

Part 1 READ AND KEEP THIS PART



Request for Tender:

DANDARAGAN RECREATION PRECINCT CHANGEROOMS PROJECT

Deadline:

4pm (AWST), Monday 12 October 2026

Address for Delivery:

"RFT 01/2027 – Dandaragan Recreation Precinct Changerooms Project - Private and Confidential"

Chief Executive Officer

Shire of Dandaragan

PO Box 676

JURIEN BAY WA 6516

Or emailed to:

tenders@dandaragan.wa.gov.au

RFT Number:

01/2027

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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 assignments 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 design and Construction of the Cervantes changeroom and umpire amenities upgrade project provided in Part 3.
Offer:	Your offer to supply the Requirements.
Principal:	Shire of Dandaragan
Request OR RTF OR Request for Tender	This document.
Requirement:	The final design and construction of the Cervantes changeroom and umpire amenities upgrade alterations and additions requested by the Principal.
Selection Criteria:	The Criteria used by the Principal in evaluating your Tender.
Special Conditions:	The additional contractual terms provided in Part 4.
Specification:	The Statement of Requirements that the Principal requests you to provide 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.
Tender Open Period:	The time between advertising the Request and the Deadline.

Part 1 READ AND KEEP THIS PART

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 5 – Tenderer's Offer (*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

- 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:

Name:	Alex MacKenzie – A/Executive Manager Development Services
Telephone:	(08) 9652 0800
Email:	alexm@dandaragan.wa.gov.au

1.5 Requests for Clarification

Tenderers may submit a written request for clarification on any part of the RFT documents prior to lodgement of their Tender. Written clarifications must be made by emailing dsr@dandaragan.wa.gov.au.

No requests for information or clarification to the RFT Documents will be accepted later than seven (7) days prior to the Deadline of this Request.

1.6 Tender Briefing/Site Inspection

Attendance at this meeting is optional.

Tenderers are invited to attend an individually suited site inspection and tender briefing, if required. To clarify any uncertainties, contact A/Executive Manager Development Services Alex MacKenzie, via email alexm@dandaragan.wa.gov.au to set up a mutually suitable date and time.

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

1.7 Lodgement of Tenders and Delivery Method

The tender must be lodged and received by the Deadline. **The Deadline for this request is *Monday 12 October 2026 at 4.00 pm.***

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 Dandaragan, 69 Bashford Street, Jurien Bay WA 6516 (by the Tenderer or the Tenderer's private agent)
- c) Sent through the mail to the Chief Executive Officer Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516; *or*
- d) Emailed to tenders@dandaragan.wa.gov.au; attention Chief Executive Officer.

Tenders submitted by Facsimile will not be accepted. Tenderers must ensure that they have provided two (2) signed copies of their Tender; one to be marked "ORIGINAL" and unbound and clipped (not stapled) and the other(s) 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.

1.8 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.

No web links or hyperlinks will be considered as part of any submission.

1.9 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.

1.10 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.

1.11 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.

1.12 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.

1.13 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.

1.14 Alternative Tenders

All Alternative Tenders must 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 be clearly marked "**Alternative Tender**".

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

Any printed "General Conditions of Contract" contained within a Tender will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

1.15 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.

1.16 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.

1.17 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 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.

1.18 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 (eg 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.

1.19 Selection Criteria

The Contract may be awarded to a sole Tenderer or group of Tenderers 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. 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 in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.20 Compliance Criteria

These criteria are detailed within Part 4.2.1 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.

1.21 Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within Part 4.2.2 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.

1.22 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).

Criteria	Weighting
Tendered Price	30%

Clause B: Non Weighted Price Criteria

The non-weighted cost method is used where functional considerations such as capacity, quality and adaptability are seen to be crucial to the outcome of the contract. The evaluation panel will make a series of value judgements based on the capability of the Tenderers to complete the Requirements and a number of factors will be considered including:

- a) the qualitative ranking of each Tenderer;
- b) the pricing submitted by each Tenderer;
- c) construction drawings provided will be utilized for other projects (Dandaragan Recreation Centre).

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 goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome).

1.23 Regional Price Reference

Tenderers for the contract will be afforded a preference in accordance with Regulation 24(A-G) of the Local Government (Functions and General) Regulations and the Shire of Dandaragan's Regional Preference Policy adopted by Council on 23 May 2019.

The Policy stipulates that the objective of this policy is to stimulate sustainable economic activity in the Shire by maximising the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire of Dandaragan.

1.24 Price Basis

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.

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 Councillors or 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 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.

1.30 In House Tenders

The Principal does not intend to submit an In House Tender.

2 Statement of Requirements

2.1 Introduction

The Shire of Dandaragan invites suitably registered, qualified and experienced Construction Contractors / Manufacturers to submit tenders for the design and construction of the Dandaragan Recreation Precinct Changerooms facility.

