



Request for Tender

Request for Quotation:	Supply and Delivery of One (1) Slow Speed Shredder to Bunbury-Harvey Regional Council
Deadline:	4pm (AWST), Thursday 10 August 2017
Address for Delivery:	<p>Tender responses may be lodged by hand to the Bunbury-Harvey Regional Council Administration Office, Lot 45 Stanley Road, Wellesley WA 6233, and must be lodged in time to allow delivery to the tender box by the allotted time or email submission to mpieterse@bunbury.wa.gov.au</p> <p>“Plant and Equipment, Contract No. RFT1718-0001”</p> <p>Fax quotations, <u>will not</u> be accepted.</p>
RFT Number:	RFT1718-0001 Slow Speed Shredder

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1 Conditions of Responding

1.1 Contract Requirements in Brief

The Bunbury-Harvey Regional Council (BHRC) requires one (1) Slow Speed Shredder to be supplied and delivered on site to the waste facility located at the Stanley Road Waste Management Facility site in Wellesley.

The role of this machine is to operate at the waste management facility to process all types of material, municipal, commercial and industrial (wood waste-pallets-cable drums, tyres, greenwaste, mattresses, couches). The shredder will need to be customizable to allow for multiple shredding programs that give operators the opportunity to configure the machine to specific requirements. The machine will operate for approximately 1,560 engine hours per year.

A full statement of the Goods/Services required under the proposed Contract appears in Section 2.

1.2 Definitions

Below is a summary of some of the important defined terms used in this Request:

Contractor:	Means the person or persons, corporation or corporations who's Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Deadline:	The Deadline shown on the front cover of this Request for lodgement of your Submission.
General Conditions of Contract:	Means the General Conditions of Contract for the Supply of Plant and Equipment as nominated in Part 3.
Offer:	Your Offer to be selected to supply the Requirements.
Principal:	Bunbury-Harvey Regional Council
Response:	Completed Offer, response to Selection Criteria and Attachments.
Requirement:	The Goods and/or Services requested by the Principal.
Request or RFQ or Request for Quotation:	This document.

1.3 Contact Persons

Respondents should not rely on any information provided by any person other than the person(s) listed below:

Administrative Enquiries	
Name:	Martinette Pieterse
Telephone:	(08) 9711 1051
Email:	mpieterse@bunbury.wa.gov.au
Technical Enquiries	
Name:	Tony Battersby – Chief Executive Officer
Telephone:	(08) 9711 1052
Email:	tbattersby@bunbury.wa.gov.au

1.4 Selection Criteria

The Contract will be awarded to a sole Respondent who best demonstrates the ability to provide a quality product and services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the principal.

1.5 Compliance Criteria

These criteria are detailed within Part 4 of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

1.6 Qualitative Criteria

In determining the most advantageous Response, the Evaluation Panel will score each Response against the Qualitative Criteria as detailed within Part 4 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each Qualitative Criterion.

Part 1 – READ AND KEEP THIS PART

Information that you provide addressing each Qualitative Criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

1.7 Value Considerations

The Weighted Price method is used where price is considered to be crucial to the outcome of the contract. The price is then assessed with quality. Include any items that may affect any pricing outcomes.

Criteria	Weighting
Quoted Price	30%

1.7.1 Price Basis

All prices for Goods/Services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.8 Lodgement of Response and Delivery Method

The Response must be lodged by the Deadline. The Deadline for this Request for Quote is 4pm (AWST), Thursday 10 August 2017.

Tender responses may be lodged by hand to the Bunbury-Harvey Regional Council Administration Office, Lot 45 Stanley Road, Wellesley WA 6233, and must be lodged in time to allow delivery to the tender box by the allotted time or email submission to mpieterse@bunbury.wa.gov.au **“Plant and Equipment, Contract No. RFT1718-0001”**

Fax quotations, **will not** be accepted.

1.9 Rejection of Responses

A Response will be rejected without consideration of its merits in the event that:

- a) It is not submitted before the Deadline; or
- b) It is not submitted in the manner specified in the Request; or
- c) It may be rejected if it fails to comply with any other requirements of the Request.

