



Goomalling Football Club Inc.

REQUEST FOR TENDER

Request for Tender (RFT)

Supply and installation of sports lighting on the AFL/Cricket oval at the Goomalling Recreation Ground.

Deadline

4.00pm Thursday 23 November 2023

Address for delivery:

Ashley Lord
President
Goomalling Football Club

C/-Shire of Goomalling
32 Quinlan Street
Goomalling WA 6460

RFT Number:

2023-01

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1. PRINCIPAL'S REQUEST

1.1 Contract Requirements

The Goomalling Football Club request the following services for their 2023-24 Capital works program.

- Supply and installation of sports lighting on the AFL/cricket oval at the Goomalling Recreation Ground.

Task Description	Responsibility		
	Contractor	Goomalling Football Club	Shire of Goomalling
Supply Term of Reference for Sports Lighting			YES
Submission of detailed design/implementation plan/costing as specified in Tender request	YES		
Decommissioning, removal and disposal of existing lighting and poles		YES	
Site work preparation (earthworks) including site survey verification and site compaction			YES
Building Licences and utilities approvals	YES		
Procurement, manufacture and installation of sports lighting	YES		
Connection to electricity	YES		
Work assessment, with any follow-up if deemed necessary	YES	YES	YES

1.2 Tender Documents

The request for tender comprises of the following parts:

Part 1 – Principal's request

Part 2 – Specifications and/or plans and drawings

Part 3 – Tenderer's Offer

Part 4 – Site plans and subsurface mapping

1.3 Definitions

Below is the summary of some of the important defined term used in this request:

Attachments	The documents you attach as part of your Tender submission;
Contractor	Means the person or person corporation or corporations whose Tender is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations;
Deadline	The deadline for lodgement of your Tender;
Offer	Your offer to be selected to supply the requirements;
Principal	President, Goomalling Football Club;
Request	This document;
Requirements	The design, manufacture and installation of Sports Lighting at the Goomalling Recreation Grund as requested by the Principal;
Selection criteria	The criteria used by the Principal in evaluating your tender;
Specifications	The statement of requirements that the Principal requests you provided if selected;
Tender	Completed Offer form, response to the selection criteria and attachments;
Tenderer	Someone who has or tender to submit an offer to the Principal.

1.4 How to prepare your tender

- Carefully read all parts of this document
- Ensure you understand the requirements
- Complete and return part 3 (the offer) in all aspects and include all attachments
- Make sure you've signed the offer form and responded to the selection criteria
- Lodge your tender before the deadline

1.5 Contact Persons

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

Name:	Tahnee Bird	Peter Bentley
Email:	cdo@goomalling.wa.gov.au	ceo@goomalling.wa.gov.au
Phone:	9629 1101	9629 1101

1.7 Tender Briefing/Site Inspection

There is no mandatory briefing, however we recommend intending Tenderers make themselves familiar with the location and the proposed site by organising a site visit. Site visits can be organised by contact the Shire of Goomalling on (08) 9629 1101.

1.8 Evaluation Process

The lowest tender may not be accepted nor that one Tenderer will be given the whole contract.

The Goomalling Football club reserve their individual rights to accept or reject any portion of this Tender.

This is a Request for Tender (RFT).

Your Tender will be evaluated using information provided in your Tender.

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

- a) Tenders are checked for completeness and compliance. Tender that does not contain all the information requested may be excluded from the evaluation process;
- b) Tenders are assessed against the listed selection criteria. Contract costs are evaluated, eg tendered prices and other relevant whole of life costs are considered;
- c) The most suitable Tenderers may be shortlisted. Referees may also be contacted prior to the selection of the successful Tender.

1.9 Selection Criteria

The contract may be awarded to a sole Tenderers who best demonstrated the ability to provide quality product 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 reserves the right to determine that the Tender be apportioned to the most suitable Tenderer/Tenderers.

The Principal has adopted the best value for money approach to this request.