Deliverables

- Design and Construction of New Changerooms and Umpire Amenities – A new facility built adjacent to the existing community recreation centre to meet AFL and accessibility standards.

These works are proposed to support a modern, accessible, and functional precinct that meets community and regional sporting needs.

The designs for the recently completed Cervantes Changerooms facility is provided as a reference project to demonstrate the Shire's desired standard, functionality and level of finish (Architectural Drawing CCR_REVB). The Cervantes drawings and associated documentation are intended as a guide only and do not constitute a prescribed design solution. Tenderers are encouraged to develop site-specific solutions that meet the functional requirements of the Dandaragan Recreation Precinct and represent best value for money.

2.2 Background Information

The Dandaragan Recreation Precinct is located on Dandaragan Road in the northern part of the Dandaragan townsite and functions as a key community and sporting hub for local clubs, community groups, residents and visitors. The precinct includes the Dandaragan Community Centre, Dandaragan Community Recreation Club, bowls green, tennis courts, outdoor multi-court, oval, hockey field, playground and transit park.

The Shire's Sport and Recreation Plan identified the need to prepare a new master plan for the precinct to guide future investment, support co-location of facilities and renew ageing infrastructure. The Dandaragan Recreation Precinct Master Plan was developed through a structured process involving a local Working Group, site analysis, stakeholder engagement, concept planning and public consultation.

The endorsed Master Plan reconfigures the precinct into a more cohesive and co-located sports and community hub. Its priority projects include new changerooms and additional general use ablutions, sheltered viewing areas and seating for football and the multi-court, a new bar servery, resurfacing of the outdoor court with multi-court markings and goals, additional multi-purpose or storage space, additional men's ablutions, and stage area security and access control.

The new changerooms have been identified as the Stage 1 urgent priority due to the current lack of suitable changeroom facilities, particularly for female participants and multiple team use. Existing facilities do not adequately support mixed-gender participation, junior and women's sport, officials, or contemporary expectations for privacy, accessibility and inclusion.

This project seeks to progress the Master Plan from strategic planning into design finalisation, approvals and construction of a new changeroom and ablutions facility that supports year-round sporting and community use, improves accessibility and inclusion, and contributes to a modern, functional and highly utilised recreation precinct for Dandaragan.

2.3 Definitions

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

Contractor's Representative:	Means any Officer or person duly authorised by the Contractor, in writing, to act on their behalf for the purpose of the Contract;
Principal's Representative	Means any Officer of person duly authorised by the Principal, in writing, to act on their behalf for the purpose of the Contract;
Works or Services:	Means the Services, which the Contractor is required to provide to the Principal and the Contractor under the Contract;

2.4 Scope of Work

The contractor shall complete all works required to deliver the following components. All works are to be completed in accordance with relevant codes, standards, and guidelines.

The scope of works/services includes:

- Design & Construction, drainage and associated lighting, electrical and associated works
- Liaison with Power, Water, and Landscaping Contractors as required
- Site Works – Including set out, site clearing, earthworks and foundations*
- Provision of adequate wastewater / septic waste system including the necessary Shire approvals (Application to Construct or Install an Apparatus for the Treatment of Sewage)
- Site Security and Safety
- Provision for future CCTV and Wi-Fi (conduits)
- Provision for future air conditioning conduits to both changerooms and umpire room.
- Site Reinstatement - Fully reinstate the site and leave the works in a neat and tidy condition; and
- 'Working (concept) Drawings'.

**Tenders are requested to provide costed options for how the project may be delivered utilising the Shire's capacity to provide fill sand and complete certain earthwork actions.*

2.4.1 Construction of New Changeroom and Umpire Amenities

This stage of the project involves the construction of a new changeroom and umpire amenities facility between the recreation centre and the junior basketball court. Refer aerial image below.

Figure 1 – Aerial Location Plan for Proposed Changeroom



Figure 2 – Aerial Showing Site Constraints



2.4.1.1 Construction Scope

While **Architectural Drawing CCR_REVB** is provided for guidance on the Shire's expectations; the contractor shall provide construction/working drawings, all materials, labour, coordination, and approvals necessary to deliver a complete and functional new build that is suitable for this site. Requested amendments to Architectural Drawing CCR_REVB (listed below) are shown in Attachments. The facility is to be designed to accommodate peak usage associated with sporting events and changeroom amenities, including underground services, wastewater treatment system, toilets, basins, and showers, including:

Room Layout & Fixtures

2x changerooms (Home & Away), each to include:

- 3x toilets (WC)
- 3x individual showers
- 3x hand basins
- Future air conditioning conduits

Home Changeroom

- The home changeroom must be able to have a section of wall (i.e. french doors) that can open to interface with the adjoining sandpit/play area on the western side.
- The home changeroom should have a small kitchenette bench area in the corner adjoining bathroom.

