Request For Quote

Instructions: the Respondent must complete all relevant sections. Failure to sign statement below by authorised representative will render quote invalid. Respondents are cautioned to carefully read any and all instructions and the terms and conditions on any of the attached sheets.

Failure to adhere to these instructions and terms and conditions may result in rejection of the quote.

RFQ Title **Gulargambone Swimming Pool Accessible Disabled Amenities Upgrade**

RFQ Number **20261023**

Issue Date **23/10/2026**

RFQ Closing Time and Lodgement Details	
RFQ Closing Date:	06/11/2026
RFQ Closing Time:	5pm
RFQ Lodgement Instructions:	Submit quotation in accordance with Council procurement instructions. Late quotations may not be accepted. Mandatory site inspection: [insert date and time]. You must attend before you quote. Put the date and the name of the person who attended in your quote.
Council Contact & Enquiries	
Name: **Number:**	Ash Bauer 0491 977 498
Email:	a.bauer@coonambleshire.nsw.gov.au

RFQ Instructions – All Quotations are subject to the following requirements where indicated	
[X]	Council's Purchase Order Terms and Conditions shall apply to this purchase (attached)
[X]	The 'Special Terms and Conditions' shall apply to this purchase (attached)
[X]	Quotations are to conform with the Specification (attached)
[X]	Quotations must detail manufacturer's name and model number of each item offered
[X]	The engagement will be established by issue of a Council Purchase Order, which together with this RFQ and the successful Quoter's submission, shall form the contract between the parties. *Note: Where the value or complexity of the works warrants it, a formal written contract may also be executed*.

[X]	Payment will be made in line with Council's Purchase Order Terms and Conditions and the payment terms on the invoice. Invoices must quote the Council Purchase Order number.
[X]	A mandatory site inspection will be held on [insert date and time]. Quotes from builders who did not attend may not be accepted.
[X]	Fill in the attached Price Schedule spreadsheet (Annexure A). Also give us your construction program, how you will do the job, the products and finishes you will use, and anything you have excluded or assumed.

Scope of Requirements

What the job is: At the Gulargambone Pool Amenities Block, turn the existing hot-shower cubicle and part of the men's shower area into one new accessible (disabled) unisex toilet and shower room. The men's side will be left with one shower. Existing men's toilets and urinal stay as they are.

All measurements below come from Council's site notes and are approximate. Check everything yourself at the site inspection.

Key measurements (approx. – check on site)

- **Whole existing area (both rooms):** 3000 × 2900 mm
- **New accessible room:** 2150 × 2900 mm
- **Remaining men's shower:** 900 × 2900 mm (before the new wall)
- **Door:** existing opening approx. 800 mm – new door to be 920 mm
- **Wall tiles:** to 2100 mm high, paint above
- **Ceiling:** Colorbond, approx. 2900 × 3000 mm over both rooms
- **Security mesh:** approx. 3000 mm to the upper window

Site inspection – you must attend

- Date and time: [insert date and time]
- If you do not attend, your quote may not be accepted.
- Write the inspection date and the name of the person who attended in your quote.
- The site inspection is at your own cost. Council will not pay for it – do not include it in your price.

Approvals and rules

- No DA is required.
- **All work must meet the disability standards and the National Construction Code (NCC).** This includes the Disability (Access to Premises – Buildings) Standards and AS 1428.1 for access. Plumbing, electrical and waterproofing work must also meet the relevant Australian Standards.
- You are responsible for making sure the new room meets the disability access rules. If 2150 mm is not wide enough to fit everything, tell us in your quote.
- Before you start, show Council where the toilet, basin, shower, grab rails, seat and door will go. A marked-up sketch is fine. Council must OK it first.

Working while the pool is open

- The pool is open to the public until the end of April.
- Fence off and lock the work area. Keep the public and staff safe at all times.
- Keep the rest of the toilets and change rooms working while you are on site.
- Tell us in your quote when you would do the work and how many days it will take.
- Before work starts, give Council a risk assessment and SWMS for the job.

Work to do

1. Asbestos

- Council's notes show asbestos in the wall sheeting across the whole area (approx. 3000 × 2900 mm), including both sides of the 2900 mm wall.

- Must be removed by a licensed asbestos removalist. Give us the disposal dockets and an asbestos clearance certificate.

