



District Council of
Loxton Waikerie

REQUEST FOR SCHEDULE OF RATES

For the provision of

Mechanical Services

24/44275



Background and General Information

The District Council of Loxton Waikerie has fleet of heavy plant and machinery used for road construction and town maintenance that requires regular servicing.

The Council is seeking a schedule of rates from a suitably qualified mechanic to conduct routine and breakdown servicing and repairs of heavy plant and machinery.

The requirements of the contract include workshop plant and equipment, suitably qualified mechanic and mobilisation to site. The work may include:

- Routine log book servicing,
- Breakdown repairs,
- Ordering parts and consumables, and
- other service works as required.

Mechanical servicing and repairs will be required Monday-Friday with majority of work required on Mondays as this is when machinery is available. Contractor will need to be available on call for breakdowns or repairs as required on Monday-Friday.

The District Council of Loxton Waikerie may enter into an agreement with the successful respondent.

Contractors are required to complete all sections of the attached "schedule of rates" before the closing date of **5.00pm (Adelaide time) on Monday 9 December 2024** to be submitted via email to council@lwdc.sa.gov.au

Any enquires can be directed to either of the nominated contact people below:

Jenna Barry
Works Project Officer
P: 8584 8000
E: council@lwdcs.sa.gov.au



Specifications

Scope

The work requires the servicing of the District Council of Loxton Waikerie fleet of heavy plant and machinery such as trucks, trailers, graders, tractors, mowers and small plant. The make of plant and machinery includes CAT, John Deere, Mitsubishi, Isuzu.

The contractor will be required to carry out routine log book servicing/repairs and breakdown services/repairs for urgent call outs. The contractor will need to attend urgent call outs as required. Travel to rural areas will be required from time to time.

The contractor will be responsible for providing all tools needed to carry out the services and repairs. The contractor will also be responsible for ordering all parts and consumables as required. Servicing and repairs will be predominantly undertaken on a Monday however availability from Monday-Friday will be required. Servicing and repairs will be undertaken at the Loxton and Waikerie Council Depot.

Locations

Loxton Council Depot – Nalara Avenue Loxton SA 5333

Waikerie Council Depot – Sturt Highway Waikerie SA 5330

Responsibilities

1. Works

- 1.1 Council depot staff will compile a list of plant/machinery that requires servicing or repairs and provide to the contractor.
- 1.2 The contractor will be responsible for the ordering of all parts and consumables required for servicing and repairs.
- 1.3 Majority of servicing and repair work will occur on Mondays as this is when machinery is available however availability Monday – Friday will be required.
- 1.4 Servicing and repair work to be undertaken at the Loxton and Waikerie Council Depot.
- 1.5 The contractor is required to provide all tools required to complete the servicing and repairs.
- 1.6 The contractor will need to attend urgent call outs as required. Travel to rural areas will be required from time to time.
- 1.7 Job reports will need to be provided to Council following the servicing/repairs of each piece of plant or machinery.

2. Essential Licences



2.1 Minimum of Certificate III in Automotive Diesel Fuel Technology.

2.2 Heavy Vehicle Drivers Licence.

3. Desirable Licences and Knowledge

3.1 Machinery competency licences.

3.2 Familiarisation with CAT machinery will be looked at favourably. Access to CAT software will be an advantage for fault identification.



Work Health Safety Requirements

Formal Work Health Safety Requirements

Under the Work Health Safety Act 2012 (SA), the Council have a duty as a “person conducting a business or undertaking” (PCBU) to provide and maintain, so far as is reasonably practicable, a safe working environment for its employees, tenderers, contractors, sub-contractors, consultants, visitors, and members of the public. To align with The Council’s WHS duties, the successful Contractor must comply and ensure that others comply with the following:

1. The Contractor engaged in providing the Services must identify and engage their own duties as a PCBU;
2. The Contractor must ensure through a documented and systematic approach, that it complies with any Acts, regulations, local laws and by-laws and guidelines applicable to the performance of the Services; and
3. The Contractor must comply with any reasonable directions of the Council’s Representative relating to safety and environmental matters if they arise.

General Advice

It is the responsibility of the Contractor to comply with relevant state WHS legislation, relevant codes of practice, Australian standards and for reporting unsafe or unsatisfactory working conditions, hazards and incidents.

