

DOC24/3076

To Whom it May Concern,

**Request for Quote:** South-East Weed Management Area - Riverina LLS TSR Weed Control FY24

**Respond by:** 10:00am 31 January 2024 to [mel.wilkerson@lls.nsw.gov.au](mailto:mel.wilkerson@lls.nsw.gov.au)

The NSW Department of Regional NSW (DRNSW) invites you to quote for the supply of goods and services as described in the Request for Quotation (RFQ) document below.

The Department may consider any information in evaluating quotes and is not required to accept the lowest or any quote.

Should the Department engage you it will ask you to sign a contract substantially in the same terms and conditions as attached.

If you have any questions, please contact Mel Wilkerson on 0400 330 030 or [mel.wilkerson@lls.nsw.gov.au](mailto:mel.wilkerson@lls.nsw.gov.au)

Mel Wilkerson  
Riverina Regional Weeds Coordinator  
16 January 2024

**Attachments:**

1. Regional NSW Contractor Induction Checklist.
2. TSR Weed Control FY24 South-East Weed Management Area Map (Figure 1).
3. Priority TSRs (Table 1).

Department of Regional NSW (DRNSW) is the central agency for regional issues, building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Details	
<b>RFQ Number</b>	P24-6597
<b>RFQ Title</b>	South-East Weed Management Area - Riverina LLS TSR Weed Control FY24
<b>Contact Person</b>	Mel Wilkerson
<b>Contact Email</b>	Mel.wilkerson@lls.nsw.gov.au

Closing Time & Lodgement Details	
<b>Closing Date</b>	31 <sup>st</sup> January 2024
<b>Closing Time</b>	10:00am
<b>Lodgement Method</b>	Email to mel.wilkerson@lls.nsw.gov.au All emails should be titled ' <b>SE WMA Riverina LLS TSR Weed Control FY24</b> '

General Conditions
<p><b>Submission Questions and Clarifications</b></p> <p>You may contact the Contact Person if you have any questions or require clarification on any topics covered in this Request. Please note that questions and answers of broad impact or significance will be communicated to all Respondents by issue of addenda.</p> <p><b>General</b></p> <p>DRNSW reserves the right to withdraw or suspend this procurement/ quotation process at any stage, at its sole discretion. DRNSW is not liable to any claim or payment, against any expenditure, direct or indirect, incurred by the respondent, during preparation of quotation.</p> <p>Respondents are required to provide sufficient information so that all elements can be evaluated. Respondents are to note that DRNSW will not make any assumptions during quote assessment, and hence it is the sole responsibility of the Respondent to provide the complete information in their submission, which will enable DRNSW to evaluate the quotation.</p> <p>Quotations and documents submitted will become the property of DRNSW and will be valid for a period of three (3) months.</p> <p>Respondents are to note that DRNSW, whilst making the Request in good faith, is not obliged to proceed with this project.</p>

## Evaluation

Selection will be based on the completion of the Respondent's submission to this Request for Quotation, especially its ability to meet fully the Statement of Requirement. Submissions will be evaluated according to the following criteria:

**Mandatory Criteria includes** - relevant chemical certification (AQF3/Smart Train Chemical 3 minimum)

**Supplier's ability to meet the requirements** (methodology, understanding, service delivery, quality, resources, fit for purpose, innovation, capacity)

**Experience & capability** (competence, referee evaluation, flexibility, responsiveness, capability, skills, qualifications)

**Time for completion** (schedule, milestones, efficiency)

**Value for money** (price, whole of life costs, exclusions and additions, value added benefits, risk)

## Definitions and Abbreviations

EEC            Ecological Endangered Community (EPBC Act 1999)

TEC            Threatened Ecological Community (BC Act 2016)