1x umpire amenities room, to include:

- 1x toilet (WC)
- 1x shower
- 1x hand basin
- Future air conditioning conduits

Total sanitary fixtures across the facility:

- 7x toilets (WC)
- 7x showers 7x hand basins.

Verandah's and Integration

- The building should have a covered verandah with skillion style roof addressing oval.
- The building should have a covered verandah on the western side interfacing with the adjoining children's playground.
- The eastern verandah should align with the verandah of the existing rec centre to the north.
- The building should include a tiered level design to allow for integration between the facility and the oval. This is also intended to allow for informal seating on the tiered levels and player access to the oval.
- The building will need to be designed to achieve separation from existing effluent services extending from the north-west to south-east on-site and should allow for tie-in with existing leach drains, located a short distance to the south-east.

One changeroom to include a fully accessible toilet and shower compliant with AS 1428.1 and NCC access provisions (Access to Premises – Buildings).

NB: The Changeroom building is to address the oval. The Home changeroom is to be larger than the away changeroom and located on the southern side of the building to allow for it to interface with the children play area on the western side. All handbasins and toilet suites are requested to be Coroma to fit with Shire asset requirements.

2.4.1.2 Building Construction

- Concrete slab and footings
- Structural framing and roof sheeting
- External and internal walls, insulation, and wall linings
- External cladding and paint finishes
- Tiling to floors and walls in all wet areas
- Suspended ceilings suitable for wet environments
- Painting to all walls, ceilings, doors, frames, bench seats, and shower seating
- Door and hardware installation to match the southern extension (keyed to Shire requirements).
- The

2.4.1.3 Mechanical, Plumbing & Electrical

Plumbing Installation including:

- Full plumbing installation for all listed fixtures
- 4x heat pump hot water units (2 per changeroom) with tamper-proof aluminium cages
- Potable water supply, including capacity to service all plumbing fixtures and hot water and including underground services, wastewater treatment system (e.g. showers, basins, sinks)
- Mechanical exhaust fans to toilets, changerooms, and showers (vented externally)
- Estimate for any upgrade to capacity/connection required.

Electrical installation including:

- General lighting and power points
- Motion-sensor lighting in changerooms and corridors
- Separate switching for general-purpose areas
- Timer rails and coat hooks above benches (match existing; confirm on site)
- Installation of gender-neutral/changeable signage throughout.
- Estimate for any upgrade to capacity/connection required.

2.4.1.4 External and Access Works

- Construction of a skillion roof on the northern side of the new changerooms, sloping southwards, as per architectural drawings
- Installation of a covered walkway with a minimum width of 3,000 mm, including:
 - Structural supports and roofing
 - Drainage, kerbing, and compliant surfacing
 - Integration with surrounding footpaths and landscape areas
- Provide universal access ramps and compliant pathways to all changeroom entries and to the accessible amenities, in line with AS 1428.1 and NCC access provisions.
- Installation of adequate wastewater / septic waste system.

2.4.1.5 Other Design Requirements

- It is requested that design provide for a storage room on the northern end, accessible from the western side.
- Design should reduce the overall size of the internal area of the home changeroom building as shown in drawing CCR-REVB.

2.4.2 Contractor Responsibilities and Variations

The contractor must:

- Review all available documentation and site conditions before submitting a tender
- Include in their lump sum price all costs required to deliver the complete project, including provision of reasonable allowances for coordination and clarification of documentation.

Seek clarification from the Shire prior to tender close for any ambiguous scope items. Any variations due to site conditions, design omissions, or scope ambiguities must:

- Be submitted in writing with a detailed scope and cost breakdown
- Not proceed without written approval from the Shire of Dandaragan
- Be managed in accordance with the contract's variation procedure.

2.5 Compliance Requirements

All works described in Section 2.4, including but not limited to the construction of changeroom and amenities

- The National Construction Code (NCC) and Building Code of Australia (BCA)
- Health (Miscellaneous Provisions) Act 1911 and Health (Treatment of sewage and Disposal Of Effluent And Liquid Waste) Regulations 1974
- Relevant Australian Standards
- The Disability (Access to Premises – Buildings) Standards 2010
- Work Health and Safety Act (WHS) and subsidiary WHS legislation i.e. regulations and all applicable codes of practice
- Relevant local government planning, environmental and construction approvals
- Project-specific requirements, including the AFL Preferred Facility Guidelines (2024) where applicable.
- Notify any (if any) professional consultants and shire representative of any inspection/s required as per documentation identifying any (if any) Hold points prior to proceeding. Notice of inspection/s required (if any) must be given at least 2 weeks notice.

The contractor is responsible for ensuring that all materials, construction methods, and installation practices meet current codes and regulatory requirements. All finishes, fixtures, and layouts are to be confirmed with the Shire of Dandaragan prior to installation.

