



Specifications

Part 2

Request for Tender	Effluent Pumpouts at Various Locations
Closing Time and Date	2pm, Thursday 1 October 2020
Tender Number	SRRC010253

SPECIFICATIONS

1. SCOPE OF WORK

The scope of work covers a number of regions within the Scenic Rim Regional Council boundaries. The key areas include Tamborine Mountain, Lake Moogerah Camping Ground, Rathdowney Memorial Grounds and Canungra Depot.

To ensure value for money and the ability for the Contractor to adequately service the various regions the scope is broken in to Separable Portions. The Contract may be awarded to a single Contractor or multiple Contractors across the Separable Portions. Each Separable Portion will be awarded in full.

1.1. Separable Portion 1 (SRRC010253 SP1) - Tamborine Mountain

Complete weekly and monthly pumpouts at the Gallery Walk Toilet, Dapsang Road Toilet and Hang Glider Toilet as per the attached schedule.

All toilet effluent tanks have pumpout points with camlock fittings.

All toilet effluent tanks are fitted with high level alarms. These red alarm lights are fitted to the toilet buildings. The contractor is to advise Council if any red lights are still flashing after they have completed their regular pumpout. An additional "on request pumpout" may be required.

Pump outs are not to occur prior to 7am. Truck will need to be offsite at Gallery Walk Toilets to enable access to carparks. This site and street is extremely busy from early in the day.

Gallery Walk Toilet.

Pumpout approximately 12,000 litres every Monday and Friday. Trucks are to pump from and empty effluent tank 3 first, effluent tank 2 second and then effluent tank 1 as truck capacity permits.

The fence gate padlock is keyed to a Council key B1A2.

The primary septic tank is to be pumped out monthly (10,000 litres - septic tank solids and balance from the effluent tank).

Dapsang Road Park Toilet

Pumpout approximately 12,000 litres every Friday.

Trucks are to pump from and empty effluent tank 2 first and then effluent tank 1 as truck capacity permits.

Hang Glider Toilet

Pumpout approximately 12,000 litres every Monday.

Trucks are to pump from and empty effluent tank 2 first and then effluent tank 1 as truck capacity permits.

1.2. Separable Portion 2 (SRRC010253 SP2) - Lake Moogerah Camping Ground

Effluent Dam

The fence gate padlock is keyed to a Council key B1A2.

Pumpouts

All septic tanks, holding tanks and grease traps are to be completely pumped out with no solids or sediment remaining.

Pumpouts to be undertaken between the hours of 7am and 5pm Monday to Friday, excluding public holidays.

1.3. Separable Portion 3 (SRRC010253 SP3) - Rathdowney Memorial Grounds

Pumpouts to be undertaken in normal Council business hours.

1.4. Separable Portion 4 (SRRC010253 SP4) - Canungra Depot

Pumpouts to be undertaken in normal Council business hours.

1.5. Separable Portion 5 (SRRC010253 SP5) - Grease Traps Various Locations

Pumpouts to be undertaken in normal Council business hours.

- Beaudesert Depot - Grease trap is located inside depot gate on Helen Street
- The Centre, Short Street Beaudesert - Grease trap is located to the rear of the building adjacent to the toilet block
- The Story Tree Shop, High Street, Boonah - Grease trap is located to the rear of the building
- Cultural Centre, High Street Boonah - Grease trap is located to the rear of the building
- Moriarty Park, Monarch Drive, Canungra - Grease trap is located to the rear of the building

2. REPORTING & AUDITING

The Contractor shall provide Council, on a monthly basis, a summary of effluent quantities delivered and processed from the effluent disposal facility used.

Council Officer's may undertake verification checks of actual pumpout quantities. This may include onsite checks as well as review of Contractors records, documents, plant and equipment. The Contractor is to provide any reasonable assistance requested, including copies of records.

3. WORK HEALTH & SAFETY ACT 2011

The Contractors shall comply with all the requirements and regulations of the Work Health and Safety Act 2011 and shall perform and be responsible for the duties as per the act. All tools used are to meet all WH&S/Electrical standards and requirements.

The Contractor shall hold the relevant BSA Licence appropriate for the type of work involved.

The Contractor shall notify Queensland Department of Justice and Attorney General and the Principal of any notifiable incidents as defined by the Act that occurs on the site to any person.

(Note: See Workplace Health and Safety attachments.)

4. ENVIRONMENTAL COMPLIANCE

The Contractor shall comply with the requirements of all acts of Parliament of the Commonwealth of Australia and with the requirements of all Acts of Parliament of the State of Queensland that are relevant to the provision of effluent pumpout services.