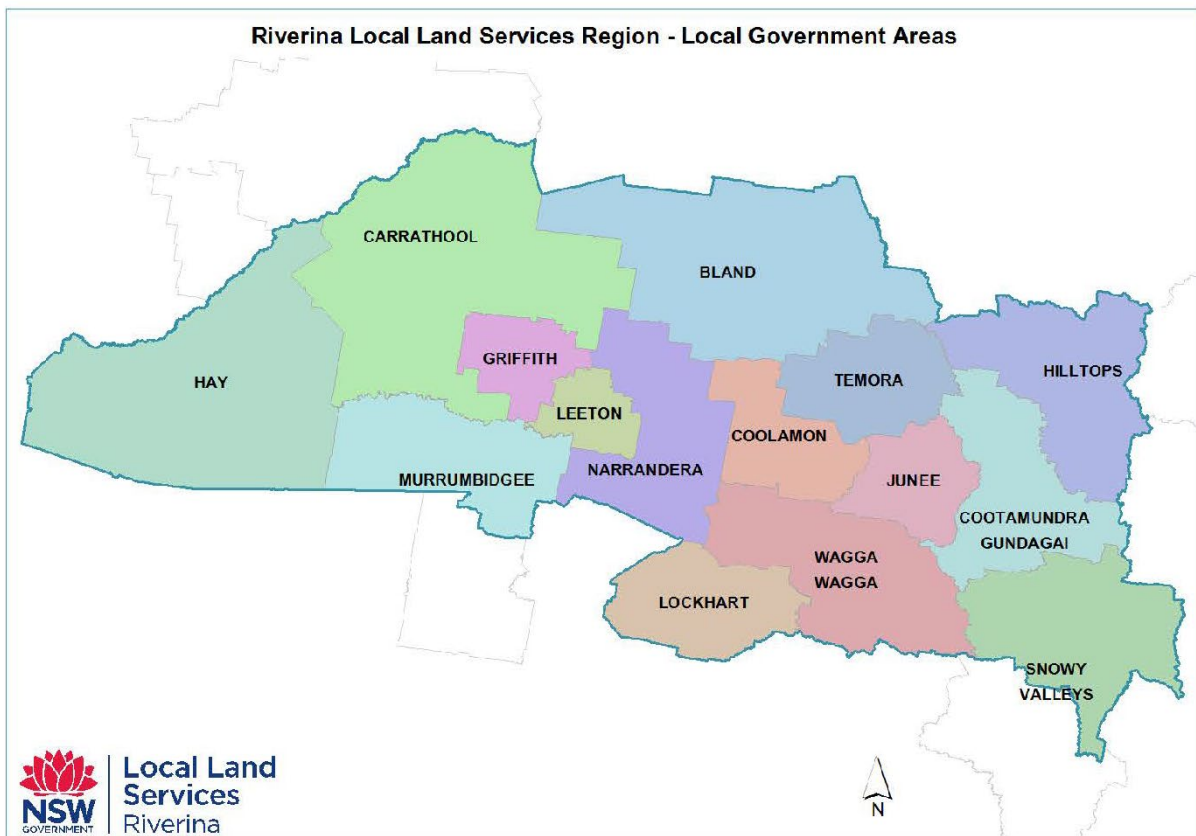
WMA           Weed Management Areas are local control areas with similar weed management priorities grouped together.

# Statement of Requirements

## Overview

### Background

Riverina Local Land Services (RLLS) is responsible for the management of over 80,000ha of Travelling Stock Reserves. RLLS manages Travelling Stock Reserves that balances the needs of travelling or grazing stock and the conservation of ecological communities. RLLS is bounded by Hilltops Council in the east, Hay Shire Council in the west, Carrathool Shire Council in the north and Lockhart Shire Council in the south. RLLS are committed to undertaking weed control to strategically protect our assets and fulfil our biosecurity duty.



### Objectives

The project aims to complete the following objectives:

1. **Approximately \$50,000 of strategic weed control across a minimum of 33ha of Travelling Stock Reserves (see table below) to protect and enhance native vegetation and to meet our biosecurity duty**
2. **GIS recording of all herbicide application to identify the main control areas of priority weeds and to inform follow-up weed control in FY25**
3. **Establish a 30-50m weed free buffer zone around the boundary of Travelling Stock Reserves**

## Scope of Works/Specification

The primary task is to supply contract plant, labour and herbicide to control priority weeds within the South-East Weed Management Area (WMA) between February and June 2024 (refer to map below).