2.5.1 Project Timeframe

Indicative construction timeframes or key dates will be communicated to the successful contractor upon award, however, the primary need is for the project to be completed no later than 23 July 2027 in order for the facility to be available for the local winter sports finals series. The contractor is expected to work cooperatively with the Shire to establish a mutually acceptable construction program. Tenders are requested to provide an estimated project timeframe, detailing the following, at a minimum.

Task	Date	Est. Days	Notes
Design Work			
CDC - Certification			
Building Permit Submission			
Site Mobilisation			
Site Preparation - Earthworks			
Services Prelay			

Part 2 READ AND KEEP THIS PART

Footings and Slab			
Walls			
Roof Trusses and Roof Cover			
Services Prelay			
Lock Up			
Internal and External Finishing			
Services Installation			
Fit Out			
Completion			
Handover			

2.5.2 Scope Exclusions

The following items are excluded from the Initial Cost Estimate (ICE) and are to be addressed separately as required by the Shire of Dandaragan. These items must not be included in the tenderer's lump sum price unless explicitly requested:

- Loose furniture
- Upgrading to existing sports fields
- Works outside the site boundaries.

2.6 Detailed Specification

In lieu of fully developed technical documentation at this stage, the following performance and functional requirements apply to all works described in Section 2.4 (Scope of Work). These requirements outline the minimum standards, compliance obligations, and expectations for materials, workmanship, and delivery methods.

Contractors are expected to review the provided concept drawings and associated documentation and to make reasonable assumptions based on current best practices for community infrastructure and recreation facilities.

Where specific materials, finishes, or product selections are not yet confirmed, the contractor shall:

- Allow for quality, durable materials suited to public, high-traffic environments.
- Match or exceed the standard of the recently completed southern extension of the facility.
- Confirm all final finishes, fixtures, and layouts with the Shire of Dandaragan prior to procurement or installation.

2.6.1 General Performance and Construction Requirements

- Building practices must be in accordance with ALL applicable standards.
- All new and modified areas must comply with:
- The National Construction Code's (NCC) and all applicable Building Code's of Australia (BCA)
- All relevant Australian Standards (as applicable)
- Current Accessibility (Access to Premises – Building Standards)
- Work Health and Safety Act (WHS) of Western Australia and WHS subsidiary legislation i.e. WHS regulations of Western Australia
- Local government building and planning requirements. Accessibility features (e.g. pathways, ramps, door widths, signage, parking bays) must comply with current Accessibility (Access to Premises – Buildings) Standards

- Where drawings or documents do not specify products or systems, the contractor must select equivalent commercial-grade solutions and seek approval from the Shire.

2.6.2 Services, Fixtures, and Fit-Outs

- Lighting to be energy-efficient LED throughout, with sensor-activated control where indicated.
- Exhaust fans to be installed in all toilets, changerooms, and shower areas, vented externally.
- Hot water to be provided via heat pump units, to be commissioned and tested before handover.
- Plumbing and electrical services to be integrated into the existing network and tested as part of commissioning.
- Any new fit-out items (e.g. kitchenette, retractable shelving, benches, signage) to be commercial-grade and confirmed with the Shire prior to manufacture or installation.
- Data and AV provisions to support community and operational use as per general layout.
- All compliance documentation to be provided to the Shire of Dandaragan and relevant authorities as required.

2.6.3 Works and Site Integration

- All works to be undertaken safely, with appropriate controls for dust, noise, and waste management
- Where redundant services are removed (e.g. gas, plumbing, electrical), the contractor must ensure safe disconnection and compliance with authority requirements
- Site to be made good following demolition, including cleanup and protection of adjacent areas
- Temporary fencing, signage, and safety measures to be installed as needed throughout construction.

2.6.4 Testing, Commissioning, and Handover

The contractor must test and verify the functionality and compliance of all installed systems and works. At minimum, this includes:

- Lighting, power, and data points.
- Mechanical ventilation (fans, heat pumps, air conditioner/s).
- Plumbing and drainage.
- AV infrastructure points.
- Accessibility features (signage, fixtures, clearances).

Prior to final handover, the contractor must provide:

- Operation and maintenance manuals.
- As-built documentation (drawings, data points, services).
- Warranty information for all major components.
- Compliance certificates for electrical, plumbing, air conditioning and structural works.

All documentation is to be submitted to the Shire of Dandaragan as part of practical completion.

2.7 Implementation Timetable

Delivery timeframe and schedule to be provided by the contractor once awarded tender and to align with dates per table found in Project Timeframe, Section 2.5.1.

2.8 List of Applicable Documents

- Proposed changeroom layout drawing, 25/CFC/01 Rev0 (Attachment 5.1)
- Fire and Civil Report No.2424A (Attachment 5.2)
- Cervantes Recreation Precinct Masterplan (2023) (Attachment 5.3)
- AFL Preferred Facility Guidelines (2024)
- Building Code of Australia (BCA) / National Construction Code (NCC)
- Australian Standards (relevant to construction, accessibility, plumbing, electrical, etc.). Current accessibility (Access to Premises – Buildings) Standards
- AS 1428.1 – Design for Access and Mobility
- AS/NZS 2890.6 – Off-street Parking for People with Disabilities
- Work Health and Safety (WHS) legislation and regulations
- Any relevant local government planning or building approval conditions (to be issued post-award).

