



Hornsby Shire Council

Tender (Number)

Request for Tender for Laboratory Analysis of Water Samples Collected within Hornsby Shire

**Tender should be addressed to
XXXXXX**

Closing date:

Closing time:

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Section 1

Tender Background and Tender Invitation

Tender T5/2009

Laboratory Analysis of Water Samples Collected within Hornsby Shire

Tender T5/2009

Laboratory Analysis of Water Samples Collected within Hornsby Shire

Section 1: Tender Background and Invitation

1.1 Background

Hornsby Shire Council has been monitoring water quality within the Shire's waterways since October 1994. The monitoring program was established as a commitment to the Statement of Joint Intent (Community Contract) for Berowra Creek.

The objectives of this program are to:

- Undertake long term monitoring of the catchments within Hornsby Shire to assess trends in water quality from both point and diffuse pollution sources.
- Compare the observed water quality data with undisturbed catchments in nearby National parks, and with nationally accepted Guidelines for fresh and marine waters; specifically for the water values associated with the *protection of aquatic ecosystems and recreational water uses*.
- Determine the effectiveness of Catchments Remediation assets in removing pollutants from the waterways.
- Support water savings and water quality improvement programs;
- Use water quality data to calibrate and support catchment/pollutant modelling.

Most of the waters are 'environmental samples', that is, they are collected from natural waterways, some in pristine condition, others are variably affected by urban stormwater runoff or losses from sewage infrastructure. A number of samples are waters from tip leachate collection or from stormwater harvesting or other water reuse projects.

The sampling site positions have generally remained unchanged since the program started, with sites being dropped or additional sites being included, as need has arisen. For example, additional sites have been progressively added in order to monitor the effectiveness of devices installed by Council to improve the quality of stormwater and landfill leachate entering local creeks (ie. Catchments Remediation Devices), or to assess water quality in the tidal sections of Hawkesbury River.

Council's program for assessing ecosystem health involves measurement of a number of 'indicator' parameters; namely (1) physical and chemical quality of the water, (2) abundance of bacteria typically sourced from human faeces (faecal coliforms and/or enterococci) and (3) abundance and diversity of indicator organisms. In the estuary the indicator organisms chosen are the planktonic algae and in the freshwater creeks they are the macroinvertebrates and diatoms.

This tender specifically requires the provision of laboratory analysis for the chemical and bacterial quality of waters.

1.2 Invitation

Council is inviting tenders for the provision of Laboratory Analysis of Water Samples Collected within Hornsby Shire for a period of three (3) years with a one (1) year option to extend the agreement subject to satisfactory performance. It is expected that the service will commence on 1 July 2009.

All interested parties are invited to submit Tenders in accordance with this Invitation to Tender.

Tenders must be prepared and submitted in accordance with the requirements of this Invitation to Tender.

1.3 Tender Documents

The tender document includes the following sections:

1. Tender Background and Invitation
2. Conditions of Tender
3. Tender Specifications
4. Tender Evaluation
5. Tender Response Requirements
6. Conditions of Contract

1.4 Accessing Tender Documents

Tender documents will be available for downloading from Council's Tenderlink website www.tenderlink.com/hornsby. Tenderers must first register as a Supplier of Goods/Services then agree to the TenderLink.com terms of service. Registering on the Hornsby Shire Council e-tendering portal is provided free of charge. If difficulties accessing this website are experienced please contact Tenderlink helpdesk direct on 1800 233 533.

Should a Tenderer require any further information, clarification or find any discrepancy, error or omissions in the Tender documents please make requests through the Tenderlink online forum.

1.5 Payment for tender documentation

Documents are free when downloaded from Council Tenderlink website and there is no fee associated with submission of Tenders.

1.6 Essential Documents

Tenderers should ensure they have downloaded the following files from the Tenderlink website for this Request for Tender T5/2009.

- | | | |
|---|---------------------------------------|-----------------|
| 1 | Request for Tender. Sections 1 to 6. | PDF format file |
| 2 | Returnable Schedules Forms A, B, C, D | WORD format |
| 3 | Returnable Schedules Forms E, F, G | WORD format |

Section 2

Conditions of Tender

Tender T5/2009

Laboratory Analysis of Water Samples Collected within Hornsby Shire

Section 3

Tender Specifications

Tender T5/2009

Laboratory Analysis of Water Samples Collected within Hornsby Shire

Tender T5/2009

Laboratory Analysis of Water Samples Collected within Hornsby Shire

Section 3: Tender Specifications

The following information details the specification requirements. The successful Tenderer will be required to provide a service that meets these specifications. Please confirm you have read, understood and will comply with the following requirements.

