



# Request for Tender

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<b>Request for Tender:</b>	<i>Nannup Native Forest MTB Park Project Tender open 31 October, 2025</i>
<b>Deadline:</b>	<i>12.00pm 28 November, 2025 Proponent Announced 12 December, 2025</i>
<b>Address for Delivery:</b>	<i>15 Adam Street Nannup, 6275 Email: <a href="mailto:nannup@nannup.wa.gov.au">nannup@nannup.wa.gov.au</a></i>
<b>RFT Number:</b>	<i>RFT – 2025 - 02</i>

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## 1 Conditions of Tendering

### 1.1 Definitions

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

- Attachments:** The documents you attach as part of your Tender.
- Contractor:** Means the person or persons, corporation or corporations who's Tender is accepted by the Principal including the executors or administrators, successors and assigns of such person or persons, corporation or corporations.
- Deadline:** The deadline for lodgement of your Tender as detailed on the front cover of this Request.
- General Conditions of Contract:** Means the General Conditions of Contract for the *Construction of the Nannup Native Forest MTB Park Project*.
- Offer:** Your offer to supply the Requirements.
- Principal:** *The Shire of Nannup*
- Request OR RTF OR Request for Tender** This document.
- Requirement:** The Design and Construction of the Nannup Native Forest MTB Park Project requested by the Principal.
- Selection Criteria:** The Criteria used by the Principal in evaluating your Tender.
- Special Conditions:** The additional contractual terms.
- Specification:** The Statement of Requirements that the Principal requests you to deliver if selected.
- Tender:** Completed Offer form, response to the Selection Criteria and Attachments.
- Tenderer:** Someone who has or intends to submit an Offer to the Principal.

### 1.2 Tender Documents

This Request for Tender is comprised of the following parts:

- Part 1 – Conditions of Tendering (*read and keep this part*).
- Part 2 – Statement of Requirement includes Specification and any plans/drawings (*read and keep this part*).
- Part 3 – General Conditions of Contract (*read and keep this part*).
- Part 4 – Special Conditions of Contract (*read and keep this part*).

**Part 1 READ AND KEEP THIS PART**

Part 5 – Tenderer’s Offer (*complete and return this part*).

Part 6 – Contractor’s Occupational Safety and Health Management System Questionnaire (*complete and return this part*).

Part 7 – Tenderer’s Safety Record (*complete and return this part*).

Part 8 – Project Reference Sheet (*complete and return this part*).

Part 9 – Tenderer’s Resources Schedule (*complete and return this part*).

**Separate Documents**

- a) Addenda and any other special correspondence issued to Tenderers by the Principal.
- b) Any other policy or document referred to but not attached to the Request.

**1.3 How to Prepare Your Tender?**

Tenderers must:

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements;
- c) Complete and return the Offer (Part 3) in all respects and include all Attachments;
- d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria; and
- e) Lodge your Tender before the Deadline.

**1.4 Contact Persons**

Tenderers should not rely on any information provided by any person other than the person listed below:

<b>Name:</b>	<i>Michael Snart</i>
<b>Telephone:</b>	<i>08 9756 1018</i>
<b>Email:</b>	<a href="mailto:nannup@nannup.wa.gov.au">nannup@nannup.wa.gov.au</a> or <a href="mailto:michael.snart@nannup.wa.gov.au">michael.snart@nannup.wa.gov.au</a>

**1.5 Tender Briefing/Site Inspection**

***Attendance at this meeting is mandatory.***

Tenderers are requested to attend a *Tender Briefing* and site meeting on Wednesday 12 November, 2025 at 10:00am at the Shire of Nannup 15 Adam Street Nannup.

Contractors can access the meeting via Teams.

The location of the meeting is *at the Shire of Nannup Council Chambers, 15 Adam Street, Nannup.*

The *Tender Briefing* will provide Tenderers with the opportunity to clarify any uncertainties with the contact person prior to the closing of the tender.

Please confirm with the contact person *Michael Snart via email, [Michael.Snart@nannup.wa.gov.au](mailto:Michael.Snart@nannup.wa.gov.au) or [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au)* your attendance at this meeting no later than 12pm, Monday 10 November 2025.

## **1.6 Customs Duty**

The Tenderer shall allow for any customs duty and primage applicable to all imported materials, plant and equipment required in connection with the works in its Tender.

## **1.7 Site Allowances**

This contract is not subject to adjustment for Site allowances.

## **1.8 Lodgement of Tenders and Delivery Method**

### **Physical Tender Box**

The tender must be lodged by the Deadline. The Deadline for this request is 12pm, Friday 28 November 2025.

The Tender is to be:

- a) Placed in a sealed envelope clearly endorsed with the tender number and title as shown on the front cover of this Request; and
- b) Delivered by hand and placed in the Tender Box at *The Shire of Nannup* (by the Tenderer or the Tenderer's private agent) or sent through the mail to the Chief Executive Officer, *PO Box 11, Nannup, WA 6275.*

Electronic mail Tenders *will* be accepted, [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au).

Tenderers must ensure that they have provided 2 signed copies of their Tender; one to be marked "ORIGINAL" and unbound and clipped (not stapled) and the other to be marked "COPY" and bound. All pages must be numbered consecutively and the Tender must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

In preparing a Tender for the email submission, Tenderers must agree to the following conditions:

- a) In submitting a Tender electronically, Tenderers represent that they have taken reasonable steps to ensure that electronic Tender files are free of viruses, worms

and other disabling features which may affect the Tendering portal and/or the Principal's computing environment. Tenders found to contain viruses, worms or other disabling features may be excluded from the evaluation process.