5. NOTICES AND FEES

Comply with and give all notices required by authorities having jurisdiction over the works, pay all fees and obtain all permits required.

6. INSTRUCTIONS

Accept instruction **only** from the relevant Council Officers.

7. EXISTING BUILDING FEATURES, SERVICES AND PUBLIC PROPERTY

Existing building features, services (including drains, watercourses, public utility and other services), and public property if encountered, obstructed, or damaged in the course of performing the work under the contract, shall be:

- Repaired, diverted, or relocated as required.
- Satisfy authorities concerned.
- Contractor shall make good and be responsible for costs in relation to any damage caused.

8. ADJACENT OR NEIGHBOURING PREMISES

Inform owners of adjacent or neighbouring premises of any work, which may affect their interests.

The Contractor shall satisfy himself as to the condition of these premises, provide for all measures necessary for their safety and make good damage due to the work.

Work that is likely to annoy or disturb occupants of adjacent or neighbouring premises to an unreasonable extent shall be so arranged as to cause the least possible annoyance or disturbance. Refer Clause 12 of these specifications for details.

9. RESPONSIBILITY

The charge and care of the works shall be the Contractor's responsibility and no instruction will relieve that responsibility.

10. SECURITY

Maintain security of the site during the period of the Contract. Maintain provisions against risk and unauthorised entry to the works, and for safeguarding the work during working and non-working hours. Maintain security fencing and erect temporary fencing as necessary. Any losses occurring from the site shall be the Contractor's responsibility.

11. REMOVAL OF RUBBISH

Keep the site and adjoining areas in a clean and orderly condition. Remove rubbish daily. Carry out regular cleaning on all parts of the job.

12. COMPLETION

On completion, remove debris, clean internal and external surfaces, remove stains, grease and oil, locks and fastenings, ensure that all services are operational and generally leave the works clean and tidy.

Carry out reinstatement of any damaged work.

WORKPLACE HEALTH AND SAFETY

Scenic Rim Regional Council has an obligation to all workers and other persons to protect their health and safety whilst at the workplace. In addition, as a contractor working at the site, you have a reciprocal obligation to ensure that your activities do not endanger the safety of yourself or any other persons.

The Contractor shall comply with all the requirements and regulations of the *Work Health and Safety Act 2011*. All employees are to hold a General Construction Induction card.

To ensure we both meet our legal obligations, Scenic Rim Regional Council has drafted a Contractors Agreement for your perusal and signature. In addition, you are required to attach a certificate of currency for both WorkCover and Public Liability Insurance policies.

1. Safety Plans.

The successful tenderer is to provide a safety plan for types of work they offering to undertake.

The safety plan is to be in effect for the duration of the contract period. If the contractor changes their safety plan during this period the revised copy is to be forwarded to the principal.

2. Work Method Statements.

If the contractor is undertaking a high risk activity they are to provide the principal with a work method statement for each high risk activity.

3. Contractors Spot Check

The principal may from time to time carry out spot checks to review work place health safety compliance. The spot checks will be as per this attached form.

4. Notices and Fees

Comply with and give all notices required by authorities having jurisdiction over the works, pay all fees and obtain all permits required.

CONTRACTORS AGREEMENT

Contract Number: SRRC009844

We refer to your quote tendered in respect of the above contract and advise that before we can accept your offer we require you to complete and agree to terms of this agreement.

Terms of Agreement

General and Legal

1. The Contractor shall comply with all relevant Federal and State laws and company rules.
2. The Contractor shall apply for and pay any fees for all permits required.
3. The Contractor shall ensure that no interruption occurs to company operations without first obtaining the written permission of the council or its agents.
4. The Contractor shall ensure that they are fully insured and have adequate Workers Compensation and Public Liability Insurance and have provided details of these insurance policies overleaf.
5. The Contractor is responsible for the removal of all waste and debris and ensuring correct disposal, according to environmental protection regulations.
6. The Contractor shall not alter, connect or disconnect any building services, including electrical, fire protection, ventilation, plumbing and sewerage services, without written permission of the council.
7. Contractors are to be reasonably dressed at all times while on-site and should not engage in loud, coarse or abusive language while in the vicinity of employees or visitors.
8. The Contractor is liable for any damage caused to council property or equipment.
9. The successful Contractor and their staff will be required to complete Council's Online Contractor Induction. Failure to complete this induction may render any contract invalid.

