

TENDER SCHEDULES SECTION E

SWITCHBOARD AND SCADA INSTALLATION AT NYNGAN WTP

CONTRACT NO: 2016/4/SWITCH BOARD AND SCADA



Engineering Department
5/09/2016

Section E

TENDER SCHEDULES SWITCHBOARD AND SCADA INSTALLATION AT NYNGAN WTP

Complete and submit Tender(s) comprising at least;

- the enclosed Form of Tender;
- any of the enclosed Tender Schedules noted to be submitted with the Form of Tender; and
- any information or attachments noted on the enclosed Tender Schedules to be submitted with the Form of Tender.

If alternative offers are to be submitted, duplicate the enclosed forms and submit a complete set for each alternative suitably identified to differentiate between each alternative.

Note: *The Word version of the Schedule of Rates must not be altered by the Tenderer except for the inclusion of Rates and / or Lump Sums. The content of the original Schedule of Rates issued in 'pdf' format will take precedence over any changes which the Tenderer may make to the Word version.*

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F1 FORM OF TENDER

I/We the undersigned do hereby undertake and agree to execute and perform the whole of the work in connection with Contract 2016/4/Switchboard and SCADA replacement, all in accordance with the Contract Documents as defined in the General Conditions of Contract for the Rates nominated in the Schedule of Rates plus GST.

The Tender Documents including annexures and Schedules required to be completed and submitted with this Tender have been inspected by me/us.

In consideration of the sum of ten cents payable to me/us by the Principal on demand, I/we the undersigned hereby agree that I/we will not withdraw this Tender before the expiry of the period sixty days from and after the date of closing of Tenders.

I/we the undersigned do hereby warrant and represent that:

- (1) the Tenderer has fully acquainted itself with all the documents referred to in the tender documents and all related matters;
- (2) the Tenderer agrees to be bound by the Conditions of Tendering;
- (3) the Tenderer will comply with the request for tender, all tender documents and the Contract but for any details of any non-compliance which are set out in Tender Schedule F3 Schedule of Departures / qualifications;
- (4) all of the information in its Tender is true and correct;
- (5) it has made its own enquires and investigations and has obtained professional advice and all other relevant information so as to inform itself of all risks and contingencies that may affect its Tendered price and allowed for such risks and contingencies in its Tendered price;
- (6) neither it, nor its officers, employees, agents or advisers, have violated any applicable laws or Principal's policies regarding the offering of unlawful inducements in connection with the preparation of its Tender; and
- (7) the Tender incorporates the following amendments, corrections and/or additional material provided by the Principal in any Addendum:

Name of Tenderer _____

A.B.N _____ A.C.N _____

Dated this _____ day of _____ 20____

Signed on behalf of Tenderer _____

Name (please print) _____

Address of Tenderer _____

Address for Service of Notices _____

Business Phone(____) _____ Facsimile (____) _____

Contact Name _____

Witness _____



F2 SCHEDULE OF RATES

Complete this Schedule and submit with the Form of Tender

F2.1 General

In the event of a discrepancy between the amounts stated in any table for a line item, and the product of the quantity and the rate for the line item, the rate is deemed to be correct. In the event of any discrepancy between a stated total and the sum of the amounts to be included in the total, the total shall be the sum of the correct amounts for the line item.

All Goods and Services Tax is to be included separately in the specific "GST" line item.

F2.2 Application of Schedule of Rates

Unless specified otherwise below, the Principal shall not be obliged to make payment for plant or materials not yet incorporated in the Works unless the Contractor provides security additional to and in one of the forms provided for by Clause C7 <Minor General Conditions>, in an amount equal to the payment claimed for the plant or materials.

Item 1 – All work not included elsewhere

Payment : Payment will be made as a lump sum, paid at practical completion.

Item 2 - WHS, Environmental and Quality Management Documentation and Implementation

Payment : Payment will be made as 70% on issuing and acceptance of all quality documents and 30% at practical completion.

Submit : The following documents

- WHSE plan
- Quality Management plan

Item 3 – Design Development

Payment : 100% on design acceptance by Principal.