- b) Tenderers should allow sufficient time for Tender lodgement, including time that maybe required for any problem analysis and resolution prior to the Deadline.
- c) Where electronic submission of Tender has commenced prior to the Deadline and is not completed successfully by the Deadline, the Tender will not be accepted and will be deemed to be a late Tender.
- d) Tenders lodged through email [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au) will be deemed to be authorised by the Tenderer.
- e) Tenderers acknowledge that although the Principal has implemented security measures, the Principal does not warrant that unauthorised access to information and data transmitted via the Internet will not occur.
- f) Tenderers acknowledge that:
  - Lodgement of their Tender on time and in accordance with these Conditions of Tender is entirely their responsibility; and
  - The Principal will not be liable for any loss, damage, costs or expenses incurred by Tenderers or any other person if, for any reason, a Tender or any other material or communication relevant to this Request is not received on time, is corrupted or altered or otherwise is not received as sent, cannot be read or decrypted, or has its security or integrity compromised.

## **1.9 Rejection of Tenders**

A Tender 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 the Request; or
- c) It may be rejected if it fails to comply with any other requirements of the Request.

## **1.10 Late Tenders**

Tenders received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Request;

will not be accepted for evaluation.

### **1.11 Acceptance of Tenders**

Unless otherwise stated in this Request, Tenders 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 Tender and may reject any or all Tenders submitted.

### **1.12 Disclosure of Contract Information**

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.

All Tenderers will be given particulars of the successful Tenderer(s) or be advised that no Tender was accepted.

### **1.13 Tender Validity Period**

All Tenders 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 Principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

### **1.14 Precedence of Documents**

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

### **1.15 Alternative Tenders**

All Alternative Tenders may be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases arising be clearly marked "ALTERNATIVE TENDER".

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an "Alternative Tender".

### **1.16 Tenderers to Inform Themselves**

Tenderers will be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;

- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and 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 negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

### **1.17 Alterations**

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

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

### **1.18 Risk Assessment**

The Principal may have access to and give consideration to:

- a) any risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and to otherwise meet their obligations under any proposed Contract. The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

### **1.19 Evaluation Process**

This is a Request for Tender. Your Tender will be evaluated using information provided in your Tender.

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

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.
- b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated, (e.g. tendered prices and other relevant whole of life costs are considered).
- c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, 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 Tenderer.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

### **1.20 Selection Criteria**

The Contract may be awarded to a *sole* Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. A Tender demonstrating greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender 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.

### **1.21 Compliance Criteria**

These criteria are detailed within the *Statement of Requirements Part 2* of this document and will not be point scored. Each Tender 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 Tender from consideration.

### **1.22 Qualitative Criteria**

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within *Part 5* 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.

It is essential that Tenderers 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 tender evaluation process or a low score.

### **1.23 Value Considerations**

#### *Clause A: Weighted Price Criteria*

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 (e.g. Regional Price Preference Policy).

<b>Criteria</b>	<b>Weighting</b>
Tendered Price	20%

### **1.24 Price Basis**

#### *Fixed Prices*

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Tendered 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 Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### **1.25 Ownership of Tenders**

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

### **1.26 Canvassing of Officials**

If the Tenderer, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors Officers (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

### **1.27 Identity of the Tenderer**

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in *Part 5* and whose execution appears on the Offer Form in *Part 5* of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

### **1.28 Costs of Tendering**

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

### **1.29 Tender Opening**

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted the Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held on or as soon as practicable after the Deadline at *15 Adam Street, Nannup*.

### **1.30 Monetary Values**

Monetary Values that appear in the Tender (such as provisional sums, prime cost amounts, value of Principal supplied items etc.) are net values. They do not include Goods and Services Tax (GST).

### **1.31 In House Tenders**

The Principal *does not* intend to submit an In-house Tender.

## 2 Statement of Requirements

### 2.1 Introduction

Nannup is centrally located in the south-west of Western Australia, approximately 280km south of Perth and a convenient 50-minute drive from the surrounding towns of Busselton, Margaret River, Pemberton and Manjimup. Nestled on the Blackwood River, the area is a popular destination for nature-based activities, especially cycling, which has increased over the past five years to become a key economic driver for the region

The Nannup Native Forest Mountain Bike Park will be located within the Jarrahwood State Forest, which includes the old Pine Ridge (Milward) Golf Course. This land is managed by the Department of Biodiversity, Conservation and Attractions (DBCA) for conservation and recreation purposes. There is future consideration to upgrade the reservation status of the state forest to national park. Adjacent land parcels to the east, including the Tank 1 area, are DBCA-managed freehold lands under the management of the Forest Products Commission (FPC). The Tank 1 slope has recently been harvested and is expected to be replanted in the near future.

In August 2025, the Shire of Nannup completed the Nannup Native Forest Mountain Bike Park Concept Plan. The project area spans approximately 344 hectares, encompassing the Jarrahwood State Forest (Barrabup Block) and the old Pine Ridge (Milward) Golf Course, which covers around 17 hectares. The proposed trailhead is located at the former golf course, approximately five kilometres north of Nannup township, accessible by vehicle via Vasse Highway and Milward Road (gravel) and accessible by bicycle via the Munda Bidli Trail.

The conceptual trail network includes 16 independent trails, totalling approximately 15.5 kilometres. Key features will include:

- Two access trails (North & South) connecting the Munda Bidli Trail to the trailhead.
- Two short, easy shared-use adventure loops around the lake environs.
- Six gravity trails descending from the high point of the golf course.
- Two climbing trails linking the trailhead to the gravity trail starts.
- A skills loop for progression and coaching.
- Trailhead including a gravel carpark, shelter, toilet, signage and interpretation elements.

