

PARKES SHIRE COUNCIL



**2009/2010
HIRE OF EQUIPMENT
(PLANT AND TRUCKS)**

PART A

INFORMATION FOR TENDERERS

THE CLOSING DATE FOR TENDERS IS

**THURSDAY 9 JULY 2009
AT 10AM**

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OVERVIEW OF THE PSC HIRED EQUIPMENT SYSTEM

An overview of the Hired Equipment System is provided here to help you understand what it is, and how it works.

This section is for your general information only. The contractual requirements are set out in the Conditions of Tendering and Conditions of Contract.

EQUIPMENT NEEDED BY PSC

Each year PSC requires the use of a variety of equipment at various locations throughout Parkes Shire. The list of Equipment required in 2009/2010 is set out in Schedules 3A and 3B to the Conditions of Contract.

PSC wishes to compile a Database of contractors offering to hire these items of Equipment to PSC at fixed prices for 2009/2010.

If you own Equipment that PSC has identified and you wish to hire it to PSC, you need to obtain a place on the Database.

YOUR TENDER OF EQUIPMENT TO PSC

Follow the instructions set out in the Conditions of Tendering.

By submitting a tender you are:

- asking PSC to consider you for a place on the Database
- holding yourself ready to supply items of Equipment (and in the case of Plant with or without an operator) for a period of 12 months commencing 1 July 2009 upon the terms required by PSC as referred to in the Conditions of Tendering and Conditions of Contract
- committing yourself to ensure that the Equipment complies, and will be maintained throughout the year so as to comply, with the Equipment Requirements and that your operators will be of the required standard of competency.

EVALUATION AND ACCEPTANCE OF YOUR TENDER

Once PSC has received your tender with the necessary supporting details:

PSC will evaluate your tender, and

Inspectors may visit you and inspect the Equipment you are tendering. During such a visit, they will evaluate your Equipment using the information described in the Equipment Requirements and complete an Inspection Report.

ENTRY OF YOUR TENDER ONTO THE PSC HIRED EQUIPMENT DATABASE

If your tender is accepted, each particular item of Equipment will be entered onto the Database in the appropriate class and category.

The numerical ranking of each of your Equipment on the Database is a measure of its value for money to PSC.

DISCLAIMER

You should understand that being on the Database gives no guarantee that any of your Equipment will be hired. Nor is PSC bound to only hire Equipment listed on the Database. The hire of Equipment by PSC is dependent on, amongst other things, decisions of the various levels of Government about the amount of funding, the type, location and extent of works that will be carried out during the year.

SELECTING A CONTRACTOR

When PSC requires a particular item of equipment, the list of Contractors tendering that item is called up. The Contractor who is ranked number one for that item of equipment is contacted to check its availability over the proposed Hire Period. If the item is unavailable (the reason does not matter), the second ranked Contractor is contacted, and so forth.

If you are contacted and your Equipment is available for hire, you may be asked to provide a quote for the costs of transporting the equipment to and from the Site. PSC will consider the quote in its selection of a Contractor for a particular hire. This means that, although you may be ranked highest, PSC may go to the next ranked contractor if it considers (taking transport costs into account) that it can get a better overall price for the particular hire.

WHAT IF YOU ARE CHOSEN AS HIRER?

If PSC decides to hire your Equipment, PSC will fax you an External Hire Order setting out details of the hire.

If you think there are any errors on the External Hire Order, you should advise the hiring officer by fax. You do not need to sign and return the External Hire Order to PSC if you are satisfied with all details on it.

In some cases, PSC may visit you to inspect your equipment and then complete an Inspection Report. Subject to this, PSC will use your Equipment as agreed.

THE HIRE

You must deliver the Equipment, (in the case of Plant, with or without an Operator as specified) to the required location by the date and time shown on the External Hire Order, at the quoted cost. During the hire, you must follow instructions given by the Supervisor. The efficiency with which you carry out your work and the compatibility which you demonstrate in working with PSC staff and other contractors will increase the value-for-money that you provide to PSC.

You must remove the Equipment from the Site as soon as the Hire Period is over.

Duration of hire may be required until full completion of the project. Once a project is complete, there is no guarantee hire will be moved to next project on Council's calendar.

PERFORMANCE ASSESSMENT

PSC may conduct a performance assessment about your Equipment, Operator and the general success of the hire, including OH&S and quality performance.

PSC may keep information on your performance on record to help it make decisions about whether to hire from you in the future. This information may affect your rank on the Database. You may request PSC to provide an update on your ranking and should note that your ranking will change during the year as more information is added to the Database.

CONDITIONS OF TENDERING

1. INTRODUCTION AND DESCRIPTION OF WORK

- 1.1 PSC invites tenders for the hire of Equipment (being Plant and Trucks) during the term 1 July 2009 to 30 June 2010 for the classifications of Equipment specified in Schedules 3A and 3B. Contractors should also read the Equipment Requirements set out in Schedules 7A and 7B.
- 1.2 Contractors who are interested in tendering Equipment for hire to PSC must read:
Conditions of Tendering
Conditions of Contract
Tender submission documents.
Any information documents which accompany this tender.

These documents are collectively called the "Tender Documents". Contractors should ensure that they have fully read and understood their obligations and obtain independent legal advice about the terms and conditions set out in these documents.
- 1.3 Successful contractors will be eligible to hire equipment to PSC in accordance with the Conditions of Contract.
- 1.4 The detailed requirements and obligations of the successful contractor are set out in the Conditions of Contract.

2. TENDER DOCUMENTS

- 2.1 PSC may amend the Tender Documents at any time prior to the closing date for tenders. Amendments may be made by addenda issued in identical form by PSC to each contractor.
- 2.2 The Conditions of Contract and Tender submission documents are included in the Tender Documents.

3. CONTRACT RATES

- 3.1 The contractor must submit tender prices **EXCLUSIVE OF GST** in accordance with Clause 9 of the Conditions of Contract and in the format provided by the Schedule of Rates in the Tender submission documents.

4. COMMUNICATIONS

- 4.1 PSC may in its absolute discretion seek additional information or material from any contractor before or after the tender closes and all such information and material provided must be taken to form part of that contractor's tender.
- 4.2 PSC may in its absolute discretion engage in discussion with any contractor (or simultaneously with more than one contractor) after the tender closes to improve or clarify any tender.

5. NO RELIANCE

- 5.1 Contractors must form independent judgements about any information provided by PSC in relation to the tender and must make their own enquiries in respect of the tender. PSC has no liability to any person who acts or fails to act in reliance on any information or figures provided by PSC.