



## **Grass Maintenance Services**

### **Contract Application**

**CONTRACT NO. 2019 - T002**

### **Townships of**

**Triabunna, Orford, Spring Beach,  
Buckland & Surrounds**

**For the period of 1<sup>st</sup> October 2019 to 30<sup>th</sup> September 2022**

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# Applicant Detail Sheet

Name of person, firm or company tendering: .....	
Business address: .....	
Postcode .....	
Postal address: .....	
Postcode .....	
Contact name: .....	
Position title: .....	
Phone number: .....	
Mobile number: .....	
Email address: .....	
Web addresses: .....	
Insert Date	Dated: ..... (day) of ..... 2017
Signature of Tenderer(s)	Signature of Tenderer .....
Company Position	.....
Witness	Signature of Witness .....

# Notice to Applicants

## Grass Mowing Services

**1<sup>st</sup> October 2019 to 30<sup>th</sup> September 2022**

### **FORMAL SUBMISSIONS**

Hard copy submissions to be placed in a sealed envelope and sent to:

Glamorgan Spring Bay Council  
PO Box 6  
**TRIABUNNA 7190**

Marked - **CONFIDENTIAL (2019 – T002) Grass Mowing Services**

**OR**

Electronic Submissions can be sent to [tony@freycinet.tas.gov.au](mailto:tony@freycinet.tas.gov.au)

Applications to be received by:

**Thursday 22<sup>nd</sup> August 2019 – 4 pm**

Late submissions will not be accepted.

Questions shall be submitted to Council's Manager Works, Tony Pollard via email - [tony@freycinet.tas.gov.au](mailto:tony@freycinet.tas.gov.au)

## Introduction

The Glamorgan Spring Bay Council is seeking submissions from suitably qualified contractors for the maintenance of grass areas within the townships of Triabunna, Orford, Spring Beach, Buckland and surrounds for a period of approx 3 years with option to extend.

Failure to submit the required documentation may result in the submission being rejected.

### Overview

Required works to include (but not limited to) the following:

- Mowing of grass footpaths, open areas and road verges
- Brushcutting
- Surplus grass / fallen limb removal
- Litter Removal

### Certification Required

- Public Liability Insurance
- Workers Compensation
- Traffic Control certification
- Relevant plant competencies
- WHS tickets

## Council Contacts

### Contract Manager

Manager Works: Tony Pollard [tony@freycinet.tas.gov.au](mailto:tony@freycinet.tas.gov.au)

Phone: 0429 145855

### Contract Supervisor

Works Supervisor: Cleve Smith [cleve.smith@freycinet.yas.gov.au](mailto:cleve.smith@freycinet.yas.gov.au)

Phone: 0427 341672

## **Registration of Application**

Council will register all complying applications. Selection for engagement will be on the principle of the best value for public money. This does not automatically mean acceptance of the “lowest price” but may include non-price factors such as quality, experience, delivery time and reliability.

### **Confidentiality**

All submissions are solely for use by Glamorgan Spring Bay Council. Information provided with the application will be retained by Glamorgan Spring Bay Council as “commercial in confidence” and thus not disclosed to any other party without prior consent of the supplier.

### **Payment**

The appointed supplier will be required to issue a valid tax invoice to Glamorgan Spring Bay Council requesting payment for services rendered following each complete mowing cycle.

If the service provided does not meet Council standard then payment will be withheld until the Contract Manager is satisfied that the work undertaken meets the required standard.

Glamorgan Spring Bay Council payment terms are 30 days after the receipt of the invoice by Council.

All payments will be remitted into the supplier’s nominated bank account which the supplier is required to provide on their tax invoice.

## **Required Documentation**

The following completed documentation must be submitted with your application

- Applicant Detail Sheet
- Schedule 1 to 5
- Appendix A to E

## **Also include a copy of the following**

- Current Workers Compensation Policy
- Current Plant and Machinery Insurance Cover
- A currency certificate for Public Liability Insurance Cover (minimum \$20,000,000)
- Licenses of Operators
- Current WH&S plan
- Copy of Standard Operating Procedures
- Traffic Control training verification

Applications should also include company policy in relation to breakdowns or servicing requirements that may affect Councils operations.

## **Contractor Induction**

ALL potential Contractors will be required to undertake an induction which will be organised by Council.

## **Standard of Plant, Machinery and Material**

Glamorgan Spring Bay Council requires that all plant and machinery operating on designated works sites meet all statutory requirements relating to registration and insurance and are free from defects that may affect their safe operation.

Plant and machinery that do not meet these requirements may be banned from the work site by the Contract Manager until the matter is remedied.

Any breaches of these Standards may result in the issue of a non-conformance to the contractor or supplier.