The Contractor is to complete and provide all relevant Safe Work documentation to the Council on Agreement appointment, prior to work commencing.

Reporting Hazards / Issues / Near Misses

In the instance of any incident, hazard or near-miss, the Councils Superintendent shall be contacted as soon as practicable or within twenty-four (24) hours and informed of the situation so that the Council can ensure the appropriate steps have been taken, and the incident or hazard is formally reported and investigated where required.

Contractors must report immediately to the Councils Superintendent any issue arising from a Safe Work SA Inspector or Union Representative visit. They must provide the Council with a copy of any document, report, notices, direction, etc. issued by the inspector/visitor.

The Councils Superintendent or a Councils WHS Representative who observes an unsafe practice has the right to direct a Contractor to cease work until the safety concern is addressed to the satisfaction of the Councils Superintendent or the Councils WHS Representative. Council will take into consideration compliance to WHS requirements when selecting Contractors for future work.

The successful contractor will be required to complete the District Council of Loxton Waikerie [preferred contractor pack](#).



Schedule of Rates

Contractor's Details

Name of Contractor	
Entity Name (as listed on ABR and ASIC): (mandatory)	
State in full the name(s) of the person(s) listed in any Trust(s) or Partnership(s)	
State in full the registered business name(s) of the company(s)	
State in full the trading name(s) of the business	
Australian Company Name (ACN):	
Australian Business Name (ABN):	
Registered Address:	
Postal Address:	
Telephone:	
Email:	

Contact Person	
<i>Nominate a contact person for this submission to deal with any questions or queries that may arise.</i>	
Name:	
Position:	
Telephone (mobile):	
Email:	



Licences and Accreditations

List details of any licences, accreditations, or membership to relevant Industry Peak Body, currently held by the Contractor that would be required or relevant in order to undertake to provide the Services.

(please tick where applicable)

Membership/s to Relevant Industry Peak Body

.....

Details:

Expiry Date:

Mechanical Qualification

Relevant licence (please specify)

Details:

Expiry Date:

Relevant licence (please specify)

Details:

Expiry Date:

Relevant licence (please specify)

Details:

Expiry Date:

Relevant licence (please specify)

Details:

Expiry Date:

Relevant licence (please specify)

Details:

Expiry Date:

EPA Prescribed Activity

Details:

Expiry Date:



Certificate of Competency

- WorkZone Traffic Management
- Confined Space
- Working at Heights
- Certificate of Competency & White Card
- Elevated Work Platform

Others (please specify)



Experience

1. Past Performance	
1.1	Has the contractor engaged in similar service in the past?
1.2	For how many years has the contractor engaged in similar services?
1.3	Any additional working experience relevant to mechanical services?



Pricing

All prices must be listed exclusive of GST

This pricing:

- Will not be subject to variation except where provided in the Conditions of Agreement.
- Must be inclusive of all administrative costs and associated overheads and conforms to the requirements of the Proposal.
- Will be used for the purpose of assessing progress claims and as the basis for negotiation of variations under an agreement.
- Must be in Australian Currency.
- Pricing that has not been included in the submitted price may not be approved for payment by the Council without full justification and final approval at the discretion of the Council. It is therefore essential that all possible charges are listed within the fixed price below.

The Contractor may wish to only tender for mechanical services at one of the locations. If you wish to tender for both Loxton and Waikerie please complete both pricing tables.

Loxton			
Item	Rate (ex GST)	GST Component	Rate (inc GST)
Routine servicing (rate per hour)	\$	\$	\$
Breakdown servicing (rate per hour)	\$	\$	\$
Travel (rate per km)	\$	\$	\$

Waikerie			
Item	Rate (ex GST)	GST Component	Rate (inc GST)
Routine servicing (rate per hour)	\$	\$	\$
Breakdown servicing (rate per hour)	\$	\$	\$
Travel (rate per km)	\$	\$	\$

The contractor must list below other relevant pricing detail:

Other (if applicable): _____

Other (if applicable): _____



Pricing Inclusions/Exclusions

Contractor to provide details of all inclusions/exclusions in the tables below:

Inclusions:

Exclusions: