



City of Newcastle

REQUEST FOR QUOTE FOR CONTRACT N°: 2023/107T
Provision of Outdoor Labour Hire

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Submissions Close at 2:00pm on Tuesday 2 May 2023

PROVISION OF OUTDOOR LABOUR HIRE

CONTRACT No. 2023/107T

- 1. PURPOSE:** The City of Newcastle (CN) requires an agency (or agencies) to provide hired outdoor workers where the hire is on a casual, on-demand basis and the hire is under the Local Government Procurement (LGP) Contract 808-4 Human Resources (HR) – Permanent and Temporary Placements and Associated Services.

This Agreement shall be a for a fixed period of 2 years with 2 x 1-year options. The options may be exercised at the discretion of CN.
- 2. INVITATION:** Persons willing to fulfil the requirements of the proposed contract are invited to submit a quote to the Council by the deadline, **2:00pm on Tuesday 2 May 2023**. Responsibility for lodgement of completed RFQ documents by the deadline lies solely with the Supplier. RFQ lodgement information is provided in this document. Council is not bound to accept the lowest quote or any quote submitted.
- 3. INFORMATION:** All enquiries relating to this RFQ must be directed to the nominated Council representative, Simon Mitchell, on telephone: (02) 4974 2090 or e-mail simitchell@ncc.nsw.gov.au. Any verbal enquiries are to be confirmed in writing.
- 4. PRE-TENDER MEETING:** A pre-tender meeting will not be held.
- 5. SUPPLIERS TO NOTE:** In the preparation and submission of the quote and without limiting the Supplier's obligations, the Supplier shall:

 - submit a quote which includes all Schedules and any other declaration required completely filled in and signed, together with any other documents, information and details necessary to make the quote complete;
 - not submit a quote without a firm intention to proceed;
 - not engage in any form of collusive practice;
 - not directly or indirectly canvass support from an elected member or employee of Council at any time.
- 6. LODGEMENT METHOD:**

Complete quotes (i.e. containing all completed schedules, documents, information and details required) shall be considered **ONLY** if received by:

Submissions must be lodged in the electronic Tender Box at Vendor Panel by the time and date nominated. (Respondents will receive a Successful Submission Receipt upon completion.)
- 7. PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE:** The City of Newcastle is committed to protecting your privacy. We take all reasonable steps to comply with relevant legislation and Council policy.

Purpose: The purpose being for the assessment of quotes (in accordance with the Local Government Act 1993 and the Local Government (General) Regulations 2005).

Intended recipients: Authorised Council staff

Supply: The voluntary supply of information required for the quotation process.

Consequence of non-provision: Failure to provide information could result in the non-acceptance of your quote.

Access: The information will be stored at Council's Administration Centre in accordance with the requirements of the State Records Act 1998. Individuals can request access to Council's files if they wish to review their information.
- 8. CODE OF CONDUCT:** Suppliers are advised that Newcastle City Council's Code of Conduct will apply to the successful Supplier. A copy of the Code is available at <http://www.newcastle.nsw.gov.au/Council/Our-Responsibilities/Code-of-Conduct>

Suppliers should also be aware that they must abide by Council's Statement of Business Ethics. (A copy is available at <https://www.newcastle.nsw.gov.au/Newcastle/media/Documents/Contracts/NCC313-Statement-of-Business-Ethics-1.pdf>)

Invitation to Quote



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9. **ASSESSMENT CRITERIA:** Council is not bound to accept the lowest quote or any quote submitted. Council, in its discretion, will accept the quote that it determines provides the most advantageous result. Quotes will be assessed on “conformity to the documentation” and “value for money” (the most cost-effective offer determined by considering all price and non-price factors relevant to the proposed contract). The assessment criteria are:
- Price
 - WHS Systems
 - Ability to Supply Workers
 - Supplier Diversity
10. **CONDITIONS OF QUOTATION:** This Request for Quote is being issued under the conditions of the Local Government Procurement contract (LGP808-4) for Human Resources Services.
11. **CONTRACT AGREEMENT:** The successful Supplier will be required to enter into a Customer Contract with Council, under the terms of LGP808-4 contract.

Provision of Outdoor Labour Hire

1. Preliminaries

1.1 Definitions

The following definitions are in addition to those of the Customer Contract (under the LGP 808-4 Human Resources contract):

“City of Newcastle” or “Council” or “CN” means the Customer;

“Site” means an operational site/location of the Customer;

1.2 Terms and Conditions

The Services provided under this Agreement shall be in accordance with the requirements of the Customer Contract, under the terms of the LGP 808-4 Human Resources Contract.

1.3 Contract Period

This Agreement shall be a for a fixed period of 2 years with 2 x 1-year extension options. The options may be exercised at the sole discretion of the Customer.

1.4 Requirements

The service requirements set out in this document are in addition to those as set out in the Part D – Specifications under the Local Government Procurement (LGP) Contract 808-4 Human Resources (HR) – Permanent and Temporary Placements and Associated Services.

2. Non-Exclusive Services

The Customer may appoint a number of conforming contractors to deliver the Service. This Agreement does not:

- (a) imply that the Contractor is the exclusive supplier of the Service to the Customer; or
- (b) oblige the Customer to place orders for the Service with the Contractor.

The Contractor acknowledges that the Customer may obtain the Service from other agencies under a separate Agreement and that the Contractor will make no objection to such arrangements.

The Customer gives no guarantees as to the number or frequency of orders for the Service that the Contractor may receive during the contract period.

