

*Good
Government*

ADDITIONAL SUPPLIER APPLICATION & INFORMATION BOOKLET

FOR THE PROVISION OF SUPPLY
QUARRY PRODUCTS

16 NOVEMBER 2017

MID-WESTERN REGIONAL COUNCIL
OPERATIONS: WORKS

 TOWARDS 2030



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Application

1. Applicant Information

1.1 The Applicant

Name Of Organisation	
ABN:	
ACN:	
Trading Name (If Applicable – If 'No', Please State NA)	
Business Address:	
Website:	
Contact Person Technical:	Name: Position: Phone No: Email:
Contact Person Financial:	Name: Position: Phone No: Email:

2. Applicant's Details

2.1 Legal Entity

2.1.1 Please submit the information specified below. Attach additional information if necessary

<p>The Applicant is a: (Tick The Applicable Box)</p>	<p><input type="checkbox"/> Sole Trader <input type="checkbox"/> Joint Venture</p> <p><input type="checkbox"/> Partnership <input type="checkbox"/> Company</p> <p><input type="checkbox"/> Other (Provide details)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>The Organisation Commenced Trading:</p>	
<p>Is The Applicant A Subsidiary Company?</p>	<p>Yes or No (please circle)</p>
<p>If Yes, The Name & ABN of The Ultimate Holding Company Is:</p>	
<p>Is The Applicant A Holding Company?</p>	<p>Yes or No (please circle)</p>
<p>If Yes, The Names & ABN's Of Divisions And Subsidiaries Are:</p>	
<p>If The Applicant Is A Sole Trader Or Partnership, The Names And Addresses Of All Members Of The Business Are:</p>	
<p>Has The Applicant, Sub-Consultants And Sub-Contractors, Including Company Directors, Been Declared Bankrupt Or Insolvent;</p>	<p>Yes or No (please circle)</p> <p>If Yes, Please Provide Details including relevant dates:</p>
<p>The Applicant, Sub-Consultants And Sub-</p>	<p>Yes or No (please circle)</p>

Contractors Have Not Had Significant Deficiencies In Performance Of Any Substantive Requirement Or Obligation Under A Prior Contract.	If Yes, Please Provide Details including relevant dates:
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2.1.2 Where a related company of the Applicant is, or may in the future be, involved as a participant or a provider for a different Applicant, provide details of:

- The relationship between the related companies;
- The processes by which decisions concerning the Applicant’s tender will be made and responsibilities discharged during the selection process, if invited to submit a tender;
- Any internal governance arrangements and other procedures which the Applicant has or will put in place to address and resolve probity and competitiveness issues; and
- How compliance with such arrangements and procedures will be certified.

If applicable, details are provided at **Attachment No**

2.2 Licencing/Certification

THE APPLICANT HOLDS

Licence No/Certification No:	
Licence No/Certification No:	
Licence No/Certification No:	

2.2.1 By attaching the appropriate information, please provide evidence that the Quarry in which materials are being extracted is approved by relevant authorities.

2.3 Local Preference

2.3.1 If your organisation qualifies for the Local Preference discount as described in the Principal’s Local Preference Policy, please nominate the following information to assist the Principal in determining your eligibility.

LOCAL PREFERENCE INFORMATION

Is Your Organisations Main Centre Of Operations Permanently Established In The Principal’s Local Government Area (LGA)	<i>Yes or No (please circle)</i>
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If Yes (and not already registered), A Local Service Provider Application Form Is Available On Councils' Website. Please Complete And Return With This RFT.	
OR If registered my organisations LSP Number is:	