This contract is for the design and construction of the mountain bike trails and associated trailhead features.

## **2.2 Background Information**

Nannup's potential as a Trail Hub has been recognised in multiple state and regional strategies, highlighting opportunities for mountain biking, road cycling, gravel cycling, and other trail-based recreation.

To realise this vision, the Shire of Nannup developed:

- Nannup Cycle Master Plan 2020
- Nannup Trail Town Business Case 2020–21

These strategic documents led to the identification and delivery of the following Trail Town development stages:

- Stage 1: Nannup Tank 7 Mountain Bike Park (Complete)
- Stage 2: Ngoolark MTB Jump Park, signage, branding, and mapping for gravel and road cycling (Complete)
- Stage 3: Native Forest Mountain Bike Park (Current Project) & Southern Traffic Bridge (Separate Project)
- Stage 4: Principal Trailhead in Nannup (Not progressed)

The Stage 3 – Nannup Native Forest MTB Park is critical to achieving Trail Town accreditation and positioning Nannup as a premier cycling destination, offering diverse experiences for mountain bikers, road cyclists, gravel riders, and recreational users.

The trail network will focus on easy and intermediate trails, complementing the more advanced downhill trails at Nannup Tank 7 MTB Park and Ngoolark MTB Jump Park, and will be designed to encourage skill progression and inclusive access.

This project is managed by the Shire of Nannup and overseen by a Steering Group comprising representatives from:

- Shire of Nannup – Economic Community Development Team (SoN)
- Department of Biodiversity, Conservation and Attractions – Blackwood District (DBCA)
- Department of Primary Industries and Regional Development (DPIRD)
- Forest Products Commission (FPC)
- Nannup Mountain Bike Club Inc. (NMBC)

## 2.3 Definitions

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

<b>Contractor's Representative:</b>	Means any Officer or person duly authorised by the Contractor, in writing, to act on their behalf for the purpose of the Contract;
<b>Principal's Representative</b>	Means any Officer of person duly authorised by the Principal, in writing, to act on their behalf for the purpose of the Contract;
<b>Works or Services:</b>	Means the Services, which the Contractor is required to provide to the Principal and the Contractor under the Contract;
<b>Superintendent:</b>	<i>The Shire of Nannup</i>
<b>Superintendent's Representative:</b>	<i>Michael Snart</i>

## 2.4 Scope of Work

Tenders are invited by the Shire of Nannup, referred to in the Contract as “the Principal”, for the execution of the work described in the Scope of Works Section 2.4 and Detailed Specifications Section 2.5 below.

The Shire of Nannup is seeking a suitably qualified contractor or team of contractors to design and construct approximately 15.5km of mountain bike trail and trailhead features as outlined in the Nannup Native Forest Mountain Bike Park Concept Plan **(Attachment A)**.

This project is funded through the Federal Government's – Regional Recovery Partnership Program facilitated through the Department of Primary Industries and Regional Development (DPIRD). Due to the relatively small and concentrated 15.5km trail network and the short timeframe for delivery, the preferred approach is for the trail network and trailhead features/infrastructure to be constructed in a single stage.

The work will be supervised by Shire of Nannup staff or a nominated Superintendent, and the contractor will be required to complete the works to the standards specified.

All trails are to be designed in accordance with the Nannup Native Forest MTB Park Concept Plan - Trail Network by Construction Maps **(Attachment B)**, the WA MTB Guidelines **(Attachment C)**, the detailed design minimum requirements **(Attachment D)** and as directed by the **Principal/Superintendent**. As part of the detailed design, the Contractor must flag the trail centreline and all trail elements within the specified corridor according to the type and style of trail as outlined in **Table 1 below**. The detailed design is to be completed and approved by the Project Steering Group before construction commences.

Trails are to be constructed as per the approved detailed design, the specifications listed in this request, the WA MTB Management Guidelines (Attachment C) and as directed by the Superintendent.

**Contractors to note –**

The Shire has completed background work to inform the final design and delivery of the project. The following information will be available to the selected contractor to inform the final trail design and construction requirements:

- Targeted Dieback Surveys completed for the project area. Phytophthora Dieback is present on site. The project will be subject to a Hygiene Management Plan and the site supervisor and machine operators are expected to have completed necessary Dieback Training.
- Flora and Vegetation Survey completed for the proposed trail alignments to identify priority flora species and inform any necessary environmental protection requirements on proposed trail alignments.
- ACH Cultural Heritage Regulation 10 Submission – The northern link trail (Table 1 - Trail ID 1) intersects with a registered ACH site – ID 20434 (Blackwood River) in four locations as shown in ACH Trail ID-1 Map (Attachment F). The Shire has made a submission to DPLH based on the trail alignment being an already developed logging road and the minimal disturbance required for trail and trailhead construction.
  - I. The approved trail alignment is to be scrub-rolled in sections on the Northern Link Trail as agreed by the Superintendent, to allow Aboriginal monitors to assess and approve the alignment **before** clearing and trail construction commences. Forward planning of works by the contractor will be required to allow for this schedule.
  - II. The successful contractor will also need to implement Aboriginal heritage site stop-work instructions/procedures if new or suspected sites are found during construction of trails.

All works are to be completed by 30 June 2026. The implementation dates for the project are outlined in section 2.6 below.

**Table 1**

<b>Trail ID</b>	<b>Trail Type/Classification</b>	<b>Direction</b>	<b>Trail Width (mm)</b>	<b>Length (m)</b>
1	Shared Use Trail – Green (Easy)	Dual	1200mm	3,487*
2	MTB - Blue (Moderate)	Single	1200mm	2,769*
3	Shared Use – Green (Easy)	Single	1200mm	444*
4	Shared Use – Green (Easy)	Single	1200mm	565*
5	MTB - Green (Easy)	Single	1200mm	1,681*
6	MTB - Blue (Moderate)	Single	Gravel Road	541*
7	MTB - Green (Easy)	Single	1200-2500mm	1,028*
8	MTB - Blue (Moderate)	Single	1500-4000mm	840*
9	MTB - Blue (Moderate)	Single	1500-4000mm	817*
10	MTB - Black (Difficult)	Single	1500-4000mm	714*
11	MTB - Blue (Moderate)	Single	1500-2500mm	761*
12	MTB - Blue (Moderate)	Single	1500-2500mm	788*
13	MTB - Green (Easy)	Single	1200mm	484*
14	MTB - Green (Easy)	Single	1200mm	197*
15	MTB - Green (Easy) /Blue (Moderate)	Single	1200mm	172*
16	MTB - Green (Easy)	Single	1200mm	222*

\* Trail lengths are indicative and includes sections of existing road and/or relegated tracks which may be used in the final alignment. The final trail distance will be dependent on the approved detailed design.

**Project Deliverables:**

1. Provide detailed trail and trailhead design plans as per this Request including:
  - I. Provide a Project Brief/Presentation on the draft detailed design to the Project Steering Group
  - II. Factor in hygiene management, environmental and cultural protection measures in Final Design and Construction requirements.
2. Provide constructed trail and trailhead as per this Request
3. Provide a complete set of 'As Constructed' trail designs and drawings in PDF and digital kml, gpx or shp file format.

4. Assist with the Development of a Nannup Native Forest Mountain Bike Park Emergency Management Plan.
5. Assist with the Development of a Trail Signage Plan (trailhead and trail marking locations) in line with WAMTB Guidelines (Attachment C).

## **2.5 Detailed Specification**

The Trails and Trailhead are to be designed and constructed in line with Principals Project Requirements and Conditions (Attachment E), within the stated corridor and to the specifications listed in this request and the relevant attachments and reference documents as listed in section (2.7) below)

## **2.6 Implementation Timetable**

31 October 2025  
12 December 2025

12 December 2025  
30 January 2026  
30 June 2026

- *Tender Advertised*
- *Tender Confirmed*
- *Commence Contract*
- *Commence Design*
- *Commence Construction*
- *Project complete*

## **2.7 List of Applicable Documents**

The following documents are attached and form part of the Specifications and or Conditions of this contract:

- Attachment A – Nannup Native Forest MTB Park Concept Plan
- Attachment B – Nannup Native Forest MTB Park – Trail Network by Construction Type Map
- Attachment C – WA Mountain Bike Management Guidelines
- Attachment D – Detailed Design Minimum Requirements
- Attachment E – Principals Project Requirements and Conditions
- Attachment F – ACH Trail ID-1 Map
- Attachment G - Shire of Nannup Administration Policy, Purchasing

## **2.8 Service Levels**

*Reporting:*

- i. The Contractor is required to provide weekly verbal project updates to the Superintendent.
- ii. The Contractor is required to provide fortnightly written project updates in relation to the approved construction program to the Shire of Nannup, in a format agreed with the Superintendent at the start up meeting.

### **3 General Conditions of Contract**

#### **3.1 Insurances**

*Public Liability*

*Workers' Compensation or Personal Accident Insurance Cover*

#### **3.2 Period of Contract and Termination**

*Clause A – December 2025 to June 2026.*

The Contract will be in force for the period of 7 months (approximately 28 weeks). However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract by written notice to the Contractor

## 4 Special Conditions of Contract

### 4.1 Advertisements and Promotions on Site

The Contractor may erect on the Site or permit to be erected on Site only those signs:

- a) required by law;
- b) specified in the Contract documents; and
- c) required to identify the Contractor's premises

The Contractor shall not erect on Site, or permit to be erected on site, any other sign, advertisement, promotion or other display without the written approval of the Superintendent.

### 4.2 Description of the Works

The works comprise of the *construction of a connectable network of trails, as identified by the Tenderer, at the Old Pine Ridge Golf Course site, known as the Nannup Native Forest MTB Park* and such other work as described in the Concept Plan or included in the Specification.

Premises *may be* occupied during the currency of the contract. Ensure minimal inconvenience and disturbance to the occupants (Forest Products Commission Harvesting Contractors).

### 4.3 Work Not Included

The following work is not included in the Contract and will be carried out concurrently by others:

- a) *The Shire will coordinate the final design and production of trail signage images with the DBCA Signage Department.*
- b) *The Shire has undertaken a Targeted Flora and Vegetation Survey, Dieback Surveys and is completing the necessary ACH regulation requirements for the project.*
- c) *The Shire will complete the DBCA Disturbance Approval System (DAS) Application for the project.*
- d) *Shuttle road grading.*

### 4.4 Publicity

The Contractor shall not issue any information, publication, document or article for publication in any media which includes details of the work under the Contract without the written approval of the Principal.

## **4.5 Documents Generally, Drawings and Specifications**

### **4.5.1 Copies of Documents**

Where the Contractor requires copies of the documents in addition to its entitlements to *the concept plan specifications*, such additional copies of the documents will be available to the Contractor at the charge current at the time of request.

### **4.5.2 Drawings**

The drawings comprise the following sheets:

*2025 Nannup Native Forest Mountain Bike Concept Plan*

and detailed drawings as specified herein and any additional drawings supplied to the Contractor during the progress of the works.