3.1 Introduction

A commercial laboratory is sought to provide chemical and bacterial analysis of water samples. Samples may be freshwater or saline. The samples will be collected by Council staff in new labelled bottles provided by the successful Tenderer. Council staff will complete required registration forms or chain-of-custody forms, and pack the sample bottles in cooler boxes supplied by the successful Tenderer. A courier, organised and paid for by the successful Tenderer, will collect the cooler boxes from Council Administration Office in Hornsby at a prearranged time (usually at 2 pm, but on 1 or 2 days per month the pickup time will be from 3pm to 3.30pm). The courier will deliver the samples as soon as possible to the Laboratory in good time to ensure that analysis or pretreatment of samples is carried out within accepted sample holding times. Sampling will be carried out on 5 to 8 days per month. Typically, batches of bottles will be collected from 3 to 14 sites on a sampling day and packed in from 1 to 3 cooler boxes. Reports of the results and invoices for the testing should be made available, generally within two weeks of sample submission, in a form specified by Council.

As this monitoring program has been underway for a number of years it is important to Council that the water quality data generated under this tender conforms to the quality, detection limits and reported test parameters used in the past. For that reason preferred test methods are listed (Table 1).

Council shall not be bound to accept the lowest priced Tender, rather it will accept the Tender it considers will produce excellent water quality data in the most convenient and timely manner at a competitive cost.

3.2 Company Profile (ABN), Financial Details and Financial Capacity

The Tenderer should be a reputable, established laboratory experienced in testing chemical and bacterial constituents of natural waters. As part of the evaluation process Council may seek independent financial advice of the business. The tender should confirm that this approach is acceptable.

3.3 Sub Contractors

The tender should provide names and full particulars regarding any Sub Contractor to who it is intended to sub-let any portion of the works. All costs and charges of such subcontract work would be borne by the successful Tenderer. The Council

reserves the right to approve or reject such listed sub-contractors or any proposed alterations. Information should be included on how transport, quality, turn around times and invoicing will be optimised if a subcontractor is used.

3.4 NATA Accreditation and Quality Management

It is mandatory that the Laboratory and any subcontract laboratories are currently NATA accredited.

The laboratory is to have a comprehensive Quality Management System (QMS) incorporating sample transport, receipt, handling, registration, sample preparation, analysis and reporting of all laboratory procedures. It is preferred the Laboratory have a QMS compliant with AS/NZS ISO 9000 and AS/NZSISO 14000.

3.5 Previous Experience

The Tenderer should have experience with testing of waters from other similar environmental monitoring projects. The tender should provide details of previous experience with this type of water testing program. Details required are names of companys/organisations, project title and estimated cost.

3.6 Referees

The Tenderer's experience and performance should be supported by information from independent persons. The tender should provide details of three referees for whom the Company has carried out similar project work, and who Council can contact. Referee responses will be considered as part of the evaluation process.

3.7 Capability and Capacity

The Tenderer should have the capability and capacity to provide this service and complete the work as described in this specification. Information of additional services that may be useful to Council could be included.

3.8 Experience and Qualification of Staff

The Tenderer should have in its employment experienced and qualified staff relevant to this project, and have in place a program of training and supervision of staff that ensure best quality control of the laboratory testing.

3.9 Proficiency Testing

The tender must demonstrate the laboratory's regular participation in proficiency programs (internal and external) in the analytes to be tested, particularly where the preferred test methods are used. A report or table or copies of the laboratory's proficiency test results, together with the expected/accepted range of values, obtained over the recent years should be included with the tender for relevant analytes. Any results obtained for saline waters where salinity is likely to impact on test results should be included. These requirements will rank highly in the tender evaluation process.

Council proposes to occasionally submit blind check samples, blanks (distilled water) or duplicate river samples as part of its own routine QA/QC program.

Council would favour proposals put by the Laboratory to (re-)submit check samples (prepared by the Laboratory or other body) as part of a QA/QC program, especially if costs for such testing were born by the Laboratory. For example; preparation of trace nutrients check samples in filtered estuarine water, could be prepared and kept frozen; then submitted with batches of Council's estuarine waters for testing.

3.10 Corrective Action

The tender should summarise laboratory procedures for raising Corrective Action Investigations (CARs) when an apparent analytical error is found for Council samples by Laboratory staff or by Council staff. Also include policies/procedures for reanalysis, for refund of costs, for notifying Council of errors, for release of amended reports, and for release of copies of the CARs.

3.11 Number of sites and analysis required

The water quality monitoring program involves, but is not limited to, the analysis numbers and types listed in Table 1:

Table 1 Analysis requirements

Typical Number of sample sites per month	Analysis required	Suite Type
40	Total nitrogen, oxidised nitrogen, ammonium nitrogen, total phosphorus, faecal coliforms and suspended solids.	A (fresh)
2 [#]	Total nitrogen, oxidised nitrogen, ammonium nitrogen, total phosphorus, faecal coliforms, suspended solids and chlorophyll-a.	B (saline)
2 [#]	Total nitrogen, oxidised nitrogen, ammonium nitrogen, total phosphorus, filterable reactive phosphorus [@] , faecal coliforms, suspended solids, chlorophyll-a.	C (saline)
6 [#] (for 8 mnths) 16 [#] (for 4 mnths)	Total nitrogen, oxidised nitrogen, ammonium nitrogen, total phosphorus, faecal coliforms, enterococci, suspended solids, chlorophyll-a	F (saline)
3 ^o	Metals (Ag, Al, As, B, Ca, Cd, Cr, Cu, Fe, Hg, Pb, Mn, Mo, Na, Ni, Se, U, Zn),	H (fresh)
3 [*]	PAH, oil & grease, BOD5	J (fresh)
3	Major cations (Na, K, Mg, Ca) and anions (Cl, SO4, F, bicarbonate)	K (fresh)
12 ^{* +}	Total nitrogen, total phosphorus, suspended solids	M (fresh)

* Wet weather dependent

estuarine samples

+ Stormwater autosampler

@ filtration to be carried out at the Laboratory upon receipt of sample

o treated recycle water

Note that the actual numbers stated above may change slightly from month to month. In general, batches of samples collected on a sampling day will comprise water bottles collected from 3 to 14 sites. Sampling would generally take place on 5 days per month, or, over the four summer months (December to March), 8 days per month.

Note that the majority of samples will be from freshwater creeks or water reuse projects, but about 20% of samples will be from estuarine waters with varying salinity levels up to 30 ppt.

3.12 Sample bottles

The tender should include detail of the Laboratory requirements for bottles to be used to collect samples, and any procedures or requirements that need to be followed by Council staff in handling, sampling, storing, labelling, packaging and transporting the bottles.

All sample bottles are to be new and provided by the laboratory free from dust and contaminants. Bottles should be provided fitted with lids and water-proof labels identifying the bottle and test analytes. The labels should be suitable for writing on with permanent felt-tip markers, and be resistant to wear and tear and wetting with water or ice. Where required the bottles should be supplied containing chemical preservatives and suitable safety labels. Sterile bottles are to be provided for bacteria test samples. The bottles should be supplied and delivered to Council premises on 3 days notice by the Council representative. The costs of the provision, labelling and delivery of bottles should preferably be included in the analysis costs, and not charged separately.

3.13 Cooler Boxes

The tender should set out Laboratory requirements for use of cooler boxes, packing samples and labelling.

Cooler boxes of strong plastic construction with removable lids are to be provided (ie. loaned) by the Laboratory to Council for use during field collection and for packaging and transport of sample bottles to the laboratory. An estimated 9 to 15 boxes per month will be required. On 3 days notice to the Laboratory by the Council representative, the boxes are to be supplied and delivered to Council premises. It is preferable that the costs of the provision of cooler boxes and their delivery (empty) and pick up (packed with samples) are included in the analysis costs and not charged separately. Delivery labels (with Laboratory delivery address) and any other labels required for attachment to the cooler boxes should be provided by the Laboratory for use by Council.

3.14 Pick up of Samples and Delivery to Laboratory

Council staff will collect the field samples in bottles, sort and package the sample bottles on ice into the cooler boxes, and label and seal the cooler boxes at Hornsby Administration Building, 296 Pacific Highway Hornsby. Boxes would generally be ready for pick up by 2.30pm on the day of sampling, except on 1 or 2 days per month when a pick up time of between 3pm and 3.30pm would be required.

The tender should set out the Laboratory's, the Couriers' and Council's requirements for preparing, delivery and pick up of bottles and cooler boxes, and the mechanism for Council staff to notify the Laboratory to organise the pick up.

The preferred sample transport arrangement will be for the Laboratory to engage and finance a courier service for pickup of samples from Council and delivery of

samples to the laboratory within a timeframe that will ensure handling and treatment of sensitive analytes within the recommended holding times. The cost of such transport should be born by the Laboratory and therefore factored into the analysis costs.

If, however, the delivery point at the laboratory is within close driving distance from the Council Administration Building, then an arrangement for Council staff to transport the samples to the Laboratory will be considered.

3.15 Analysis of samples

In order to maintain consistency with past monitoring, the preferred methods to be used for the analysis of these samples are detailed in table 2. Most samples will be taken from freshwater creeks, however certain samples taken from estuaries may be of elevated salinity, so all test procedures should be proven suitable for fresh or saline waters.

Council collects the following information at each site when the water samples are taken - pH, temperature, conductivity, salinity, turbidity and dissolved oxygen. This information can be made available to assist with sample analysis if required. Historic data for other parameters at Council's water sampling sites is available in Annual Reports (available for download from <http://www.hornsby.nsw.gov.au/environment/index.cfm?NavigationID=1040>).

The Tender should state the Laboratory's policy/practice as regards the treatment time (eg. filtration, storage, etc) of each test parameter, especially those with limited holding time. Council requires that samples for certain parameters, eg, faecal coliform, enterococci, soluble reactive phosphorus and chlorophyll-a, are filtered within a defined time of sample receipt.