2.4 Critical Assumptions

2.4.1 The Applicant must list any critical assumptions made with regards to this requests

SUBJECT/SECTION	ASSUMPTION

3. Mandatory Requirements\Compliance

3.1 Insurances

3.1.1 Please submit the information specified below. Attach additional information if necessary

<p>The Applicant Has Not Had Significant Deficiencies In Performance Of Any Substantive Requirement Or Obligation Under Prior Contract</p>	<p>Yes or No (please circle)</p> <p>If Yes, Please Provide Details</p>
<p>Does The Applicant Maintain A Current \$20m Public Liability Insurance Policy</p>	<p>Yes or No (please circle)</p> <p><i>If yes please enclose copies of:</i></p> <p>Certificate of currency and a copy of exclusions</p>
<p>Does The Applicant Maintain A Current \$20m Products Liability Insurance Policy?</p>	<p>Yes or No (please circle)</p> <p><i>If yes please enclose copies of:</i></p> <p>Certificate of currency and a copy of exclusions</p>
<p>Does The Applicant Maintain A Current Comprehensive Motor Vehicle Insurance Policy For All Vehicles Used On Business Relating To This Tender?</p>	<p>Yes or No (please circle)</p> <p><i>If yes please enclose copies of:</i></p> <p>Certificate of Currency</p>
<p>Does The Applicant Have A Certificate Of Currency Evidencing The Maintenance Of A Current Policy For Workers Compensation Insurance?</p>	<p>Yes or No (please circle)</p> <p><i>If yes please enclose copies of:</i></p> <p>Certificate of Currency</p>

3.2 Management Systems

3.2.1 Please submit the information specified below.

A. LOW RISK WORK
<p>This is low risk work carried out by contractors. Usually minor services, for example trainers or consultants.</p>
<p>1. PROCUREMENT – As described in Procurement Policy and the Service Provider Management Policy (COUNCIL RESPONSIBILITY).</p> <ul style="list-style-type: none"> • Review Insurances: Professional Indemnity, Public Liability, Personal Injury/Accident Insurance or Worker's Compensation Insurance where applicable. • Centroc WHS (LOW RISK) Induction is to be provided.
<p>2. HEALTH AND SAFETY REQUIREMENTS (CONTRACTOR RESPONSIBILITY)</p> <ul style="list-style-type: none"> • Contractor to provide equipment that is in good condition • Contractor to follow site sign-in procedures and be given emergency evacuation orientation • Contractors are to follow all instructions regarding health and safety given by MWRC workers • Contractors are to remain under supervision (for health and safety purposes) of a Council employee

3.2.2 Work Health & Safety Management Systems

THIS TENDER HAS BEEN ASSESSED AS LOW RISK.

<p>Does The Applicant Have A Third Party Accredited WHS Management System?</p>	<p><i>Yes or No (please circle)</i> If yes please provide a copy with this RFT</p>
<p>Complete And Submit All WHS Requirements Specified In The Attached WHS documentation</p>	<p>WHS documentation to be forwarded to council as part of this tender include: SWMS relating to the unloading of trucks Drivers induction to the quarry</p>
<p>Has The Applicant Incurred Any Fine, Prosecution Or Conviction For Breaches Of Safety Legislation In The Last 3 Years?</p>	<p><i>Yes or No (please circle)</i> If Yes, please give details of The Breach And Remedial Action Are</p>

Is The Applicant In Default Of Any Fine Issued For A Breach Of The WHS Legislation, Regulations Or Requirements?

Yes or No (please circle)
If Yes, please give details here:

4. Acts & Regulations

The Applicant warrants that the Applicant and its sub-contractors has NOT, within 5 (five) years prior to submitting the Response, been found to have breached any Act or Regulation which breach might be considered contrary to the values set out in the RFT document or the Principal. If you have NOT breached the act, answer “No”.