## **4.6 Environmental Protection**

### **4.6.1 Noise Control**

The Contractor shall, at all times, take adequate measures to control noise on the Site.

The contractor shall comply with all statutory requirements relating to control of noise levels on the Site and take all necessary precautions to minimise nuisance from noise and vibration and ensure that all sub-contractors observe similar care.

The Contractor shall arrange the operations and shall provide silencing equipment to the plant, at its own expense, to whatever extent it necessary to satisfy the requirements of the *Shire of Nannup Health Department* in relation to the sound level arising from the Contractor's operations near the boundaries of existing occupied properties.

### **4.6.2 Site Control**

The Contractor shall, at all times:

- a) Comply with the regulations and restrictions imposed by the Superintendent relating to the storage of materials, the routing of construction traffic, the interruption of existing services and facilities and any other regulations in force on the Site;
- b) Comply with all statutes, regulations and bylaws relating to the protection of the environment;
- c) Obtain written approval from the Superintendent for the formation of any temporary roads, the erection of temporary structures or any Site clearing not specifically documented;
- d) Ensure that no trees or shrubs shall be removed or destroyed without the written approval of the Superintendent;
- e) Ensure that no fire shall be lit without the written approval of the Superintendent; and

- f) Store flammable or explosive products in accordance with the relevant statutes and to the approval of the Superintendent.

## **Soil Erosion**

The contractor shall take all proper precautions to prevent soil erosion from any land used or occupied by the Contractor in the execution of the work under the Contract.

### **4.6.3 Dust, Dirt, Water and Fumes**

The contractor shall prevent any nuisance occurring through the discharge of dust, dirt, water, fumes and the like onto persons or property.

### **4.6.4 Vehicles**

All debris, spoil, rubbish or materials shall be suitably contained and covered in vehicles during transportation to or from the Site to prevent spillage or contamination of adjoining and other areas or property.

The Contractor shall maintain vehicles, wheels and tracks in a suitable clean condition to prevent transfer of mud onto adjacent streets or other areas.

### **4.6.5 Refuse Disposal**

All Site refuse (including foodstuffs) shall be handled and disposed of in accordance with the requirements of relevant statutes and to the approval of the Superintendent.

### **4.6.6 Smoking on Construction Sites**

The Contractor shall at all times ensure that all workmen and visitors on the construction Site comply with the following Smoking Policy;

In respect of construction Sites, smoking is prohibited:

- a) in Site Offices, lunchrooms or enclosed toilet facilities; and
- b) inside existing premises that are designated as “no smoking” areas.

## **4.7 Contractor’s Representative**

The Contractor’s Representative shall have sufficient command of the English language and of Australian construction and technical terminology, to be able to read, converse and receive instructions in English.

## **4.8 Existing Improvements**

Where, within the Site there are a range of existing improvements, roads, drainage and other services, the Contractor shall protect and maintain the same throughout the Contract.

The Contractor shall allow for all traffic control measures to maintain the roads in a safe trafficable condition.

#### **4.9 Temporary Safety Fence (compulsory)**

The Contractor shall provide a temporary fence as required by the Work Health and Safety Act 2020 and Work Health and Safety Legislation and with any amendments that may be made to the Act and the Regulations.

#### **4.10 Materials, Labour and Constructional Plan**

##### **4.10.1 Worker Amenities**

The Contractor shall provide all statutory and necessary amenities and sanitary facilities for workers and other persons lawfully upon the Site and remove them on practical completion of the works

Occupation of any part of the works and Site for the provision of Workmen's Amenities shall not be permitted without the prior written approval of the Superintendent.

#### **4.11 Materials and Work**

##### **4.11.1 Regulations**

The Contractor shall comply with the Work Health and Safety Act 2020 (the "Act") and the Work Health and Safety Legislation (the "Legislation") and with any amendments that may be made to the Act and Regulations from time to time.

The Contractor shall be solely responsible for ensuring that wherever practicable, its employees and those of the Sub-contractors and employees of Separate Contractors, the Principal, Superintendents, and visitors to the Site, are not exposed to hazards.

Attention is drawn to the requirement to supply manufacturers/suppliers "Safety Data Sheets". These sheets should be consistent with the "Work Safe" information and format.

A copy of all "Safety Data Sheets" shall be supplied to the Superintendent with another copy kept on Site by the Contractor.

##### **4.11.2 Chemical Information**

The use of chemicals specified or required during the currency of this Contract shall comply with the requirements of the Act and associated Regulations concerning information on chemical substances.

The Contractor shall ensure that all manufacturers, importers, and suppliers of chemical substances intended for use on the Works comply with their obligations under Section 23(3) of the Work Health and Safety Act 2020 (WA). This includes ensuring that all necessary

calculations, analysis, testing, or examination of such substances have been carried out and that relevant safety information is made available to all relevant personnel. Copies of all information supplied shall be kept on the Site.

The Contractor is responsible for passing on information supplied by manufacturers; importers and suppliers of chemical substances to workers on Site refer to Section 19(1)(B) of the Act.

#### **4.11.3 Trade Names**

Where a trade name, brand or catalogue number is referred to in the Contract, the Contractor may substitute equivalent material or equipment provided that in the opinion of the Superintendent the characteristics of type, quality, finish, appearance, method of construction and performance are not less than that specified and are approved by the Superintendent.

Such approval shall not be anticipated because of similar approval having been given in a previous contract.

#### **4.11.4 Safety Management Plan**

The Contractor shall, throughout the Works, implement and maintain a "Safety Management Plan".

The Contractor shall prepare the Safety Management Plan in conjunction with a person suitably experience and qualified in safety matters.