The Laboratory should demonstrate that the detection limits for nutrients by the test methods proposed are significantly lower than the ANZECC/ARMCANZ guideline values for ecosystem protection for fresh and marine waters.

The tender should provide a sufficiently detailed summary description of each laboratory test method proposed to be used for each of the required analytes, to make clear the various major steps in the analysis, including the instrumentation and test method 'finish' (eg. many APHA methods provide for various procedures and various finishes). Include also description of precautions taken by the Laboratory to handle ultra trace concentrations (eg nutrients) to ensure minimal cross contamination; eg. segregating samples with high and low concentrations, use of clean rooms, etc.

The tender should provide information on the usual quality control samples in batches of samples for each type of test procedure, and the usual tolerance/acceptance criteria for those samples and check samples. Included in the Tender should be a table listing the check samples and spike solutions and their concentrations proposed to be routinely used for each test method and the typical calibration ranges used for each test method. These should demonstrate that the Laboratory aims to obtain good results for duplicate samples, low blank levels, low level detection, to use appropriate spike concentrations, and that appropriate control check samples are in use.

This section will rank highly in the tender evaluation process.

• **Table 2 Preferred Analytical methods**

ANALYTE	PREFERRED DETECTION LIMIT	METHOD REFERENCE*
General		
Suspended solids BOD5	1mg/L 2mg/L	APHA 2540-D APHA 5210-B
Bicarbonate/Alkalinity	1mg/L	APHA 2320 B
Nutrients		
Oxidised nitrogen Ammonium nitrogen Total Nitrogen Total phosphorus Reactive Phosphorus	0.01mg/L 0.01mg/L 0.05mg/L 0.005mg/L 0.002mg/L	APHA 4500-NO3 I FIA APHA 4500-NH3 H FIA APHA 4500-P J FIA APHA 4500-P J / NO3 FIA APHA 4500-P
Micro-biological		
Faecal coliforms Enterococci	2 CFU/100ml 2 CFU/100ml	AS 4276-7 AS 4276.9 (2007)
Chlorophyll-a	1 µg/L	APHA 10200-H
Metals (Freshwaters Only)		
Trace Metals Cations Anions	Various Various Various	Various methods Various methods Various methods
Organic		
PAH Oil and Grease	0.1 µg/L 0.2 mg/L	APHA 6440-B APHA 5520 various

* **APHA (2005)** - *Standard Methods for the Examination of Water and Wastewater* APHA, AWWA and WEF. Eds. Eaton, A.D., Clesceri, L.S. , Rice, E.W. and Greenberg, A.E.

3.16 Cost of Analysis

Although cost will rank highly in the tender evaluation process, it is not considered to be the most important factor, and Council shall not be bound to accept the lowest cost or any Tender.

The tender should set out in a table the costs for each test method which is listed in Table 2 and the combined cost for each 'Suite Type' 'A' to 'M' shown in Table 1. In addition the total cost for testing all samples for a typical month (shown in table 1) should be calculated and included.

Statements on whether the prices are firm and fixed, preferably for time of the Contract period, or circumstances under which they might vary, should be included in the tender.

Any charges added per batch or report or invoice should be detailed. Council does not propose to carry out field filtrations; so, where filtration or other steps are an essential part of an analysis procedure (e.g.: soluble reactive phosphorus) the cost should be included in the analysis cost.. In addition, any procedures that might reduce the cost of analysis should be listed: e.g.: testing of larger batches, testing for combined parameters (e.g. nutrients). Other ways in which the offer can provide best value for money options for Council should be included.

3.17 Reporting of results

Reports of results and invoices for each batch of submitted samples are to be received within approximately 2 weeks of sample submission.

Reports should be sent to the Council representative by email. In addition, supply of internal QA/QC undertaken during the analysis must also be provided (including blanks, duplicates, spikes and control standards comparisons).

Each report must have the Laboratory Name, NATA Logo with the NATA accreditation number of the laboratory. All reports must be approved by the relevant Laboratory manager/coordinator responsible for the analysis.

Results should be made available in EXCEL format also to enable ready transfer of data to Council's water quality data base. The reported data should be made available, or easily organised, into a format with analytes as columns and samples as rows, as in the example provided in Table 3.

• **Table 3 Example of preferred data presentation format**

SITE ID	DATE SAMPLED	FAECAL COLIFORMS (CFU/100mL)	AMMONIUM-N (mg/L)	NOX-N (mg/L)	TOTAL NITROGEN (mg/L)	TOTAL PHOSPHORUS (mg/L)
49	4/06/2002	3	0.01	0.12	0.39	0.007
18	4/06/2002	1	43.0	5.00	49.0	0.019
42	4/06/2002	52	0.02	0.05	0.36	0.037

3.18 Environmental Policy

The Tenderer should have a Company Environmental Policy in place and approved by senior management. Environmental Management Systems that are in place that help minimise the impact on the environment of Council's program should be detailed; such as methods of recycling products and appropriate disposal of wastes generated by the provision of these services, including fate of used sample bottles.