The South-East WMA consists of five local control areas (LCAs):

1. Lockhart Shire Council
2. Wagga Wagga City Council
3. Junee Shire Council
4. Cootamundra-Gundagai Regional Council
5. Snowy Valleys Council

Weed control activities will be undertaken on up to 20 TSRs with a large focus on boundary control.

### Weed Control Sites

A current list of sites is detailed below:

- a) RLLS reserves the right to add or remove weed control locations to the following list subject to business requirements – e.g. budget restrictions
- b) Number SE1 is the highest priority and SE20 is the lowest priority
- c) The list of control sites exceeds our current budget of \$50,000 and allows for an increase to the hectares of weed control to be undertaken if additional funding becomes available, pending contractor availability

Please visit this [link](#) to see a detailed map of the proposed areas where works are to be completed. Figure 1 also demonstrates a broad view of the priority areas.

Table 1: Priority TSRs.

Priority	TSR Name	Reserve Area (ha)	Area Potential EEC/TEC (ha)
SE 1	Milvale to Grogan Route	124.17	131.16
SE 2	Lockhart to Collingullie Route	135.10	123.79
SE 3	The Rock Yerong Creek Stock Route	104.96	104.67
SE 4	Currawarna Stock Route	143.80	103.18
SE 5	Yeo Yeo Stock Route	112.60	90.46
SE 6	Brucedale to Old Junee Stock Route	112.02	80.51
SE 7	Rifle Butts	115.06	66.71
SE 8	Ryan Stock Route	77.80	62.87
SE 9	Grubben	42.40	39.23
SE 10	Lockhart to Collingullie Route	77.54	37.70

SE 11	Millvale	38.62	35.30
SE 12	Junee Reef	34.89	29.97
SE 13	Wallace Town	31.97	26.08
SE 14	Combaning Road Stock Route	26.55	25.37
SE 15	Milvale Route	43.27	25.13
SE 16	Brucedale to Old Junee Stock Route	44.58	24.41
SE 17	The Boundary	29.72	23.06
SE 18	Clear Hills	25.34	22.57
SE 19	Pevensey	23.32	21.86
SE 20	The Glen	38.36	20.30

### **Priority Weeds for Control**

Below is a list of priority weeds for control:

- a) **RLLS reserves the right to add or remove priority weed species for control at the weed control sites subject to business requirements – e.g. site access, change in priorities, budget restrictions**

<b>Weed – Common Name</b>	<b>Weed – Species Name</b>
African Boxthorn	<i>Lycium ferocissimum</i>
Chilean Needlegrass	<i>Nassella neesiana</i>
Horehound	<i>Marrubium vulgare</i>
Prickly Pear	<i>Opuntia</i>
Serrated Tussock	<i>Nassella trichotoma</i>
Silverleaf Nightshade	<i>Solanum elaeagnifolium</i>
Spiny Burr Grass	<i>Cenchrus spinifex &amp; C. longispinus</i>
St John's Wort	<i>Hypericum perforatum</i>
Sweet Briar Rose	<i>Rosa rubiginosa</i>

Where large infestations of African Boxthorn are identified, RLLS may need to consider the addition of mechanical control. If mechanical control is required, a separate quote will be requested from the Contractor engaged for that location. If the Contractor cannot provide this services, RLLS retains the right to seek quotes from other available contractors.

### **Additional Information**

Contractors may provide a quote for all weed control locations or a selection of weed control locations. RLLS retains the right to engage multiple contractors to complete the work tasks.

In addition to providing a quote, contractors must also provide the following to RLLS as an attachment to their quote:

1. **Copies of relevant safety information including safe work method statements (SWMS)**
2. **Copies of chemical certification**
3. **Details about the Contractor's experience**
4. **Completed and signed Regional NSW - Contractors Induction Checklist (attached).**

Mapping and GIS data is required to be collected for all weed control activities.