2.9 Service Levels

The contractor must deliver all works to a professional standard and in accordance with the expectations of a local government capital works project. The following service levels apply throughout the contract period and will form the basis for contract management and performance assessment.

2.9.1 Quality and Standards

- All construction works must comply with:
 - The National Construction Code (NCC) / Building Code of Australia (BCA)
 - All relevant Australian Standards
 - The Disability (Access to Premises – Buildings) Standards 2010
 - Applicable local government laws, environmental policies, and development conditions.
- Workmanship must be of a high standard, and all materials must be new, fit for purpose, and approved for use in public buildings
- The contractor must carry out quality checks during construction and remedy any defects promptly at their own cost.

2.9.2 Reporting and Communication

- The contractor must nominate a site supervisor or project manager as a single point of contact
- The Shire of Dandaragan must be updated at regular intervals (minimum fortnightly) on:
 - Progress against program
 - Key risks or issues
- Site coordination and upcoming works. Formal site meetings will occur on a regular basis (frequency to be agreed between the principal and the contractor) and the contractor must provide short-form site reports or updates as requested.

2.9.3 Contract Management

- A construction program must be submitted by the contractor prior to commencement and updated regularly throughout the project
- Any proposed variations must follow the contract's variation procedure, including:

- Written scope and cost breakdown.
- Justification for change.
- No variation is to proceed without written approval from the Shire.
- The contractor must coordinate all subcontractors and suppliers and ensure they comply with the same service expectations.

2.9.4 Safety, Access and Environmental Management

- A site-specific Safety Management Plan as per the WHS legislation of WA must be implemented before site works commence.
- Access must be managed to ensure public safety, with appropriate barriers, signage, and communication to the Shire.
- The contractor must implement dust, noise, and waste controls in line with environmental and WHS standards.
- Any incidents or hazards must be reported to the Shire within 24 hours and relevant State authorities as required.

2.9.5 Completion, Handover and Defects

- Practical completion will only be accepted once:
 - All construction works are complete.
 - The site is clean, safe, and accessible.
 - Handover documentation is provided (as-built drawings, warranties, manuals, certificates).
- A formal defects inspection will be undertaken with the Shire at practical completion
- The contractor is responsible for remedying all identified defects during the defect liability period, within a timeframe agreed with the Shire (typically 14–28 days from notification).

3 General Conditions of Contract

3.1 Insurances

Public Liability (required) – All companies are required to have this insurance to protect them against claims arising from personal injury or property damage caused by the actions and operations of the insured.

Workers' Compensation or Personal Accident Insurance Cover (required) – All employees in Australia must be insured by their employer for Workers' Compensation. Or in the case of a sole business owner or operator then Personal Accident Insurance Cover is required. The company or person appointed will be required to have the appropriate insurance in effect.

Professional Indemnity (optional) – This insurance is particularly relevant for professional people in the business of giving advice and acting on behalf of others to cover legal liability resulting from their negligence or a breach of their duty of care. Examples of professions where this would be required include consultants, architects, all engineering disciplines, builders who provide advice and/or inspection services.

Product Liability (optional) – The purpose of a Product Liability policy is to provide the insured with protection against losses arising out of the defective nature of the insured's products. The protection provided by this policy usually extends to losses or damage sustained by third parties as a result of use of the insured's product.

The Works – Insure the Works in accordance with the General Terms and Conditions of Contract AS 2124.

3.2 Period of Contract and Termination

The Contract is to be completed on supply of the Requirements. For ongoing Requirements, the period needs to be specified as in the first paragraph.

3.3 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 Principal.

3.4 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.

3.4.1 Drawings

The drawings comprise the following

- Architectural Drawings
- Electrical Drawings
- Mechanical Drawings

- Specifications;

and any additional drawings supplied to the Contractor during the progress of the works.

3.5 Environmental Protection

3.5.1 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 Dandaragan in relation to the sound level arising from the Contractor's operations near the boundaries of existing occupied properties.

3.5.2 Site Control

The Contractor shall, at all times:

- a) Comply with the regulations and restrictions imposed by the Principal relating to the storage of materials, 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 Principal 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 Principal;
- e) Ensure that no fire shall be lit without the written approval of the Principal; and
- f) Store flammable or explosive products in accordance with the relevant statutes and to the approval of the Principal.

3.5.3 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.

3.5.4 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.

3.5.5 Smoking on Construction Sites

The Contractor shall at all times ensure that all workers and visitors on the construction Site comply with the following Smoking Policy, and WHS legislation of WA;

In respect of construction Sites, smoking is prohibited:

in Site Offices, lunchrooms or enclosed toilet facilities; and

inside existing premises that are designated as "no smoking" areas.