Item 4 – PLC & SCADA programming

Payment : Payment will be made as follows;

- 35% on successful Factory Acceptance Testing of the PLC and SCADA
- 55% on successful site commissioning of the plant
- 10% at Practical Completion

Item 5 – Switchboard and Filter local control panel manufacture and delivery

Payment : Payment will be made as follows;

- 10% on successful sheet metal inspection
- 25% on the layout of all equipment
- 15% on successful Factory Acceptance Testing and delivery
- 50% on Delivery to site

Item 6 –Installation

Payment : Payment will be made as follows;

- 10% on switchroom modifications
- 10% on Cabling Supply, Installation and Equipotential Bonding
- 50% on Switchboard and filter panel installation
- 30% at Practical Completion

Item 7 – Instrument supply and installation

- 50% on installation of instrumentation and associated pipework
- 30% on successful commissioning of all instruments
- 20% at Practical Completion

Item 8 – Training and documentation

Payment : Payment will be made as a lump sum at the completion of training and the delivery of all Work as executed drawings, documents and manuals.

Item 9 – Decommissioning and removal of redundant equipment and cabling

Payment will be made on an assessed “decommissioned and removed” basis, with any outstanding monies paid at practical completion.

Name of Tenderer _____

Signature on behalf of Tenderer _____ Date _____

F2.3 Schedule of Rates Table

All Goods and Services Tax is to be included separately in the specific "GST" line item.

Item	Item Description	Qty	Unit	Rate \$/unit	Amount
1	All work not included elsewhere	Item	Lump Sum		
2	WHS, Environmental and Quality Management Documentation and Implementation	Item	Lump Sum		
3	Design Development	Item	Lump Sum		
4	PLC & SCADA programming	Item	Lump Sum		
5	Switchboard and Filter local control panel manufacture and delivery	Item	Lump Sum		
6	Installation	Item	Lump Sum		
7	Instrument supply and installation	Item	Lump Sum		
8	Training and documentation	Item	Lump Sum		
9	Decommissioning and removal of redundant equipment	Item	Lump Sum		
10		Item	Lump Sum		
	TOTAL (excluding GST)			(A)	\$
	GST			(B)	\$
	TOTAL			(A+B)	\$

Name of Tenderer _____

Signature on behalf of Tenderer _____ Date _____

F4 HEDULE OF TECHNICAL INFORMATION

Complete this Schedule and submit with the Form of Tender

ELECTRICAL EQUIPMENT DETAILS	
DESCRIPTION	Details (including manufacturer & supplier)
SWITCHBOARDS	
Manufacturer	
Place of manufacture	
Enclosure Material	
Switchboard Form to AS3439.1	
Degree of enclosure protection to AS1939	
Standard to which swbd / MCC's manufactured	
Standard to which swbd / MCC's tested	
Service voltage (kV)	
Continuous current rating (A)	
Short time current (kArms) – 1 second	
Short time current (kArms) – 3 second	
SWITCHBOARD EQUIPMENT	
SPD circuit breaker	
Generator circuit breaker	
DOL Motor Circuit Breakers	
Soft Starter Motor Circuit Breakers	
Main Switchboard Feeder Circuit Breakers	
Dist. board circuit breakers	
Power monitoring relay	
Contactors	
Soft Starters	
Thermal overload relays	
Other (specify)	
FIELD EQUIPMENT	
Whole current isolators	
Pushbuttons	
Emergency stop (latching pushbuttons)	
Single phase outlets (state IP rating)	
Three phase outlets (state IP rating)	
Switchroom light fittings	

F5 SCHEDULE OF WHS INFORMATION

Complete this Schedule and submit with the Form of Tender

Consideration will be given to the safety record and commitment to safety of the Tenderer when assessing Tenders.

Safety Officer		
Does your Company have a designated Safety Officer?	YES / NO	
Name		
Business Phone		
WHS Management System		
Do you have a Corporate WHS Management System?	YES / NO	
If YES : Does the system address:		
Corporate WHS Policy? (if yes provide copy)	YES / NO	
Management responsibilities?	YES / NO	
Employee consultation?	YES / NO	
Risk Management?	YES / NO	
WHS Training?	YES / NO	
Subcontracting & purchasing?	YES / NO	
Health & safety workplace inspections?	YES / NO	
WHS Performance Reporting?	YES / NO	
Incident management and corrective action?	YES / NO	
If YES to the above, submit evidence if requested.		
Is the system accredited as complying with the requirements of the NSW Government Work Health & Safety Management System and Auditing Guidelines (Edition 5)?	YES / NO	
If YES : Submit evidence of accreditation of the System		
If NO : Submit a copy of the Corporate WHS Management System		
If the System is otherwise accredited or certified what standard was used to accredit or certify the System?		
When was the last review/audit of the System?		
Have you previously prepared Safety Management Plans and Safe Work Method Statements in accordance with the NSW Government OH&S Management Systems Guidelines? (If YES provide client contact details)	YES / NO	
Contract	Contact	Phone

