crew	Normal Time / \$Hr	Time & Half / \$Hr	Night Shift / \$Hr	Double Time / \$Hr	Public Holiday / \$Hr
1 Man					
2 Man					
3 Man					
4 Man					

3. Goods/Services to be Provided

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

4. Stock Level

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

Work activity and procedures will be in accordance with TfNSW requirements for traffic management on State Roads as per current issue of TfNSW Traffic Control at Worksites Manual and be overseen by a Cootamundra-Gundagai Regional Council representative.

Traffic controllers must not manage traffic while seated inside a vehicle or standing directly on a roadway. Traffic controllers must always remain in full clear view of on-coming traffic, have clear radio communications available and identify a clear escape route prior to commencing duty.

In the event of a traffic management device failing, manual traffic control (Stop/Go) is only acceptable until the issue can be rectified, or the unit replaced. This is considered a short-term situation as Stop/Go is not an acceptable on-going solution.

Signage integrity and end-of-queue situations must be managed throughout each shift and documented.

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

Contractor will be expected to provide service provision acceptable to Cootamundra-Gundagai Regional Council and remain available on-site, as required each day. The need to work Saturday will be advised as early as possible and will only be required in exceptional circumstances. There will be no Project Works Sunday or Public Holidays. Callouts and Incident Response availability is required.

Inability of the Contractor to provide either equipment or personnel as required following issue of a Purchase Order, from the project commencement date, may incur charges as deemed reasonable by Cootamundra-Gundagai Regional Council and the Contractor to cover Council's direct costs only.

Reports

1. Daily Toolbox and Risk Assessment.
2. Daily Signage Checks.
3. Daily End-of-Queue Checks.

7. Technical Support

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