2. Demolition

- Remove the hot-shower cubicle, the raised brick step at the doorway, the wall that is moving, and all old fittings that are in the way.
- Take away and legally dispose of all rubbish.

3. New wall

- Build a new wall between the accessible room and the men's shower.
- Wet-area sheeting on both sides, waterproofed, with rust-resistant fixings.
- Confirm the final wall position with Council before you build it.

4. Plumbing and drainage

- Find the existing sewer, drains and water pipes.
- Supply and install all new pipes, wastes, floor wastes and connections for the new toilet, basin and shower, and for the men's shower.
- Tell us if the existing hot water unit can supply the new accessible shower or if a new unit is needed – price it separately if needed.
- Test everything and give us a plumbing compliance certificate.
- If you find a bigger problem (for example the sewer needs to be moved), describe it and price it separately.

5. Doorway and ramp

- Remove the brick step so there is no step into the room. Build a ramp or landing to Australian Standards.
- Widen the opening (now approx. 800 mm) to fit a new 920 mm door. The clear opening must be at least 850 mm.
- New door and frame, lever handles, privacy lock that can be opened from outside in an emergency, and an accessible toilet sign with braille.

6. Accessible room – fit-out

- **Toilet:** accessible toilet with backrest, easy-push flush button and toilet roll holder.
- **Basin:** accessible basin with lever tap, mirror, soap dispenser and hand-towel dispenser.
- **Shower:** step-free (no hob), hand-held shower on a rail, hot and cold mixer with a tempering valve (anti-scald), fold-down seat and soap shelf.
- **Grab rails:** to the toilet and shower. Put solid backing in the walls behind all rails and the seat.
- **Other:** clothes hooks and a shelf.
- **Sanitary bin unit:** price this as a separate option.
- Everything must be set out at the heights and positions required by AS 1428.1.

7. Men's shower – fit-out

- 1 × shower rose and 1 × cold water tap.
- 1 × floor waste grate.
- 1 × powder-coated steel bench seat, approx. 900 mm long.
- Towel hooks.
- Protect the existing men's toilets and urinal – do not change them unless you price it separately.

8. Floors, walls and ceiling (both rooms)

- Waterproof the floors and shower areas to AS 3740. Give us a waterproofing certificate.
- Floor tiles: minimum slip rating P4 (wet pendulum) and Class B (wet barefoot) to AS 4586. Write the tile and its slip rating in your quote.
- Floors must fall to the floor wastes with no ponding water.
- Wall tiles to 2100 mm high. Wet-area paint above to the ceiling.
- New Colorbond ceiling over both rooms.

- All fittings must be stainless steel or rust-resistant and tough enough for a public pool.

9. Electrical, lighting and ventilation

- New LED lights in both rooms. Work by a licensed electrician – give us an electrical certificate.
- Ventilation: either an exhaust fan ducted to outside, or natural ventilation through the existing openings if it meets the Building Code. Tell us which one you have priced.
- Install approx. 3000 mm of rust-resistant security diamond mesh to the upper window opening. Seal around it.

10. Finish and hand over

- Test that everything works: water, drains, hot water temperature, lights, fan, door and lock.
- Give us: plumbing, electrical and waterproofing certificates; asbestos clearance and disposal dockets; product details and warranties.
- Clean up the site and fix any defects.

	Key Deliverable	Milestone
Proposed Requirements Schedule	1. Site inspection (at your own cost) — before quotes close	Date
	2. Fixture set-out sketch, program, product list, risk assessment and SWMS — before work starts	Date
	3. Asbestos removal, clearance certificate and strip-out — as per agreed program	Date
	4. New wall, accessible room and men's shower works — as per agreed program	Date
	5. Testing, certificates, handover and fixing defects — at completion	Date
Respondent responsibilities	You are the principal contractor and are responsible for: setting out the fixtures to meet the access rules; a risk assessment and SWMS; all licences; asbestos removal; finding services; site security; all trades; rubbish removal; testing; certificates; warranties; and fixing defects. Your price must include everything. List anything you have assumed or left out.	
Location of Work	Gulargambone Pool Amenities Block, Gulargambone NSW, Australia.	