SCHEDULE OF WHS INFORMATION (continued)

Safety Statistics	
Number of Lost Time Injuries in past 5 years	
Number of Lost Time Injuries in past 12 months	
Current Lost Time Injury Frequency Rate	
Number of WorkCover Improvement Notices received in last 5 yrs	
Number of WorkCover Prohibition Notices received in last 5 yrs	
Number of WorkCover Penalty Notices (on the spot fines) in last 5 yrs	
Number of WorkCover prosecutions in last 5 yrs	
Provide details of Lost Time Injuries, Improvement/Prohibition/Penalty Notices and prosecutions (attach to Schedule)	

Name of Tenderer _____

Signature on behalf of Tenderer _____ Date _____

F7 FINANCIAL ASSESSMENT INFORMATION

Only submit the information listed below when requested by the Principal

By tendering for this Contract, the Tenderer agrees that the Principal may have the Tenderer's financial capacity assessed and that the Tenderer's financial details may be obtained for assessment. Financial assessors engaged by the Principal shall not disclose such details, either in whole or in part, to any party other than NSW Government departments or agencies without the express written permission of the Tenderer.

- (1) Financial Statements for last three years for the entity under consideration, including:
 - (a) Balance Sheets,
 - (b) Profit and Loss Statement,
 - (c) Detailed Profit and Loss Statement,
 - (d) Statement of Cash Flows,
 - (e) Notes to and Forming Part of the Accounts,
 - (f) An Accountant's Report,
 - (g) Where existing, Auditor's Reports,
 - (h) Consolidated accounts of a parent organisation or group to which the entity belongs are not acceptable.
- (2) Where latest financial statement is more than 6 months old, the latest management report showing a trading statement, a profit and loss statement, and a balance sheet.
- (3) Where the company is required to lodge audited financial statements with ASIC, copies of these statements for the last three years.
- (4) Where any financial statement supplied is not audited, copies of the entity's tax return for the latest year.
- (5) A letter from the Tenderer's banker providing details of overdraft and guarantee facilities including:
 - (a) Bank, Branch, and Account Names,
 - (b) Type and limit of bank overdraft facility,
 - (c) Type and limit of bank guarantee facility,
 - (d) Current bank overdraft balance,
 - (e) Number and amount of bank guarantees outstanding,
 - (f) Details of other bank funding facilities available to the Tenderer, such as term loans, lines of credit, commercial bills and other debt instruments.
- (6) List of current and upcoming projects including name of client, project, estimated value, start and completion dates and % completed. List of recently completed projects. Details & value of largest project completed in last 2 years.
- (7) Forecast budget for forthcoming financial year including Revenue and Profit and Loss.
- (8) Names and contact numbers of major suppliers and subcontractors.
- (9) Details relating to the Tenderer's history and Directors' Profiles.

Name of Tenderer _____

Signature on behalf of Tenderer _____ Date _____

F8 SCHEDULE OF COLLUSIVE ARRANGEMENTS

Complete this Schedule and submit with the Form of Tender

By signing this Schedule the Tenderer warrants and represents to the Principal and agrees with the Principal that it is a condition precedent to any Contract between the Tenderer and the Principal that:

- (a) The Tenderer has no knowledge of the Tender price of any other Tenderer for the work to be carried out under the Contract.
- (b) Except as disclosed hereunder and approved by the Principal, the Tenderer has not entered into any contract, arrangement or understanding to pay or allow any money directly or indirectly to a trade or industry association (above the published standard fee) or to or on behalf of any other Tenderer in relation to this Tender or any contract to be entered into consequent thereon, nor paid or allowed any money on that account, nor will the Tenderer pay or allow any money on that account.
- (c) In the event of the successful Tenderer paying or allowing any money to or on behalf of a trade or industry association (above the published standard fee) or another Tenderer in relation to this Contract and if such payment or allowance was not disclosed in the Tender and approved by the Principal, this shall be a deemed breach of contract which will entitle the Principal to withhold from any payment due to the successful Tenderer on any account an equivalent sum as liquidated damages.
- (d) Except as disclosed hereunder and approved by the Principal, the Tenderer has not entered into any contract, arrangement or understanding to receive any money or allowance directly or indirectly from a trade or industry association or from or on behalf of any other Tenderer in relation to this Tender or any contract to be entered into consequent thereon, nor received any money or allowance on that account, nor will the Tenderer receive any money or allowance on that account.
- (e) In the event of the successful Tenderer receiving any money or allowance from or on behalf of a trade or industry association or another Tenderer in relation to this Contract and if such money or allowance was not disclosed in the Tender and approved by the Principal, this shall be a deemed breach of contract. Such money or the value of any allowance shall be held in trust for and become immediately payable to the Principal. Should such payment not be forthcoming the Principal shall be entitled to withhold from any payment due to the successful Tenderer on any account an equivalent sum as liquidated damages.