Prior to the commencement of the Works, the Contractor shall supply to the Superintendent in writing, its Safety Management Plan.

#### **4.11.5 Induction Training**

Employees of the Contractor and its Subcontractors and Employees of Separate Contractors shall not commence work on the Site until they have been inducted.

Upon commencement of work on the Site, the Contractor shall further induct each employee with regard to all significant hazards associated with their particular activity and area of employment on the Site and where relevant shall include the use of powered plant, tools and equipment.

#### **4.11.6 Pre-Job Planning**

Where legislation or codes of practice identify particularly hazardous activities including but not limited to work in confined spaces, asbestos removal, demolition work, excavation work, working near power lines and live conductors and working at heights, the Contractor shall

supply to the Superintendent a Safe Work Procedure prior to the commencing such activity or type of work on the Site.

The Contractor shall induct its employees and its Subcontractors and Separate Contractors with regard to Safe Work Procedures and shall prepare "Training Session Attendance" sheets signed by each attendee verifying that such induction has occurred.

#### **4.11.7 Site and Public Security**

Notwithstanding the Contractors' obligations to Site and public security as stated elsewhere in this Contract the Contractor shall monitor and control wherever practical, the access of all persons to the Site.

The Contractor shall ensure that no persons, including without limitation friends and relatives (particularly children) of employees and the representative of organisations unrelated to the Contractor, enter the Site without the express permission of the Contractor.

#### **4.11.8 Occupied Sites**

In the event of the Site being a partially occupied Site, the Contractor is to liaise with the occupier regarding Safety and Health requirements.

The Superintendent will arrange a safety co-ordination meeting between the occupiers and the Contractor. The occupiers will provide to the Contractor their occupation requirements on and/or adjacent to the Site to assist the Contractor in the development of a Site Specific Safety Management Plan addressing the Contractors and occupiers operational interface requirements.

The Safety Management Plan shall incorporate the Contractor's own operations and the interface with the occupier's operations.

The Contractor shall be responsible for the implementation of the Safety and Health standards on the occupied Site for the duration of the Contract and shall co-ordinate and integrate the Works.

#### **4.11.9 Working Hours**

The Work to be performed under the contract shall be subject to execution within certain restricted working hours and the Contractor shall observe the following requirements:

- a) *6:00am – 6:00pm.*

The Contractor shall work within those hours. The area is not restricted by residential concerns and is surrounded by native forest and forestry plantations.

#### **4.11.10 Quality Assurance**

Where applicable, the Contractor shall evaluate the work required under the contract and ensure they are able to meet the requirements of the Concept Plan specifications and the WA Mountain Bike Management Guidelines.

The General Conditions of Contract shall be those set out in Australian Standard 4122-2010 General Conditions of Contract for Consultants, copies of which are available for purchase on the SAI Global website at <http://www.saiglobal.com>.

It is the Respondent's responsibility to ensure they have obtained, read and understood AS4122-2010.

#### **4.11.11 Goods and Services Tax (GST)**

For the purposes of this clause:

- a) "GST" means goods and services tax applicable to any taxable supplies as determined under the GST Act.
- b) "GST Act" means A New Tax System (Goods and Services Tax) Act 1999 and (where the context permits) includes the Regulations and the Commissioner of Taxation's Goods and Services Tax Rulings and Determinations made thereunder and any other written law dealing with GST applying for the time being in the State of Western Australia.
- c) "Supply" and "taxable supply" have the same meanings as in the GST Act.

Where the Requirement's, the subject of this Request, or any part thereof is a taxable supply under the GST Act, the price, fee or rates tendered by the Tenderer shall be inclusive of all applicable GST at the rate in force for the time being.

In evaluating the Tenders, the Principal shall be entitled (though not obliged) to take into account the effect of the GST upon each Tender.

## 5 Tenderer's Offer

### 5.1 Form of Tender

The Chief Executive Officer  
The Shire of Nannup  
15 Adams Street, Nannup WA 6275

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 (RFT) RFT – 2025 – 02, Nannup Native Forest Mountain Bike Park Project:**

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 of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of authorised signatory of Tenderer: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorised signatory Postal address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 5.2 Selection Criteria

### 5.2.1 Compliance Criteria

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

<b>Description of Compliance Criteria</b>	
<p>a) Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.</p>	<p>Yes / No</p>
<p>b) Tenderers are to provide:</p> <ul style="list-style-type: none"> <li>a. Public liability insurance - \$20 million in respect of any one occurrence and for an unlimited number of claims.</li> <li>b. Professional indemnity insurance - \$5 million in respect of any one occurrence and for an unlimited number of claims.                             <ul style="list-style-type: none"> <li>i. The professional indemnity insurance must be maintained for the following period: The professional indemnity insurance policy and cover shall be maintained until the Consultant completes carrying out the Requirements of the Contract and thereafter for a period of 7 years.</li> </ul> </li> <li>c. Workers’ Compensation Insurance - The Consultant shall ensure that it has adequate Worker’s Compensation Insurance to cover the liabilities accepted by it under this Contract and for the period of this Contract, and shall provide written evidence of this to the Principal with their Tender. The insurance will adequately protect the Consultant and the Principal in respect of liability for payment of compensation to any Employee of the Consultant or of a Subcontractor/consultant of the Consultant under the Workers’ Compensation and Injury Act 2023 or at Common Law of no less than \$50,000,000. The Workers’ Compensation Insurance policy and cover shall be maintained until the Consultant completes carrying out the Requirements of the Contract and</li> </ul>	<p>Yes / No</p>

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hereafter for a period of 36 months.	
c) Compliance with the Specification contained in the Request.	Yes / No
d) Compliance with attendance at any mandatory tender briefing or site inspection.	Yes / No
e) Compliance with the Quality Assurance requirement for this Request.	Yes / No
f) Compliance with the Delivery Date.	Yes / No
<p>g) Risk Assessment</p> <p>Tenderers must address the following information in an attachment and label it <b>“Risk Assessment”</b>:</p> <p>i) <i>An outline of your organisational structure inclusive of any branches and number of personnel.</i></p> <p>ii) <i>If companies are involved, attach their current ASC company extracts search including latest annual return.</i></p> <p>iii) <i>Provide the organisation’s directors/company owners and any other positions held with other organisations.</i></p> <p>iv) <i>Provide a summary of the number of years your organisation has been in business.</i></p> <p>v) <i>Attach details of your referees. You should give examples of work provided for your referees where possible.</i></p> <p>vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.</i></p> <p>vii) <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i></p> <p>viii) <i>Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.</i></p> <p>ix) <i>Will any actual or potential conflict of interest in the</i></p>	Yes / No

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<p><i>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? 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.</i></p> <p>x) <i>Are you presently able to pay all your debts in full as and when they fall due?</i></p> <p>xi) <i>Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes, please provide details.</i></p> <p>xii) <i>In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</i></p> <p>The insurance requirements for this Request are stipulated in Part 3 of this Request. Tenderers are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If Tenderer holds “umbrella Insurance” please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within 5 days of acceptance.</p>	<p>Yes / No</p>
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**5.2.2 Qualitative Criteria**

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

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

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<p><b>A. ORGANISTIONAL CAPACITY</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Organisational Capacity</b>”:</p>	<p><b>Weighting</b></p> <p><b>&lt;25%&gt;</b></p>	
<p>The Respondent must demonstrate that it has the organisational capacity to perform the Contract including (where applicable) but not limited to:</p> <ol style="list-style-type: none"> <li>1. A brief company profile;</li> <li>2. A company structure;</li> <li>3. A structure outlining the key positions for these Works; and</li> <li>4. Specified Personnel: <ul style="list-style-type: none"> <li>○ Identify proposed specified personnel and/or subcontractors who will be undertaking the Works and provide a brief curriculum vita for each of them;</li> <li>○ Detail the availability of the proposed Specified Personnel for the Customer Contract during the Term; and</li> <li>○ Briefly describe the skills and industry experience of all proposed Specified Personnel, especially how their experience relates to the requirements set out in Part A 2.2 – Scope of Works</li> </ul> </li> <li>5. A list of vehicles, machinery or equipment that will be used to undertake the Works</li> </ol>	<p><b>“Organisational Capacity”</b></p>	<p><b>Tick if attached</b></p> <p style="text-align: center;"><input type="checkbox"/></p>

<p><b>B. DEMONSTRATED EXPERIENCE</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Demonstrated Experience</b>”:</p>	<p><b>Weighting</b></p> <p><b>&lt;20%&gt;</b></p>	
<ol style="list-style-type: none"> <li>1. The Respondent must provide details of contracts for similar products and/or services provided for other clients. The Respondent must provide: <ol style="list-style-type: none"> <li>i. A detailed description of the services provided;</li> <li>ii. Similarities between the previous contracts and this Request; and</li> <li>iii. When and where the previous contracts were performed.</li> </ol> </li> <li>2. The Respondent must provide a minimum of [2] referees in respects of the contracts details above. Referee details must include: <ul style="list-style-type: none"> <li>• The referee’s name and position;</li> <li>• Company name;</li> <li>• The contact telephone number; and</li> </ul> </li> </ol>	<p><b>“Demonstrated Experience”</b></p>	<p><b>Tick if attached</b></p> <p style="text-align: center;"><input type="checkbox"/></p>

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<ul style="list-style-type: none"> <li>The contract or project title.</li> </ul>		
Supply any other relevant details in an attachment and label it “ <b>Demonstrated Experience</b> ”.		

<p><b>C. METHODOLOGY</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Methodology</b>”:</p>	<p><b>Weighting</b></p> <p><b>&lt;35%&gt;</b></p>	
<p>The Respondent must demonstrate their ability to complete the works in the required time frames and using a methodology that is to the satisfaction of the Shire of Nannup.</p> <p>Details of the methodology must include:</p> <ul style="list-style-type: none"> <li>A full and realistic design and construction program that includes all relevant components of the works via a Gantt chart or similar.</li> <li>A description of each of the stages of the program explaining the methodology applied and how time frames will be met. All time frames should be realistic and recognise the remote nature of the works.</li> <li>A list and brief description of existing contract commitments and how these will affect your capacity to undertake these works.</li> <li>A description of critical issues, perceived risks and quality control mechanisms used in undertaking the requirements and which may affect the construction program.</li> </ul>	<p><b>“Tenderer’s Methodology”</b></p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
Supply any other relevant details in an attachment and label it “ <b>Methodology</b> ”.		

<p><b>D. VALUE FOR MONEY</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Value for Money</b>”:</p>	<p><b>Weighting</b></p> <p><b>&lt;20%&gt;</b></p>	
<p>The Respondent must offer a detailed budget, itemising the expenditure to design and construct trails identified by the Tenderer as Nannup Native Forest MTB Park at the old Pine Ridge Golf Course Site. The value of money will be assessed on the following expenditure items:</p> <ol style="list-style-type: none"> <li>Labour, engaging local contractors</li> <li>Materials, local materials used</li> <li>Equipment</li> <li>Other costs</li> </ol>	<p><b>“Value for Money”</b></p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>

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Supply a detailed budget in an attachment labelled “**Value for Money**”.

