



Expression of Interest

Sorell Council

**HIRE OF PLANT AND MACHINERY
AND
SUPPLY OF CONSTRUCTION MATERIAL
REGISTER**

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1 Introduction

The Sorell Council is seeking Expressions of Interest from potential suppliers for hiring of Plant and Machinery and supply of Construction Material as and when required by Council to complete its Capital and Maintenance Activities within the Municipality.

Sorell Council's Works Depot operates from 30 Montagu Street Sorell.

Current suppliers of hired plant and machinery and construction material to Council are required to submit an Expression of Interest. Failure to submit all of the required documentation may result in the submission being rejected.

2 Overview

Expressions of Interest are invited from reputable suppliers for the hire of plant and machinery and supply of construction material to Sorell Council including the following items:

8 m Truck
Truck and Trailer
Water Tanker – 12500litre
5 to 20 tonne Excavator Only
Bob Cat
Grader

Manufactured Rock

- Base A
- 40mm - Sub Base 1
- 60mm– Sub Base 2

Loam

- Screened
- Unscreened

Tree Specialists

Traffic Management

Vacuum Tanker
Backhoe
Pad Foot Roller
Multi Tyre Roller
1.5 to 10 Tonne Roller – Self Propelled
Road Broom

Natural Gravel -

- 20mm Screened
- 40 mm Sub Base 1
- 60mm Sub Base 2

Kerb & Channel & Concrete Finishers

Sealing & Asphalt

Garden Supplies

- Mulch, Soft fall
- Fertiliser

PLEASE NOTE –

- All machinery must be fitted with Burst Hose Protection on all hydraulic cylinders and fitted with a Roll Over Protection System (ROPS) or Fall Over Protection System (FOPS) Canopy
- All Trucks must have a road worthy certificate.
- All Submitted plant and machinery must comply with Work, Health and Safety standards.
- All Materials must be NATA certified.
- If Equipment hire is including an operator, an online induction by the operator must be successfully completed.

3 Registration of Application

Applications must be delivered by 2 pm. Wednesday, 19th September 2018.

Applications are to be uploaded to Sorell Councils website, under the publication and forms/tenders heading via the online portal –

Alternatively Applications are to be submitted in a sealed envelope labelled – **Expression of Interest Hire of Plant and Machinery and Supply of Construction Material Sorell Council**
To Sorell Council main office 47 Cole street Sorell

Late submissions will not be accepted.

Please provide 1 copy. Applications should be clearly legible and be of a professional quality.

Prospective suppliers may direct written questions to –
Darren Johnson
Works Manager
Email – Darren.johnson@sorell.tas.gov.au

Council will register all complying applications. Selection for engagement will be on the principle of the best value for public money. This does not automatically mean acceptance of the “lowest price” but may include non-price factors such as quality, experience, delivery time and reliability.

Inclusion on Council’s register **does not** guarantee work. Nor does inclusion guarantee that you will be asked to provide quotes on all or any required works. Council reserves the right to engage Contractors who are not included on the register. This register will be valid from 1 September 2018 – 30 September 2019.

4 Confidentiality and Public Interest Disclosure

All submissions are solely for use by Sorell Council.

Information provided with the application will be retained by the Sorell Council as “commercial in confidence” and thus not disclosed to any other party without prior consent of the supplier.

The Sorell Council is committed to the aims and objectives of the Public Interest Disclosures Act 2002 (the Act). It does not tolerate improper conduct by its employees, officers or members, or the taking of detrimental action against those who come forward to disclose such conduct.

The Sorell Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal the type of conduct to which the Act is directed.

The Sorell Council will take all reasonable steps to protect people who make such a disclosure from any detrimental action in reprisal for making the disclosure, and to protect their welfare. It will also afford natural justice to all parties involved in the investigation of a disclosure.

The right for contractors of Sorell Council to make a disclosure under the Public Interest Disclosures Act 2002 is given by s 6 of the Act.

That states:

6. Disclosures about improper conduct or detrimental action:

6 (2) A contractor who believes that the public body with which the contractor has entered into a contract –
(a) has engaged, is engaging or proposes to engage in improper conduct in its capacity as a public body; or
(b) has taken, is taking or proposes to take detrimental action in contravention of section 19 –
may disclose that improper conduct or detrimental action in accordance with this Part.

5 Payment

Sorell Council Engineering Services shall issue to the approved Supplier a "Purchase Order" prior to commencement of the hire/supply. The "Purchase Order" shall identify the approximate period of the hire/supply, location and any other information pertaining to the hire/supply. The Sorell Councils **Terms and Conditions** are attached to the purchase order.

The approved supplier will be required to issue a tax invoice to Sorell Council requesting payment for services rendered on monthly bases. This invoice will be authorised via an appropriate Engineering Services Officer of Sorell Council prior to submission for payment.

Sorell Council payment terms are 30 days. All payments will be remitted into the supplier's nominated bank account which the supplier is required to provide on their tax invoice.

6 Standard of Plant, Machinery and Material

Sorell Council requires that all plant and machinery operating on designated works sites meet all statutory requirements relating to registration and insurance and are free from defects that may affect their safe operation. Plant and machinery that do not meet these requirements may be banned from the work site until the matter is remedied.

All materials supplied to Council need to conform with Australian Standards where applicable and proof of such qualification may be required prior to the material being accepted on the work site.

Any breaches of these Standards may result in the issue of a non-conformance to the contractor or supplier.

7 Required Documentation for Step 1

The process for this application will be in three steps, only provide the documentation required at step 1. Documentation required for step 2 and 3 will only be requested by Sorell council for successful applicants.

The following documentation, where applicable, must be submitted with your application.

Step 1 only requires the documentation outlined below, please do not submit documentation outlined in Step 2 & 3 at this stage.

- Business Name in full
- ABN Number
- Business Address
- Postal Address
- Contact Name
- Business Phone
- Mobile Phone
- Email Address
- Outline of the services offered or products supplied

Schedule of Unit rates, fees or charges (The EOI **requires** the submission of unit rates applicable for the duration of this EOI)

8 Policies, WHS and Environment protection Step 2

Step 2 only at further request from Sorell Council

Expressions of interest that are successful after stage 1 will be requested by Council, to supply with their application, a

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Company policy in relation to Environmental Protection, WHS and Servicing requirements or Breakdowns, that may affect Sorell Councils operations.

9 Contractor Induction Step 3

Step 3 only at further request from Sorell Council

EOI if successful and requested by Council at this stage the contractor induction stage is the third and final stage of the process. All potential Contractors will be required to successfully complete an online Contractor Induction for the principal and or any workers that will undertake work for the Sorell Council. If successful you will be given a password and log in details to undertake this induction. All information regarding licences and insurances as listed below will be required to be uploaded at this time, before being issued a certificate of completion.

- Current Workers Compensation Policy
- Plant and Machinery Insurance Cover
- A currency certificate for Public Liability Insurance Cover (minimum \$20,000,000)
- Licenses of Operators
- Road Worthy Certificates

10 Further Information

Further information can be obtained by contacting Sorell Council Works Programmer Ken Grierson on ☎(03) 6269 0034 or email ken.grierson@sorell.tas.gov.au