



REQUEST FOR SIMPLE QUOTATION

From:	Len Reilly
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Date:	11 October 2011

A written quotation is sought from suitably qualified contractors to supply to Byron Shire Council (the **Council**) the following goods and/or services:

A brief description of goods and/or services sought:-

Supply of Window & External Building Cleaning services for Councils Administration Building

- Sediment control - the use of silt socks or equivalent where applicable to control discharge of contaminated water into storm water system.
- Use of non-chemical, environmentally friendly cleaning products to enable discharge into stormwater systems after passing through sediment barriers (preference will be given to contractor who uses systems that are based on non-chemical cleaning products).
- Ability to clean windows in outside garden areas to a height of 6.5 metres without the use of scaffolding.

Details on the following criteria are sought from you. Please include as much detail as possible:

Item	Criteria Description
1.	Price (specify lump sum or per unit & whether GST is included)
2.	Discounts/Incentives
3.	Delivery Conditions
4.	Details of any previous supply of goods/services to Council
5.	Safety & Health Compliance
6.	Environmental Compliance
7.	Any other relevant details/conditions relating to the supply of goods/services
8.	Warranties/Guarantees offered on goods/services
9.	<p>The successful contractor will be required to effect and maintain Public Liability Insurance in the joint names of the contractor, any subcontractor(s) and Council in the sum of at least \$20,000,000.00 in respect of any one occurrence and for an unlimited number of claims.</p> <p>The successful contractor and its subcontractor(s) (if any) will be required to effect and maintain insurance policies in the following sums:</p> <ul style="list-style-type: none"> (i) insurance cover for the statutory and common law liability for death or injury to persons employed by the contractor; and (ii) (if applicable) Professional Indemnity Insurance in the sum of at least \$1,000,000.00 in respect of any one occurrence and for an unlimited number of claims; and (iii) (if applicable) Product Liability Insurance in the sum of at least \$20,000,000.00 in respect of any one occurrence and for an unlimited number of claims.
10	Demonstrate satisfactory compliance with Occupational Health and Safety obligations, including evidence of a OHS policy and OHS management system.

A written quotation is required by	21 October 2011
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You will be advised if your quotation has been successful or not in due course.

Thank you

Len Reilly
Property Maintenance Coordinator