

Volume 4.0 Tender Submission Documents and Appendices

**Winning and Crushing of Class A Gravel
Closing: 2:00pm, 31st of March 2025**

Instructions to Tenderer

The Tenderer shall complete in full and submit the Tender Submission Forms given. They consist of;

1. Tender Form, including machinery and equipment to be used
2. Minimum 2 references – preferable Council

You must also include in your tender submission an acknowledgement to complete the WH&S management plan, quality control plan and environmental management plan as per the requirements of the ‘conditions of contract’ and ‘contract specifications’.

The Tenderer must provide a conforming Tender in relation to Contract Specification. Neither the lowest, nor any Tender may necessarily be accepted.

The Tender is invited to submit a non-conforming Tender in relation to any, or all, components of the Contract Specification. All non-conforming tenders will be dealt with under the provisions of Volume 1, Clause 7 and Clause 9 of the Contract Documents.

The Tenderer is to provide a detailed cost breakdown for the Tender and include this with the Tender Form.

The omission of any of the forms or required information listed above may, at the absolute discretion of Council, result in a nonconforming Tender and be subject to rejection.

TENDERER’S ACKNOWLEDGMENT

Contract No: GC 001/2025

Contract: WINNING and CRUSHING of GRAVEL

Date: _____

Signature of Tenderer: _____

Tender Form

The Tenderer must complete and submit with tender.
All Submitted information will be treated as confidential

I, _____ (Print name)
Of _____ (Tendering Organisation)
Located at _____ (Business Address)
On this _____ day of _____, (Year) _____

Having fully acquainted myself with the Conditions of Tendering and Contract Documents and accordingly the obligations and responsibilities of the Contract do hereby tender to perform the work described below for the sums of money as stated on the Schedule of Rates herein attached along with other requested Tender Submission documents

Contract : Winning and Crushing of Gravel Contract No. GC001/2023-24

As publicly invited by: Temora Shire Council, in accordance with the following documents.

- Volume 1 { Conditions of Tendering
- Volume 2 { General Conditions of Contract
- Volume 3 { Contract Specifications
- Volume 4 { Tender Submission Documents and Appendices

NOTE: All of the above Contract Documents shall be referenced with the Contract Number.

Other documents compiled by the Tenderer and submitted are as follows:

1. Machinery and equipment form
2. Public liability insurance (minimum \$20 million)
3. CTP insurances and motor vehicle registrations for all plant/vehicles operated on public roads.
4. Third party property damage for all plant/vehicles, as minimum.
Comprehensive insurance optional.
5. Workers compensation insurance,
6. WHS, Quality and Environment policies and plans

7. Examples of Safe Working Method Statements (SWMS) for all high-risk work. Risk assessment / Job Safety Analysis or similar for all other work not defined as high-risk work (per WHS Regulation 2017).
8. Training records for all workers as relevant. Including but not limited to Blasting Explosives User Licence, Drivers Licenses, White Cards, Trade Qualifications, Plant and Machinery training records, WHS training records, First Aid and any other training records as relevant.
9. Statement of number of subcontractors and type of subcontractors used, experience of staff and personnel and overall winning and crushing experience. Evidence that subcontractors meet all above requirements and other requirements as detailed in tender.

By submitting this tender the Tenderer warrants and represents that it has made its own enquiries and investigations and has obtained professional advice and all other relevant information so as to inform itself of all risks and contingencies which may affect its tender price. The Tenderer warrants and represents that it has included for all such risks and contingencies in its tender price.

