



Shire of
Perenjori
Embrace Opportunity

INVITATION TO TENDER

Replacement of Synthetic Turf Bowling Green Surface
Tender No. RFT06-2025.26

Invitation to Tender:	<i>Replacement of Synthetic Turf Bowling Green Surface (Perenjori)</i>
Deadline:	<i>2.00pm AWST, Wednesday 3 June 2026</i>
Address for Delivery:	<p><i>Email Tender Submissions to:</i> <u>tenders@perenjori.wa.gov.au</u></p> <p><i>In order to remain confidential, please do not send to any email address other than the one stated above or copy in any Shire Officers to your submission.</i></p> <p><i>Please note that the mailbox limit is 5MB.</i></p>
RFT Number:	<i>RFT06-2025.26</i>

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1 Principal's Request

1.1 Requirements in Brief

The Shire of Perenjori requires a suitably qualified and experienced synthetic turf specialist for the replacement of the bowling green surface at the Perenjori Bowling Greens with a synthetic turf of 12-14mm.

1.2 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your submission.
Deadline:	The deadline for lodgement of your submission as detailed on the front cover of this Request.
General Conditions of Contract:	Means the General Conditions of Contract nominated in clause 1.14.
Offer:	Your offer to supply the Requirements.
Principal:	Shire of Perenjori.
RFT:	This document.
Requirements:	Replacement of the bowling green surface at the Perenjori Sports Club.
Selection Criteria:	The Criteria used by the Shire in evaluating your submission.
Special Conditions:	The additional contractual terms.
Specification:	The Statement of Requirements that the Shire requests you to provide if selected.
Tender:	Your completed Offer form, Response to the Selection Criteria and Attachments.
Tenderer:	Someone who has or intends to submit an offer to the Shire.

1.3 Tender Documents

This Request for Tender is comprised of the following parts:

Part 1 – Principal's Request (*read and keep this part*).

Part 2 – Specification and Special Conditions of Contract (*read and keep this part*).

Part 3 – Tenderer's Offer (*complete and return this part*).

1.4 How to Prepare Your Tender

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements (see clause 2.1);
- c) Complete and return the Offer (Part 3) in all respects and attach all of your attachments;
- d) Make sure you have signed the Offer form and responded to all of the Selection Criteria; and
- e) Lodge your Tender before the Deadline.

1.5 Contact Persons

Tenderers should not rely on any information provided by any person other than the person listed below:

Specification Enquiries

Name:	Clinton Strugnell
Telephone:	99730100
Email:	ceo@perenjori.wa.gov.au

Tender Document & Contractual Enquiries

Name:	Clinton Strugnell
Telephone:	99730100
Email:	ceo@perenjori.wa.gov.au

Conditions of Tendering

1.6 Requests for Clarification

Tenderers may submit a written request for clarification on any part of the Request for Tender document prior to lodgement of their Tender. Written clarifications must be made to the contact person via email ceo@perenjori.wa.gov.au.

Questions and responses will be made available to all Tenderers.

1.7 Lodgement of Tenders and Delivery Method

The Tender must be lodged by the Deadline. The Deadline for this Request is **2.00pm AWST, Wednesday, 3 June 2026**.

Submissions must be submitted via email to tenders@perenjori.wa.gov.au before the deadline.

In order to remain confidential, please do not send to any email address other than the one stated above or copy in any Shire Officers to your submission.

Please note that the mailbox limit is 5MB.

1.8 Rejection of Tenders

A Tender shall be rejected without consideration of its merits in the event that:

- a) It is not submitted before the Deadline; or
- b) It is not submitted at the place specified in the Invitation; or
- c) It may be rejected if it fails to comply with any other requirements of the Invitation.

1.9 Late Tenders

Submissions received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Invitation;

will not be accepted for evaluation.

1.10 Acceptance of Tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Shire either wholly or in part. The Shire is not bound to accept the lowest submission and may reject any or all submissions lodged.

1.11 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court order.

All Tenderers will be given particulars of the successful Tenderer(s) or advising that no Tender was accepted.

1.12 Alternative Tenders

All Alternative Tenders must be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract shall in all cases arising be clearly marked "ALTERNATIVE TENDER".

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

1.13 Tender Validity Period

All Tenders shall remain valid and open for acceptance for a minimum period of ninety (90) calendar days from the Deadline or forty-five (45) days from the Council's resolution for determining the Tender whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.14 General Conditions of Contract

Tenders shall be deemed to have been made on the basis of and to incorporate the General Conditions of Contract for the Supply of Services.

1.15 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request shall have precedence.

1.16 Tenderers to Inform Themselves

Tenderers shall be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of Tendering;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including Tendered prices which shall be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein; and
- d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer. Negotiations shall be carried out in good faith and
- e) satisfied themselves they have a full set of request documents and all relevant attachments.

1.17 Alterations

The Tenderer shall not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal shall issue an addendum to all Tenderers where matters of significance make it necessary to amend the issued Request documents before the Deadline.