3.19 Local Business and Industry

Council recognises the need to support business and industry in Hornsby Shire, that is operated and/or employees local staff. Where price, performance, quality, sustainability and other evaluation criteria are equal the tenderers who offers the best tender in support of local industry will be preferred.

3.20 Confidentially

Test results of analysis will remain confidential unless consented, or until released by Hornsby Shire Council, and that the ownership and copyright of any information and data supplied by the consultant in regard to this program shall be vested in Hornsby Shire Council.

SECTION 4

Tender Evaluation Criteria

Tender T5/2009

Laboratory Analysis of Water Samples Collected within Hornsby Shire

Tender T5/2009

Laboratory Analysis of Water Samples Collected within Hornsby Shire

Section 4: Tender Evaluation

Tender Evaluation

The following information provides details on the criteria that the tenders will be evaluated against. Council is seeking a solution that provides best overall quality, value and service for Council.

4.1 Evaluation Criteria and Scores

Your clear responses to all Council's requirements and criteria are recommended. The criteria are not listed in any special order and may not be accorded equal weight. In the course of the evaluation process Council may request additional information by way of clarification or otherwise. Such request shall not be interpreted by the Tenderer as any indication of the result of the tender evaluation. Tenderers are advised that Council reserves the right to seek clarification, verification and additional information from third parties and the Tenderer shall authorise Council to do so.

Tender responses to the evaluation criteria will be evaluated against the evaluation scores listed below.

Score	Definitive answers	Value judgement (Complies with Council's requirements)
0	Unsatisfactory	Not included in the Tender
1	Poor	Minimal compliance, moderately creative, but unclear and difficult to access
2	Fair	Partial compliance but difficult to assess or requires clarification
3	Good	Clear but partially complies
4	Very good	Clearly complies with the majority of the criteria
5	Excellent	Clearly and fully complies

Higher scores will also be given where:

- The Tenderer demonstrates in its responses in the Tender that it clearly understands and is generally able to meet Council project requirements.
- The Tenderer demonstrates ability to carry out high quality work
- The Tenderer demonstrates competitive pricing structure without compromising quality
- The Tender clearly sets out the Tenderer requirements to fully service the contract.
- The Tender clearly sets out the requirements for Council staff to follow to service the contract

Section 5

Tender Response Requirements

Tender T5/2009

Laboratory Analysis of Water Samples Collected within Hornsby Shire

Form A: Tenderer and Referee Contact Details

Tenderers are to provide contact details for further communications with Hornsby Shire Council as required:-

TENDERER	
Address (Physical)	
Address (Postal)	
Primary Contact Name	
Phone (Office)	
Phone (Mobile)	
Facsimile	
Email	
Customer Service Contact	
Contact for Account Management	
ABN	
Company Profile	
	Additional attachments? Y/N
Financial Details	
	Additional attachments? Y/N
Referee 1	
Referee 2	
Referee 3	

Form B: Tender Response Form

Company Name:	
Completed By:	
Date:	
Response to Tender Specifications (numbering in left column refers to clauses in section 3)	
To activate Yes/No box <input checked="" type="checkbox"/> double click on box and select "checked" for "Default Value"	
3.2 Company Profile and Financial Capacity	<p>Provide information on the Company profile and financial capacity.</p> <hr/> <p>List here reference and title of Attachment (eg, Profile and Financial Statement)</p>
3.3 Sub-Contractors	<p>Will the proposed work require subcontractors? :....Yes <input type="checkbox"/></p> <p style="padding-left: 100px;">No <input type="checkbox"/></p> <p>If YES: Which tests will be carried out under subcontract?</p> <hr/> <p>How will sample transport be arranged?</p> <hr/> <p>How will accounts be dealt with?</p> <hr/> <p>List here number and title of attachments: (eg. Subcontractor Name and Details)</p>
3.4 NATA Accreditation	<p>Laboratory NATA Accreditation Number is:</p> <p>Lab currently accredited for all water tests listed in Table 1 - both freshwater and saline water</p> <p style="padding-left: 100px;">Yes <input type="checkbox"/></p> <p style="padding-left: 100px;">No <input type="checkbox"/></p> <p>If NO: which tests are not currently accredited?</p> <hr/> <p>How advanced are plans to obtain accreditation for these tests?</p> <hr/> <p>List here reference and title of attachments (eg NATA certificates)</p>

	<p>Cost of bottle supply and delivery to Council will be included in analysis cost? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If NO state alternative:</p>
	<p>Laboratory requirements for bottles to be used:</p>
	<p>Requirements for Council to follow in handling, sampling, storing and labelling of bottles (for tests in Table 2):</p>
<p>3.13 Cooler Boxes</p>	<p>Laboratory will supply, at 3 days notice, required cooler boxes and Lab delivery labels: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If NO state alternative:</p>
	<p>Cost of cooler box supply and delivery to Council included in analysis cost? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If NO state alternative:</p>
	<p>Requirements for Council to follow in handling, packing and labelling of Cooler Boxes:</p>
<p>3.14 Pick up of water samples from Council and delivery to laboratory</p>	<p>Laboratory will engage and organise a courier to pick up samples from Council Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If NO state alternative:</p>