### **Resources**

Quotes must include provision of plant/equipment, labour and supply of herbicide.

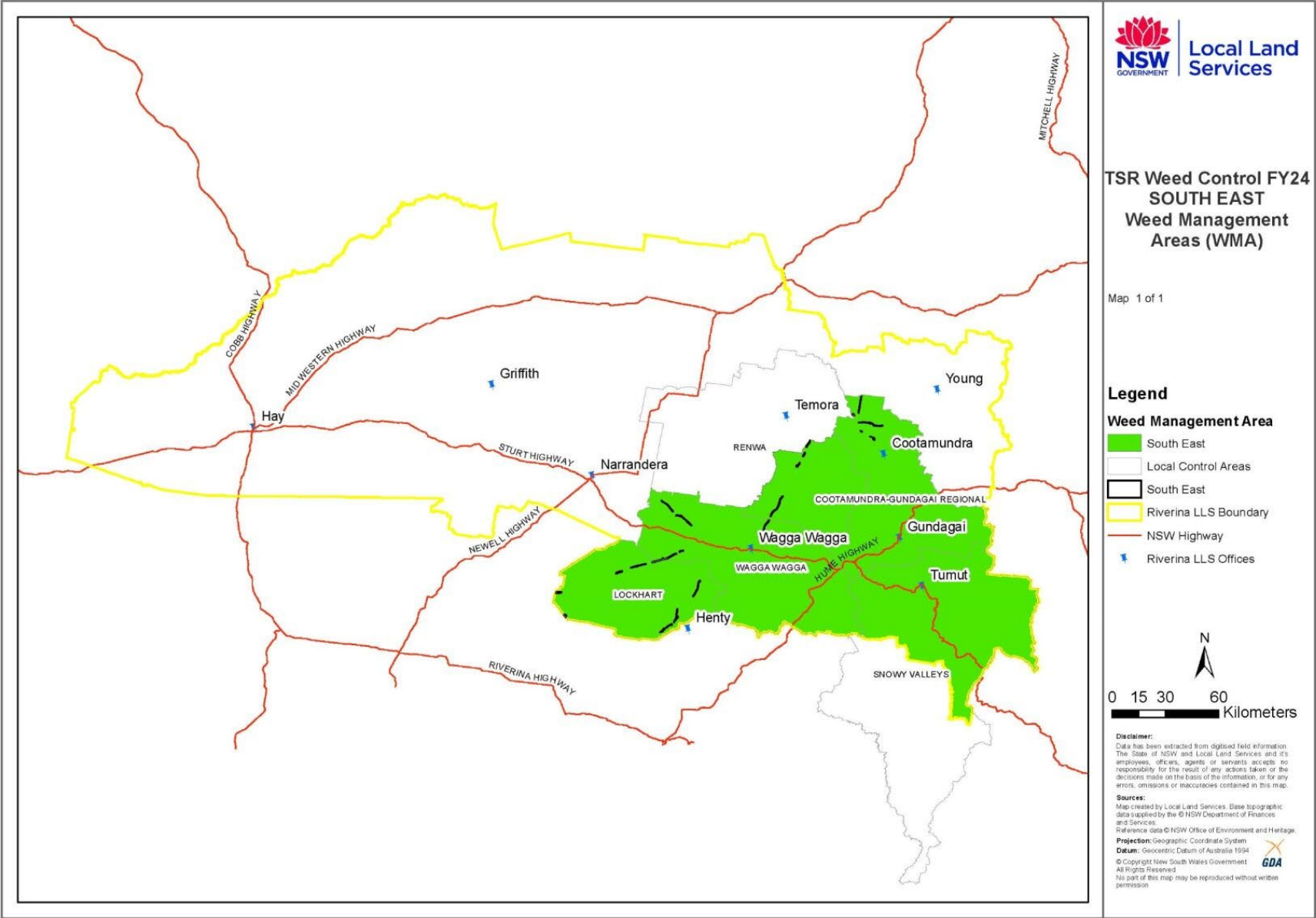
Chemicals including diesel as a wetting agent, 2,4-D and Ester are NOT permitted.