4.1 Conformance to Acts & Regulations

4.1.1 The list below includes without limitation the following acts. Has the Applicant or any of its sub-contractors breached the:

Fair Work Act 2009 (Cth)	YES OR NO (please circle) If yes please provide details
Industrial Relations Act 1996 (NSW)	YES OR NO (please circle) If yes please provide details
Work Health & Safety Act 2011 (NSW)	YES OR NO (please circle) If yes please provide details
Workplace Injury Management & Workers Compensation Act 1998 (NSW)	YES OR NO (please circle) If yes please provide details
Privacy Act 1988 (Cth)	YES OR NO (please circle) If yes please provide details
Disability Discrimination Act 1992 (Cth)	YES OR NO (please circle) If yes please provide details
Fair Trading Act 1987 (NSW)	YES OR NO (please circle) If yes please provide details
Racial Discrimination Act 1975 (Cth)	YES OR NO (please circle) If yes please provide details
Sex Discrimination Act 1984 (Cth)	YES OR NO (please circle) If yes please provide details
Age Discrimination Act 2004 (Cth)	YES OR NO (please circle) If yes please provide details

Anti-Discrimination Act 1977 (NSW)	YES OR NO <i>(please circle)</i> If yes please provide details
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Please provide a separate schedule for all breach if required noting the name of the sub-contractor

4.2 Non-Conformance Reporting

4.2.1 Has the Applicant been issued any non-conformance (of any kind) from any Principal (in which you were engaged for the supply of quarry products) within the last 3 years?

Has The Applicant Within The Last Three Years Received A Non-Conformance Notification From A Principal?	YES OR NO <i>(please circle)</i> If yes please provide details here:
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5. Demonstrated Capability

5.1 Current or Recently Completed Similar Work

Provide the following details for three recent contracts for supply of quarry products. Please include type, and intended purpose of the products.

Provide a separate schedule for each contract.

Contract Name:

Final Or Anticipated Contract Value (Including GST):	\$
Client Organisation:	
Client Contact Person (Name & Telephone No.):	
Description Of The Product & use	

Contract Name:

Final Or Anticipated Contract Value (Including GST):	\$
Client Organisation:	
Client Contact Person (Name & Telephone No.):	
Description Of The Product & use	

Contract Name:

Final Or Anticipated Contract Value (Including GST):	\$
Client Organisation:	
Client Contact Person (Name & Telephone No.):	
Description Of The Product & use	

6. Products Details

QUARRY PRODUCT	VOLUMES	MODEL ITEM SPECIFICS	Cost Ex-Bin (per tonne excluding GST)
ROAD BASE –DGB 20	Under 100 Tonne 100 to 5,000 Tonne 5,000 to 10,000 Tonne Over 10,000 Tonne	To meet the requirements of RMS QA specification 3051 granular base and sub base materials for surfaced road pavements	
ROAD BASE DGS 40	Under 100 Tonne 100 to 5,000 Tonne 5,000 to 10,000 Tonne Over 10,000 Tonne	To meet the requirements of RMS QA specification 3051 granular base and sub base materials for surfaced road pavements	
RIDGE GRAVEL-(NON SPEC) 20MM MINUS AND 40MM MINUS	Under 100 Tonne 100 to 5,000 Tonne 5,000 to 10,000 Tonne Over 10,000 Tonne	(non spec) 20MM MINUS AND 40MM MINUS	
CRUSHER DUST/SAND	<i>UNDER 100 TONNES/ 100 TONNES TO 5,000 TONNES</i>		
BALLAST-80MM MINUS	<i>UNDER 100 TONNES/ 100 TONNES TO 5,000 TONNES</i>		
DRAINAGE METAL-20MMM	<i>UNDER 100 TONNES/ 100 TONNES TO 5,000 TONNES</i>		
OVERSIZE ROCK-100 TO 300 MM	<i>UNDER 100 TONNES/ 100 TONNES TO 5,000 TONNES</i>		

THIS THIS THE LAST PAGE OF YOUR APPLICATION

OTHER RELEVANT INFORMATION

7. Further information and enquiries

7.1 The Contact Officer is:

Name	Danny Oldfield
Position	Senior Works Engineer
Email	council@midwestern.nsw.gov.au
Phone	02 6378 2829

8. Definitions

8.1 Definitions in this application:

- 8.1.1 **Principal** means Mid-Western Regional Council (MWRC)
- 8.1.2 **Applicant** means any person or organisation who submits an additional service provider application
- 8.1.3 **An Application** means a submission made to the Principal in response to this application form

9. Applicant Details

- 14.1.1 Applicants must provide sufficient information in the application Returnable Schedule documents to enable the Principal to clearly identify the legal entity with which a contract for the requirement in this APPLICATION may be entered. After lodging an application, the Applicant must promptly notify the Principal of any changes to this information.