	<p>Cost of courier service is included into cost of analysis? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If NO state alternative:</p> <hr/> <p>Lab will organise Courier pick up generally at 2.30pm, with occasional 3.30 pick up, and deliver samples same day to Lab Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If NO state alternative:</p> <hr/> <p>Requirements for Council to follow in ordering a Courier service from the Laboratory:</p>
<p>3.15 Analysis of Samples</p>	<p>Laboratory agrees to use preferred analysis methods (as per Section 3 Table 2) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If NO list alternatives.</p> <hr/> <p>Laboratory achieves preferred detection limit in fresh and saline waters (as per Table 2) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If NO list detection limit capability for freshwater and saline samples:</p> <hr/> <p>List reference and title of attachment which describes briefly the proposed test methods and test finish for analytes in Section 3 table 1 (for freshwater and saline waters):</p> <hr/> <p>Have all methods proposed for the analysis of nutrients listed in table 1 been validated and/or verified in your laboratory for water samples with salinity varying from freshwater to seawater? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If NO, give comments;</p>
<p>3.15 Analysis of Samples</p>	<p>Policy and practice for testing analytes with short holding times:</p>

	<p>Expected time lapse* after sample receipt before filtration step for: (1) Bacteria: (2) Soluble reactive phosphorus: (3) Chlorophyll-A: (* taking into account the likely time of day samples will be received)</p> <hr/> <p>Special precautions which are taken for ultra-trace nutrients in the laboratory:</p>																																						
<p>3.15 Analysis of Samples</p>	<p>Policy and practice for QC samples in test batches (eg. blanks, duplicates, control/check samples):</p> <hr/> <p>List reference and title of an attachment (table): which describes Control Check samples and Spike solutions routinely used for freshwater samples and for saline samples when testing for suspended solids and low level nutrients:</p>																																						
<p>3.16 Cost of Analyses (don't include GST)</p>	<p>Laboratory cost to Council for each test (table 2) for:</p> <table border="0"> <tr><td>Suspended Solids:</td><td>\$</td></tr> <tr><td>BOD5:</td><td>\$</td></tr> <tr><td>Bicarbonate:</td><td>\$</td></tr> <tr><td>Oxidised nitrogen:</td><td>\$</td></tr> <tr><td>Ammonium nitrogen:</td><td>\$</td></tr> <tr><td>Total Nitrogen</td><td>\$</td></tr> <tr><td>Total Phosphorus</td><td>\$</td></tr> <tr><td>Soluble reactive P</td><td>\$</td></tr> <tr><td>Faecal Coliform</td><td>\$</td></tr> <tr><td>Enterococci</td><td>\$</td></tr> <tr><td>Chlorophyll-A</td><td>\$</td></tr> </table> <hr/> <p>Laboratory cost to Council for Suites of tests (as per table 1) per site:</p> <table border="0"> <tr><td>Suite A:</td><td>\$</td></tr> <tr><td>Suite B:</td><td>\$</td></tr> <tr><td>Suite C:</td><td>\$</td></tr> <tr><td>Suite F:</td><td>\$</td></tr> <tr><td>Suite H:</td><td>\$</td></tr> <tr><td>Suite J:</td><td>\$</td></tr> <tr><td>Suite K:</td><td>\$</td></tr> <tr><td>Suite M:</td><td>\$</td></tr> </table> <hr/> <p>Analysis cost to Council for Typical Monthly Samples shown in Table 1, (with 6 only sites of Suite F): \$</p> <p>Comments:</p>	Suspended Solids:	\$	BOD5:	\$	Bicarbonate:	\$	Oxidised nitrogen:	\$	Ammonium nitrogen:	\$	Total Nitrogen	\$	Total Phosphorus	\$	Soluble reactive P	\$	Faecal Coliform	\$	Enterococci	\$	Chlorophyll-A	\$	Suite A:	\$	Suite B:	\$	Suite C:	\$	Suite F:	\$	Suite H:	\$	Suite J:	\$	Suite K:	\$	Suite M:	\$
Suspended Solids:	\$																																						
BOD5:	\$																																						
Bicarbonate:	\$																																						
Oxidised nitrogen:	\$																																						
Ammonium nitrogen:	\$																																						
Total Nitrogen	\$																																						
Total Phosphorus	\$																																						
Soluble reactive P	\$																																						
Faecal Coliform	\$																																						
Enterococci	\$																																						
Chlorophyll-A	\$																																						
Suite A:	\$																																						
Suite B:	\$																																						
Suite C:	\$																																						
Suite F:	\$																																						
Suite H:	\$																																						
Suite J:	\$																																						
Suite K:	\$																																						
Suite M:	\$																																						

