**Written Request for Quote**

**Email to Respondents**

Subject: **Request for quotation (RFQ) for the** REMOVAL OF EQUIPMENT FROM LANCASTER PARK STADIUM (PART 1).

Dear Name

The Christchurch City Council is seeking quotations from the market for the REMOVAL OF EQUIPMENT FROM LANCASTER PARK STADIUM (PART 1) as detailed in the attached RFQ.

You are invited to respond to the RFQ and the list of relevant documents is as follows:

* Letter of Invitation (this letter)
* Schedule A - RFQ Terms and Conditions
* Schedule B - Statement of Requirements
* Schedule C – The Councils Terms and Conditions of Supply
* Schedule D - Response Form

All communications concerning this RFQ must be directed to anna.preston@ccc.govt.nz.

Any information provided from any source other than in this RFQ or from this email address must not be relied upon. Where relevant, information provided to one potential respondent will be provided to all potential respondents.

Please ensure you read this RFQ in full. Any questions you may have must be received by the Council by Monday 17/07/2017. Questions received after this date may not be answered.

Your response must be provided to the Council at 12:00 midday on 21/7/2017 titled “REMOVAL OF EQUIPMENT FROM LANCASTER PARK STADIUM (PART 1)” and clearly marked for the attention of Anna Preston.

Your hard copy response must be delivered and placed into the Council Tender box near the ground floor reception 53 Hereford Street, Christchurch. Electronic responses will not be accepted.

Please ensure your hard copy response is in the format and sections within the RFQ document.

Anna Preston will be managing the RFQ process.

Respondents are responsible for the delivery of responses and the Council does not take responsibility for any responses delivered to any part of the Council other than the person named above.

Email autosignature of person running RFP

**Schedule A – RFQ Terms and Conditions**

1. This Request for Quotations (RFQ) is issued by the Christchurch City Council (Council). The Council has a requirement to select and appoint a supplier for the goods or services set out in Schedule B – Statement of Requirements.
2. This RFQ is an invitation to Respondents to make offers to the Council. It is not to be construed, interpreted or relied on as an offer capable of acceptance or as creating any form of contractual or quasi-contractual relationship. The release of the RFQ does not commit the Council to select, negotiate or contract with any Respondent. No binding legal relationship will exist between the Council and any Respondent until execution of a contract or Statement of Work by both parties.
3. All reasonable care has been taken in compiling the information contained in this RFQ. While the information is presented in good faith, no warranty or guarantee (express or implied) is given by the Council as to the completeness or accuracy of the information. Respondents will rely on all information provided by the Council at their own risk and are responsible for the interpretation of the information before submitting a quotation.
4. The quotation price will, except where otherwise provided, be submitted with the intention that the Council’s terms and conditions, are the terms used where a contract is awarded.
5. The Council contact person named in the email invitation is the only person authorised to receive communications regarding this RFQ. If any explanatory notice is issued, it will be sent to all Respondents. The Council will not be bound by any statement made by any person unless that statement is subsequently incorporated into a contract.
6. All costs for preparing and submitting this RFQ are to be borne by the Respondent. Council is under no obligation to reimburse any Respondent for any costs associated with preparing and/or submitting a RFQ response whether or not the Respondent is selected.
7. Quotations submitted subject to tags, qualifications, conditions or endorsements may be considered as alternative or non-conforming quotations. The Council may at its sole discretion evaluate, reject or request a participant to withdraw any such quotations. Any non-conformity must be outlined in the Respondent’s proposal.
8. The Respondent warrants that all information provided by the Respondent is complete and accurate in all material respects and use of the information by Council will not breach any third party intellectual property rights.
9. The lowest priced or highest scoring, or any quotation will not necessarily be accepted. Council reserves the right at its sole discretion to: accept none or any of the quotations, waive any non-conformities in the RFQ process, amend the RFQ process or any associated documents, suspend, withdraw or cancel, in whole or in part, the RFQ process.
10. The weighing of criteria and the conduct of the evaluation will be at the sole discretion of Council. Council is not obliged to advise any selection decision to any respondent.
11. Council may request the Respondent to clarify and/or adjust aspects of its quotation and reserves the right to negotiate with respondents or request additional quotations. As part of the RFQ process, Council may carry out due diligence investigations. Council reserves the right to consider relevant information obtained from any source in the evaluation of the quotation.
12. The information supplied by Council in connection with this RFQ, is confidential. Respondents must not release or disclose information or make any public statements without prior written consent.

**Schedule B – Statement of Requirements**

## Purpose:

The purpose of this RFQ is to identify a preferred supplier for the Provision of Removal and decommissioning Services of specified equipment and seating at the former Stadium, known as Lancaster Park, Christchurch.