Approved recommended chemicals for use include:

- **Glyphosate 360 g/L**
- **Glyphosate 260 g/L**
- **Flupropanate 745 g/L**
- **Flupropanate 745 g/L with Glyphosate 360 g/L - Various products**
- **Picloram 100 g/L + Triclopyr 300 g/L + Aminopyralid 8 g/L - Grazon Extra®**
- **Metsulfuron-methyl 600 g/kg - Brush-off®**
- **Metsulfuron-methyl 300 g/kg + Aminopyralid 375 g/kg - Stinger™**
- **Non-ionic wetter/spreader/penetrant**

Due to seasonal variations and efficacy of spraying, it is likely a hectare rate mix of chemicals such as Grazon Extra® and Metsulfuron Methyl with a surfactant may be most effective for broad leaf and herbaceous weeds control works. Other chemicals and chemical mixes may be considered upon discussion and negotiation.

Figure 1: South-East Weed Management Areas





## Project Timelines & Key Performance Indicators (KPIs)

The Contractor's performance will be measured against the following project tasks and KPIs:

Project Task	Timing
Project Induction	January/February 2024
Contractor to submit proposed work schedule	5 <sup>th</sup> February 2024
Commence on ground weed control	7 <sup>th</sup> February 2024
Ground works completion (estimate)	Not later than 31 <sup>st</sup> May 2024

## Reporting

The following reporting tasks are required as part of the project:

Reporting Task	Timing
Provide all mapping and GIS data for all weed control locations	30 <sup>th</sup> June 2024
Provide copies of chemical records for all project weed control	30 <sup>th</sup> June 2024

## Attachments

**Regional NSW - Contractor Induction Checklist**

## Response Schedule

In summary, the Riverina Local Land Services is seeking quotes to undertake weed control on Travelling Stock Reserves throughout the region. The majority of weed control will be undertaken by spot spraying with a focus on creating a 30-50m buffer around the perimeter of the reserves, removing the priority weeds outlined in this document. Please complete the information below and provide a detailed quote including pricing to supply contract plant, labour, herbicide and any travel costs. Costs for the provision of GPS data are included as part of the rate for chemical weed control on site. Pricing can be based on either a \$/ha rate or \$/hr. If quoting in \$/ha please indicate the expected number of hectares able to be completed per day. Please also provide information on the type of equipment that will be used. It is not anticipated that contractors will be able to complete all Travelling Stock Reserve priorities as listed in Table 1 within the allocated time frame and budget, however there is the potential for additional funding to become available in the future subject to contractor availability.

### Respondent Particulars

<b>Entity Name</b>	
<b>ABN</b>	
<b>Contact Name &amp; Position</b>	
<b>Contact Number &amp; Email</b>	

### Supplier's Insurance Details

<b>Insurance Type</b>	<b>Amount</b>	<b>Insurer</b>	<b>Policy Number</b>	<b>Expiry Date</b>
<b>Professional Indemnity</b>				
<b>Public Liability</b>				
<b>Motor Vehicle Insurance</b>				
<b>Workers Compensation</b>				

## Supplier's Referees

<b>Name:</b>	<b>Name:</b>
<b>Company:</b>	<b>Company:</b>
<b>Position:</b>	<b>Position:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone No.:</b>	<b>Phone No.:</b>
<b>Relationship to supplier:</b>	<b>Relationship to supplier:</b>

## Subcontractors (if applicable)

Describe the parts of the works/service to be subcontracted and the names of the suppliers to whom the Respondent, if its response is successful, would sub-contract those parts of the works/service nominated by it. The Respondent will be deemed to have satisfied itself that each of the proposed sub-contractors is fully competent to execute those portions of the service that would be allocated to them, in full compliance with the Contract. The Contractor must agree that any changes or additions will require prior approval of the Principal.