This means that, although the 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 and unless otherwise stated, a Tender that provided all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates 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 for final assessment of the qualitative criteria and in the overall assessment of value for money.

1.9.1 Compliance Criteria

These criteria are detailed in part 3 of this document and will not be 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 further consideration.

1.9.2 Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer 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 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.

1.9.3 Price Considerations

Non-weighted cost criteria

The evaluation panel will make a series of value judgements based on the ability of the Tenderers to complete the requirements and a number of factors will be considered including:

- a) The qualitative ranking of each Tenderer; and
- b) The pricing submitted by each Tenderer.

Once the tenders have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine the Tender which is most advantageous to the Principal.

The tendered price will be considered along with related factors affecting the total cost to the Principal. e.g. the lifetime operating costs of lights or the Principal's Contract management costs may also be considered in assessing the best value for money outcome.

1.10 Price Basis

FIXED PRICES

All prices for 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 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.

1.11 The principal's policy that may affect selection

Not Applicable

1.12 Conditions of Tendering

1.12.1 Lodgement of Tenders and delivery method

The Tender must be lodged by the deadline, The deadline for this request is **4.00pm, Thursday 23 November 2023.**

Electronic Mail is preferred.

To submit an electronic Tender:

- a) Email cdo@goomalling.wa.gov.au with the subject lined specified with the tender number (RFT 2023-01) and attached the Tender documents to the email (or via Dropbox link if too large); and
- b) All tenders received by email will be confirmed by a response email.

In person and Mail tenders will be accepted

To submit a mail tender:

- a) Placed in a sealed envelope clearly endorsed with the tender number (RFT 2023-01) and title as shown on the front cover of this request; and
- b) Deliver by hand and placed in the Tender box at 32 Quinlan Street, Goomalling (by the Tendered or the Tenderer's private agent) or sent through the mail to President, Goomalling Football Club C/- Shire of Goomalling, PO Box 118, GOOMALLING WA 6460.

Tenderers must ensure that they have provided two (2) signed hard copies of the tender (one to be marked as "ORIGINAL" and bound, the other to be marked "COPY" and unbound). Any brochure and or pamphlets must be attached to both original and the copy.

Tenders by facsimile will not be accepted.

1.12.2 Late Tenders

Tenders received:

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

Will **NOT** be accepted

1.12.3 Acceptance of Tenders

The principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

1.12.4 Disclosure of Contract Information

Documents and other information relevant to the Contract may be disclosed when required under 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 advice that no Tender was accepted.

1.12.5 Alternative Tenders

Alternative Tenders may be considered. The Principal may however, in its absolute discretion, reject any Alternative Tender as invalid.

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".

Any printed "General Condition 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.

1.12.6 Tender Validity Period

All Tenders will remain valid and open for acceptance until 30 June 2024, unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.12.7 General Condition of Contract

Tenders will be deemed to have been made on the basis of and to incorporate the General Conditions of Contract for the Supply of Goods.

1.12.8 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 term and conditions appearing in this request will have precedence.

1.12.9 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 enquiries;
- 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 of the conditions of tendering and of all matters and things necessary for the due and proper performance and completion of the work described herein;
- d) acknowledged that the Principal may enter into negotiation 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 request documents and all relevant attachments.

1.12.10 Alterations

The Tendered 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.

1.12.11 Risk Assessment

The principal may have access to and give consideration to:

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

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

1.12.12 Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of a 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. The Tenderer be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the contract.

1.12.13 Canvassing officials

If a Tenderer, whether personally or by an agent, canvasses any of the Councillors or Officers of the Shire of Goomalling or Goomalling Football Club with a view of influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having had any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

1.12.14 Identity of tenderers

The identity of the Tenderer and Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in Part 3 and whose execution appears on the offer form in Part 3 of this request. Upon receipt of acceptance of the Tender, the Tenderer will become the Contractor.