## The Council and Vbase Limited are undertaking the deconstruction and demolition of the former stadium known as Lancaster Park. As part of the deconstruction / demolition project it is the intent to recycle and re-purpose equipment and seating where possible.

## A Request For Information was sent out to the Canterbury community to gauge the interest of the public as to procuring seating or equipment currently installed in and/or around the former stadium known as Lancaster Park. The response and interest from the Canterbury community and the public was very good.

##  1.3 All prospective suppliers, are requested to attend a site visit of the former stadium known as Lancaster Park, this is mandatory requirement. Failure to attend the visit site may exclude you from this RFQ.

 1.4 The site visit will take place on 14/07/2017 at 09:00am (the meeting point will be the old gates on Stevens street). A site induction will start 09:10am.

1.5 All prospective suppliers must provide their own PPE for the proposed site visit. The PPE minimum will be, **High Visibility jacket or top, safety footwear, hard hat** (all PPE must be in good condition and compliant).

1. **Business Capabilities and Requirements/Specification:**
	1. **Requirements/Specification**
2. The Council and Vbase Limited are seeking to engage the services of a prospective supplier to decommission materials from the stands, specified locations and halls.
3. We require the following safely removed and placed onsite for collection by a third party.
* Grandstand seating – all seating circa 30,000 removed carefully to avoid damage and placed in specified lots together on the slab area (former Hagley stand).
* Pillars of Pride – these are metal signs wrapped around the hall pillars in the Paul Kelly stand. These are to be placed in the same location. They are circa 4 metres up the column so some access equipment and qualified staff will be required for this work.
* Way finder signage, we are looking to remove all the gate and other stadium way finder signage. This typically shows where the gates and seating numbers were. This work is mainly at height above 3 metres. The signs to be stored on site with other items.
* Signage – advertising, around the stadium. Removal of selected advertising signs. This will be determined and discussed during the site visit. The sign removal will be carried out only if it is a safe option.
1. The prospective supplier will be responsible for providing all tools, access equipment, and mobile power as required to carry out the work.
2. The site has minimal facilities, it will be the responsibility of the prospective supplier to provide adequate facilities for their workforce.
3. During the removal and decommissioning work, the prospective supplier must provide a person of responsibility (e.g. site supervisor). This person will act as the main point of contact, maintain all work and safety records. This person will have relevant experience and qualifications to carry out this work and will not be required to work anymore than 50% of the week on the tools to allow proper management of the site.
4. The prospective supplier will provide a full suite of Safety paperwork and maintain suitable records onsite at all times, the prospective supplier will take the role of main contractor and hold all relevant insurances in line with Council standard requirements and levels.

1. At least one person must be a qualified first aider and must be onsite at all times during the works.
	1. **Methodology:**
2. It is estimated, the majority of the work is within the stands, the prospective supplier will need to devise a methodology and process to lower seating and associated framework to ground level in a safe and efficient manner and without undue damage to any seats or associated framework. Other items will be removed at height so MEWP or other access equipment will be required. Access is good to most of the work areas however, consideration needs to be taken to the fact that some aspects are at height and suitable skill and experience will be required to safely execute the works package.

 The contractor and their team will be only be allowed to work in the area assigned by the project lead and will not deviate from them, no method changes will be allowed unless signed off by the project lead or the current method becomes unworkable.

Either way the work must stop or project lead given notice.

The council will carry out safety audits during this work package, the contractor will be responsible for corrective actions before work resumes if required.

The council expect to have all the seats removed by September/22nd/2017

* 1. **Relevant experience:**
1. The Council are looking for experienced prospective suppliers who can demonstrate working at height, demolition or salvage type works of scale. The prospective supplier will have experience with working in and around damaged buildings, the prospective supplier will have a solid management process and record keeping to ensure the highest levels of compliance for this project. The prospective supplier will have enough resource to complete the works in a timely fashion to reduce the time onsite and minimise costs.

 The prospective supplier will have knowledge of working with steel and other metals, this will be key to understanding the deconstruction aspect of the recoverable items.

* 1. **Relevant skills:**
1. The Council are looking for experienced contractors who can demonstrate working at height, demolition or salvage type works of scale.
2. Key skills required by the Council are, but not limited to:
* Robust safety systems and record keeping,
* Working at height experience,
* Staff with sound experience working with required plant and machinery,
* Good management skill set, with suitable site management available.
* Reliable staff,
* First aider,
* Resources to carry out the work in a timely fashion,