<b>Works/service to be carried out by sub-contractor</b>	<b>Name and address of subcontractor</b>	<b>Experience, qualifications, insurances, and licences of subcontractor</b>

## Response to Non-Price Evaluation Criteria

Demonstrate how you meet each criterion. **You may attach (and reference) additional documents if required.**

<p><b>Mandatory Criteria</b> – AQF3 as a minimum, AQF4 preferred and EPA ground application permit</p>	
<p><b>Ability to meet the requirements</b> (methodology, understanding, service delivery, quality, resources, fit for purpose, innovation, capacity)</p>	
<p><b>Experience &amp; capability</b> (competence, referee evaluation, flexibility, responsiveness, capability, skills, qualifications)</p>	
<p><b>Time for completion</b> (schedule, milestones, efficiency)</p>	
<p><b>Value for money</b> (price, whole of life costs, exclusions and additions, value added benefits, risk)</p>	
<p><b>Mapping and GIS data collection capabilities</b> for all weed control activities to allow follow-up weed control in FY24</p>	

Below are examples of pricing tables – use or amend **ONE** of the tables (or insert your own) to suit and delete other/s

Consider the following:

- Request a breakdown of all costs, fees, expenses, and charges associated with the full delivery of the Requirements over the whole-of-life of the Contract.
- Where the price, or part of the price, is based on fee rates, all rates are to be specified, either hourly or daily or both as required.
- Fixed price is best suited to short and simple projects or projects where the requirements and specifications are predictable
- Time and materials is best suited for consultancy services, software development, and projects possibly requiring changes

#### Example: Time and Materials

##### Pricing (Time & Materials)

Where a respondent has an alternative method of pricing (i.e. a pricing approach that is different to the pricing schedule) this can be submitted, and clearly marked, as an alternative pricing model.

Resource type	Daily Rate (ex GST)	Estimated Days (1 day = 8 hours)	Total Cost
			\$
			\$
	<b>Total Days</b>		<b>Total \$</b>

#### Example: Fixed price

##### Pricing (Fixed Price)

Where a respondent has an alternative method of pricing (i.e. a pricing approach that is different to the pricing schedule) this can be submitted, and clearly marked, as an alternative pricing model.

Description	Quantity	Unit Price	Total (ex. GST)
		\$	\$

		\$	\$
<b>Total</b>			\$

**Example: Spot Spraying**

**Pricing (Spot Spraying)**

Where a respondent has an alternative method of pricing (i.e. a pricing approach that is different to the pricing schedule) this can be submitted, and clearly marked, as an alternative pricing model.

<b>Spot Spraying e.g. Vehicular Spot Spraying Unit</b> <i>(please include vehicle description below)</i> . <b>Please include</b> itemisation below for supply contract plant, labour, herbicide, Costs for the provision of GPS data are included as part of the rate for chemical weed control on site.  Note: If quoting a p/ha rate please give an indication of the number of hectares able to be covered per day.	<b>Quantity</b>	<b>Unit Price (p/hr or p/Ha) Please specify</b>	<b>Total (ex. GST)</b>
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total</b>			\$

## Supplier Statement

- I have read and understood the NSW Government Supplier Code of Conduct ([available here](#)) and will comply with that code.
- I certify that the information contained in this Response is true and correct, and submitted in good faith.
- I have read and understood the terms of the RFQ documents

**Signed by the Supplier's authorised representative who warrants that he or she has authority to submit this quote on behalf of the supplier.**

<b>Name</b>	
<b>Title</b>	
<b>Signature</b>	
<b>Date</b>	

## Supplier Data (tick appropriate box/es)

- The entity is registered as an Aboriginal business and can supply proof of [Supply Nation](#) or [NSW Indigenous Chamber of Commerce \(ICC\)](#) registration
- The entity is a small or medium enterprise (SME), being an Australian or New Zealand based enterprise with fewer than 200 full-time equivalent (FTE) employees.
- The entity is a regional supplier, being a business of any size with a registered business address in Regional NSW (Regional NSW includes all areas within NSW outside the Newcastle, Sydney and Wollongong metropolitan areas).