3. Temporary Personnel

All Temporary Personnel hired by the Customer shall meet the following requirements:

- be available to work at locations within the Newcastle Local Government Area;
- are to have a SafeWork NSW White Card.
- are to have all appropriate PPC/PPE. This should include, but not be limited to, long sleeved shirt and pants, broad brim hat, gloves and eye protection.
- are to have a current drivers licence.
- will be required to be inducted in the Customer's WHS Management System and will work under the Customer's WHS Management System.

The Customer shall have the ability to request Temporary Personnel up to 3pm preceding the day of hire.

4. Reporting Requirements

The Contractor is to provide to the Customer monthly reporting on all hired Temporary Personnel, where reports contain the following details:

- Name of worker;
- Commencement date with the Customer;
- Hours worked within the pay period;
- Rate of pay per hour;
- OT breakdowns;
- Allowances and other rates on top of base hourly to be itemised;
- Total cost per Temporary Personnel for the pay period.

The reports are to be provided in Excel format.

5. Customer Representative

The Customer's Representative for this Agreement is:

Simon Mitchell – Executive Manager People & Culture

Phone: 02 4974 2090

Email: simitchell@ncc.nsw.gov.au

6. Payment

Payment is a minimum 14 days of the receipt of an approved payment claim in the form of a valid tax invoice under GST law in respect of the Service delivered and accepted. All invoices to quote the Customer's purchase order number.



RFQ Response Schedules

Provision of Outdoor Labour Hire

Contract No.: 2023/107T

I/we accept the requirements as per the RFQ

Name:	
Title:	
Signature of Agency's Authorised Officer:	

1. Agency's Contact details

Name of Agency	
Agency address	
Australian Business Number (ABN):	
Primary contact person	
Telephone:	
Mobile telephone	
Email:	
Date:	

2. Executive Summary

Provide a brief executive summary providing an overview of your proposal and your organisation's experience in delivering the requirements as set out in the Service Requirements.

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3. Contract Rates

Provide Hourly Rate and other Fees and Charges

(Total Hourly Rate is to include all agency fees, casual loading, PPE, superannuation, Workers Compensation, allowances, etc.)

Classification (under relevant award)	Total Hourly Rate charged to Council \$(inc. GST)

4. Supplier Diversity

<p>Is your organisation a Local Business? <u>(Local Business</u> means a business that either has a branch office or head office physically located within the Newcastle Local Government Area, or the Local Government Areas of Lake Macquarie, Port Stephens, Cessnock or Maitland.)</p>	
<p>Is your organisation an Aboriginal-Owned Business? <u>(Aboriginal-Owned Business</u> means a business that is recognised/accredited by either the NSW Indigenous Chamber of Commerce or the First Australians Chamber of Commerce and Industry.)</p>	<p>(If yes, please attach details or evidence of your organisation's accreditation.)</p>
<p>Is your organisation a Disability Employment Organisation? <u>(Disability Employment Organisation</u> (or Australian Disability Enterprise) means a business that is approved as a disability employment organisation under the <i>Public Works and Procurement Regulation 2019</i>.)</p>	<p>(If yes, please attach details or evidence of your organisation's accreditation.)</p>

5. Operational Capacity

Agencies are to respond and provide comments on to the following operational requirements.

Requirement	Response
1. State number of years your organisation has been in business.	
2. Provide a brief outline of the staff numbers, responsibilities etc to meet the requirements of this Agreement	
3. State the number of outdoor workers registered with your business in the Newcastle area. Include details of the employment classifications (relevant to outdoor work) and available numbers for each work classification.	
4. State the location (address) and operating hours of the office which will provide the hired workers to Council:	
5. Council requires the ability request hired worker(s) up to 3pm preceding the day of hire, comment on your ability to meet this requirement:	
6. Council will pay 1hr to a worker who arrives on site and is sent away without starting work (i.e. wet weather). Comment if the Award covering the hired workers conflicts with this requirement:	

5. Operational Capacity

Agencies are to respond and provide comments on to the following operational requirements.

Requirement	Response
7. Council will pay for actual times on-site. Comment if the Award covering the hired workers conflicts with this requirement:	
8. State details of all the Award allowances, additional payments, overtime rates and expenses which hired workers may be entitled to whilst working at Council:	
9. All workers hired by council are to have completed a medical. Council must be notified of any pre-existing conditions and/or restrictions imposed on any workers being hired by Council.	
10. All workers will be inducted in Council's WHS Management System and will work under Council's WHS Management System. Notwithstanding this hire arrangement the hire agency must continue to meet its statutory obligations as an employer under the NSW Work Health & Safety Act. Explain how you will meet these statutory obligations:	
11. All supplied workers are to have all appropriate PPC/PPE. This should include, but not be limited to, long sleeved shirt and pants, broad brim hat, gloves and eye protection. Please advise the full list of PPE/PPC items provided to the worker:	

5. Operational Capacity

Agencies are to respond and provide comments on to the following operational requirements.

Requirement	Response
12. Council requires that the agency provide to Council monthly reporting on all hired workers. (See clause 4 of the Service Requirements.) Please provide/attach an example of the reporting that your agency can provide.	
13. Is your business certified to ISO 45001 Safety Management Standard to another comparable or relevant standard? (If yes attach a copy of the current ISO certificate to your submission)	
14. Has SafeWork NSW issued your agency with any Prohibition Notices, Improvement Notices or fines within the past 12 months? (If yes attach details on the reason for the notice)	