**Schedule C – Terms and Conditions of Supply**

1. ***The Councils standard Terms and Conditions of supply for this RFQ are:***

|  |
| --- |
|[x]  Terms and Conditions for [Supply of Product and Services - General](http://www.ccc.govt.nz/assets/Documents/The-Council/CCCTermsConditionsSupplyofProductandServices-General.pdf) |
|[ ]  Terms and Conditions for [Supply of Product - General](http://www.ccc.govt.nz/assets/Documents/The-Council/CCCTermsConditionsSupplyofProduct-General2.pdf) |
|[ ]  Terms and Conditions for [Supply of Services - General](http://www.ccc.govt.nz/assets/Documents/The-Council/CCCTermsConditionsSupplyofServices-General2.pdf)  |

The Councils standard Terms and Conditions can be found on the Councils website:

*http://www.ccc.govt.nz/the-council/working-with-the-council/tenders-and-contracts/*

**Schedule D – Response Form**

1. General
	1. Provide organisational details.

|  |  |
| --- | --- |
| **Full legal name** | *Reply here* |
| **Trading name** | *Reply here* |
| **GST number** | *Reply here* |
| **Postal address** | *Reply here* |
| **Physical location of place of business** | *Reply here* |

* 1. Provide contact details for this RFQ.

|  |  |
| --- | --- |
| **Main contact details for this RFQ** | Name: *Reply here* |
| Title: *Reply here* |
| Phone: *Reply here* |
| Mobile: *Reply here* |
| Email: *Reply here* |

* 1. Provide confirmation of insurance policies for a minimum of $2,000,000.

|  |  |
| --- | --- |
| **Insurance** | **Insurer** |
| Professional Indemnity | *Reply here* |
| Public liability | *Reply here* |

* 1. If you don’t have existing agreed terms and conditions of supply with the Council, provide details of any parts of the Councils terms and conditions of supply that you wish to discuss.

|  |
| --- |
| *Reply here* |

* 1. Provide details of any potential changes to your company or other events that may impact on your company’s ability to full the Council’s requirements.

|  |
| --- |
| *Reply here* |

* 1. List any assumptions made in this response to the RFQ.

|  |
| --- |
| *Reply here* |

* 1. Detail any real or perceived conflict of interest you may have with the Council e.g. working for media organisations, personal relationship with any Council staff and Councillors, business relationships with Council staff or Councillors other than providing services to the Council.

|  |
| --- |
| *Reply here* |

1. Business capabilities and requirements/specification:
	1. Requirements/Specification

|  |  |
| --- | --- |
| **Clause** | **Reply** |
| Confirm that you can supply as per clause 2.1 of Schedule B or list alternatives. | *Reply here* |

* 1. Methodology (25%)

|  |  |
| --- | --- |
| **Clause** | **Reply** |
| The process and procedures the respondent proposes to use to achieve the specified end result. | *Reply here* |

* 1. Relevant Experience (25%)

|  |  |
| --- | --- |
| **Clause** | **Reply** |
| Previous experience of the Supplier particularly in technical areas comparable to this project. In relevant cases this would include knowledge of local conditions and familiarity with legal requirements, standards and procedures. | *Reply here* |

* 1. Relevant Skills (20%)

|  |  |
| --- | --- |
| **Clause** | **Reply** |
| The availability within the Suppliers organisation of people and systems appropriate to the successful supply of the goods or services including where relevant, quality assurance programmes. | *Reply here* |

1. Price: (30%)
	1. All pricing is to be exclusive of GST but inclusive of all other levies, taxes and delivery charges.
	2. All pricing is to be stated in New Zealand Dollars (NZD). Add to the table as required

|  |  |  |
| --- | --- | --- |
| **Line item** | **Unit** | **Price per Unit (GST excl)** |
| Labour | Sum | $*Reply here* |
| Plant & Tools | Sum | $*Reply here* |
| P & G | Sum | $*Reply here* |

1. Respondent acknowledgement
	1. In the following table, initial when each item has been understood and completed.

|  |  |
| --- | --- |
| **Clause** | **Select Yes/No** |
| We understand and agree to the RFQ terms and conditions; or | Yes/No |
| Having examined the RFQ Documents, we submit our quotation for the supply of goods or services in conformity with the RFQ documents unless otherwise stated for the prices set out in the Pricing Schedule below; or | Yes/No |
| We understand that the terms and conditions of contract defined in Schedule D will be the terms of contract used if a contract is awarded to our organisation. | Yes/No |
| We have noted any required negotiations over the Councils terms and conditions of supply in clause 1.4 of Schedule D – Response Form. | Yes/No |
| We confirm that our quotation remains open for consideration for 60 days | Yes/No |
| We acknowledge and agree that we are required to provide details of all potential, perceived or actual conflicts of interest that are known to exist at the time of the RFQ closing date, or which may possibly come into existence during the contract period and relate to our organisation, individuals within our organisation, or any subcontractors. | Yes/No |
| We understand that this quotation is to be emailed to the Council Contact Name by the closing date stated in the letter of invitation. | Yes/No |