1.12.15 Tender opening

Tenders will be opened in the Shire of Goomalling 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 a Tender by the due deadline will be read out at the tender opening. No discussion 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 **Thursday 23 November 2023** at the Shire of Goomalling Administration Centre as soon as practicable after the Tender deadline of **4.00pm**.

2. SPECIFICATIONS

2.1 Introduction

The Goomalling Football Club is replacing and upgrading the football/cricket oval sports lighting at Goomalling Recreation Ground.

Stakeholders considered in the project include Goomalling Football Club, Mortlock Football League, Goomalling Cricket Club, Wyalkatchem Cricket Association, Avon Cricket Association, Western Australia Cricket Association (WACA) and Western Australian Country Football League (WACFL), Western Australian Football League (WAFL).

The Shire of Goomalling is 132 km north-east of the Perth Metropolitan area, and the Goomalling town site, which is the primary service area of the Shire, is situated approximately a 1.25 hour drive from Midland via Northam or Toodyay. The majority of settlement is consolidated within and around the Goomalling town site.

There are currently 955 people located in the Shire of Goomalling.

2.2 Background Information

The Goomalling Oval Lighting Project involves the replacement of existing lighting that has reached end of life. There are currently six 20 metre lighting towers (ex Richmond Raceway) with halogen globes that no longer meet required standards providing lighting to fields. The lights were erected in excess of 30 years ago and were second-hand at that time. Some of the poles require fairly urgent replacement.

Full replacement is required including poles, footings and cabling.

Upgrade from Halogen to LED, minimum of 100 Lux required with capacity to be increased to 250 lux to accommodate cricket training in the future.

Decommissioning, removal and disposal of the existing lights will be carried out by the club prior to the project commencement. Earthworks and site preparation will be carried out by the Shire of Goomalling in consultation with the awarded contractor.

Goomalling Football Club Inc has been successful in their application in the Club Night Light Program for 2023/24 financial year and is completing this tender in accordance with the condition of their grant agreement.

Goomalling Football Club is seeking to replace the lights during their off season between October 2023 and March 2024.

The new lights will comply with relevant Australian Standards

AS2560.1 – 2002 Sports Lighting Part 1: General Principles

AS 2560.2.3 – 2002: Sports Lighting Part 2.3: Specific Applications – Lighting for Football (all codes)

AS 4282 -1997 Control of obtrusive effects of outdoor lighting

Significant power upgrades were carried out in 2015 and should be sufficient to accommodate the new lights. The project will require upgrade of electrical cabling, poles and light lamp and head replacements. The proposed minimum lux for an playing amateur level football field is 100 lux. The wiring and poles are to be sufficient to enable to further upgrade and enhancement of lights to accommodate cricket training and a later date when economically viable (250 lux). An application for remote access and control of the lighting system to enable easy turning on/off of the lights for club should also be included.

The lights will also assist Council to achieve sustainability milestone by reducing energy consumption by using LED lamps and utilising lighting control systems. The dimmable option or the option to turn on certain lights on or off will further support the shire's efforts to reduce energy consumption.

This project will be monitored by the Shire of Goomalling and the expected completion date including acquittal of grant funding is on or prior to 30 June 2024.

2.3 Scope of Work

- Upon selection of contractor, confirmation of design, specification and costings for oval light documented as detailed in part 4 and 5;
- Negotiated agreement of specification in contract document
- Completion of Contractor induction (via Velpic) and Safe Work Method Statement (SWMS) to comply with *Work Health & Safety Act 2020*
- Upon confirmation of the approved design by principal, proceed with construction of sports lighting at Goomalling Recreation Ground;
 - Fulfilment of statutory requirement including building application
 - Mobilisation
 - Manufacture and installation as agreed during contract negotiations within a specified timeframe
 - Connection to utilities
 - Demobilisation include site clean-up and environmentally aware disposal of waste;
 - Post-construction inspection and handover
 - Post handover inspection and addressing of construction flaws and issues
 - Specified defect period.