I hereby undertake that within 14 days from date of notification of acceptance of this tender, a valid legal contract with the Council embodying the terms & conditions of the above mentioned will be executed by: -

Name of Tenderer: _____

Signature of Tenderer: _____

Phone and facsimile numbers: _____

Subscribed and declared this: _____ **Day of** _____ *(Year)* _____

Before me: _____ *(Print name)*

Witness: _____ *(Signature)*

References

Reference 1

Name: _____

Position: _____

Council/Company: _____

Email: _____

Mobile: _____

Reference 2

Name: _____

Position: _____

Council/Company: _____

Email: _____

Mobile: _____

Reference 3 – Optional

Name: _____

Position: _____

Council/Company: _____

Email: _____

Mobile: _____

PRICED SCHEDULE OF RATES

The Tenderer must complete and submit with tender
 All Submitted information will be treated as confidential

Item	Rate	Unit	Establishment	Unit
Part A. Winning, crushing and stockpiling of won quarry material in Council’s Class A gravel quarries on a per m3 rate, producing a 20mm to 40mm minus crushed gravel (full service). Resulting crushed gravel stockpiles are to be limited to a maximum height of 6 metres.		\$/m ³ Ex GST		\$ total Ex GST
Part B. Winning and crushing and stockpiling by means of blasting from Councils Class A gravel quarries on a per m3 rate, producing a 20mm to 40mm minus crushed gravel (full service). Resulting crushed gravel stockpiles are to be limited to a maximum height of 6 metres.		\$/m3 Ex GST		\$ total Ex GST
Part C. Crushing of quarry material won by others in Council’s Class A gravel quarries on a per m3 rate, producing a 20mm to 40mm minus crushed gravel (part service). Resulting crushed gravel stockpiles are to be limited to a maximum height of 6 metres.		\$/m3 Ex GST		\$ total Ex GST

Note: All submitted rates are excluding GST

Name: _____

Signature: _____

Date: _____

MACHINERY AND EQUIPMENT

The Tenderer must complete and submit with tender
All Submitted information will be treated as confidential

The Tenderer is instructed to compile a listing below of all major equipment and machinery proposed to execute the works under the terms of this contract.

Make/Model	Description	Year of Manufacture	Owned or Leased
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Appendix 1 Certificate of Works

Contract: Winning and Crushing of Gravel Contract No. GC001/2023-24

The Certificate of Works is to form the basis of the contracts quality control auditing as stated in Clause 6 (a) of the General Conditions of Contract.

Date	Work Activity	Conformance	Non-conformance	Comments

This certificate covers the period from _____ to _____.

I _____, responsible officer of the Temora Shire Council hereby certify on

the date of _____, that the above Certificate of works is complete and correct as set out within the General Conditions of Contract.

Signature _____

Compliance with WH&S Management Plan				
Compliance with Quality Control Management Plan				
Compliance with Environmental Management Plan				
Comment or General Issues:				

This return covers the period from _____ to _____.

I _____, the contractor hereby certify on

the date of _____, that the above Quality Control Certificate is complete and accurate.

Signature _____ Date _____

I _____, responsible officer of the Temora Shire Council hereby certify on

the date of _____, that the above Quality Control Certificate is complete and correct as set out

within the General Conditions of Contract.

Signature _____ Date _____

Appendix 3 Contractor WH&S Monthly Report

Contract Details						
Contract Name: Winning and Crushing of Gravel				Month:.....		
Contract Number: GC001/2023-24				Prepared by:.....		
Contractor:.....				Date:.....		
Performance Indicators						
Indicator	Current Month	Total				
Number of lost time injuries						
Working days lost due to injury						
Number of first aid treatments						
Number of hazard inspections conducted						
Status of Injured Personnel and Property Damage						
Name/Item	Injury/Damage	Date of Incident	Days Lost		Return to Work	
			Current Month	Total	Forecast	Actual
.....
.....
.....
.....
WHS Corrective Actions						
Nature of Corrective Action	Risk Class	Status		Comments		
		Open	Closed			
.....		
.....		
.....		
.....		
Outcomes of WHS audits/inspections						
Comments/Outcomes:						
.....						
.....						
.....						
WorkCover activities/inspections						
(Visits to site, notices served, fines imposed etc.)						
.....						
.....						
.....						