1.10 Acceptance of Responses

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

1.11 Response Validity Period

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

1.12 Precedence of documents

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

1.13 Alterations

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quote documents before the Deadline.

1.14 Ownership of Responses

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Response Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.15 Canvassing of Officers

If a Respondent, whether personally or by agent, canvasses any of the Principal's Councillors or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

1.16 Identity of the Respondent

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 4 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

2 Specification

2.1 Scope of Work

The scope of work may include but is not limited to the following;

- I. Supply of a New Slow Speed Shredder as per the Specification within Section 2.
- II. Delivery of the Slow Speed Shredder on site to the Stanley Road Waste Management Facility located in Wellesley.
- III. Training in operation and minor maintenance of the Slow Speed Shredder.
- IV. Provision for a two (2) year warranty including all parts and labour on site at the Stanley Road Site location in Wellesley.
- V. Servicing of the Slow Speed Shredder during the warranty period (**at the Principals discretion**).

2.2 Introduction / Background Information

The Bunbury-Harvey Regional Council (BHRC) requires one (1) New Slow Speed Shredder to be supplied and delivered on site to the waste facility located at the Stanley Road Waste Management Facility site in Wellesley.

The unit must be a current production model and be capable of shredding various types of waste including municipal waste, bulky waste (mattresses), commercial waste, tyres, wood waste and bulky green waste. Final material size 0-130mm.

The role of this machine is to operate at the landfill facility and compost facility to down size materials for recycling or landfilling. The machine will generally operate for approximately 1,560 engine hours per year.

2.3 Specific Requirements of the Contract

- 2.3.1 Unit:** Track mounted.
- 2.3.2 Engine:** Diesel powered engine with 350 to 500 horsepower with reversible cooling fan for cleaning mode.
- 2.3.3 Feed system:** Tipping feeder with a minimum of 6 cubic meter hopper, all fully welded construction. Variable tipping cycles to be configured to suit waste type and to be controlled via radio remote.

- 2.3.4 Australian Standards:** Unit must comply with the health and safety regulations for Australia and be ADR (Australian Design Rules) compliant.
- 2.3.5 Conveyor discharge:** Product discharge conveyor 1,400 mm 3 ply belt with variable discharge height 1.5m to 3.8m. Provided with wing plate slider pads for maximum sealing and to be fitted with overband magnet to captured all ferrous metals discharged. Overband magnet to be fitted at height that allows for discharged metals into 3 to 4 cubic meter bin.
- 2.3.6 Shredding Unit:** Twin shaft slow speed(0-40RPM) with independent gearbox and hydraulic drive allowing to be controlled separately. Unit to be supplied with multiple breaker bars from plain to extra fine. Cutting elements to be fully welded structure with hard-faced edges or simular engineered design.
- 2.3.7 Instrumentation, as a minimum, must comprise the following:**
- General Operation Monitoring
 - engine tachometer;
 - engine hour meter;
 - oil pressure gauge;
 - fuel gauge
 - coolant temperature gauge
 - battery charge;
 - oil pressure lamp, buzzer and shut down;
 - coolant level warning lamp, buzzer and shut down;
 - beacon on indicator lamp
- 2.3.8 Hazard lights:** Amber flashing strobe work lights mounted at the highest possible point for clear vision.
- 2.3.9 Key start:** The Unit shall be fitted with a key operated ignition switch to prevent unauthorised starting of the engine. All units locks supplied shall be keyed alike. Four (4) keys shall be supplied and vandalism protection caplocks.
- 2.3.10 Hydraulics:** All hydraulic cylinders if applicable shall incorporate safety lock valves to prevent movement when hydraulic lines fail.
- 2.3.11 Training:** Tenderers shall allow for the provision of two (2) full days of “field and onsite training”. This training is to be provided in Wellesley by a qualified personal for Council Staff and operators including auto electricians and mechanical workings.
- 2.3.12 Delivery:** The tender price shall include the cost of delivery to the Stanley Road Waste Facility Wellesley. The successful tenderer shall deliver the unit during normal working hours to the Stanley Road Wellesley site. An authorised representative or salesperson of the company shall accompany the delivery of the unit.

