



EXPRESSION OF INTEREST

MECHANICAL SERVICES

EXPRESSIONS OF INTEREST ARE REQUIRED BY:

5PM FRIDAY 20 AUGUST 2021

SUMMARY

Break O'Day Council (BODC) invites submissions from qualified and experienced businesses/contractors to provide mechanical services and repairs for a range of heavy machinery, trucks and fleet vehicles as detailed in item 1c.

The contractor and/or their employees will hold the appropriate qualifications and tickets (including diesel) for servicing heavy machinery (including hydraulics) trucks, 4WD's, AWD's, cars, ride-on mowers, brushcutters and chainsaws.

The contractor shall be available on an as required basis in consultation with Council's Works Operations Manager AND must be available to attend to breakdowns at short notice (i.e. within 1 hour).

1. MECHANICAL SERVICES

- a. Mechanical services are required up to 30 June 2022 with potential to extend for a further 12 months should the arrangement be working successfully for both parties (BODC & the contractor).
- b. The contractor shall be responsible for providing mechanical services and repairs across the BODC municipality. Scheduled services and repairs will be completed at BODC's Works Depot located at St Helens. However unplanned repairs may be required at any location within the municipality at any time.
- c. Services and repairs include, but are not limited to: heavy machinery (such as graders, loaders, trucks, backhoes, skid steer, excavators and tractors), fleet vehicles (such as 4x4's, AWD's and cars), and small machinery (such as ride-on mowers, brushcutters and chainsaws).
- d. The contractor will be required to source all parts necessary to do services and repairs at best value for BODC. All purchases must be approved by Council's Works Operations Manager (or delegate) prior to purchase and a BODC purchase order will be issued directly to the supplier for the parts required. BODC's Procurement policy (POLICY NO. LG07 PROCUREMENT POLICY -Code for Tenders and Contracts) must be adhered to when making purchases.
- e. The contractor will be responsible for ensuring all registered vehicles and other items of machinery that are permitted to travel on public roads are roadworthy prior to returning to work after they have been serviced or repaired.
- f. The contractor will be required to maintain a record system for all servicing and repairs for each vehicle/machine.
- g. The contractor will be required to maintain stock levels of various workshop consumables including but not limited to: oils and lubricants, filters etc.
- h. The contractor will need to have his own extensive range of tools to provide the services for this contract.

NOTE: Where the services required cannot be delivered by the contractor, BODC will source elsewhere.

2. INSURANCE, RISK, RESPONSIBILITY AND INDEMNITY

The contractor must ensure that they can meet all requirements detailed in BODC's "Contractor Health and Safety Handbook – version 16" (or higher).

3. SUBMISSIONS

Submissions must include the following as a minimum, but other information can be included.

- All costs that would be charged such as labour hourly rate, call-out fee, travelling rate per km etc.
- Business address.
- Business profile.
- Number of personnel employed.
- Key personnel and qualifications.
- Evidence of qualifications of personnel who will be providing services under the contract.
- Relevant experience.
- References (minimum of 2).
- Insurances.
- Policies and procedures including work health and safety.
- Availability to provide the required service.
- Availability of tools.
- Why your business should be selected to provide this service.

Businesses will be assessed on what is included in the submission and references.

Unsuccessful companies will be advised as soon as possible after submissions are assessed.

Council does not accept submissions that do not include the minimum required information.

IN-CONFIDENCE

All submissions to Council are In-Confidence and will not to be disclosed to other parties.

ENQUIRIES

Please email enquiries to admin@bodc.tas.gov.au Attention: Kristina Freshney

Submissions are required by **5PM FRIDAY 20 AUGUST 2021** and will be accepted by email or post.

Email:

admin@bodc.tas.gov.au

Please put "Expression of Interest – Mechanical Services" in the subject line

Post:

Break O'Day Council
Expression of Interest – Mechanical Services
32-34 Georges Bay Esplanade
ST HELENS TAS 7216