

**Part 1 – Invitation to Tender and  
Specification**

<b>Request for Tender: (RFT)</b>	<b>Register of Pre-qualified Suppliers for the Supply of Quarry, Pavement &amp; Road Making Materials, Cement, Landscaping &amp; Associated Materials.</b>
<b>Closing Time:</b>	<b>10 am (Australian Eastern Standard Time) 18 November 2024</b>
<b>RFT Number:</b>	<b>25001</b>

## TABLE OF CONTENTS

INVITATION TO TENDER.....	1
1. TENDER OVERVIEW.....	1
ASSISTANCE IN COMPLETING THE TENDER.....	2
SPECIFICATION .....	3
2. BACKGROUND INFORMATION .....	3
3. SPECIFICATIONS.....	4
4. PRODUCT CATEGORIES AND PRODUCTS.....	4
5. EVALUATION CRITERIA.....	7
6. OTHER INFORMATION .....	10
7. PRODUCTS AND PRICING.....	10
8. PRODUCT SERVICING AREA .....	11
9. NATURE OF ARRANGEMENT .....	11
10. ARRANGEMENT TERMS AND CONTRACT CONDITIONS.....	12
11. DECLARATION (NOTIFICATION) OF ACTUAL, PERCEIVED OR POTENTIAL CONFLICTS OF INTEREST .....	12

## INVITATION TO TENDER

### 1. TENDER OVERVIEW

This is an invitation for new contractors to become a supplier on the *Register of Pre-qualified Suppliers for the Supply of Quarry, Pavement & Road Making Materials, Cement, Landscaping & Associated Materials*.

Maranoa Regional Council has become aware that Council has certain legal responsibilities associated with the purchase of quarry products and need to ensure these products are purchased from correctly permitted sources.

Also under the *Local Government Regulation 2012*, Council must issue a tender for the purchase of goods or services of a similar type that is valued  $\geq$  \$200,000 over the life of all contractual arrangements with a supplier. Council has identified a number of suppliers that meet these criteria for the types of products associated with this Register (e.g. concrete purchases). Council has included some of these goods into this tender and the resulting Register to meet legislative compliance.

This tender package is for the establishment of a Register of Pre-Qualified Supplier's for the Supply (Ex Bin) and Supply and Delivery of Quarry, Pavement & Road Making Materials, Cement, Landscaping & Associated Materials for Maranoa Regional Council's (MRC) operational requirements.

If found successful for the Register of Pre-Qualified Suppliers, tenderers will go onto a panel of suitable suppliers which will allow Council to utilise the goods at a predetermined price on a six (6) monthly basis and on an 'as required' basis without the need for obtaining quotations. However, Council may request quotes for large quantities of materials.

Council invites suppliers of these products to submit information on their business, the type of products suppliers are offering to sell to Council and supporting evidence that these products and their ingredients are from licensed and approved site/s under State and Local Government Legal requirements.

Once the Register is created it is Council's intention to only purchase from these suppliers for the life of the Register. Small infrequent and ad hoc purchases by Council officers up to 1 tonne will be exempt from the requirement to purchase from this Register, however Council officers must still ensure these products are purchased from suppliers with the same standards.

**This Tender excludes Gravel Pits that are already under an arrangement with Council and a Landowner. However, Council's Roma Quarry will be permitted to be a supplier on this Register.**

Products may include, but is not limited to:

- Quarry products
- Wet concrete products
- Landscaping products
- Road stabilisation products

Tender Number:	25001
Term of Register	The Arrangement Term will be for five (5) years with an option at Council's sole discretion for another four (4) years
Closing Date and Time (clause 1 – Conditions of Tender)	10am, 18 November 2024
Tender Documents: (clause 1 – Conditions of Tender)	Part 1 - Invitation to Tenderers and Specification Part 2 - Conditions of Tender Part 3 – Tender Response Part 4 – Deed of Agreement Part 5 - Purchase order Terms and Conditions
Format for any Tender material provided in electronic form: (clause 5 – Conditions of Contract)	As compliant with VendorPanel
Tenders must be open for acceptance for this amount of time: (clause 5 – Conditions of Contract)	90 days from the Closing Time
Evaluation criteria and weightings to be applied: (clause 9 – Conditions of Tender)	Refer to the Tender Response
Any additional information to be designated as 'Confidential Information': (clause 1, clause 12 – Conditions of Tender)	As required by the individual Tenderer

### ASSISTANCE IN COMPLETING THE TENDER

Assistance during the tender period can be obtained from the following State Government Department.