# Schedule 1

## Mowing Vehicle Details

### VEHICLE 1

Make of Mower vehicle:

Vehicle Model:

Year of Manufacture:

Number of Machine Hours:

Mower Type:

**Circle as required**

Drive:	2 Wheel	4 Wheel	
Mower Deck Mounting	Front	Rear	Middle
Net Power:	----- KW	----- RPM	

Safety Features: (please describe)

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**Schedule 1 - continued**

**Mowing Vehicle Details**

**VEHICLE 2**

Make of Mower vehicle:

Vehicle Model:

Year of Manufacture:

Number of Machine Hours:

Mower Type:

**Tick as required**

Drive:	2 Wheel	4 Wheel	
Mower Deck Mounting	Front	Rear	Middle
Net Power:	----- KW	----- RPM	

Safety Features: (please describe)

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## Schedule 2

### Statement of Applicant's experience and demonstrated ability

Provide details of capability and experience in the successful completion of similar contracts:

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Provide details of current contracts:

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Provide details of applicable third party Quality Assurance accreditation. In the absence of such accreditation, details of any quality scheme in place to aid in achieving compliance. Include details of projects where the quality scheme has previously been successfully utilised.

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Date:

Company: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

### Schedule 3

#### Sub-contractors

Provide details of all subcontractors, suppliers and specialists (if applicable) who may be utilised by the applicant in order to provide the required maintenance services, including names, addresses and contact information.

Business Name	Service Type	Contact Person	Phone #	Address

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_





## Appendix A

### Annual Activity Schedule

(maps attached – part 1 and 2)

Additional cuts may be required depending on seasonal influences – to be charged at specified rates quoted.

***\*Note: Specified time for schedule is an estimation only***

1 of 5

<b>Triabunna Township – approx 7 days*</b>				
	<b>Activity</b>	<b>Average cuts per year</b>	<b>\$ GST Incl. per cut</b>	<b>Comment</b>
1	Mowing all areas including litter removal and fallen limb removal	8		Growth height not to exceed 100 mm
2	Brushcutting all areas	8		Growth height not to exceed 100 mm
3	<b>Additional mowing of Tasman Hwy ONLY</b> If determined by Manager Works	Per cut		

## Appendix B

### Annual Activity Schedule

(map attached)

Additional cuts may be required depending on seasonal influences – to be charged at specified rates quoted.

***\*Note: Specified time for schedule is an estimation only***

2 of 5

<b>Barton Ave / Louisville Road – approx 3 days*</b>				
	<b>Activity</b>	<b>Average cuts per year</b>	<b>\$ GST Incl. per cut</b>	<b>Comment</b>
1	Mowing all areas including litter removal and fallen limb removal	8		Growth height not to exceed 100 mm
2	Brushcutting all areas	8		Growth height not to exceed 100 mm



## Appendix C

### Annual Activity Schedule

(map attached)

Additional cuts may be required depending on seasonal influences – to be charged at specified rates quoted.

***\*Note: Specified time for schedule is an estimation only***

3 of 5

<b>Orford Township – approx 5 days*</b>				
	<b>Activity</b>	<b>Average cuts per year</b>	<b>\$ GST Incl. per cut</b>	<b>Comment</b>
1	Mowing all areas including litter removal and fallen limb removal	8		Growth height not to exceed 100 mm
2	Brushcutting all areas	8		Growth height not to exceed 100 mm
3	<b>Additional mowing of Tasman Hwy ONLY</b> If determined by Manager Works	Per cut		

## Appendix D

### Annual Activity Schedule

(map attached)

Additional cuts may be required depending on seasonal influences – to be charged at specified rates quoted.

***\*Note: Specified time for schedule is an estimation only***

4 of 5

<b>Shelly Beach / Spring Beach – approx 6 days*</b>				
	<b>Activity</b>	<b>Average cuts per year</b>	<b>\$ GST Incl. per cut</b>	<b>Comment</b>
1	Mowing all areas including litter removal and fallen limb removal	8		Growth height not to exceed 100 mm
2	Brushcutting all areas	8		Growth height not to exceed 100 mm

## Appendix E

### Annual Activity Schedule

(map attached)

Additional cuts may be required depending on seasonal influences – to be charged at specified rates quoted.

***\*Note: Specified time for schedule is an estimation only***

5 of 5

<b>Buckland Township – approx 2 days*</b>				
	<b>Activity</b>	<b>Average cuts per year</b>	<b>\$ GST Incl. per cut</b>	<b>Comment</b>
1	Mowing all areas including litter removal and fallen limb removal	8		Growth height not to exceed 100 mm
2	Brushcutting all areas	8		Growth height not to exceed 100 mm
3	<b>Additional mowing of Tasman Hwy ONLY</b> If determined by Manager Works	Per cut		