3.16 Cost of Analyses	<p>Are there any additional costs? (eg. per batch, report, invoice, other) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If YES, give details:</p> <hr/> <p>Are there possibilities for discounts?: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If YES, give details:</p> <hr/> <p>Are the above prices firm and fixed for the period of the Contract? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If NO, give details:</p>
3.17 Reporting of results	<p>Will analysis reports be delivered by email routinely in less than 2 weeks of receipt of batch of samples? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Give expected delivery time:</p> <hr/> <p>Will reports be provided that include all QA/QC undertaken during the analysis? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If NO, give details:</p> <hr/> <p>Will reported analysis data be made available in EXCEL format? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p> <hr/> <p>Will the reported analysis data be in column/row format shown in Table 3? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments on data presentation:</p>
3.17 and 6.C9 Invoicing and	<p>Will invoices be delivered by email routinely with the report of analysis? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Give expected delivery time:</p>

Payment	
3.18 Environmental Policy	<p>The Laboratory has in place an Environmental Policy approved by top Management? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If YES attach copy.</p> <p>List here reference and title of attachment:</p>
3.19 Local Business and Industry	<p>The Laboratory is within Hornsby Shire and employs local staff: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>
3.20 and 6.C25 Confidentially	<p>The Laboratory confirms that test results will remain confidential as per clauses 3.20 and 6.C25: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Agreement to follow Code of Practice and Alcohol and Drug Determinations. (Section 2 15 and 2.16	<p>Supplier confirms that the Code of Practice has been read and will comply with it during the course of the Contract: : ...Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supplier confirms that the Alcohol and Other Drugs Determination has been read and understood:Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>
Any additional Information	

Form C: Schedule of Insurance

Tenderers are to provide details of relevant Insurance policies (see Council requirements in Section 2.26)

Tenderer's Business Name: _____

Form completed By: _____

PUBLIC LIABILITY INSURANCE

Name of Insurance Company	Amount Covered	Policy Number	Expiry Date

PROFESSIONAL INDEMNITY INSURANCE

Name of Insurance Company	Amount Covered	Policy Number	Expiry Date

WORKERS COMPENSATION INSURANCE

Name of Insurance Company	Amount Covered	Policy Number	Expiry Date

Form E: Statutory Declaration- Authorised signature/Collusion

The Tenderer shall complete the following:-

I,.....(Full Name)
of.....
.....
(Company's Name and Address)

do solemnly and sincerely declare, in respect of the tender for: Laboratory Analysis of Water Samples Collected within Hornsby Shire Tender T 5/2009 or any Contract arising from this Tender, that:-

I hold the position of.....

and am duly authorised by.....(the Tenderer) to make this declaration and submit and sign this Tender on his behalf.

Neither the Tenderer nor any of its servants or agents has entered into any Contract, arrangement or understanding to pay moneys to any trade association, apart form the normal amount (annual subscription, turnover or contract fee) imposed by that trade association, (name of association if applicable), if it is successful in this tender.

Neither the Tenderer nor any of its servants or agents have any knowledge of the price of any other Tenderer prior to submitting its tender nor has the Tenderer or any of its servants or agents disclosed to any rival Tenderer the Tenderer's price prior to the closing time of tenders.

The Tenderer submitted its tender in good faith and has not deliberately set its tender price above the level of rival Tenderers.

As at the date of this declaration, the Tenderer intends to carry out the work as set out in the Tender.

Neither the Tenderer nor any of its servants or agents has entered into any contract, arrangement or understanding having the result that, in the event that it is successful in the tender, it will pay to any unsuccessful Tenderer any monies in respect of or in relation to the Tenderer of any contract resulting therefrom.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

Subscribed and declared at.....

this.....day of20.....

Signed:.....(The Tenderer)

Before me:

Witness: Justice of the Peace/Solicitor.

Form F: Statutory Declaration- Pecuniary Interest

The Tenderer shall complete the following:-

I,..... (Full Name)

of.....
.....
(Tenderer's Business Name)

do solemnly and sincerely declare, in respect of the tender for: Laboratory Analysis of Water Samples Collected within Hornsby Shire Tender T 5/2009 or any Contract arising from this Tender, that:-

I have no direct or indirect pecuniary interest in the above matter except as set out in the Schedule to this Declaration.

I Further acknowledge that the term "pecuniary interest" shall have the extended meaning as follows:-

- as defined by Chapter 14, Sections 442 and 443 of the Local Government Act 1993; and
- the Local Government Amendment Act 2005:-

“442 (1) [Pecuniary Interest] For the purposes of this Chapter, a pecuniary interest is an interest that a person has in a matter because of reasonable likelihood or expectation of appreciable financial gain or loss to the person.

(2) [Remoteness] A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not be reasonably be regarded as likely to influence any decision the person might make in relation to the other matter or if the interest is of a kind specified in section 448.