3.6 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.

3.7 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.

3.8 Materials, Labour and Constructional Plan

3.8.1 Workmen's Amenities

The Contractor shall provide all statutory and necessary amenities and sanitary facilities for workmen 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 Principal.

3.9 Materials and Work

3.9.1 Regulations

The Contractor shall comply with the Work Health and Safety Act of Western Australia (the "Act") and the Work Health and Safety Regulations of Western Australia (the "Regulations") and with any amendments that may be made to the Act and Regulations from time to time, and ALL codes of practice as identified in WHS legislation.

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, and visitors to the Site, are not exposed to hazards.

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

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

3.9.2 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 manufacturers, importers and suppliers of chemical substances for use on the works, are responsible for providing information on those substances as per the WHS legislation.

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 as per the WHS legislation.

3.9.3 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 Principal the characteristics of type, quality, finish, appearance, method of construction and performance are not less than that specified and are approved by the Principal.

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

3.9.4 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 experienced and qualified in safety matters.

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

3.9.5 Induction Training

All personnel performing any works on site including deliveries to site require a 'White' or 'Blue' construction safety certificate/card and a copy of each certificate/card must be held on site and produced to any shire representative when requested.

Employees of the Contractor and its Subcontractors and Employees of Separate Contractors shall not commence work on the Site until they have been inducted by the Shire of Dandaragan, as per the shire's requirements.

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.

3.9.6 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 Principal 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.

3.9.7 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.

During the period of the contract the overnight and extended periods of no construction activity (weekends/ public holidays) the security of the building is to be ensured by the Contractor.

3.9.8 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 as well as building security when the contractor has completed works before leaving site.

The Principal 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 occupiers 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.

3.9.9 Services Installation

The mechanical, electrical, plumbing, and similar service installations, equipment and their associated services shall be installed in such order that will ensure they are located as shown on the drawings and that all essential components and parts are accessible for the purposes of maintenance and replacement.

The Contractor shall be responsible for providing construction drawings and co-ordination between the various service installers in attaining the required locations and tolerances.

3.9.10 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:

Between 7.00am and 7.00pm Monday to Saturday inclusive excluding Public Holidays.

Any works required outside of normal working hours shall be approved by the principal prior to execution.

The Contractor shall be liable for any additional costs the Principal may incur as a result of work outside the normal hours programming of the works.

3.9.11 Schedule of Warranties

The Contractor shall obtain and ensure that the Principal will have the benefit of all warranties specified in the Contract.

3.9.12 Brands of Material Schedules

The Contractor shall, within fourteen (14) days from the acceptance of the Tender, notify the Principal of the brand or make of materials it intends to use for which the Contractor has a choice of brand or make and which can affect the selections of materials required. The Contractor shall not depart from the brands or makes nominated in its advice to the Principal unless he has been authorised by the Principal to do so.

Part 5 COMPLETE AND RETURN THIS PART

If the Contractor fails to notify the Principal within the specified time of the brand or make of materials he intends to use, the Principal may, in such cases, nominate the brand or make of materials to be used and the Contractor shall then use that brand or make nominated by the Principal and shall add no claim for any extra costs incurred.

3.9.13 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.

3.9.14 Payment of Industry Training Fund Levy

The Contractor is deemed to be the project owner under the Building and Construction Industry Training Fund and Levy Collection Act 1990.

The Contractor shall pay all levies required to be paid under this Act.

4 Annexure A

ANNEXURE A – GENERAL CONDITIONS OF CONTRACT – AS 2124

Copy of Annexure to General Conditions of Contract:

The law applicable is that of the State or Territory of: (Clause 1)	Western Australia
Payments under the Contract shall be made at: (Clause 1)	Perth W.A. - by way of "not negotiable" cheque or Electronic Funds Transfer to the account nominated by the Contractor/Principal
The Principal is: (Clause 2)	Shire of Dandaragan
The address of the Principal is:	Chief Executive Officer Shire of Dandaragan 69 Bashford Street JURIEN BAY WA 6516
The Superintendent shall be: (Clause 2)	To be advised
The address of the Superintendent is:	To be advised
Limits of accuracy applying to quantities for which the Principal accepted a rate or rates: (Clause 3.3(b))	Not Applicable
Bill of Quantities - The alternative applying: (Clause 4.1)	Not Applicable
The time for lodgement of the priced copy of the Bill of Quantities is: (subclause 4.2)	Not Applicable
# Contractor shall provide security in the amount of: (Clause 5.2)	Five (5) % of the Contract Sum
# Principal shall provide security in the amount of:	Not Applicable

Part 5 COMPLETE AND RETURN THIS PART

(Clause 5.2)

The period of notice required of a party's intention to have recourse to retention moneys and/or to convert security:

14 Calendar days

(Clause 5.5)

The percentage to which the entitlement to security and retention moneys is reduced:

50%

(Clause 5.7)

Interest on retention moneys and security - the alternative applying:

Alternative 2

(Clause 5.9)

The number of copies to be supplied by the Principal:

Three (3)

(Clause 8.3)

The number of copies to be supplied by the Contractor:

Three (3)

(Clause 8.4)

The time within which the Superintendent must give a direction as to the suitability and return the Contractor's copies:

14 days

(Clause 8.4)

Work which cannot be subcontracted without approval:

Works relating to any Provisional Sums

(Clause 9.2)

The percentage of profit and attendance:

Provisional Sums Zero (0)%
Variations & Day work Eight (8)%

(Clause 11(b))

The amount or percentage for profit and attendance:

Provisional Sums Zero (0)%
Variations & Day work Eight (8)%

(Clause 11(c))

Insurance of the Works - the alternative applying:

Alternative 1

(Clause 18)

The assessment for insurance purposes of the costs of demolition and removal of debris:

10% of Value of Work

(Clause 18(ii))

The assessment for insurance purposes of consultants' fees:

10% of Value of Work

Part 5 COMPLETE AND RETURN THIS PART

(Clause 18(iii))	
The value of materials to be supplied by the Principal: (Clause 18(iv))	N/A
The additional amount or percentage: (Clause 18(v))	5%
Public liability insurance - the alternative applying: (Clause (19))	Alternative 1
The amount of Public liability insurance shall be not less than: (Clause 19)	\$20 Million
The time for giving possession of the Site: (Clause 27.1)	Within 21 days of Date of Acceptance of Tender
# The date for Practical Completion: (Clause 35.2)	Twenty (20) weeks after date of Possession. Date of Possession anticipated early March 2021. To be confirmed.
# Liquidated damages per day: (Clause 35.6)	\$200 per calendar day
# Limit of Liquidated damages: (Clause 35.7)	Unlimited
# Bonus per day for early Practical Completion: (Clause 35.8)	Not Applicable
# Limit of bonus: (Clause 35.8)	Not Applicable
# Extra costs for Delay or Disruption: (Clause 36)	Nil
# The Defects liability period: (Clause 37)	Twelve (12) Months
The charge for overheads, profit etc. for daywork: (Clause 41(f))	Ten (10)% Of the value of the cost of the works
Times for Payment claims: (Clause 42.1)	Same Date each Month – to be agreed
Unfixed plant and materials for which	

Part 5 COMPLETE AND RETURN THIS PART

payment claims may be made notwithstanding that they are not incorporated in the Works:
(Clause 42.1 (ii))

Not Applicable

Retention moneys on:
(Clause 42.3)

Work incorporated in the works and any work or items for which a different amount of retention is not provided 10% of the value until 5% of the Contract Sum is held.

Unfixed plant or materials - the alternative applying:
(Clause 42.4)

Alternative 1

The rate of interest on overdue payments:
(Clause 42.9)

Supreme Court rates as at the Date of Acceptance of the Tender

The delay in giving possession of the site which shall be a substantial breach:
(Clause 44.7)

28 days

The alternative required in proceeding with dispute resolution:
(Clause 47.2)

Alternative 1

The person to nominate an arbitrator:
(Clause 47.3)

No person nominated

Location of arbitration:
(Clause 47.3)

Western Australia

5 Attachments

5.1 Architectural Drawing CCR_REVB

5.2 Requested Amendments to Architectural Drawing CCR_REVB

5.3 Dandaragan Recreation Precinct Plan

6 Tenderer's Offer

6.1 Form of Tender

The Chief Executive Officer
Shire of Dandaragan
69 Bashford Street
JURIEN BAY WA 6516

I/We (Registered Entity Name): _____

(BLOCK LETTERS)

of: _____

(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to RFT 01/2027

- Construction of New Changerooms and Umpire Amenities – A new facility built adjacent to the existing recreation centre to meet AFL and accessibility standards.

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 sixty (60) 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: _____

Part 5 COMPLETE AND RETURN THIS PART

Email Address: _____

6.2 Selection Criteria

6.2.1 Compliance Criteria

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

Description of Compliance Criteria	
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.	Yes / No
b) Tenderers are to provide their evidence that they hold all relevant and current licences, trade certifications, registrations and qualifications required to perform the works required under the Tender Specifications Scope of Works.	Yes / No
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
g) Risk Assessment Tenderers must address the following information in an attachment and label it "Risk Assessment": i) <i>An outline of your organisational structure inclusive of any branches and number of personnel.</i> ii) <i>If companies are involved, attach their current ASC company extracts search including latest annual return.</i> iii) <i>Provide the organisations directors/company owners and any other positions held with other organisations.</i> iv) <i>Provide a summary of the number of years your organisation has been in business.</i> v) <i>Attach details of your referees. You should give examples of work provided for your referees where possible.</i> vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal.</i> 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> 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>	Yes / No

Part 5 COMPLETE AND RETURN THIS PART

- ix) *Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? 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.*
- x) *Are you presently able to pay all your debts in full as and when they fall due?*
- xi) *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.*
- xii) *Provide details of disputes and claims history for your organisation and its Related Bodies Corporate (if applicable) over the last 5 years.*
- xii) *Provide details of disputes and claims history for your organisation and its Related Bodies Corporate (if applicable) over the last 5 years.*
- xiii) *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.*

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 the 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 14 days of acceptance.