Comments on WHS Performance
<p>I, of being an authorised officer of the abovementioned company certify this report to be an accurate account of WH&S issues under contract GC001/2023-24 during the month of 20__.</p> <p>Signature: Date:.....</p>

Appendix 4 Contractor Monthly Environment Report

<i>Contract Details</i>			
Contract Name: Winning and Crushing of Gravel		Month:.....	
Contract Number: GC001/2023-24		Prepared by:.....	
Contractor:.....		Date:.....	
<i>Performance Indicators</i>			
Indicator	This month	Total	
Compliance			
No. of complaints received			
No. of Pollution Incidents requiring clean-up			
No. of incidents involving Industrial and/or Hazardous Waste			
No. of fines			
<i>Environmental Corrective Actions</i>			
Nature of Corrective Action	Comments		
.....		
.....		
.....		
<i>Outcomes of Environmental Audits/Inspections</i>			
Type: Audit/Inspections	Date	Conducted By	Comments/Outcomes (enter corrective actions above)
General Comments:			
<i>Information on any EPA Activities/Inspections</i>			

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I, of
being an authorized officer of the abovementioned company certify this report to be an
accurate account of Environmental issues under contract 1/2023-24 during the month of
..... 20_____.

Signature: Date:

Appendix 6 Statutory Declaration

This form must be fully completed & signed as stated in Clause 7.1 before payment can be made to the Contractor. This form must accompany all Claims for payment.

STATUTORY DECLARATION

I, _____
(Full name of Declarant)

of _____
(Address)

do hereby solemnly declare and affirm that:

1. I am the representative of the Contractor: _____
(Name of Contractor and ABN)

in the Office Bearer capacity of: _____
(Position Title of Declarant)

the said Contractor having a contract for: _____
(Name of Contract)

with _____ and I am in a position to know the facts
attested to.
(Name of Principal)

2. All workers who have at any time been engaged by the Contractor have been paid all moneys due and payable to them in respect of their employment on work under the Contract.

3. All subcontractors and suppliers to the Contractor have been paid all moneys due and payable to them for the performance of work under the Contract and the supply of materials for use in work under the Contract.

4. The Contractor has been informed by each subcontractor to the Contractor by Statutory Declaration in equivalent terms to this declaration that all workers, subcontractors, and suppliers engaged by them or their subcontractors have been paid all moneys due and payable to them in respect of their work under the Contract.

5. The Contractor has maintained all applicable insurances for the contract over the specified claim for payment period. The Contractor also declares that cover will be maintained for the entire duration of the following claim for payment period. A 'Certificate of Currency' has been attached for each applicable insurance.
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I make this solemn declaration, as to the matter aforesaid, according to the law in this behalf made, and subject to the punishment by law provided for any wilfully false statement in any such declaration.

(Signature of Declarant)

Declared at: _____ this _____ *day month year*

before me _____
(Signature of JP or authorised person)

Appendix 7 Temora Shire Council Contract Confidentiality Agreement

TEMORA SHIRE COUNCIL CONTRACT CONFIDENTIALITY AGREEMENT

Name of Company

Company Address
.....

Contract Details Contract No GC001/2023-24

Contract Title **Winning and Crushing of Gravel**

Name of Employee

Address
.....

Date of Birth

Position

I of
.....

Understand that:-

1. I will at all times maintain the highest level of confidentiality in regards to dealings, transactions, conversations, documents, discussions and any other form of communication that are a result of Council business which I may become directly involved in, and,
2. I will at all times maintain the highest level of confidentiality in regards to dealings, transactions, conversations, documents, discussions and any other form of communication that are a result of Council business which I may not be directly involved in, but may hear, see or become aware of, in the course of my duties.
3. I will not divulge any Council related information in my possession, unless I am authorised to do so by the General Manger of the Council of Temora.
4. That after my employment with the abovementioned company ceases, or the ceasing of the contractual agreement between my employer and the Council of Temora, whichever occurs first, I will not divulge any information that came into my possession, as a result of my duties.

5. That any breach of confidentiality, relating to Council business, by myself, shall be dealt with as a serious breach of contract, and in extreme cases will lead to legal prosecution.

SIGNED, SEALED AND DELIVERED BY ME:

Name:

Signature:

This day of 20....

BEFORE ME:

Name:

Position: *Justice of the Peace*

Date:

Appendix 8 Temora Shire Council Quarry Locations

