

Request for Quotation (RFQ)

South Burnett CTC Inc would like to offer the opportunity to quote on **mowing, edging, gardening and weed control at all or an agreed amount of residential and commercial sites across the South Burnett**. The intent of this offer is to ensure effective and fair competition for all suitably qualified suppliers, the best service delivery and best value for money for South Burnett CTC.

Any rates submitted will be project specific, the scope of works for this project is given below for consideration.

1- Project Name

Mowing, edging, gardening and weed control for South Burnett CTC sites

2- Quotation required by:

4pm Friday 1 March 2024 to shaun@sbctc.com.au

3- Site Location:

South Burnett Local Government Area

4- Background of CTC

South Burnett CTC Inc. is a leading not for profit organisation supporting the people of the South Burnett delivering services including foster care support services, residential services, domestic and family violence support services, disability support services and youth and family programs to name a few. As the organisation has grown, we have purchased and leased an increasing number of offices and residences from where we deliver our services. CTC has approx. 250 staff and facilitate more than 20 programs supporting people in our area.

5- Scope of work:

South Burnett CTC are looking for supplier/s to provide mowing, edging, gardening and weed control services.

South Burnett CTC own, rent and operate residential and commercial properties in Kingaroy, Nanango, Boovie, Memerambi, Wondai and Murgon. These properties vary from small yards around offices and units to semi-rural properties. Required work will be across 17 residential properties and 5 commercial properties, including 1 rural block that requires slashing.

Your proposal should show an hourly rate or a cost per site (based on the square meterage provided in this document) to cover the required tasks. Quotations are to be inclusive of all travel, facilitation, materials and equipment required including all chemicals for gardening and weed control. All prices should be GST Inclusive. Dumping fees for the dumping of green waste are to be passed on to CTC at time of invoicing with proof of cost if applicable.

The mowing of properties is required on a rolling fortnightly basis. This may be changed with notice to the supplier during times of drought or cooler periods. Please note that due to operational requirements, the number of properties may increase or decrease at times. Additional services may be required including additional mowing during peak growing season and project work.

All quotes are to include the following:

- Quotation (either by schedule of rates or quote per site) inclusive of GST.
- An overview of capacity, experience and redundancies built into business to ensure business continuity and service delivery.
- Copies of relevant insurances and accreditations
- Available equipment to carry out required tasks e.g. Zero turn, tractor and slasher or ride on with catcher.

Suppliers may seek to quote for all properties or a select number of properties depending on the supplier's size, capacity and equipment.

Successful suppliers will be offered an initial 12-month agreement.

Throughout the agreed period regular site visits will occur and feedback provided if required.

6- Evaluation and assessment of quotations

All quotes will be assessed against the following criteria:

- Value for money 50%
- Capacity to undertake required work at multiple sites 20%
- Previous experience 20%
- Reliability and ability to meet schedule 10%

7- Contact

Any enquiries should be directed to Shaun Bliesner on 4162 9000 or via the email shaun@sbctc.com.au.

Applicant Details – Please complete and return this section with your Quotation.

Business Name	
ABN	
Contact Person	
Email	
Phone	
Address	
Pubic Liability Insurance (please provide a copy) along with any other insurance e.g. WorkCover	
Can you provide an emailed tax invoice?	
How often will you invoice?	
What are your invoice payment terms?	
Are you able to demonstrate that you have safe work methods in place and will adhere to safe work practices on all CTC works sites including any relevant WH&S Policies and Procedures?	

<p>What equipment do you have to complete the required work?</p>	
<p>Quoting Preference</p>	<p><input type="checkbox"/> Schedule of rates</p> <p><input type="checkbox"/> Price per site</p>

I acknowledge and understand that lawn maintenance is seasonal and subject to weather conditions. I have the capacity to meet the lawn mowing needs of South Burnett CTC during the peak months and understand that the work could potentially decrease during Winter or times of low rainfall.

Signed: _____

Name: _____

Date: _____

Legend:

Mow = Mowing only

Garden = Edging, gardening and weed control

(Please tick both boxes if you are quoting for all)**Quoting Properties.**

Site	Suburb	Type of property	Land area	Approx. Land area less building	Regularity (minimum in peak season)	Service (please tick)		Price Quoted (per site)
						Mow	Garden	
1	Kingaroy	Commercial	12,800m2	7,740m2	Fortnightly			
2	Kingaroy	Commercial	3,750m2	2,780m2	Fortnightly			
3	Wondai	Commercial	460m2	220m2	Fortnightly			
4	Wondai	Commercial	440m2	150m2	Fortnightly			
5	Wondai	Commercial	470m2	200m2	Fortnightly			
6	Murgon	Commercial	1,300m2	616m2	Fortnightly			
7	Nanango	Commercial	5,400m2	1,810m2	Fortnightly			
8	Kingaroy	Units	920m2	202m2	Fortnightly			
9	Kingaroy	Units	1,100m2	510m2	Fortnightly			
10	Kingaroy	House	4,290m2	3,060m2	Fortnightly			
11	Booie	House - rural	3,550m2	2,764m2	Fortnightly			
12	Booie	Slashed paddock	1,9500m2	1,9500m2	Quarterly			
		Slash boundary		700m x 3 rows	Quarterly			
13	Kingaroy	House	1,450m2	1,217m2	Fortnightly			
14	Memerambi	House - rural	5,770m2	5,368m2	Fortnightly			
15	Kingaroy	Commercial	2,320m2	1880m2	Fortnightly			
16	Kingaroy	House	1,330m2	1137m2	Fortnightly			
17	Kingaroy	House	1,910m2	1616m2	Fortnightly			
18	Kingaroy	Block	1125m2	1125m2	Fortnightly			

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(Please tick both boxes if you are quoting for all)

Site	Suburb	Type of property	Land area	Approx. Land area less building	Regularity	Service		Price Quoted
						Mow	Garden	
19	Kingaroy	House	1,325m ²	1,082m ²	Fortnightly			
20	Kingaroy	House	1,410m ²	1,000m ²	Fortnightly			
21	Kingaroy	House	1,385m ²	1,142m ²	Fortnightly			
22	Kingaroy	House - rural	5,200m ²	4,530m ²	Fortnightly			
23	Kingaroy	House	1,340m ²	835m ²	Fortnightly			
24	Nanango	Commercial	1,355m ²	1,150m ²	Fortnightly			