10. Conditions for Participation

10.1 Mandatory Requirements\Compliance

10.1.1 The Conditions for Participation are mandatory requirements, which describe minimum standards that suppliers must meet for their submissions to be considered compliant. If potential suppliers do not meet the Conditions of Participation, they will be excluded from the remainder of the term of the agreement.

10.1.2 The Conditions for Participation are:

- The Applicant and subcontractors must not be bankrupt or insolvent;
- The Applicant should have no previous non-compliances with Council in relation to the supply of quarry products.
- The Applicant must be able to demonstrate compliance with specifications and where non-spec material is supplied must be able to demonstrate a history of effective use within the local government area.
- The Applicant and subcontractors must not have had significant deficiencies in performance of any substantive requirement or obligation under a prior contract;
- Certificates of Currency and a copy of exclusions for the following:
 - \$20m Public/Products Liability
 - Comprehensive Motor Vehicle and/or Plant Insurance;
 - Workers Compensation (refer to NSW Government SafeWork website) <https://www.safework.nsw.gov.au/insurance>
- The Applicant must provide evidence that the Quarry in which products are being extracted is approved by relevant authorities
- Signed Applicant's Declaration and acknowledgement of receipt and acceptance of the Principals' (MWRC) Statement of Business Ethics and declaration of Applicant financial viability.

10.2 Compliance with Acts & Regulations

10.2.1 The Applicant warrants that it has NOT, within 5 (five) years prior to submitting the application, been found to have breached any Act or Regulation which breach might be considered contrary to the values set out in the application document or the Principal.

10.2.2 The list below includes without limitation the following Acts:

- Fair Work Act 2009 (Cth)
- Industrial Relations Act 1996 (NSW)
- Work Health & Safety Act 2011 (NSW)
- Workplace Injury Management & Workers Compensation Act 1998 (NSW)

- Privacy Act 1988 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Fair Trading Act 1987 (NSW)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Age Discrimination Act 2004 (Cth)
- Anti-Discrimination Act 1977 (NSW)

10.2.3 The application must disclose any non-conformance issued (of any kind) from any Principal in which you were employed on a contract basis within 2 (two) years prior to submitting the application.

11. Principals Project Requirements

11.1 Description of the Procurement

The Principal is seeking requests for the provision of supply quarry products. To complete maintenance and capital works as per the Delivery and Operational Plans council requires a pre-qualification panel for quarry products.

11.2 Principals Project Requirements (Scope)

11.2.1 Applicants are requested to submit rates exclusive of GST for the following quarry products; the rate to be submitted is ex-bin.

11.2.2 It is the responsibility of the Applicant to ensure all products noted meet all specifications.

11.2.3 Materials proposed under this Application are:

Quarry product	Volumes
ROAD BASE –DGB 20	Under 100 tonnes 100 to 5,000 tonnes 5,000 to 10,000 tonnes Over 10,000 tonnes
ROAD BASE DGS 40	Under 100 tonnes 100 to 5,000 tonnes 5,000 to 10,000 tonnes Over 10,000 tonnes
RIDGE GRAVEL (NON SPEC) 20MM MINUS AND 40MM MINUS	Under 100 tonnes 100 to 5,000 tonnes 5,000 to 10,000 tonnes Over 10,000 tonnes
CRUSHER DUST/SAND	Under 100 tonnes 100 tonnes to 5,000 tonnes
BALLAST-80MM MINUS	Under 100 tonnes 100 tonnes to 5,000 tonnes
DRAINAGE METAL- 20MMM	Under 100 tonnes 100 tonnes to 5,000 tonnes
OVERSIZE ROCK-100 TO 300 MM	Under 100 tonnes 100 tonnes to 5,000 tonnes

Test results to demonstrate conforming material will be required for all spec material prior to purchase.