# Contractor induction checklist

## Health & Safety – Form



This checklist should be used at the time of contractor engagement for all contractors to demonstrate they have been provided with all reasonable health and safety related information and instruction related to the workplace and work therein by the contractor manager or site manager.

**Part A** - should be completed by the contractor (PCBU) and all associated documentation provided to DRNSW prior to arriving onsite.

**Part B** – should be completed by the DRNSW Manager / Supervisor with relevant workers, prior to commencing works.

**Part C** – High-Risk Licence and definition of High-Risk Work

Please ensure all mandatory fields (marked with a red asterisk\*)

DEPARTMENT DETAILS*			
Contractor supervisor name		Contractor supervisor role	
Best contact number		Email	
Group		Division	
Branch		Site/Location	
Scope of Works			
CONTRACT COMPANY DETAILS*			
Company name		ABN	
Business Telephone		Business Email	
Responsible Manager		Best contact number	
PART A - CONTRACTOR DOCUMENTS REVIEWED* (COMPLETED PRIOR TO ARRIVING ONSITE)			
<b>Contractor supervisors must provide a copy of all records marked with a 'Yes'</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Contractor certification & licences (i.e. trade licence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the work deemed a High-Risk Work Activity (refer to attachment SafeWork definition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public liability insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional indemnity insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers compensation/ personal accident insurance (sole trader)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety management system / plan (high risk works)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident & injury management process – all incidents to be reported as soon as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant / equipment certification / registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment, safe work methods, procedures, instructions for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Data Sheets (SDS) for all hazardous chemicals to be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed Permits to Work (PTW)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lock out / tag out procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic/ environmental/ site management plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site plans and services reviewed where digging / trenching will be completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication procedures in place for remote / rural/ in isolation work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and competency management process – provide copies of relevant high-risk tickets / licences / evidence of competency or details of industry experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PCBU Name		PCBU Signature		Date	
PCBU Name		PCBU Signature		Date	

<b>PART B - INDUCTION CHECKLIST* (COMPLETED ONSITE PRIOR TO COMMENCING WORK)</b>
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## **REQUIREMENTS FOR A “HIGH RISK WORK LICENCE”**

A high-risk work licence is required to operate some machinery, erect scaffolding or undertake dogging or rigging work.

You must hold a high-risk work licence for:

- cranes
- forklifts
- hoists
- pressure equipment
- reach stackers
- scaffolding
- dogging
- rigging

## **DEFINITION OF “HIGH RISK CONSTRUCTION WORK”**

In accordance with the Work Health and Safety Regulation 2017 (NSW), high risk construction work means construction work that:

- (a) involves a risk of a person falling more than 2 metres, or
- (b) is carried out on a telecommunication tower, or
- (c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, or
- (d) involves, or is likely to involve, the disturbance of asbestos, or
- (e) involves structural alterations or repairs that require temporary support to prevent collapse, or
- (f) is carried out in or near a confined space, or
- (g) is carried out in or near:
  - (i) a shaft or trench with an excavated depth greater than 1.5 metres, or
  - (ii) a tunnel, or
- (h) involves the use of explosives, or
- (i) is carried out on or near pressurised gas distribution mains or piping, or
- (j) is carried out on or near chemical, fuel or refrigerant lines, or
- (k) is carried out on or near energised electrical installations or services, or
- (l) is carried out in an area that may have a contaminated or flammable atmosphere, or
- (m) involves tilt-up or precast concrete, or
- (n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians, or
- (o) is carried out in an area at a workplace in which there is any movement of powered mobile plant, or
- (p) is carried out in an area in which there are artificial extremes of temperature, or
- (q) is carried out in or near water or other liquid that involves a risk of drowning, or
- (r) involves diving work.

A documented Safe Work Method Statement, Safe Work Instruction and/or Safe Work Procedure must be in place for all high-risk work undertaken for DRNSW.

All workers involved in high-risk works, must be inducted into and sign off on the relevant Safe Work Method Statement, Safe Work Instruction and/or Safe Work Procedure.