### 5.3 Price Information

Tenderers must complete the following “Price Schedule”. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

#### 5.3.1 Price Schedule

<b>Progress Payment Number</b>	<b>Milestone Description</b>	<b>Date Subject to commencement date and work proceeding as outlined in the contractor’s schedule.</b>	<b>Percentage (%) of total awarded contract value</b>
1	Week 1 –.	5 January 2026	5
2	Week 4	26 January 2026	10
3	Week 8	23 February 2026	20
4	Week 12	23 March 2026	20
5	Week 16	20 April 2026	20
6	Week 20	18 May 2026	10
7	Week 23	1 June 2026	10
8	Week 26	29 June 2026	5

#### 5.3.2 Price Basis.

This is a fixed priced tender, notwithstanding agreed variations in accordance with Section 2.5.

#### 5.3.3 Lump Sum

The sum shall fully cover all the obligations of the Contractor under the Contract.

Trails:

The trails must be broken down individually, clearly identifying the stage in construction and a total cost for each individual trail. The works will include the construction of trails 1-16 equating to 15,510 metres of trail.

Construction of these trails includes labour, materials and equipment.

**Part 5 COMPLETE AND RETURN THIS PART**

Breakdown of Lump Sum for each trail:

<b>Trail No</b>	<b>Name</b>	<b>Length</b>	<b>Materials - Description</b>	<b>Materials \$ (a)</b>	<b>Rate \$ (Ex GST) (b)</b>	<b>Total \$ (Ex GST) (c)</b>
1.	Green – Cross Country	3,487*				
2.	Blue – Cross Country	2,769*				
3.	Green – Cross Country	444*				
4.	Green - Cross Country	565*				
5.	Green – Cross Country	1,681*				
6.	Blue – Cross Country	541*				
7.	Green – Free Ride	1,028*				
8.	Blue – Downhill	840*				
9.	Blue – Downhill	817*				
10.	Black – Downhill	714*				
11.	Blue – Downhill	761*				
12.	Blue – Downhill	788*				
13.	Green – Cross Country	484*				
14.	Green – Park/Skills	197*				
15.	Green/Blue – Park/Skills	172*				
16.	Green – Cross Country	222*				

**Part 5 COMPLETE AND RETURN THIS PART**

Trails	Total distance of the proposed 16 trails 15,510 metres	Total (a)	Total (b)	Total (c)
	Total Lump Sum Price (ex GST) (a) + (b) + (c) =		\$	
	Total GST Component (a) + (b) + (c) =		\$	
	Total Lump Sum Price (inc GST) (a) + (b) + (c) =		\$	

Trailhead:

The trail head features must be broken down individually, clearly identifying the stage in construction and a total cost for each individual feature.

Construction of the trailhead features includes labour, materials and equipment.

Breakdown of Lump Sum for each trail head feature:

No	Description	Unit	Estimated Quantity	Amount (ex GST)	Amount GST	Amount (inc GST)
1.	Carpark – Construction of gravel carpark with 90 degree parking bays to accommodate ~ 20 vehicles	1				
2.	Shelter – Supply and install of basic open shelter	1				
3.	Picnic Setting – Supply and install of picnic setting	3				
4.	Trail Archway – Feature archway with local branding at entry of the trails at Golf Course	1				
5.	Toilet – Single cubicle composting or equivalent	1				

## 6 Contractor’s Occupational Safety and Health Management System Questionnaire

This questionnaire forms part of the Principal’s Tender evaluation process and is to be completed by tenderers and submitted with their Tenders and labelled as “**Contractor’s Safety & Health Questionnaire**”. The objective of the questionnaire is to provide an overview of the status of Contractor’s safety management system. Contractors may be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

OSH Policy and Management	Yes	No
Is there a written company Health and Safety Policy?  If Yes, provide a copy of the policy.	<input type="checkbox"/>	<input type="checkbox"/>
Are Line Managers held accountable for Health and Safety performances?	<input type="checkbox"/>	<input type="checkbox"/>
Safe Workplace Practices and Procedures	Yes	No
Has the company prepared Job Safety Assessment (JSA) / Safe Work Method Statements (SWMS) or specific safety instructions relevant to its operations?	<input type="checkbox"/>	<input type="checkbox"/>
Are JSA/SWMS or specific safety instructions issued to employees?  If Yes, explain how this is done.  _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Is an individual staff record maintained of all training and inductions programmes undertaken for employees in your company?	<input type="checkbox"/>	<input type="checkbox"/>

**Part 6 COMPLETE AND RETURN THIS PART**

<b>Safety and Health Performance Monitoring</b>	<b>Yes</b>	<b>No</b>
Has the company ever been convicted of an Occupation Health and Safety offence?  If Yes, provide details. <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>

### **7 Tenderer's Safety Record**

Complete the following details and submit with your Tender labelled as "**Tenderer's Safety Record**".

<b>Project</b>	<b>Date of Accident/Notice</b>	<b>Accident or Infringement Notice</b>	<b>Reason</b>	<b>Time Lost</b>

### **8 Project Reference Sheet**

Complete the following details and submit with your Tender labelled as “**Project Reference Sheet**”.

<b>Name of Project</b>	<b>Value (approx.)</b>	<b>Date Started</b>	<b>Date Completed</b>	<b>Client</b>	<b>Referees Name</b>	<b>Telephone Number</b>

## 9 Tenderer's Resource Schedule

### 9.1 Tenderer's Current Commitment Schedule

Project	Description	Value as Let	Date Started	Referees Name Telephone Number

**9.2 Tenderer's Human Resources Schedule**

Staff name	Title	Time in Role	Availability in Project