#### **Department of State Development, Infrastructure, Local Government and Planning.**

The Department's Roma-based representatives can be contacted on 0428 716 263 or by visiting the office at 25 Quintin Street, Roma QLD.

If you would like to request the Department's assistance, please make an appointment prior to the last week of the tender period.

## SPECIFICATION

### 2. BACKGROUND INFORMATION

This is an invitation for new contractors to the *Register of Pre-qualified Suppliers for the Supply of Quarry, Pavement & Road Making Materials, Cement, Landscaping & Associated Materials under the Local Government Regulation*.

Maranoa Regional Council has become aware that Council has certain legal responsibilities associated with the purchase of quarry products and need to ensure these products are purchased from correctly permitted sources.

Also under the *Local Government Regulation 2012*, Council must issue a tender for the purchase of goods or services of a similar type that is valued  $\geq$  \$200,000 over the life of all contractual arrangements with a supplier.

Council has identified a number of suppliers that meet these criteria for the types of products associated with this Register (e.g. concrete purchases). Council has included some of these goods into this tender and the resulting Register to meet legislative compliance.

This tender package is for the establishment of a Register of Pre-Qualified Supplier's for the Supply (Ex Bin) and Supply and Delivery of Quarry, Pavement & Road Making Materials, Cement, Landscaping & Associated Materials for Maranoa Regional Council's (MRC) operational requirements.

The tender is also seeking ex bin prices referring to Council or Council contractors being able to enter the business or quarry and collect the materials.

If found successful for the Register of Pre-Qualified Suppliers, tenderers will go onto a panel of suitable providers which will allow Council to utilise goods and/or services at a predetermined price on a six (6) monthly basis on an 'as required' basis without the need for obtaining quotations. However, Council may request quotes for large quantities of materials.

Council invites suppliers of these products to submit information on their business, the type of products suppliers are willing to sell to Council and supporting evidence that these products and their ingredients are from licensed and approved site/s under State and Local Government Legal requirements.

Once the Register is created it is Council's intention to only purchase from these suppliers for the life of the Register. Small infrequent and ad hoc purchases by Council officers up to 1 tonne will be exempt from the requirement to purchase from this Register, however Council officers must still ensure these products are purchased from suppliers with the same standards.

**This Tender excludes Gravel Pits that are already under an arrangement with Council and a Landowner. However, Council's Roma Quarry will be permitted to be a supplier on this Register.**

### 3. SPECIFICATIONS

The following specifications may be required to ensure product appropriateness and quality.

As a guide to Suppliers, where required by the Purchaser (as outlined in the Request for Quote or Purchase Order), materials may comply with the following requirements/standards as set out in the current technical specification documents:

- Transport and Main Roads Specification Index Category 5 – Pavements, Subgrade and Surfacing
- Transport and Main Roads Contract RT102 Quarry Product specifications
- MRTS05 Unbound Pavements
- MRTS22 Supply of Cover Aggregate)
- MRTS08 Plant-Mixed Heavily Bound (Cemented) Pavements
- AS 4419:2018 ‘Soils for Landscaping and Garden Use’
- 

Tenderers are to provide details of the specifications that their products meet in regard to the above or any other relevant specifications.

More detailed specifications will be included in Request for Quotes.

### 4. PRODUCT CATEGORIES AND PRODUCTS

Quarry, Concrete, Landscaping & Associated Materials include, but not limited to the following:

Category	Products	Including, but not limited to:
<b>Quarry Products</b>	<b>Road Construction – New Material</b>	Type 2 Road Base
		3.1 Roadbase
		3.2 Roadbase
		3.3 Roadbase
		3.4 Roadbase
		3.5 Roadbase
		Unspecified Road Base
		Subbase
		5 mm Aggregates
		7mm Aggregates
		10mm Aggregates
		14mm Aggregates
		20mm Aggregates
		Precoated Aggregates 7mm
		Precoated Aggregates 10mm
		Precoated Aggregates 14mm
		Other precoat Aggregates
Other - please state		
Other - please state		
Other - please state		

