



**Quotations for
Conservation of
Auditorium Seating**

Deadline:	Friday 16th January 2009
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Address for Delivery:	Shire of Nannup 15 Adam Street NANNUP WA 6275 <i>ELECTRONIC MAIL AND FACSIMILE SUBMISSIONS WILL BE ACCEPTED</i>
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Contact Person:	Leigh Guthridge – Manager Development Services
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1 PRINCIPAL'S REQUEST

1.1 DEFINITIONS

Below is a summary of some of the important defined terms used in this document.

- Attachments:** The documents you attach as part of your Submission;
- Deadline:** The deadline for lodgement of your Submission;
- General Conditions of Contract:** The General Conditions of Contract nominated in Part 1;
- Principal:** The Shire of Nannup;
- Respondent:** A person who has or intends to submit a quote
- Requirements:** The services requested by the Principal;
- Submission:** Completed Response Form, response to the Selection Criteria and Attachments;
- Selection Criteria:** The criteria used by the Principal in evaluating your Submission;
- Special Conditions:** The additional contractual terms (if any);
- Plans/Specifications:** The completed building plans and specifications form **Attachment 4.1** to this document and serve as the basis for a Submission.

1.2 HOW TO PREPARE YOUR SUBMISSION

- (a) Carefully read all parts of this document.
- (b) Ensure you understand the Requirements (Part 2).
- (c) Complete the Response Form (Part 3) and your response to Selection Criteria (Part 3) including any attachments.
- (d) Make sure you have signed the Response Form and responded to all of the Selection Criteria.
- (e) Lodge your Submission before the Deadline.

1.3 CONTACT PERSONS

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

Contractual Enquiries (up until 18th December 2008)	Specification Enquiries (up until 18th December 2008)
Name: Mr Leigh Guthridge Manager Development Services Shire of Nannup	Name: Mr Leigh Guthridge Manager Development Services Shire of Nannup
Telephone: 08 9756 1018	Telephone: 08 9756 1018
Facsimile: 08 9756 1275	Facsimile: 08 9756 1018
Email: leigh.guthridge@nannup.wa.gov.au	Email: leigh.guthridge@nannup.wa.gov.au

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Contractual Enquiries (after 18th December 2008)

Name: **Mr Wayne Jolley**
Acting Manager Development
Services
Shire of Nannup

Telephone: **08 9756 0017**

Facsimile:

Email: **crabapple@westnet.com.au**

Specification Enquiries (after 18th December 2008)

Name: **Mr Wayne Jolley**
Acting Manager Development
Services
Shire of Nannup

Telephone: **08 9756 0017**

Facsimile:

Email: **crabapple@westnet.com.au**

1.4 BRIEFING/SITE INSPECTION

A **briefing session** will be held on **Thursday 11th December 2008 at 10.00am at the Town Hall** where all the seats will be placed out in the Hall for inspection where Council representatives and the upholsterer will discuss what is expected by the contractor under this specification and answer any questions. This will provide an opportunity for contractors to look at each seating item in detail to cost the works.

1.5 EVALUATION PROCESS

Quotations will be evaluated using the information provided in your submission and on your response to the Selection Criteria.

The following evaluation methodology will be used in respect of this documentation:

- (a) submissions are checked for completeness and compliance. Submissions that do not contain all information requested (eg completed Submission Form and Attachments) may be excluded from evaluation;
- (b) submissions are assessed against the Selection Criteria;
- (c) the most suitable Respondent may be required to clarify the Submission, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Respondent.

1.6 SELECTION CRITERIA

A scoring system will be used as part of the assessment of the qualitative criteria set out in Part 3. Unless otherwise stated, a response to one of these criteria which provides all the information requested in the documentation will be assessed as satisfactory and will, in the first instance, attract an average score. The extent to which the Submission demonstrates greater or lesser satisfaction of each of these criteria will result in a score greater or less than the average. The aggregate score of each Submission will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.6.1 COMPLIANCE CRITERIA

These criteria are detailed within Part 3 of this document and will not be point scored. Each Submission 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.

1.6.2 QUALITATIVE CRITERIA

In determining the most advantageous Submission, the Evaluation Panel will score each Respondent against the qualitative criteria as detailed within Part 3 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. 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.

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1.7 POLICIES THAT MAY AFFECT SELECTION

Nil

1.8 CONDITIONS OF RESPONDING

1.8.1 LODGEMENT OF SUBMISSIONS AND DELIVERY METHOD

The Submission must be lodged by the Deadline. The Deadline for this Quotation is **4.00pm Friday 16th January 2009 (WST)**.