Technical Evaluation Criteria		
Criterion 1	Compliance with scope, specifications and mandatory inspection	35%
Criterion 2	Program, risk assessment and SWMS (including asbestos), and managing the work while the pool is open	25%
Criterion 3	Relevant experience, licences, personnel and referees	20%
Criterion 4	Accessible design and compliance approach, products, finishes, durability and warranties	15%
Criterion 5	Waste minimisation, recycling and environmental performance	5%

How to give us your price

- Fill in the attached Price Schedule spreadsheet (Annexure A – Excel). It lists each part of the job line by line, under the same work sections as the Scope above. Enter a rate for every line.
- Your lump sum must cover everything in the Scope. If something is not listed as an exclusion, we will treat it as included.
- Put your lump sum price in the table below: excluding GST, the GST, and including GST. These must match the spreadsheet.
- Price the separate options (e.g. sanitary bin unit, new hot water unit) only in the spreadsheet. Do not add them to your lump sum.
- Fill in your hourly rates and mark-ups on the 'Rates' tab. These are only used for variations Council approves in writing.

How we will assess price

- We will compare lump sum prices (excluding GST) and check the spreadsheet to make sure nothing has been missed.
- The lowest price will not automatically win. Council will choose the quote that gives the best value for money, looking at price together with the Technical Evaluation Criteria above.

- Quotes with missing prices, or that leave out part of the Scope without saying so, may not be accepted.

Commercial Evaluation – Your Price		
Item	**Description**	**Amount ($)**
A	Lump sum price (excluding GST)	$
B	GST (10%)	$
C	Lump sum price (including GST)	$

Alternatives / Value-added Options	Describe and separately price any proposed alternative. Clearly state departures from the specified scope and demonstrated whole-of-life benefit.		
Discounts/Incentives	State any discount, incentive or early-payment condition.		
Product availability /delivery conditions	State lead times, earliest start date, proposed duration and any pool-closure/access requirements.		
Other supply details	List assumptions, exclusions, provisional sums and items requiring Council selection.		
Warranty/Guarantee offered	State workmanship and product warranties, defects-liability proposal and response times.		
Insurance	☐ Public Liability (minimum $20 million)	☐ Professional Indemnity	☐ Workers Compensation
	☐ Products Liability	☐ Motor Vehicle	☐ Works
Rates for Variations	Fill in the 'Rates' tab of the Price Schedule spreadsheet (Annexure A).		
Whole-of-life costs	Identify any commissioning, delivery, access, permit, design or certification costs not included above.		
	State recommended maintenance, consumables and expected replacement intervals/costs.		
	State disposal/recycling approach and any end-of-life considerations for proposed products.		

Detail to Include in Quotation	
Item	***Detail***
1	The completed Price Schedule spreadsheet (Annexure A), and your lump sum price (excluding GST, GST and including GST) in the price table above.
2	Date of the site inspection and the name of the person who attended.
3	How you will do the job, when, how long it will take, and how you will keep the public safe while the pool is open.
4	A simple sketch (hand-drawn is fine) showing where the door, ramp, toilet, basin, shower, rails and seat will go.
5	A list of the products you will use (brand and model) – toilet, basin, tapware, shower, rails, seat, door hardware, floor tile and its slip rating – with warranties.
6	Copies of your licences (building, plumbing, electrical, asbestos removal, waterproofing) and who will check the access compliance.
7	Two similar jobs you have done with referees, your insurance certificates (Public Liability minimum $20 million), and a list of anything you have excluded or assumed.

Respondent Information	
Company Name	
ABN	
Business Address	
City / Town	
State	
Post Code	
Office Phone	
Email Address	
Website	
Respondent's Contact Details	
Name	
Mobile Phone	
Office Phone	
Email Address	
Respondent Statement	
"I certify that this offer is made without prior understanding, agreement or connection with any corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorised to sign this offer for the respondent."	
Respondent's Authorised Representative Name	
Date	
Quotation Total (inc. GST)	
Respondent's Authorised Representative Signature	

Reference Information

The following sketch, dimensions and photographs are indicative only. Check all measurements at the site inspection. Council's handwritten site notes are typed up in the Scope of Requirements.





Reference 1 Existing Male Shower Amenities



Reference 2 Existing hot-shower cubicle



Reference 3 Existing raised entrance threshold