Health and Safety

1. All contractors must provide a Work Method Statement for high risk construction activities as detailed in S.291 of the *Work Health and Safety Regulation 2011*.
2. All contractors must ensure that all electrical equipment for the performance of work is in accordance with the requirements of AS/NZS 3012 and tested and tagged as required by this standard.
3. All Contractors are required to report to the designated area on each and every visit on-site and must wear visitor or contractor identification, where required.
4. All Contractors must arrive for work in a fit state to perform all duties safely.
5. Contractors and sub-contractors must not engage in willful or reckless behaviour or work practices that may damage any equipment or endanger the health and safety of themselves or any other people on-site.
6. The Contractor shall engage only qualified staff in any prescribed occupation.
7. Wherever practical, the Contractor shall safely and securely fence the works area and limit access to that area to relevant company staff. Signage and barricades must be used as appropriate.
8. Contractor's staff entering any operations area shall obey all council safety rules in that area and any direction given by the council, whether written, verbal or by signage.
9. Council has introduced clothing requirement for Contractors when working outdoors on any Council sites.

All contractors, contractors staff, any sub-contractors engaged by the contractor, truck drivers and machinery operators are to wear long pants, long sleeved shirts and brimmed hats (caps are not permitted).

Contractors not wearing the appropriate clothing when working outdoors will be asked to cease work and leave site.

High visibility shirts or vests are to be worn when working at any Council Depot sites, roads or road reserve.

10. The successful Contractor, contractors staff and any sub-contractors engaged by the contractor will be required to complete Council's Online Contractor Induction. Any new staff employed during the term of the contract will need to complete the online induction before commencing work on Council sites. Contractors will not be permitted to commence work on site until the induction has been completed.
11. Smoking is only permitted in designated areas.
12. Contractors must keep all work areas tidy, keep passageways clear of tools, equipment and extension leads, etc. At the completion of a job and at the end of each visit, the work site is to be tidied and secured.
13. All accidents and incidents are to be reported to the Supervisor/Manager of the worksite. The Contractor's supervisor must supply to the council representative, a written investigation of the incident including; the injured persons name, activity being undertaken and preventative measures to prevent recurrence.
14. The Contractor shall provide and ensure all employees use personal protective equipment and clothing where required, to ensure a safe and healthy workplace.
15. All hazardous substances brought on-site by the contractor must be notified to the council. The Contractor is responsible for the safe and correct storage, use, delivery, handling and disposal of all substances.
16. In the event of an emergency, the Fire and Emergency Evacuation Plan is to be followed. It is the responsibility of the Contractor to ensure that all sub-contractors are inducted on this procedure before commencement of work.

Equipment, Machinery and Vehicles

1. Contractors will ensure that all vehicles and construction plant have a current certificate of registration, Compulsory Third Party insurance, Comprehensive and/or Property Damage insurance and any other certificates of compliance as required in their State.
2. Contractors and suppliers must use safe and tested and tagged equipment. Equipment requiring safety tags must display current tags.
3. Where equipment is isolated for servicing, repairs or testing, the Contractor shall lock out, render safe and tag such equipment and shall not restart such equipment until it is safe to do so without endangering any person.
4. Contractors must ensure that all mechanical equipment used on-site must be fitted correctly with a guard, as required. No equipment is to be operated with guards removed.
5. All tools and equipment bought on-site by the Contractor must meet current Australian Standards (if applicable) and be maintained to the manufacturer's specifications.
6. Vehicles are to be operated safely and within speed limits when on-site. Engines and plant should not be left unattended and must be safely secured when not in use. Excessive noise and fumes are not acceptable.
7. All contractors working at heights that involves the risk of a person falling more than two (2) metres, must use a suitable and safe fall protection system to prevent falling. A work method statement must be supplied by the contractor and the risk controls agreed on by the company prior to work commencing. All equipment for working at heights supplied by the Contractor must be maintained and comply with the relevant design standards and the Council procedure. Erection of scaffolding must be performed by licensed persons only.

CONTRACTOR CONTROL DOCUMENTS

The following are examples of documents that only need to be completed by the successful contractors.

Once the contract has been awarded, Council will forward the relevant documents for completion.

I/weof..... have received and reviewed this Agreement and understand fully what is required to enable us to effectively manage and control risks to the health and safety of all persons while undertaking any work involved with this contract. I/we have fully discussed and ensured that all my/our employees or sub-contractors are fully conversant with this Agreement and understands the standards required of them whilst engaged to under contract with Scenic Rim Regional Council.

Signature:

Position Held:

Date:

EXAMPLE ONLY

TENDERER WH&S EVALUATION CHECKLIST

1. Contractor Details

Company/Business Name: _____

ABN (Australian Business Number): _____

Street Address: _____

Postal Address: _____

Contact Person: _____

Phone: _____ Mobile: _____

Email: _____

Brief Description of Contract: _____

Duration of Contract: From: _____ To: _____

Assessment of level of Risk for Contract:

Low Risk (no further evaluation required) High Risk (Complete sections 2. & 3.)