443 (1) [Interest in a matter] For the purposes of this Chapter, a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

- (a) the person; or
- (b) the person's spouse or de facto partner or a relative of the person, or a partner or employer of the person, or.
- (c) a company or other body of which the person, or a nominee, partner or employer of the person, is a member.

Schedule to this Declaration
(declare any Pecuniary Interests here)

.....
.....
.....

My signature appears below as evidence of this declaration:-

Signed:..... Witness:.....

Dated the: day of 200...

Form G: OH&S Management System Questionnaire

This questionnaire forms part of Hornsby Shire Council's tender evaluation process and is to be completed by tenderer's and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the tenderer's OH&S management system. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

Certification	
The information provided in this questionnaire is an accurate summary of the company's occupational health and safety management system.	
Tenderer's Business Name:	
Signed:	Name:
Position:	Date:

OH&S Policy and Management	Yes	No	
Does your organisation have a documented OHS policy and associated procedures? If yes, please provide a copy of the policy and a list of associated procedures. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	
Reviewer Comment:	Acceptable <input type="checkbox"/>	Not Acceptable <input type="checkbox"/>	N/A <input type="checkbox"/>

Does your organisation have an OH&S Management system or plan. If yes, please attach a copy of the contents page/s. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	
Reviewer Comment:	Acceptable <input type="checkbox"/>	Not Acceptable <input type="checkbox"/>	N/A <input type="checkbox"/>

Are OHS responsibilities and accountabilities clearly identified for all levels of employees in your organisation? If yes, please provide an example at each level. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	
Reviewer Comment:	Acceptable <input type="checkbox"/>	Not Acceptable <input type="checkbox"/>	N/A <input type="checkbox"/>

Safe Work Method Statements	Yes	No
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<p>Does your organisation have safe work method statements in place specific to its operations? If yes, please provide a summary listing of safe work method statements and a full copy of one most relevant to this tender. Comment:</p>	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Does your organisation have documented accident, incident and hazard reporting procedures in place? If yes, please provide an outline of these procedures. Comment:</p>	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Are there procedures for maintaining, inspecting, assessing and controlling the risks of plant operated/owned by your organisation? If yes, please provide details. Details:</p>	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Are there procedures for storing and handling hazardous substances and dangerous goods? If yes, please provide details. Details:</p>	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there procedures for identifying, assessing and controlling risks associated with manual handling? If yes, please provide details. Details:		<input type="checkbox"/>	<input type="checkbox"/>
Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OH&S Training		Yes	No
Describe how OHS training is conducted in your company Description:		<input type="checkbox"/>	<input type="checkbox"/>
Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is a record maintained of all training and induction programs undertaken for employees in your organisation? If yes, please provide examples of safety training records. Examples:		<input type="checkbox"/>	<input type="checkbox"/>
Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Workplace Inspection		Yes	No
Are OHS inspections conducted regularly at your organisation's worksites? If yes, please provide details. Details:		<input type="checkbox"/>	<input type="checkbox"/>
Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Health and Safety Consultation	Yes	No
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Does your organisation have an OHS committee/s? If yes, please provide details. Details:	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there employee elected health and safety representatives? If yes, please provide details. Details:	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are employees consulted and involved during the process of hazard identification, risk assessment and control? If yes, please provide details. Details:	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OH&S Performance Monitoring	Yes	No
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Does your organisation have a system for recording and analysing OHS performance? If yes, please provide details. Details:	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are employees regularly provided with information on company health and safety performance? If yes, please provide details. Details:	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Has the company ever been convicted of an occupational health and safety offence? If yes, please provide details. Details:	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewer Comment:	Acceptable	Not Acceptable	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 6

CONDITIONS OF CONTRACT

Tender T5/2009

Laboratory Analysis of Water Samples Collected within Hornsby Shire

Tender T5/2009
Laboratory Analysis of Water Samples Collected within Hornsby Shire

Section 6: Conditions of Contract

CLAUSE NO.	CLAUSE
C1.....	Interpretation
C2.....	Engagement
C3.....	Term
C4.....	Materials and Services
C5.....	Personnel and Training
C6.....	Occupational Health & Safety
C7.....	Successful Suppliers Equipment
C8.....	Equal Employment Opportunity
C9.....	Payment and Verification
C10.....	Successful Suppliers and Subcontractors
C11.....	Compliance with Statutory Requirements
C12.....	Representatives
C13.....	Insurance & Indemnities
C14.....	Damage to Property
C15.....	Warranties
C16.....	Default and Termination
C17.....	{Intentionally Deleted}
C18.....	Force Majeure
C19.....	Assignment and Sub Contracting
C20.....	Governing Law
C21.....	Severability
C22.....	Variations to Contract
C23.....	Entire Agreement
C24.....	Dispute Resolution
C25.....	Confidentiality
C26.....	Waiver
C27.....	Relationship of Parties
C28.....	Duties, Taxes and Costs
C29.....	Notices