6.2.2 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.

Part 5 COMPLETE AND RETURN THIS PART

A. Relevant Experience & Capability Tenderers must address the following information in an attachment and label it "Relevant Experience" :	Weighting 15%	
<i>a) Provide details of similar work.</i> <i>b) Provide scope of the Tenderer's involvement including details of outcomes.</i> <i>c) Provide details of issues that arose during the project and how these were managed.</i> <i>d) Provide details of the Tenderer's performance to timelines and budgets under any contract with the Principal in the last 5 years and the performance of each of its Related Bodies Corporate (if applicable).</i> <i>e) Key project team capability and experience.</i> <i>f) Demonstrate competency and proven track record of achieving outcomes.</i> <i>g) Project reference sheet.</i>	"Relevant Experience"	Tick if attached ☐

B. Local Content The Shire requires a demonstrated commitment to using local contractors/businesses, wherever possible. Tenderers must address the following information in an attachment and label it "Local Content".	Weighting 10%	
<i>a) Provide details that demonstrates commitment for the engagement of local contractors and/or businesses to provide goods and services relating the project requirements.</i>	"Relevant Experience"	Tick if attached ☐

C. Proposed Design Solution Tenderers are requested to provide concept designs demonstrating how their proposed approach will address the design elements articulated in the tender request. Delivery of the Dandaragan Changerooms Project will require a site responsive design, and the proposed solution will be assessed against the following considerations:	Weighting 30%	
<i>a) Functionality and User Experience</i> <i>b) Accessibility and Inclusion</i> <i>c) Design Quality and Presentation</i> <i>d) Durability and Whole-of-Life Value</i> <i>e) Integration with the Recreation Precinct</i> <i>f) Innovation and Value for Money</i>	"Key Personnel"	Tick if attached ☐

Part 5 COMPLETE AND RETURN THIS PART

Tenderers must provide concept plans, elevations, a site plan and a design response outlining how the proposed facility addresses each of the above assessment areas.		

D. Tenderer's Resources Tenderers must address the following information in an attachment and label it "Tenderer's Resources" :	Weighting 10%	
<i>a) Plant, equipment and materials.</i> <i>b) Any contingency measures or backup of resources including personnel (where applicable).</i> <i>c) OHS Survey.</i> <i>d) Safety Record.</i> <i>e) Resources Schedule.</i>	"Tenderer's Resources"	Tick if attached ☐
As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Tenderer's Resources" .		

E. Demonstrated Understanding Tenderers must address the following information in an attachment and label it "Demonstrated Understanding":	Weighting 5%	
<i>a) A project schedule/timeline (where applicable).</i> <i>b) The process for the delivery of the Goods/Services.</i> <i>c) Training processes (if required); and</i> <i>d) Demonstrated understanding of the Scope of Work.</i>	"Demonstrated Understanding"	Tick if attached ☐
Supply details and provide an outline of your proposed methodology in an attachment labelled "Demonstrated Understanding" .		

F. Price	Weighting 30%
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6.3 Price Information

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

6.3.1 Price Basis

Are you prepared to offer a fixed price?	Yes / No
Tenderers must submit a Tender price for the complete required works as per the Specifications Scope of Works and accompanying drawings Before agreeing to the below Price Basis, Tenderers should ensure they have read this entire Request.	

6.3.2 Price Schedule

Do you agree to the price variation mechanism below? The Contract Price, inclusive of GST, shall be firm and not subject to rise and fall. 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. To avoid doubt, the Principal's Liability to the Contractor for the Contractor's costs in providing the Goods and/or Services is capped at the Contract Price, unless otherwise agreed in writing by the Parties.	Yes / No	
If no, please indicate how your proposed price variation mechanism differs from the one outlined above. Supply details and label it "Price Variation Mechanism" .	"Price Variation Mechanism"	Tick if attached ☐

6.3.3 Price Basis

The Tenderer shall tender a lump sum price for all work stipulated in the Scope of Works and outlined in the Price Schedule. The prices entered shall fully cover all the obligations of the Contractor under the Contract.

6.3.4 Discounts

Are you prepared to allow discount for prompt settlement of accounts?	Yes / No	
If you are offering discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled "Discounts" .	"Key Personnel"	Tick if attached ☐