The Submission is to be:

- (a) placed in a sealed envelope clearly endorsed with the Quotation number and title as shown on the front cover of this document; and
- (b) delivered by hand to 15 Adam Street, Nannup WA 6275 (by the Respondent or the Respondent's private agent) or sent:
 - through the mail to PO Box 11, Nannup WA 6275 or
 - via facsimile to 08 9756 1275
 - or by email to leigh.guthridge@nannup.wa.gov.au

Electronic mail Submissions and Submissions submitted by facsimile will be accepted provided they are received before the deadline as determined by the electronic date stamping on the facsimile machine or email system.

1.8.2 REJECTION OF SUBMISSIONS

A Submission 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 at the place specified in this Quotation document; or
- (c) it may be rejected if it fails to comply with any other requirements specified in this Quotation document.
- (d) The Principal is not bound to accept and may reject any or all Submissions submitted.

1.8.3 DISCLOSURE OF CONTRACT INFORMATION AND DOCUMENTS

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court order.

1.8.4 SUBMISSION VALIDITY PERIOD

All Submissions will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Council's resolution for determining the Submission, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

1.8.5 GENERAL CONDITIONS OF CONTRACT

Submissions shall be deemed to have been made on the basis of and to incorporate the General Conditions of Contract for the Provision of Services.

1.8.6 RESPONDENTS TO INFORM THEMSELVES

Respondents shall be deemed to have:

- (a) examined the documentation and any other information available in writing to Respondents for the purpose of submitting a Quote;
- (b) examined all further information relevant to the risks; contingencies, and other circumstances having an effect on their Submission which is obtainable by the making of reasonable enquiries;
- (c) satisfied themselves as to the correctness and sufficiency of their Submissions including submitted prices which shall be deemed to cover the cost of complying with all the conditions of responding and

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of all matters and things necessary for the due and proper performance and completion of the work described therein;

- (d) acknowledged that the Principal may enter into a contract with a chosen Respondent and that any such contract will become legally binding upon both parties; and
- (e) satisfied themselves they have a full set of the documents and all relevant attachments.

1.8.7 ALTERATIONS

The Respondent shall not alter or add to this document 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 documentation before the Deadline.

1.8.8 OWNERSHIP OF SUBMISSIONS

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

1.8.9 CANVASSING OF OFFICIALS

If a Respondent, whether personally or by an 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.

1.8.10 IDENTITY OF THE RESPONDENT

The identity of the Respondent is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 and whose execution appears on the Response Form in Part 3 of this documentation.

1.8.11 SUBMISSION OPENING

Nil

1.8.12 IN-HOUSE SUBMISSIONS

The Principal does not intend to submit an in-house Submission.

2 SPECIFICATION

2.1 SCOPE OF WORK

2.1.1 INTRODUCTION

The works are to supply all materials, labour and ancillary provisions, in order to provide the necessary workplace/s and security of the auditorium seating items during such works, to take delivery of and transport the items to the workplace/s to restore timber finishes.

The works will be carried out “off site” from the hall to ensure that no conflict of the use of the town hall between contractor and town hall users.

The benches are in two similar designs; Mark 1 and Mark 2 (as shown in the drawing attached to this specification **attachment 4.1**), estimated to have been manufactured by Hearn Bros and Stead in circa 1914-22. They are considered to be a part of the significant (moveable) cultural heritage of the Nannup Shire Hall and the Town of Nannup.

The auditorium seating is comprised of 11 off 4-seat rows and 39 off 5-seat rows of folding, moveable, freestanding auditorium benches. One set of the 5 seat rows has already been restored and this is located in the Town Hall and will be available for inspection if the contractor so desires. Further more a report was prepared by the contractor (Kim Roycroft) who provided the best methodology to undertake the timber restoration (based on troubleshooting by the contractor) that is as per **attachment 4.2** to this specification

The benches are framed and assembled from clear finished timber with seat and back panels upholstered in mock leather.

The Mark 1 variety are in sets of 5, with openwork in the seat back panels, single piece sawn curved back-leg components and pivot bolts connecting the crossing point of the folding components.

The Mark 2 variety are in sets of 4, with closed seat back panels, single piece bent sawn back-leg components, and without pivot bolts connecting the crossing point of the folding components.

The successful contractor will need to be conscious of the specialized nature of this project, take all reasonable care to deliver the restoration works in a professional and tradesman like manner and understand that attention to detail is paramount and that at times the work may be monotonous and time consuming.