11.1 Specifications

RMS DGB 20 and DGS 40 QA specification 3051 granular base and sub-base materials for surfaced road pavements.

11.2 Purchases under the \$10,000 threshold

When Council requires quarry products estimated under \$10,000 ex GST, Council reserves the right to approach any approved Applicant on the prequalification list at any time.

Council will determine the most appropriate product for the project based on one or more of the following: Price, location, quality, type of material, specification, haulage costs, availability of product, geotechnical/pavement design requirements and value for money.

11.3 Prequalification Panel (purchases over \$10,000)

For quarry product requirements estimated in excess of \$10,000 ex GST, quotations will be sort from suppliers on the prequalification panel. The request for quotations will be facilitated through Vendor Panel. As this is the first year Council will be using Vendor Panel for the supply of quarry products, Council reserves the right to vary the \$10,000 threshold should this be problematic in terms of doing business with Council. In the instance that the limit needs to be adjusted, all Applicants will be notified in writing of the change and the new limit.

By submitting an application you are:

- a) Requesting Council to consider you for a place on the Prequalification Panel;
- b) Committing to ensure that the quarry material comply with specifications;
- c) Agreeing to conduct business with Council in accordance with our Statement of Business Ethics.

Suppliers will need to register on Vendor Panel (on receipt of an invitation) should you wish to submit quotations over the \$10,000 threshold.

Applicants should understand that being on the prequalification list provides no guarantee that any of your product will be purchased, nor is the Council bound to only purchase products listed. The purchase of quarry products by the Council is dependent on, amongst other things, decisions of the NSW Government and Council about the type, location and extent of road works that will be carried out during the year.

Council will determine the most appropriate product for the project based on one or more of the following: Price, Location, quality, type of material, specification, haulage costs, availability of product, geotechnical/pavement design requirements and value for money.

11.4 Using Vendor Panel

For quarry product requirements where the cost is estimated greater than \$10,000 ex. GST, Council will request quotations using VendorPanel. Suppliers will be invited to provide quotations for provision of quarry products and with material specification and quantities detailed. On receipt of the quotations Council will evaluate the submissions and the product purchase will be determined on value for money.

12. Conditions of Contract

12.1 Special Conditions of Contract

12.1.1 General Conditions

- All works must be undertaken within the scope/specifications provided by the Principal or as stated in the Principals Project Requirements and any other section of the application.
- All licences/accreditations required by Law or specified in this application to undertake the services specified (in this application) must remain current for the term of the contract and/or any proceeding extension periods.
- Notification in writing must be forwarded to the Principal, should any licences/accreditations be removed from the Service Provider (Applicant) or their noted employees.
- Council's payment terms are 30 days

12.1.2 Prior to engagement

- The Service Provider must complete a Subcontractors Statement on engagement. This requirement is monitored by the State Insurance Regulatory Authority. The Subcontractors Statement can be found at http://www.sira.nsw.gov.au/_data/assets/pdf_file/0018/124164/subcontractors_statement_5483.pdf

12.1.3 Reporting

- The Service Provider must report any issues immediately to the Principal's Project Manager or Council's nominated representative.

12.1.4 Service Provider Management

- The Principal will at any time suitable to them randomly inspect any site noted in this Contract or perform an audit process of the good and/or services provided to ensure compliance to the contract specifications.
- Should the Principal be dissatisfied, the service provider will be notified in writing of the non-conformance to the service provider's nominated officer.

- Should the service provider not comply with corrective actions noted in this non-conformance notification the Principal may cease the Contract agreement.
- The Service Provider has a right to respond to a non-conformance notification. The response must be in writing and within 14 days of receipt of the non-conformance notification letter.