Category	Products	Including, but not limited to:
<b>Quarry Products</b>		Other - please state
		Other - please state
	<b>Road Construction – Recycled</b>	Ash Products
		Various Recycled Roadbases
		Other - please state
		Other - please state
	<b>Rocks &amp; Gravels</b>	Run of Crush Material
		Gabion Rock
		Shot Rock
		Drainage Rock
		Drainage Gravels
		Unsealed Road Gravels
		Other - please state
		Other - please state
		Other - please state
	<b>Other Quarry Products</b>	Crusher Dust
		Clean Fill
		Other - please state
	<b>Sands</b>	Concrete Sand
		Bedding Sand - Coarse
	Bedding Sand – Medium	
	Bedding Sand – Fine	
	Dried Sand	
	Other - please state	
<b>Wet Concrete and Associated Wet Products. (Excludes dry pre-cast concrete products such as pipes)</b>	<b>Concrete</b>	Various concrete mixes - please list
		Stabilised Sand
<b>Landscaping</b>	<b>Soils &amp; Clays</b>	Top Dressing Soil
		Clean Fill
		Loam
		Garden Soil
		Premium Garden Soil
		Compost
		Screened Loam

Category	Products	Including, but not limited to:	
		Various Clays (landfill capping etc)	
		Other specialist Soils	
		Gypsum	
		Other - please state	
		Other - please state	
		Other - please state	
	<b>Barks &amp; Mulches</b>	Various Barks - please, list below	
		Various Mulches - Please list below	
			Recycled Green Waste
			Recycled Timber & Pallets
<b>Cement and cement blends as a stabilising agent in road construction and remediation.</b>	<b>Portland cement</b>		
<b>Binders</b>	<b>Lime</b>		
<i>Reference: Guide to Pavement Technology Part 4D: Stabilised Materials 2019</i>	<b>Other Cementitious Stabilisation Blends</b>		
	<b>Bituminous Stabilisation Blends</b>		
	<b>Binders</b>		
	<b>Other forms of stabilisation</b>		

**Other Products (not identified above)**

Please list any other products you wish to offer Council. (No products including the above are guaranteed to be on the list of products council will source from suppliers).

Tenderers shall detail the type, grade and quality/specifications of the products they wish to sell to Council.



Products must also be suitable for the intended end use. Council will release various *Requests for Quotes* that will detail the specifications required for these products.

It is anticipated that successful Tenderer/s will be appointed across the region to ensure efficient and effective supply to meet local area requirements.

This list is not exhaustive with the primary aim to ensure when a *Request for Quote* is issued for these products the minimum following information is provided:

- Product description
- Product specification e.g. Main Roads Specification, Australian Standards etc
- Product origin/site location as per tender submission or if from a different site not approved under the Register, the details of the site and extraction permissions as per this tender.

### **Excluded products include:**

- Precast concrete products such as pipes, stormwater and sewer products.
- Small infrequent and ad hoc purchases by Council officers up to 1 tonne will be exempt from this requirement, however Council officers must still ensure these products are purchased from suppliers with the same standards.

## **5. EVALUATION CRITERIA**

Council will be evaluating Tender Responses based on the following criteria:

- 5.1 Business Overview.
- 5.2 Management of Safety Risks Associated with the Contractor's Operations.
- 5.3 Quality Control – Business Quality Systems and Product Quality Assurance certificates.
- 5.4 No current or previous (last 5 years) court proceedings related to breaches of State or Federal Government safety, environmental, mining or other relevant legislation.
- 5.5 Compliance Information and evidence of approvals/licences/permits.

Tenderers are requested to ensure that any relevant information has been included in the Tender Response. It must be assumed that the evaluation panel has no previous knowledge of the Tenderer's business, including its products or services.

### **Evaluation Requirement details**

#### **5.1 Business Overview**

Council is seeking information about the Tenderer to ensure that the business products are sourced and supplied from licenced/permitted sites to extract, process and/or sell quarry products. To assist Council in the evaluation process, the following information is to be provided when submitting the tender:

- **Business Profile** – Please provide a brief summary of the Tenderer’s background and capabilities associated supplying and sale of Quarry, Pavement & Road Making Materials, Concrete, Cement, Landscaping & Associated Materials.
- **ASIC Company Extract** - Please provide a copy of the ASIC Company Extract (showing company directors), and high-level financial information about the Tenderer’s business.
- **Insurances** – Please provide a copy of the business’s insurance policies:
  - Public Liability Insurance;
  - Workers Compensation Insurance;
  - Products Liability Insurance;
  - Transit Liability Insurance; and
  - Vehicle, Equipment, Plant and Machinery Insurance.