2.4 Specific Requirements of the contract

The contract will be managed by the Goomalling Football Club and any difficulties in maintaining any aspect of this tender must be discussed with President, Ashley Lord 0427 774 459.

2.5 Implementation timetable

The Tenderer shall supply in the Tender Submission an estimated timeframe for the design, manufacture and installation of the sports lighting at the Goomalling Recreation Ground.

The Tenderer shall supply a timely service as soon as practical following the signing of the contract.

2.6 Works Inspection/Remedial Works

The successful Tenderer (Contractor) is to conduct post works inspection with the nominated representative of Council where works were carried out, to ascertain completion of work to the satisfaction of the local government.

Any remedial action and scheduling is to be consented to by the nominated representative of Council.

3. TENDERER'S OFFER

3.1 OFFER FORM

To the President
Goomalling Football Club Inc

I/ we (BLOCK LETTERS)			
Of (ADDRESS)			
ABN/GST STATUS		ACN	
Phone No.		Mobile	
Email			

In response to RFT 2023-01

Design, manufacture and installation of Sporting Lighting (LED) at the Goomalling Recreation Ground – Football/Cricket Oval

I/we agree that I am/we are bound by, and will comply with this request and its associated schedules, attachments in this request signed and completed.

The tendered price is valid until 30 June 2024 unless otherwise stipulated by 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.

Date this _____ day of _____ 20_____

Signature of authorised signatory
of Tenderer: _____

Name of authorised signatory
(BLOCK LETTERS) _____

Position _____

Address _____

Witness signature _____

Name of witness (BLOCK LETTERS) _____

Address _____

3.2 TENDERER'S RESPONSE

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.

(NOTE: All pages within Part 3 are to be completed and returned to the Principal as they form part of your Tender Submission).

3.2.1 Quality Assurance

Does your organisation have any quality assurance or quality assurance systems?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you propose to subcontract, does your subcontractor have a "third party" quality management system in place?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Supply evidence or details of your quality assurance position and where relevant of your supplier's or subcontractor's position, in an attachment labelled "quality assurance":	"Quality Assurance"	Check if attached <input type="checkbox"/>

3.2.2 Insurance Coverage

The contractor and its subcontractor(s) (if any) will be required to maintain insurance policies in the following sums:

- a) Public Liability Insurance in the sum of at least \$10,000,000 (ten million dollars) in respect to any one occurrence and for an unlimited number of claims;
- b) Workers' compensation or personal accident insurance cover as required by law (whichever may apply).

Tenderers are to supply evidence of their insurance coverage in a format as outline below or in an attachment labelled "insurance coverage". A copy of the Certificate of Currency is to be provided to the Principal within 14 days of acceptance of Tender.			"Insurance Coverage"	Check if attached <input type="checkbox"/>
Type	Insurer – Broker	Policy Number	Value (\$)	Expiry Date
Public Liability				
Workers Compensation				
Other				
Other				

3.3 SELECTION CRITERIA

3.3.1 Qualitative Criteria

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

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

<p>A) Relevant Experience Describe your experience in completing/supplying similar requirements. Tenderers must, as a minimum, address the following information in attachment labelled “relevant experience”.</p> <p>a) provide details of similar work; b) provide scope of the tenderer’s involvement including details of outcomes; c) Provide details of issue that arose during the project and how these were managed; d) Demonstrate sound judgement and discretion; and e) Demonstrate competency and provide track record of achieving outcomes.</p>	Weighting 20%	
	“Relevant Experience”	Check if attached <input type="checkbox"/>

<p>B) Key personnel skills and experience Tenderers should provide as a minimum information of proposed personnel to be allocated to this project; examples of evidence include:</p> <p>a) Their role in performance of contract; b) Curriculum vitae; c) Membership to any professional or business associations; d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and e) Any additional information</p> <p>Supply details in an attachment labelled “key personnel”</p>	Weighting 20%	
	“Key personnel”	Check if attached <input type="checkbox"/>