2.1.2 ROLES OF CONTRACTOR(S)

Once the timber restoration and related duties are complete as per this specification, the successful contractor is to contact Mr Ian White (the upholsterer) from Yallingup Motor Marine Upholstery on 97566764 or 0417 956 998. Mr White will arrange for delivery to his premises to complete the upholstering component of the works. The responsibility for the cost of the transport is not the responsibility of the contractor under this specification.

Prior to commencing the successful contractor is to liaise with the Manager Development Services and Mr White to establish a clear position on the roles of the timber restoration contractor and the upholsterer.

2.1.3 INVENTORISATION

Mark with permanent concealed identification marks, label and photographically record, and inventorise all bench units at the commencement of the works, and make a written record of the state and defects of each unit, and agree with the Manager Development Services MDS (or person acting in this capacity) the detailed extent and scope of restoration and reconstruction of each unit, prior to removal from the hall.

2.1.4 TIMBER, METAL AND UPHOLSTERY COMPONENTS GENERALLY

Other seating (outside what is required to be restored under this specification) is held by the Shire and shall be used as a source of replacement parts. These “replacement parts” seating is stored underneath the hall.

The contractor is to identify all timber components that are broken, split, sheared, excessively splintered by upholstery-nailing and/or otherwise so damaged as to determine that the bench unit of which they are a part cannot be feasibly restored to working, serviceable folding operating condition.

The contractor is to identify assembled sub-components from damaged excess stocks for replacement parts of irreparable original and non-authentic assemblies in the units that are to be restored. Return remaining spare parts after restoration and reconstruction to the Manager Development Services including an accounting for any missing parts.

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2.1.5 SAMPLE

The contractor will carry out sample treatment for approval of methodology and results of one selected example of each of the Mark 1 and Mark 2 bench seat units.

The contractor obtain approval of the Manager Development Services prior to proceeding further to determine or confirm any changes in the methodology of the repairs based on the sample treatment prior to completing the works.

2.1.6 TIMBER COMPONENTS

Remove all upholstery components including pins, staples, tapes, seating and backing plywood and upholstery fabric etc.

Remove all ply from the backing and seating area of both the Mark 1 (5 seater) and Mark 2 (4 seater) types.

The contractor is to disassemble all loose unstable timber components and re-glue with Epoxy Glue or similar product as approved by the Manager Development Services. If the joint is secure enough such that disassembling could damage the joint/or timbers that the joint be left in stitue.

Carefully sand all components for new finishing including removal of deteriorated areas of existing clear finish, soiling, staining, scuffing, pitting, and damaged arrises, etc, all to approval.

Particular attention is to be paid the sections of the seating that may effect the amenity of the users that include the front and tops of the seating to remove scuff, splintering etc.

Examine the folding operation of each bench unit carefully and determine any resistance to this action that is not inherent to the design. Lightly and carefully ease timber components to ease folding operations to the optimum design degree consistent with stability in the unfolded useable state.

Where necessary, carefully dis-assemble the bench units and replace irretrievably damaged components and/or sub-assemblages with salvaged components and sub-assemblies of good condition, obtained as specified in Clause 2.1.4

Apply two coats of Feast Watson Scandinavian Oil finish (or similar approved product) to all timber surfaces.

2.1.7 METAL FASTENINGS AND MOVEABLE PARTS

Remove all rods, bolts, screws, nuts and replace with new bolts and dome nuts, rods, screws and bushes all to be provided by the Shire.

The shire will provide all:

- Steel rods
- Cup head nuts or equivalent
- Bolts and bushes
- Screws

Mark 1 seating has – 84 screws, 10 bolts, 11 cup head nuts and 1 steel rod.

Mark 2 seating has – 52 screws, 8 bolts, 9 cup head nuts and 1 steel rod.

2.1.8 UPHOLSTERY COMPONENTS

As per section 2.1.2 of this specification, Mr Ian White from Yallingup Motor Marine Upholstery will complete these works after the timber restoration is complete.

PART 2 READ AND KEEP THIS PART

2.3 IMPLEMENTATION TIMETABLE

The following is an estimated timetable for construction based on current information. Note this timetable is indicative only and will be confirmed when a successful contractor is chosen:

- Construction Commencement: 1st February 2009
- Construction Completion: 1st May 2009

3 RESPONDENT'S SUBMISSION

3.1 RESPONSE FORM

The Chief Executive Officer
Shire of Nannup
15 Adam Street
NANNUP WA 6275

I/We _____
(BLOCK LETTERS)

of _____
(ADDRESS)

ABN/GST Status _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail (if any): _____

In response to Quotation:

I/We agree that I am/We are bound by, and will comply with this documentation and its associated schedules, attachments, all in accordance with the Conditions of Responding contained in this documentation signed and completed. I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome. The submitted consideration in the price schedule if accepted by the Principal binds I/We to a presumption of entering into a contract to provide the stated goods and services stated as consideration as part of this documentation.