1.18 Risk Assessment

The Principal may have access to and give consideration to:

- a) Any risk assessment undertaken by any credit rating agency as selected by the Principal; and
- b) Any information produced by the Bank, financial institution, or accountant of a Tenderer.

So as to assess that Tender and may consider such materials as tools in the Tender assessment process.

1.19 Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of a Tender shall become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process PROVIDED that the Tenderer shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.20 Canvassing of Officials

If a Tenderer, whether personally or by an agent, canvasses any of the Principal's commissioners or councillors (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tender, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its discretion omit the Tender from consideration.

1.21 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer shall be the person, persons, corporation or corporations named as the Tenderer in Part 3 and whose execution appears on the Offer Form in Part 3 of this Request. Upon acceptance of the Tender, the Tenderer shall become the Contractor.

1.22 Tender Opening

All Tenders will be opened in the Shire offices (by electronic method), following the advertised Deadline.

The names of the persons who lodged the Tender by the due Deadline will be read out at the Submission Opening. No discussions will be entered into between Tenderers and the Shire officers present or otherwise, concerning the Tenders lodged.

The Tender Opening will be held on or as soon as practicable after the Deadline at The Shire of Perenjori, 56 Fowler Street, Perenjori WA 6620.

2 Specification and Special Conditions of Contract

2.1 Introduction

The Shire of Perenjori requires a suitably qualified and experienced synthetic turf specialist for the replacement of the bowling green surface at the Perenjori Sports Club with a synthetic turf material of 12-14mm.

2.2 Background Information & Requirements

This project is to replace the existing woven carpet bowling surface.

The size of the Perenjori Bowling green surface is 36.4m x 36.4m.

The project is to conform to Bowls WA Pennant Play and is to include:

- The removal of the existing woven carpet green and underlay will be undertaken by the Bowling Club.
- Carry out an assessment on the existing drainage and undertake works to correct if necessary;
- Remove existing base to 120mm depth;
- Laser grade the base, level, compact and water bind;
- Base tolerance 3mm over 3m as per Bowls Australia Standard;
- Supply and install new plinths;
- Supply and install 120mm free drainage base system including stabilisation;
- Replace surrounds surface 380mm top, 360mm face. * Note: 900mm edge surround not to be replaced;
- Supply and install 12mm-14mm synthetic surface using a diagonal installation methodology, screwed to plinths;
- Supply and install long pile grass in gutters.
- All travel, meals and accommodation to be included in the tender price.

2.3 Technical Criteria

The successful tenderer will:

- Have a company ABN and be GST registered.
- Be required to clearly define all costs that are excluded from the tendered price.
- Be required to detail experience in the delivery of similar projects.

2.4 Period of Contract and Termination

The Contract will commence on award and continue until completion of the removal and replacement works, including any applicable maintenance or warranty periods.

2.5 Insurances

The successful Tenderer and its subcontractor(s) (if any) will be required to effect and maintain the insurance policies referred to in clause 24 of the General Conditions of Contract for the Provision of Services in the following sums:

- a) Public liability insurance in the sum of at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims; and
- b) Professional indemnity insurance in the sum of at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims; and
- c) If applicable, will be required to effect and maintain product liability insurance in the sum of at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims.

2.6 Administrative Requirements

The contractor is required to provide the following during the course of their contractual obligations in terms of these tenders:

Activity	Frequency
Any variations to the contract or additional works to be undertaken	Prior to commencement
Observations of dangerous circumstances that require attention to obviate potential public harm or public liability claims	Immediately
Accidents or related claims of a public liability nature	Immediately
Damage to property or persons as a result of the performance or non performance of the contract service requirements	Immediately
All instances of misbehaviour or illegal activity that contravenes Commonwealth, State or Local laws or that impedes the performance of the contract service or that may result in damage to any Council or community property or misconduct towards the public	Immediately as incident occurs

All records and reports will remain the property of the Principal and must be provided to the Principal upon request and at completion of the works.

2.7 Dress Code

All contractors are to wear appropriate clothing, footwear and any safety equipment as required by the nature of the services provided. All appropriate clothing and equipment is to be provided by the contractor.

2.8 Plant, Vehicles and Equipment

The Contractor is to provide, operate and maintain the plant, vehicles and equipment necessary for the proper performance of the required services.

All plant, vehicles and equipment used in the Contract services shall be maintained in good working order and clean condition to the satisfaction of the Principal.

The Contractor shall ensure that all vehicles and plant operated within the Shire of Perenjori are maintained in roadworthy condition and carry the required licensing and registration as required under the Road Traffic Act at all times.

The operation of all vehicles, plant and equipment shall be such that it does not cause undue noise, and that minimises atmospheric pollution.

All plant and equipment must always be operated with all guards and safety devices in place and with no exception.

The Contractor must ensure that no vehicle is overloaded by carrying or towing loads beyond legal capacity.

Any vehicle plant or item of equipment, which, in the opinion of the Principal, is substandard in regard to the above, shall be required to be promptly removed from the maintenance area.