<p>C) Tenderer’s Resources Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <p>a) Plant, equipment and materials; and b) Any contingency measures or back up of resources including personnel (where applicable)</p> <p>As a minimum, Tenderers should provide a current commitment schedule in an attachment labelled “Tenderer’s resources”</p>	<p>Weighting 20%</p>	
	<p>“Tenderer’s resources”</p>	<p>Check if attached <input checked="" type="checkbox"/></p>

<p>D) Demonstrated understanding Tenderers should detail the process they intend to use to achieve the requirements of the Specifications, Areas that you may wish to cover include:</p> <p>a) Project design documentation and budget; b) A project schedule and/timeline or GANTT chart must be provided; c) The process for delivery of the goods/services; d) A willingness to employ local and regional trades persons; e) A demonstrated understanding the scope of work; and f) Provide details of any manufacturing and supplier warranties applicable.</p> <p>Supply details and provide an outline of your proposed methodology in an attachment labelled “demonstrated understanding”</p>	<p>Weighting 40%</p>	
	<p>“Demonstrated understanding”</p>	<p>Check if attached <input type="checkbox"/></p>

3.4 PRICE INFORMATION

Tenderers must complete the following “price schedule”. Before completing the price schedule, Tenderers should ensure they have read the entire request.

3.4.1 Discounts

Are you prepared to allow a discount for prompt settlement of accounts?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you are offering different discount for different periods, or other discounts such as volume discounts, detail them in an attachment labelled “Discounts”.	“Discounts”	Check if attached <input type="checkbox"/>

3.4.2 Total Tendered Price

Total tendered price (including GST) for the Design, Manufacture and Installation of Sports Lighting at the Goomalling Recreation Ground.	\$
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3.4.3 Payment Breakdown

Supply and install new poles and LED luminaries for the football/cricket oval) including concrete footings, conduits, pits and cables)	\$
Sundries, travel and accommodation	\$
Night focusing and testing	\$
Supply and installation of remote application for offsite management of lights	\$
Pole engineer certification	\$
As constructed documentation and project manuals	\$
Other	\$

3.4.4 Schedule of Payments

Schedule of payments as pursuant to Standard Building Contracts	
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4. DESIGN DOCUMENTATION & SPECIFICATIONS

GOOMALLING FOOTBALL/CRICKET OVAL LED FLOOD LIGHTING INSTALLATION

Goomalling Football Club Inc is requesting quotes from contractors for supply and installation of LED flood lighting at the Goomalling Recreation Ground. Installation of lights needs to ensure it meets the minimum Australian Standards for amateur football fixtures matches (Football 100lux) with wiring and poles to meet minimum standards for amateur cricket training (250lux) (additional lights to be added at later date when economically viable).

1. **Supply and install of new poles and LED luminaries for the football playing field. This excludes the decommissioning and disposal of current lights.**
 - a) Supply and delivery of LED luminaries to Goomalling (minimum 100 lux)
 - b) Supply and delivery of light poles to Goomalling (support 250lux LED weight)
 - c) Installation of light poles and LED lights
 - d) Installation of concrete footings
 - e) Installation of underground conduits, pits and cables
 - f) Connection of lights to utilities
 - g) Supply and installation of application for offsite control of lights including induction with club officials/Council reps on use of application
2. **Submit application for Building Permit to Shire of Goomalling prior to construction.**
3. **Sundries, travel and accommodation**
4. **Night focusing and testing**
5. **Pole engineer's certification and association plans**
6. **As constructed documentation and project manuals**

*****The earthworks and site preparation will be carried out by the Shire of Goomalling in consultation with the awarded contractor.**

5. SITE PLAN & SUBSURFACE MAPPING



Supplementary documentation:

[ETC – Power Supply Upgrade - confirmation](#)

[ETC – Power Supply Upgrade - design](#)

[Goomalling Recreation Ground Subsurface Mapping](#)