



REQUEST FOR QUOTATION

Homecare Gardener/Home Maintenance Contractor

The Shire of Wagin invites submissions for the services of a contractor to undertake garden and home maintenance services for Homecare clients.

The main objective is to provide direct services to participants of Wagin Homecare in their own homes located in Wagin and West Arthur.

The Shire intends to appoint a single contractor to provide the services. The service will start as soon as practicable after the RFQ close date with the contract end date being 30 September 2026.

Information for contractors is available on the Shire's website www.wagin.wa.gov.au on the Tenders page. Submissions are to be made in accordance with that documentation.

Any queries to be directed to Robyn Flett, Homecare Manager on email waginhomemaintenance@wagin.wa.gov.au or Telephone: 08 9861 1874.

Submissions must be received by the Deadline of 4.00pm Friday 25 October 2024.

The lowest or any submissions will not necessarily be accepted.

Dr Kenneth Parker
Chief Executive Officer
PO Box 200
WAGIN WA 6315



REQUEST FOR QUOTATION

Request for Quotation (RFQ)	Homecare Gardener/Home Maintenance Contractor
Deadline	4.00pm Friday 25 October 2024
Address for Delivery	Chief Executive Officer Shire of Wagin PO Box 200 WAGIN WA 6315 OR Email to shire@wagin.wa.gov.au
RFQ Number	RFQ 6 – 2024/25

PART 1 BACKGROUND

1. Introduction

The Shire of Wagin (Principal) is a local government authority located 228 kms south-east of Perth in the southern part of Western Australia's Wheatbelt.

The Principal requires the services of a contractor to undertake garden and home maintenance services for The Principal's Homecare clients.

The Principal objective is to provide direct services to participants of Wagin Homecare in their own homes located in Wagin and West Arthur.

The Principal intends to appoint a single Contractor to provide the services.

The Principal invites Contractors to submit a quotation for the services required and as described in greater detail below in Part 2.

This Request for Quotation (RFQ) is comprised of the following parts:

Part 1 – Background (read and keep this part).

Part 2 – Services to be Provided (read and keep this part).

Part 3 – Contractor's Offer (read, complete and return this part).

2. Conditions

The Contractor acknowledges that they have read, understood, and agree to be bound by the terms and conditions in this RFQ.

The Contractor agrees to be bound by the Principal's Good and/or Services Contract Conditions on the Shire's website at www.wagin.wa.gov.au.

The proposed term is:

- **Contract Start Date:** As soon as practicable after the RFQ close date, to be negotiated and depending on ability of the Contractor to begin the works.
- **Contract End Date:** 30 September 2026.

This contract with Shire of Wagin Homecare Program is reliant on continued government funding for the Wagin Homecare Services.

The Contractor (and any employee carrying out the service) will be required to sign confidentiality agreements for both the Shire of Wagin and Wagin Homecare Services. Due to the nature of our business, a breach of these codes may result in the contract being terminated.

The Contractor (and any employee carrying out the service) will be required to:

- Complete the Shire of Wagin Work Health and Safety Induction.
- Provide a national Police Check.
- Undertake advanced first aid training and manual handling training (provide by the Principal).
- Comply with Codes of Conduct for Aged Care Quality and Safety Commission, NDIS and the Shire of Wagin. Training will be provided.

3. Budget

The Offer should include all costs associated with the Service including any labour, materials, plant and equipment, with the exception of herbicide, which will be provided by the Principal when required. The likely minimum requirement is a vehicle, trailer and gardening / building maintenance tools. A mobile phone is essential.

4. How to Prepare and Submit your Offer

Carefully read this entire RFQ including all attachments.

Complete and return a signed Contractor's Offer (Part 3) which responds to all of the Selection Criteria prior to the closing date.

Provide any supplementary information the Contractor wishes to provide, to allow The Principal to properly evaluate the response.

Assume the Principal has no previous knowledge of the Contractor, their activities or experience.

The Offer must be made on a per hour basis and specify whether GST is applicable or not.

The Offer must be subject titled "*RFQ 06-2024/25: Homecare Gardener/Home Maintenance Contractor*" and either posted to the 'Address for Delivery' OR emailed to shire@wagin.wa.gov.au by the Deadline of 4.00pm Friday 25 October 2024.

5. Rejection of Offers

An Offer will be rejected without consideration of its merits if it is not submitted before the Closing Date. Likewise, if a Contractor is found to have canvassed any of the Principal's employees or Councillors with a view to influencing the acceptance of any Offer.

An Offer may be rejected without consideration of its merits in the event that it fails to comply with any requirements of the RFQ or fails to include all information requested.

6. Acceptance of Offers

The Council shall not be bound to accept the lowest or any quotation.

The Offer is deemed to be accepted when Council notifies acceptance to the successful Contractor.

7. Further Information

Any queries to be directed to Robyn Flett, Homecare Manager on email waginhomework@wagin.wa.gov.au or Telephone: 08 9861 1874.

When emailing queries into the Principal during the quotation opening period, please put subject: "*RFQ 06-2024/25: Homecare Gardener/Home Maintenance Contractor*".

Contractors must not contact any other person within the Shire or Councillor in relation to this project to discuss this Request for Quote.

PART 2

SERVICES TO BE PROVIDED

1. Overview

The Gardener/Home Maintenance Contractor will provide direct services to participants of Wagin Homecare in the participants' own homes located in Wagin (mostly) and West Arthur. Services provided are as stipulated in the participants' care plan and as directed by the Wagin Homecare Manager.

2. Core Duties

Provide gardening services to Wagin Homecare participants, including but not limited to pruning, whipper-snipping, lawn mowing, weed control and general gardening tasks.