## 5.2 Management of Safety Risks Associated with the Contractor’s Operations -

Anyone operating a business or undertaking has obligations under the **State Government’s legislation** including but not limited to:

- Mining and Quarry safety and Health Act 1999  
[Mining and Quarrying Safety and Health Act 1999](#)
- Mining and Quarrying Safety and Health Regulations 2017  
[Mining and Quarrying Safety and Health Regulation 2017](#)
- Work Health and Safety Act 2011  
<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSA11.pdf>
- Work Health and Safety Regulation 2011  
<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSR11.pdf>
- Work Health and Safety Work Health and Safety (Codes of Practice) Notice 2011  
<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSCP11.pdf>

As part of the Tender Response, Council is seeking information from the Tenderer to confirm the Tenderer’s understanding of, and commitment to, their obligations under the relevant safety legislation.

Council has achieved third-party certification for its quality, safety and environment systems for road maintenance and construction, and third-party certification for Council’s safety management system across all parts of its operations.

Third-party certification to Australian Standards is highly desirable. However, demonstrated evidence of an effective internal management system/s will also be acceptable.

Examples of safe practices in place by Contractors in their business, is being sought as part of this tender process (e.g. Safety Policy and Procedures manual, Job Safety Analyses).

### **5.3 Quality Control (Assurance certificates/Transport & Main Roads Approval/contract/registration)**

Tenderer's that operate quarries are to provide evidence of any Quality Controls applied in the operation of the quarry and production of materials.

Third Party Certification of the Supplier's Quality Management Systems by a qualified third party is preferred, but not compulsory. However, demonstrated evidence of an effective internal management system/s will also be acceptable.

### **5.4 Court proceedings**

Tenderers are to provide details of any court proceedings relating to for the last 5 years related to breaches of Local, State or Federal Government safety, environmental, mining or other legislation relevant to this tender).

### **5.5 Environmental**

Tenderers must provide information on their compliance with any environmental legislation in the operation and sale of products of their business in regard this tender.

- Satisfy any environmental legislative requirements; and
- Weed control management.

### **5.5 Other Compliance Information and Evidence of approvals/licences/permits**

Tenderers are required to supply any other information relevant to this tender that has not been previously mentioned including.

The tender must:

- Hold the appropriate licences, permits, approvals to extract, process and sell the products on offer to Council.

For each product you wish to sell to Council, please supply evidence of the approvals, licences and permits that permit the extraction and sale of that material and any other relevant information including:

- Evidence of any Federal, State or Local Government permits/licences required to legally operate the quarry.

Tenderer's that only sell quarry products are to source evidence from their supplier of any Federal, State or Local Government permits/licences required to legally operate the quarry that is the source/s of the products they wish to sell to Council.

**If Tenderer's are already on the *Department of Transport and Main Roads Contract RT102 Quarry Products* or hold Quarry Registration under TMR's Quarry Registration System, then Tenderers only need to provide evidence of this and the associated products that have been approved for provision.**

The nominated material needs to be supplied from a certified Transport and Main Roads Quarry – Certificate to be submitted with tender.

Registration to provide other TMR products associated with this tender will also be considered.

## 6. OTHER INFORMATION

Other relevant information for this tender including the following:

### Delivery

Products may be collected by Council or delivered by the supplier depending on Council's requirements. The supplier shall provide a delivery note for Pickups and deliveries. Invoices must be sent to Council's Accounts Payable Department.

Products supplied that do not conform to the requested Purchase Order Specification will be returned at the supplier's expense.

### Storage

Tenderers are to indicate their capability to store products on their site, including quantities and the associated charges or terms and conditions for doing so.

### Sub-contractors

Sub-contractors maybe used for the delivery or collection of products, but cannot be used to supply products without Council's prior permission or previously arranged through this tender.