Nature of Arrangement (e.g. cash payment, allowance, etc.)	To/From Whom	Particulars (e.g. trade association fee, agreement with Tenderer, etc.)	Amount (\$)
Payments			
Receipts			
Total			

Name of Tenderer _____

Signature on behalf of Tenderer _____ Date _____

F9 SCHEDULE OF CONFLICT OF INTEREST

Complete either "Declaration A" or "Declaration B" as appropriate and submit this Schedule with the Form of Tender

Declaration A

I, _____
name - please print

of _____
address

declare that no owner, manager or employee of

_____ business name

nor any family members of any owner, manager or employee of the aforementioned business, have any association with the management or employees of Bogan Shire Council and Hunter H2O which could reasonably be regarded as a potential conflict of interest in relation to this Tender.

Signature of Tenderer _____ Date _____

Declaration B

I, _____
name - please print

of _____
address

declare that there is an association between an owner, manager or employee of

_____ business name

or a family member of an owner, manager or employee of the aforementioned business and the management or employees of Bogan Shire Council and Hunter H2O which could reasonably be regarded as a potential conflict of interest in relation to this Tender.

Details of the association are as under:

Name of Person	Position	Nature of Association
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of Tenderer _____

Signature on behalf of Tenderer _____ Date _____

F10 SCHEDULE OF SUBCONTRACTORS

Complete this Schedule and submit with the Form of Tender. If requested by the Principal, submit details of relevant experience of proposed subcontractors.

Tenderers shall set out in the Schedule provided, full details of those parts of the works it is proposed to subcontract and, if known at the time of tendering, details of the proposed subcontractor.

Scope of Work	Name and Address of Proposed Subcontractor
Switchboard manufacture	
Switchroom modifications	
PLC & SCADA Programming	
Electrical Installation	

Name of Tenderer _____

Signature on behalf of Tenderer _____ Date _____

F11 PROGRAM

Complete this Schedule and submit with the Form of Tender

Indicate in the table below, or by way of an attached bar chart, all significant activities involved in the work under the Contract and their respective expected start and finish dates.

Activity	Critical Path Activity (y/n)	Start Date In weeks from the Date of the Letter of Acceptance	Finish Date In weeks from the Date of the Letter of Acceptance
Switchboard Design			
PLC and SCADA Design			
Site establishment			
Switchroom modifications			
Switchboard manufacture/wiring			
Switchboard inspection and FAT testing			
Switchboard installation			
Installation of new cable reticulation – internal to new switchroom			
Installation of new cable reticulation – external to new switchroom			
Testing and commissioning			

Name of Tenderer _____

Signature on behalf of Tenderer _____ Date _____

F13 SCHEDULE OF KEY PERSONNEL

Complete this Schedule and submit with the Form of Tender

Indicate below personnel who will have prime responsibility and accountability for the performance of the Contract, and attach a copy of the current curriculum vitae (maximum two pages) for these personnel. (e.g. Contract administration; site supervisor; OHS; Environmental)

Name:	Position:
Reports to:	Years of experience:
Line responsibilities:			
.....			
.....			
.....			
.....			
.....			

Name:	Position:
Reports to:	Years of experience:
Line responsibilities:			
.....			
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.....			
.....			
.....			

Name:	Position:
Reports to:	Years of experience:
Line responsibilities:			
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Name of Tenderer _____

Signature on behalf of Tenderer _____ Date _____

F14 SCHEDULE OF CURRENT INSURANCE

Insert the Minimum Insured amount (amounts are stated in the Annexure to the Contract)

Tenderers must complete this Schedule and submit evidence of the insurance held together with the Form of Tender

Type of Insurance	Policy Holder	Insurer	Minimum Insured (\$)
Contract Works	Contractor		
Public Liability	Contractor		
Employees	Contractor		For statutory and common law liability for death of or injury to persons employed by the Contractor
Motor Vehicle Insurance	Contractor		
Professional Indemnity Insurance	Contractor		
Marine Liability Insurance	Contractor		\$5,000,000
Asbestos Indemnity Insurance	Contractor		

Name of Tenderer _____

Signature on behalf of Tenderer _____ Date _____

[END TENDER SCHEDULES]