2. Insurance Requirements

Insurance Requirement	Not Required	Required	Sighted	Expiry Date	Policy/Card No
Workers Compensation	Yes / No	Yes / No	Yes / No		
Professional indemnity	Yes / No	Yes / No	Yes / No		
Public and/or product liability	Yes / No	Yes / No	Yes / No		
Contract Works Insurance	Yes / No	Yes / No	Yes / No		
Other Insurance	Yes / No	Yes / No	Yes / No		
Construction in General Safety Induction (Construction Industry) Card	Yes / No	Yes / No	Yes / No		
Safety Plan	Yes / No	Yes / No	Yes / No		

3. Contractor WHS Management

CRITERIA	COMPLIANT	NON-COMPLIANT
<i>WHS Policy and Programs</i>		
WHS policy demonstrates commitment to WHS.		
Roles and responsibilities defined for WHS.		
WHS programs documented.		
<i>Risk Management</i>		
Procedures outline process for hazard identification.		
Procedures outline process for assessing risk of hazards.		
Procedures outline use of hierarchy of controls for risk minimisation and review.		
<i>Process Control</i>		
Task specific safe work procedures are developed.		
<i>Emergency Procedures</i>		
Procedures outline process for incident management, i.e. first aid.		
Procedures outline process for emergency preparedness and response.		
<i>Training</i>		
Procedures outline the process for induction training.		
Procedures outline specific safety training needs and delivery.		
<i>Sub Contractor Management</i>		
Sub contractors are selected upon OHS programs and performance.		
Procedures outline subcontractor induction training.		
<i>WHS Management Plan (for Principal Contractors only)</i>		
Complies with requirements of <i>WHS Regulation 2011 s.309.</i>		
<i>Safe Work Method Statements (for High Risk Construction Work)</i>		
Complies with requirements of <i>WHS Regulation 2011 s.299.</i>		
<i>Contractors Safety Agreement (for Short term contracts and Standing Offers)</i>		
Signed copy of the Contractor's agreement received.		


4. Evaluation and Sign Off

Evaluation and/or Comment: _____

Contract Supervisor Name: _____

Contract Supervisor Signature: _____


WORKPLACE HEALTH AND SAFETY

1. General WH&S Requirements	
<p>As a condition of this contract, Scenic Rim Regional Council requires that any contractor (or contractor's sub-contractor) engaged to perform a service will at all times identify and exercise all necessary precautions for WH&S of all persons who may be affected by the services.</p> <p>The contractor will inform Scenic Rim Regional Council of all its WH&S policies, procedures, or measures implemented for individual workplaces or in the event of not having effective policies and procedures, will adopt Scenic Rim Regional Council relevant WH&S policies and procedures.</p> <p>The contractor will comply with any reasonable direction given by Scenic Rim Regional Council relating to WH&S.</p>	
2. Legislative Compliance	
<p>The Contractor has an obligation under the <i>Work Health and Safety Act 2011</i> to provide a safe place and a safe system of work so as not to place at risk the contractor's own employees and well as other workers and the general public at the workplace. The contractor must comply with all relevant enactments, associated WH&S Regulation Standards, Codes of Practices and Scenic Rim Regional Council WH&S policies and procedures which are in any way applicable to this contract, or the performance of the services under this contract.</p>	
3. Responsibilities	
<p>The contractor has an obligation to take all practicable steps to ensure the WH&S of its employees, sub-contractors and their employees and other people (not employees) who may be affected by the contractor's work practices.</p>	
4. Contractors WH&S Management System	
<p>The WH&S Management System of the Contractor must be the minimum requirement to demonstrate compliance with all duties of an employer specified under legislation.</p> <p>The Contractor must submit a copy of their company WH&S Management System documentation that must include as a minimum requirement:</p> <ul style="list-style-type: none"> • WH&S policy & objectives; • Organisational structure & responsibilities; • Relevant risk assessments & controls (sample); • Relevant safe working procedures (index); • WH&S training & induction processes and records (Certificates of competencies (ticket as an electrician) and licences (truck drivers)); • WH&S inspections & auditing procedures; • WH&S consultative processes; • Incident reporting & investigation procedures; and • Performance monitoring mechanisms. 	
5. Hazards	
<p>The contractor will:</p> <ul style="list-style-type: none"> • Undertake a site hazard identification to systematically identify and assess hazards; • Establish and maintain a register (or form) of on-site hazards in which the contractor will record each identified hazards, the date it was identified and the measures taken to control the hazard; and • The contractor will make the register (or form) available to Scenic Rim Regional Council for inspection. 	

<p>6. Hazardous Work</p> <p>Specific indication for hazardous work must be outlined eg, hot work – using a hot work permit, hazardous substances, confined spaces permit, asbestos, excavation, trenching, height work and working with explosives.</p>	
<p>7. Training and Supervision</p> <p>The contractor must ensure that all workplace staff are competent in the work being undertaken. The contractor will provide the employees and sub-contractors with information and supervision about hazardous work processes or material.</p> <p>All employees are to have a general induction and the contractor is to produce records of their construction industry induction ticket.</p> <p>Each person visiting a construction workplace is to receive a site-specific induction.</p>	
<p>8. Incident Notification</p> <p>The contractor is required to report any notifiable incidents to the relevant authority within the specified time frame. In addition, the contractor must promptly notify Scenic Rim Regional Council of any incident, which occurs during the carrying out of the contract work.</p> <p>Copies of investigations (including recommendations to prevent a recurrence) follow up any notifiable incidents must be forwarded to Scenic Rim Regional Council on completion.</p>	
<p>9. Insurances</p> <p>Contractors shall fully comply with their statutory obligations to insure themselves and to keep themselves insured against all sums for which, in respect of any injury to a worker employed by him/her, he/she may become legally liable by way of:</p> <ul style="list-style-type: none"> • Compensation under the current <i>Workers' Compensation and Rehabilitation Act 2003</i> and subsequent amendments; • Professional Indemnity Insurance Certificate of Currency; • Public Liability Insurance Certificate of Currency; and • Damage arising under circumstances creating also, independently of the Act, a legal liability in the employer to pay damages in respect of the injury. <p>Proof of such insurance must be made available to the Principal prior to commencement of work under the Contract.</p>	
<p>10. Non-Compliance</p> <p>If during the performance of work under the contract Scenic Rim Regional Council informs the contractor that it is of the opinion that the contractor is:</p> <ul style="list-style-type: none"> • Not conducting the work in compliance with the WH&S Legislation or relevant policies and procedures; or • Conducting the work in such a way as to endanger the WH&S of any workers or other persons. <p>Scenic Rim Regional Council may direct the contractor to promptly remedy the breach of WH&S or may direct the contractor to suspend work until such time as the contractor satisfies Scenic Rim Regional Council that the work will be resumed in a safe manner (QA procedures and forms for non-compliance would apply).</p> <p>If the contractor fails to rectify any breaches of H&S for which work has been suspended, or if the contractors performance has involved recurring breaches of WH&S, Scenic Rim Regional Council will notify Workplace Health and Safety Queensland and requests that an inspection visit the workplace or may terminate the work forthwith, depending on the severity of the issue.</p>	

Checklist for Contractors Spot Check - Minor / Period Contract

This checklist provides information to assist Scenic Rim Regional Council in reviewing contractors WH&S compliance with relevant legislation and contractual arrangements.

Company Name						
Contractor:						
Contract Name:						
Contract Number:						
Who Inspected: Date...../...../.....						
Position: 						
No	Items to Check	Y	N	NA	Risk	Comment
1.	Have all contractors been inducted, with induction cards available, where applicable?					
2.	Have all contractors signed in to the site visitors' logbook?					
3.	Are all the contractors wearing a visitor's badge or sticker?					
4.	If appropriate, are their licenses and permits on the contractor eg. electrical, plumbers licence card)?					
5.	Are barricades erected around the work area?					
6.	Is electrical equipment tested and tagged? Date of next test .../20....					
7.	Is the contractor using a RCD?					
8.	Are correct power boards used (no double adaptors or piggy back plugs)?					
9.	Is appropriate PPE available and being used and maintained correctly eg. <input type="checkbox"/> foot, <input type="checkbox"/> ear <input type="checkbox"/> eye, <input type="checkbox"/> head, <input type="checkbox"/> hand, <input type="checkbox"/> respiratory,					
10.	Is all lifting gear tagged, current and in good condition? Date of next test .../200....					
11.	Are ladders in good condition? (No domestic ladders on site)					
12.	If the contractor is using a hazardous substance is a SDS and relevant risk assessment available?					
13.	If the contractor is welding or oxy-cutting, has a hot work permit been completed?					
14.	If the contractor is using a portable gas bottle to conduct soldering, check the bottle to see that it is in date (10 years from the date on the bottle)?					
15.	Are work areas tidy?					
	Other Hazards					
16.						
17.						
18.						