### Performance Management

Suppliers will be assessed on performance including but not limited to the following:

- Quality of product and adherence to product standards as per the tender specification and/or Purchase Orders.
- Meeting delivery time frames.
- Safety – staff wearing correct PPE. Plant have correct safety accessories etc.
- Price.
- Staff – Co-operative staff.
- Product availability.

## 7. PRODUCTS AND PRICING

Pricing (ex bin) is required as part of this tender for an initial six (6) months and will be requested every six months.

To list the products Tenderers, wish to offer to Council, please complete: *Attachment 1: Products and Price Table.*

A more competitive price may be sought at the time Council issues an RFQ, especially for larger orders.

## 8. PRODUCT SERVICING AREA

Suppliers may only want to supply to particular areas of council. Please tick the area/s of the region within which you would like to be considered for the supply of products in 5.2 – *Product Servicing Area - Tender No. 25001 - Part 4 - Tender Response (Complete & Return)*.

<b>Region</b>	
<b>Roma</b>	<i>Roma, Muckadilla and Surrounds</i>
<b>Bendemere</b>	<i>Wallumbilla, Yuleba, Jackson and Surrounds</i>
<b>Warroo</b>	<i>Surat and Surrounds</i>
<b>Booringa</b>	<i>Mitchell, Amby, Mungallala and Surrounds</i>
<b>Bungil</b>	<i>Injune and Surrounds</i>

## 9. NATURE OF ARRANGEMENT

1.1 The Contractor acknowledges and agrees that the Council may, during the Arrangement Term:

- (a) issue no RFQs or Purchase Orders to the Supplier at all.
- (b) issue RFQs or Purchase Orders for any one or more type of Goods and/or Services.
- (c) issue RFQs or Purchase Orders for the Goods and/or Services in a single lot or instalments and in such quantities as may be required from time to time.
- (d) appoint additional suppliers to its Register (on terms substantially similar to this Deed of Agreement),

and the Contractor will have no Claim against Council in connection with those acts or omissions.

1.2 A contract is formed only when Council places a Purchase Order with the Contractor for the supply of Goods and/or Services, and the Contractor must supply the Goods and/or Services in accordance with this Deed of Agreement and the Purchase Order.

1.3 Nothing in the Deed of Agreement creates any obligation on the Contractor to provide Goods and/or Services to Council or gives rise to a contract for the supply of Goods and/or Services, until Council has placed a Purchase Order.

1.4 Council may, in its absolute discretion and at any time, enter into an agreement with other contractors to provide the goods and/or services which are identical or similar to the Goods and/or Services, including any contractor that is not on the Register of Pre-qualified Suppliers for the Supply of Quarry Products.

## 10. ARRANGEMENT TERMS AND CONTRACT CONDITIONS

The Arrangement Term will be for five (5) years with an option at Council's sole discretion for another four (4) years.

Successful tenderers will enter into a Deed of Agreement with Council (See attachment 5).

## 11. DECLARATION (NOTIFICATION) OF ACTUAL, PERCEIVED OR POTENTIAL CONFLICTS OF INTEREST

A Conflict of Interest is something that may impact your objectivity in performing your obligations to Council if successful in the Tender process. An actual Conflict of Interest is:

- a personal advantage (or avoidance of loss), financial or otherwise, to a Councillor, Council employee or their partner, spouse, immediate relative or friend; and/or
- where a Tenderer has other personal or business interests that may create a risk to, or impact on, the delivery of the goods and services, the subject of this tender, in accordance with Council's requirements.

Please note that Tenderers must not pay any commission, fees, rebates, gifts or entertainment to any officer or agent of Council. Further, Tenderers are to advise of any personal business arrangement with anyone involved with Council. This includes payments, gifts or business arrangements with a partner, spouse, immediate relative or friend of a Councillor or Council employee.

The key to deciding whether there is a perceived or potential conflict of interest is to think of how others might view you in the performance of your responsibilities under this Agreement.

**If you have a partner, spouse, immediate relative or friend who is a Councillor or Council employee, you must declare this (provide notification/details) so that Council can consider if/how this potential, perceived or actual conflict can be managed.**

**Failure to do so, at the time of the Tender Response, or later during the term of the Agreement (if circumstances change), may result in immediate disqualification from the Tender process.**