

# Request for Tender



Proposal and quotation information for the construction of dedicated fleet vehicle storage at 16 Jemmeson Street, Lakes Entrance

# Part A: Information for Respondents

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## 1. Purpose of this Document

This document has been prepared to provide information to assist prospective contractors in the preparation and submission of a proposal for the redevelopment of 16 Jemmeson Street Lakes Entrance into dedicated fleet vehicle parking for Gippsland Lakes Community Health.

## 2. Project Overview

GLCH is inviting suitably qualified and experienced contractors to complete the redevelopment of 16 Jemmeson Street Lakes Entrance into a dedicated fleet vehicle storage area. Specifically, the project will require:

- Obtaining relevant permits and approvals for demolition and development of the site.
- All civil works including site preparation, drainage and power to be completed by the contractor.

RFQ Invited	<b>Wednesday 13 March 2019</b>
Closing date for submission of Quotations	<b>Wednesday 3 April 2019</b>
Preferred project commencement by	<b>Monday 8 April 2019</b>
Preferred project completion by	<b>COB Monday 29 April 2019</b>

## 3. Scope

### 3.1 Scope of Works: House removal

1. Removal of the existing house, outbuildings and water bore. Making good all existing plumbing and electrical fixtures/fittings. NOTE: The house is of an asbestos construction and needs to be removed as per approved standards and regulations in working with and disposal of asbestos materials.
2. Prepare site for construction.

### 3.2 Scope of Works: Fleet vehicle storage area construction

1. Construction of a kerb and channelled, surfaced fleet vehicle storage area allowing for:
  - a) Storage area ground surface to be priced for both bitumen and also of a gravel construction
  - b) Centre driveway from road to be constructed
  - c) Parking bays must be allowed for 28 vehicles and two buses
  - d) Line marking to be included.
2. Supply and installation of four light poles to illuminate the area.
3. Supply and installation of a new front fence only, steel construction.
4. All works to be relevant to the purpose of the project.

### **3.3 Preferred Commencement Date**

The preferred project commencement date is Monday 8 April and be completed by Monday 29 April. This date is to be negotiated with the successful tenderer.

### **3.4 Insurances and Licenses**

The successful contractor is to supply current copies of all relevant insurances/licenses, including but not limited to Public Liability, Certificates of Currency etc.

### **3.5 Plans and permits**

- The successful contractor will need to obtain relevant permits and approvals for demolition and development of the site.
- All civil works including site preparation, drainage and power to be completed by the contractor.

### **3.6 Exclusions**

- All exclusions to the contractor's final quotation are to be supplied, detailing the purpose of the exclusions, including costing of same.

## **4. About GLCH**

GLCH employs over 400 staff and has an operating budget of approximately \$30 million per annum. GLCH is a Company Limited by Guarantee. It is governed by a board of nine directors, six who are elected by the membership and three of who are appointed by the Board.

Further information can be obtained from GLCH's website [www.glch.org.au](http://www.glch.org.au) Please refer in particular to about us, services, what's new and our annual report in the publications section.

# Part B: Project Specifications

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## 5. Specification and Evaluation

### 5.1. Specification 1: The contractor

The successful contractor will

- Articulate a background relevant to the project and demonstrate the capacity to successfully undertake the project.
- Provide an Australian Business Number (ABN) and be able to enter a contract with GLCH.
- Demonstrate a clear understanding of the requirements of the project.
- Describe relevant previous experience and provide references from or contact details of at least two clients for who the contractor has previously carried out similar projects. Referees must not be members of the GLCH Board.
- Provide sufficient supporting documentation to enable GLCH to satisfy itself as to the financial, technical, planning and other resource capability to successfully undertake the proposal.

### 5.2 Specification 2: Rates and budget

- GLCH is seeking a fixed price quotation which is expected to be competitive and commensurate with the key activities and outputs/deliverables required to complete the project.
- All quotations must be GST inclusive. If the goods or services are GST exempt, the reasons for this must be provided.
- All exclusions to the final project cost must be detailed.

### 5.3 Implementation Timetable

RFQ Invited	<b>Wednesday 13 March 2019</b>
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### 5.4 Project Response

1. All proposals must address the specifications outlined in the above project specifications.

2. To enable the viability of pricing to be evaluated, the quotation must include an itemised budget with costings for each stage of the project.
3. All prices must be GST inclusive (where applicable).
4. All proposals must be received by COB Wednesday 3 April 2019 addressed to:

David Faraday, Facilities & Environmental Services Manager  
Gippsland Lakes Community Health  
P.O. Box 429, Lakes Entrance, Victoria, 3909  
Or by email to [davidf@glch.org.au](mailto:davidf@glch.org.au)