The unit is to be inspected prior to handover by the Bunbury Harvey Regional Council CEO &/or supervisor or delegate. Should the unit not meet the requirements or specifications then the principal reserves the right to have the unit returned to the supplier at the suppliers cost for rectification of works.

- 2.3.13 Spare Parts:** Spare parts and service are to be readily available in Western Australia. The tenderer must demonstrate that they hold or have ready access to adequate spares to support the operation of the equipment offered in this tender. If considered necessary, an examination will be made of the stocks of spares held by the tenderer and the spare parts procurement system used. The tenderer may also be required to supply prices of spare parts that are considered rapid consumable items.
- 2.3.14 Fire Extinguisher:** An approved 4.5kg capacity fire extinguisher shall be mounted on unit.
- 2.3.15 Sign writing:** Sign writing shall be provided on both sides on the units doors with the Bunbury-Harvey Regional Councils logo. Art work design will be supplied to the Principal upon award.
- 2.3.16 Vinyl Quality:** Sign for slow speed shredder compartment doors to be produced on Cast Vinyl (NOT CALENDARED) to give maximum life of signs. A combination of both cut cast vinyl stickers and digitally printed cast vinyl with UV Over laminate stickers will be required.
- 2.3.17 Miscellaneous:** Unit to be supplied with operator's manuals, full workshop manuals, service books and any tools required for daily maintenance Parts manual and full workshop manuals for unit mechanism, electrical, hydraulics diagrams clearly showing all in a legend printed and CD ROM. Unit to be delivered with a full tank of fuel.
- 2.3.18 Warranty:** The unit shall be covered by a minimum 2 year warranty.
- 2.3.19 Options:** Anything that the supplier might recommend for unit.

3 General Conditions of Contract

Responses to this request shall be deemed to have been made on the basis of and to incorporate the:

Department of Finance (Western Australia) General Conditions of Contract.

The Contractor **must read and understand** the above General Conditions of Contract for the Supply of Plant and Equipment as this will form the basis of how the contract is managed.

4 Respondent's Offer

4.1 Offer Form

The Chief Executive Officer
Bunbury-Harvey Regional Council

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to Request for Tender RFT1718-0001 Slow Speed Shredder

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFT closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFT.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

4.2 Selection Criteria

4.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFT.	Yes / No
b) Offer form and all price schedule tabling completed	Yes / No

4.2.2 Qualitative Criteria

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

A. Relevant Experience Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “ Relevant Experience ”:	Weighting 30 %	
<ul style="list-style-type: none"> a) <i>Provide details of providing similar equipment to local government</i> b) <i>Provide details of company experience</i> c) <i>Provide details of three (3) referees</i> 	“Relevant Experience”	Tick if attached <input type="checkbox"/>

<p>B. Respondent's Resources</p> <p>Respondents should demonstrate their ability to supply and sustain the necessary:</p>	<p>Weighting</p> <p>40 %</p>	
<p>a) <i>Provision of on site servicing and parts including any resources located in the Bunbury region.</i></p> <p>b) <i>Any contingency measures or backup of resources including personnel).</i></p> <p>c) <i>Compliance with delivery time frames regarding this Request</i></p>	<p>"Respondent's Resources"</p>	<p>Tick if attached</p> <p style="text-align: center;"><input type="checkbox"/></p>

4.3 Price Information

Respondents must complete the following "Price Schedule". Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Tender.

4.3.1 Price Basis

Prices provided should be based on the following;

- I. Part A – Supply of the plant as specified.

All prices are to be on a fixed price basis.

4.3.2 Price Schedule

Part A – Supply of Plant

No	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Supply and delivery on site to the Stanley Road Waste Management Facility	\$	\$	\$
2	Two Year warranty – covering all parts and labour on site at the Stanley Road Waste Management Facility	\$	\$	\$
3	Options	\$	\$	\$
	LUMP SUM TOTAL (A)	\$	\$	\$

END OF DOCUMENT