Dated this: _____ day of _____ 20__

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Address: _____

Witness Signature: _____

Name of witness: (BLOCK LETTERS): _____

Position: _____

Address: _____

PART 3 COMPLETE AND RETURN THIS PART**3.2 COMPLIANCE CRITERIA**

The following checklist has been provided to assist you with your Submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment. All pages within Part 3 are to be completed and returned to the Principal as they form part of your Submission.

3.2.1 RESPONSE FORM

The response form listed as clause 3.1 must be completed	“Response Form”	Tick if complete <input type="checkbox"/>
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3.2.2 REFEREES

Attach details of your referees, and label it “Referees” . You should give examples of work provided for your referees where possible.	“Referees”	Tick if attached <input type="checkbox"/>
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3.2.3 AGENTS

Are you acting as an agent for another party?	Yes / No	
If Yes, attach details (including name and address) of your principal and label it “Agents” .	“Agents”	Tick if attached <input type="checkbox"/>

3.2.4 CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it “Conflicts of Interest” .	“Conflicts of Interest”	Tick if attached <input type="checkbox"/>

3.2.5 FINANCIAL POSITION

Are you presently able to pay all your debts in full as and when due?	Yes / No
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes / No
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes / No

3.2.6 COMPLIANCE AND QUALITIVE CRITERIA

Have all compliance criteria been completed per clause 3.2?	Yes / No
Have all qualitative criteria been completed per clause 3.3?	Yes / No

PART 3 COMPLETE AND RETURN THIS PART

3.3 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Respondents must note the following:

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

This detail need not be onerous and no more than a single A4 page should be used to respond to each area.

<p>A) Relevant Experience Describe your experience in completing/supplying similar requirements. Respondents are to address the following information in an attachment and label it “Relevant Experience”:</p> <p>(a) Provide details of similar work;</p> <p>(b) Provide scope of the Respondent’s involvement including details of outcomes and any issues that arose during the project and how these were managed;</p> <p>(c) Demonstrate sound judgement and discretion; and</p> <p>(d) Demonstrate competency and proven track record of achieving outcomes.</p>	<p>Weighting <5%></p>	
	<p>“Relevant Experience”</p>	<p>Tick if attached <input type="checkbox"/></p>
<p>B) Local Contractor Preference Respondents should indicate if they are prepared to consider local contractors as requested in clause 2.3.3</p>	<p>Weighting <5%></p>	
	<p>“Local Contractor Preference”</p>	<p>Tick if prepared to consider local contractors <input type="checkbox"/></p>
<p>C) Equipment and Resources Respondents should demonstrate their ability to supply and sustain the necessary:</p> <p>(a) Plant, equipment and materials; and</p> <p>(b) Any contingency measures or back up of resources including personnel (where applicable).</p> <p>Respondents should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “Equipment and Resources”.</p>	<p>Weighting <5%></p>	
	<p>“Equipment and Resources”</p>	<p>Tick if attached <input type="checkbox"/></p>
<p>D) References Respondents should provided detail of recent jobs that would reflect positively on their capacity to deliver the successful restoration of the seating on time and within budget. The Principal reserves the right to contact referees listed as well as make any other necessary enquiries on previous jobs undertaken by Respondents. Supply details and provide contacts in an attachment labelled “References”.</p>	<p>Weighting <5%></p>	
	<p>“References”</p>	<p>Tick if attached <input type="checkbox"/></p>

PART 3 COMPLETE AND RETURN THIS PART**E) INDICATIVE PRICING (WEIGHTING 80%)**

Description	Price (ex GST)	GST Component	Price (inc GST)
Conservation of Auditorium Seating (Price per seat)			
Mark 1 (5 Seater)			
Mark 2 (4 Seater)			

Please attach any further detail on pricing considered relevant if insufficient room.

- | | |
|--------------------------------|-----|
| A. Relevant Experience | 5% |
| B. Local Contractor Preference | 5% |
| C. Equipment and Resources | 5% |
| D. References | 5% |
| E. Indicative Pricing | 80% |

Leigh Guthridge
Manager Development Services
SHIRE OF NANNUP

5 December 2008