Undertake indoor and outdoor home maintenance tasks as required by participants, including but not limited to changing light bulbs, making minor repairs, cleaning ceiling fans and light fittings, installing battery-operated smoke alarms, replacing alarm batteries and small outdoor home maintenance.

Delivery of green waste to refuse sites.

Communicate respectfully with all individuals including participants, representatives, staff and the community.

Contact the participants ahead of time to confirm they require the scheduled gardening/home maintenance. Report schedule changes to Wagin Homecare Office - e.g. cancellations or participant requests for additional time.

Provide daily Progress Note for each participant - specific to work carried out and any relevant observations, comments or requests from participants for Homecare staff to follow up.

Provide (before & after) photographs of any home maintenance projects – essential for agencies e.g. NDIS as evidence of work provided.

Office duties - Weekly meeting with Homecare staff (Meeting every Thursday at 8:15am to hand in cash collected and confirm scheduling and for any other matters that arise).

Obtain daily work schedules from the Labour Management System (Sandwai) via the app that can be downloaded onto an iPhone or Android (Free). Schedules are created one month in advance.

3. Desirable Duties

Provide limited companionship to clients. This is about being open to conversation with a client and also working with a client to achieve a project outcome should the client wish to work alongside the contractor.

This is not about spending time with clients, rather it is incidental conversations they may have while discussing the scope of work.

4. Hours of Duty

5 days per week – 6-8hrs per day

It is expected that a minimum of 5 service hours per day will be delivered (1 hour per client, including time taken to write up progress notes).

5. Work Days

It is expected that the Contractor will provide the Services on all week days (Mondays to Fridays – excluding public holidays).

The Contractor's work schedule will be determined by Wagin Homecare and the Contractor will work closely with that team to deliver services and reporting. The work schedule is subject to weather. Appointments may change due to inclement weather.

6. Leave

Advance notice for intended leave periods would be appreciated.

7. Waste Disposal

Tip Access: Access to the Wagin Refuse Centre and free tipping of waste in West Arthur. Green waste ONLY.

Any other waste collected is required to be pre-approved by Homecare Manager and noted as a Progress Note in Sandwai.

CONTRACTOR TO COMPLETE AND RETURN THIS PART

PART 3 CONTRACTOR'S OFFER

1. Contractor Particulars

Trading Name (If applicable)	
Legal Entity Name	
ABN	
Address	
Contact Person	
Contact Person Email	
Contact Person Telephone	
Address for Service of Notices	

I/We (Legal Entity Name): _____

of: _____

In response to "*RFQ 06-2024/25: Homecare Gardener/Home Maintenance Contractor*"

I/We agree that I am/we are bound by and will comply with this RFQ including all schedules and attachments.

I agree I am bound to comply with the Shire of Wagin General Conditions of Contract.

Dated this _____ day of _____ 2024

Signature of Authorised signatory: _____

Name of Authorised signatory: _____

Position of Authorised signatory: _____

2. Value of Offer

The quoted amount per working hour is \$_____ (GST not applicable / Including GST)
Cross out what is not applicable

Working hours includes:

- Provision of services to clients.
- Office work.
- Any travel time outside of the Wagin townsite.

3. Insurance

The Contractor must demonstrate that it holds appropriate insurances. Please list insurances and respective values in the table below:

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A copy of certificate of currency must be provided by the successful Contractor prior to commencement.

4. Selection Criteria

a) Value for Money, Price

The quoted amount per working hour is \$_____ (GST not applicable / Including GST)
Cross out what is not applicable

Working hours includes:

- Provision of services to clients.
- Office work.
- Any travel time outside of the Wagin townsite.

b) Key Personnel Experience

Please attach a separate sheet detailing the experience of personnel who will perform the services. Please include a brief summary for each person identified:

- Their role and responsibilities and their expected % time input to the contract.
- Their relevant experience (Focus on the criteria below *).
- Their qualifications and the licences they hold.

Criteria*

Essential

- Experience in Gardening and Indoor/Outdoor Home Maintenance.
- A strong commitment to working with older people or people with disability.
- Ability to work as part of a team and independently.
- Fully COVID vaccinated and current Influenza vaccination demonstrated.

Desirable

- Horticultural certificate.
- Experience in delivering similar services on a contract basis.
- Demonstrated experience in working with older people or those with disability.
- Promote and foster the independence of the participant.
- Provide active companionship with participants in their own home.

Is the Contractor acting jointly or in association with another person/s/or entities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Contractor engaged, or does the Contractor intend to engage, another person or persons as a subcontractor? If so please provide the same details for each subcontractor	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Contractor provided a separate response sheet which addresses experience of key personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Contractors are requested to provide at least two referees for previous work experience or contracts. These Referees may be contacted to verify claims of relevant experience.

Referee One Details	
Name and Position Title	
Name of Referee Organisation	
Contract or Position	
Services Provided	
Email Address:	
Telephone number:	

Referee Two Details	
Name and Position Title	
Name of Referee Organisation	
Contract or Position	
Services Provided	
Email Address:	
Telephone number:	

c) Capacity to undertake the Service

Please attach a separate sheet detailing the Contractor's capacity to undertake the service. This should include commentary on:

- Demonstrated understanding of the duties of the Service.
- Current capacity to undertake the Service.
- Details of plant and equipment that will be used for the Service. Confirmation that the Contractor also has this equipment and that it is available for this Service.
- Contractors should comment on their current commitment schedule that may impact on service provision.

Has the Contractor provided a separate response sheet detailing capacity to undertake the Service	<input type="checkbox"/> Yes <input type="checkbox"/> No
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