All drivers and operators of plant and equipment must have appropriate, current Western Australian or National Vehicle Drivers Licences.

The Contractor shall ensure that hazard identification, risk assessment and risk control processes have been carried out and documented in relation to all plant and equipment.

2.9 Quality Control

The Principal shall conduct regular inspections to audit works carried out.

The contractor shall be responsible for ensuring the following outcomes:

- That activities scheduled in the programme will conform to the specification.
- Resources allocated to the service delivery will enable the specified outcomes.
- That work is carried out within the specified time constraints.

2.10 Public Safety and Work Health and Safety

The contractor is to be fully conversant with the *Work Health & Safety Act 2020* and associated regulations and shall be responsible for maintaining a safe worksite, whilst adequately isolating any hazardous situation.

3 Form of Submission

The Chief Executive Officer
Shire of Perenjori
56 Fowler Street
Perenjori WA 6620

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to **RFT06-2025.26 Replacement of Synthetic Turf Bowling Green Surface**

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The Tendered price is valid up to ninety (90) calendar days from the date of the tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or lodging of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this _____ day of _____ 20_____

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Contact Number: _____

Authorised signatory Postal address: _____

Email Address: _____

3.1 General and Corporate Information

3.1.1 Organisation Profile and Referees

Please select with a tick whether you have attached the following information:

Attach your organisation profile.	<p>Attachment 1 <input type="checkbox"/> Tick✓if attached</p>
Attach details of your referees. You should give examples of work provided for your referees where possible.	<p>Attachment 2 <input type="checkbox"/> Tick✓if attached</p>

3.1.2 Agents

Are you acting as an agent for another party?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
If Yes, attach details (including name and address) of your principal.	<p>Attachment 3 <input type="checkbox"/> Tick✓if attached</p>

3.1.3 Sub-Contractors

Do you intend to subcontract any of the Requirements?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
If Yes, attach details of the subcontractor(s) including the name, address, location of premise and the number of people employed.	<p>Attachment 4 <input type="checkbox"/> Tick✓if attached</p>

Part 3 TENDERER'S OFFER (COMPLETE AND RETURN THIS PART)

3.1.4 Quality Assurance

Does your organisation have any quality assurance system?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you propose to subcontract, does your subcontractor have a "third party" quality management system in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Supply evidence or details of your quality assurance position and where relevant of your supplier's or subcontractor's position, in an attachment.	Attachment 5 <input type="checkbox"/> Tick ✓ if attached

3.2 Response to Selection Criteria – Weighting 40%

3.2.1 Compliance Criteria

Have you complied with the Specification contained in this Request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you complied with the Conditions of Tendering contained in this Request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you complied with and completed the price schedule?	Yes <input type="checkbox"/> No <input type="checkbox"/>

3.2.2 Qualitative Criteria

Before answering the qualitative criteria, Tenderers shall note the following:

- a) All information relevant to your answers should be contained within your Tender to each criterion;
- b) Tenderers shall assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Tenderers shall provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Tenderers shall address each issue outlined within a qualitative criterion.

Part 3 TENDERER'S OFFER (COMPLETE AND RETURN THIS PART)

<p>(A) Relevant Experience</p> <p>Describe your experience in completing/supplying similar requirements. Tenderers must, as a minimum, address the following information in an attachment and label it “Relevant Experience”.</p> <p>a) Provide details of similar work;</p> <p>b) Provide scope of the Tenderer’s involvement including details of outcomes;</p> <p>c) Provide details of issues that arose during the project and how these were managed;</p> <p>d) Demonstrate sound judgement and discretion; and</p> <p>e) Demonstrate competency and proven track record of achieving outcomes.</p>	Weighting 25%	
	“Relevant Experience”	<p>Attachment 6</p> <p><input type="checkbox"/> Tick✓if attached</p>
<p>(B) Ability to deliver project in a timely manner.</p> <p>Provide a detailed timeframe for the project delivery.</p>	Weighting 15%	
	“Timeliness of Delivery”	<p>Attachment 7</p> <p><input type="checkbox"/> Tick✓if attached</p>

3.3 Price Information

Tenderers **must** complete clause 3.3.3 “Price Schedule”. Before completing the Price Schedule, Tenderers should read the entire Request.

3.3.1 Discounts

Are you prepared to allow a discount for prompt settlement of accounts?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment.	<p>Attachment 8</p> <p><input type="checkbox"/> Tick✓if attached</p>

3.3.2 Price Basis

Are you prepared to offer a fixed price?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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Part 3 TENDERER'S OFFER (COMPLETE AND RETURN THIS PART)

3.3.3 Price Schedule – Weighting 60%

The Tenderer shall price all tasks in the Price Schedule. The prices entered shall fully cover all the obligations of the Contractor under the contract.

Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

LUMP SUM \$.....(including GST)

Replacement of synthetic turf bowling green	
Travel, Meals and Accommodation	
Other:	
TOTAL	