



REQUEST FOR EXPRESSION OF INTEREST FOR: GARDEN MAINTENANCE
SERVICES

Issued By: Gurriny Yealamucka Health Services Aboriginal Corporation

Closing Time: 12:30pm 30th of July 2021 Yarrabah, Queensland

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1. PART A: About this Expression of Interest process

Your organisation is to read and keep this part.

1.1 Background

Gurriny Yealamucka Health Services Aboriginal Corporation (GYHSAC) Aboriginal community-controlled health service delivering primary healthcare within the Yarrabah Aboriginal Shire, Far North Queensland since 2000.

Gurriny Yealamucka means “good healing water” in the language of the Gunggandji Peoples of Yarrabah.

Our culturally appropriate model-of-care is developed by our doctors and Aboriginal Health Workers encompassing all aspects of clinical and social healthcare delivery.

We are currently looking for a local Yarrabah company / Business / Contractor to take on our Garden Maintenance over three sites within the Yarrabah Community.

Further information about the proposed services required can be found in ‘Part B: Potential service requirements’.

1.2 How this EOI process works

The purpose of an EOI process is to allow GYHSAC to gain preliminary information from Respondents regarding the service requirements set out in Part B and to determine the level of interest in the provision of such services.

This EOI process will provide information regarding the potential procurement of the services described in Part B, and invites prospective Respondents to submit an EOI. Respondents should be aware that GYHSAC has discretion to proceed with the requirements in a manner that is different from that described in Part B, or may not proceed with the procurement of such services at all.

Overall, depending on the nature of the EOIs received, GYHSAC may:

- a) request more detailed submissions from Respondents;
- b) Evidence that the business is local to Yarrabah and that local staff are employed
- c) enter into direct negotiations with a Respondent in relation to its EOI;
- d) establish a limited-term short-listed panel comprising selected Respondents, from which future services can be purchased pursuant to a competitive process, if and when the need arises;
- e) decide not to proceed any further; or
- f) do something other than the above.

It is important to note that this EOI process is not a Request for Tender. It is not a commitment or representation of any kind by GYHSAC that it will at any time issue a Request for Tenders for the services described in Part B, or that GYHSAC will otherwise seek to procure any services to achieve the desired outcome.

GYHSAC may contact one or more of the Respondents after the Closing Date and Time to discuss the Community Outcome, Statement of Requirements or the GYHSAC’s plans or needs generally. GYHSAC may take views or feedback provided by Respondents in their EOI into account when developing any future Request related to the outcome.

1.3 How to lodge an EOI

1.3.1 Form and content of the EOI

To lodge a valid EOI, you must complete and submit the Response Form in Part C. This includes the Respondent Details section and your organisation's response to the Qualitative Criteria and Price Schedule:

When completing the Response Form, assume that GYHSAC has no knowledge of your organisation, its activities, experience or any previous work undertaken by your organisation on behalf of GYHSAC.

1.3.2 Lodgement format

You are only able to lodge an EOI in one of the ways listed in this section. Therefore, you must only lodge your EOI in one of the ways listed below:

- a) Respondents may lodge an EOI BY POST or email at:

Facilities Manager

1 Bukki Road

YARRABAH QLD 4871

, with one copy marked "original" and two (2) copies marked "copy".

- b) Respondents may lodge an EOI via the following email paul.munn@gyhsac.org.au and susanne.dale@gyhsac.org.au

by providing your EOI, in a sealed package clearly identified by the EOI Request number: Facilities 001. Three (3) copies must be submitted by no later than 12.30pm Friday the 30th of July 2021.

Respondents who lodge EOIs in electronic form must ensure that the electronic copy of the EOI is in one of the following file formats and extensions:

.doc*	.pdf#	.txt	.ppt*	.xls*	.csv
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* Microsoft compatible

Adobe compatible

IMPORTANT NOTE

EOIs can only be lodged electronically if the size of the EOI is equal to or less than 100 megabytes.

1.3.3 Closing Time

The Closing Date and Time for lodgement of EOIs is as set out on the front page of this EOI Request document.

EOIs submitted by post must arrive not later than the Business Day prior to the Closing Time.

1.3.4 Late Lodgement

EOIs that are not received in full by the Closing Date and Time cannot be evaluated by the GYHSAC. Please refer to the specific conditions regarding the lodgement of EOIs (including late lodgement) set out in the Process Terms and Conditions document.

1.4 Where to get more information

If you have any enquiries about this EOI process, please contact the authorised GYHSAC representative/s listed below.

Paul Munn (Schrieber)

Facilities Manager

Direct Line: 07 4226 4140

Mobile: 0412 074 997

Email: paul.munn@gyhsac.org.au

Susanne Dale

HR Manager

Direct Line: 07 4226 4142

Mobile: 0423 673 602

Email: susanne.dale@gyhsac.org.au

I acknowledge the custodians of the land on which I work, the Gungganghi people of Yarrabah.

Gurriny Yealamucka Health Services Aboriginal Corporation

1 Bukki Road Yarrabah Q 4871 Phone: 07 4226 4100 Fax: 07 4056 9368 Email: info@gyhsac.org.au

Website: gyhsac.org.au Like and follow us on Facebook

1.5 How your EOI will be assessed

GYHSAC will assess your EOI against the Qualitative Criteria and Price Schedule set out in Part C. To the extent that GYHSAC considers appropriate, it may also take into account any other information available to GYHSAC regarding the Respondent or the EOI.

Please be aware that EOIs will be assessed to determine the extent to which it may deliver value for money to GYHSAC. A value for money assessment does not simply consider price. While price is a factor taken into account, all costs, benefits and risks associated with each EOI will be assessed when making a value for money decision.

2. PART B: Potential Service Requirements

2.1 Service Description

The scope of this service agreement is the provision of landscaping and gardening services for GYHSAC. There are three facilities that require maintenance. These are:

- 1 Bukki Road YARRABAH
- Noble Drive YARRABAH
- Workshop St YARRABAH

The buildings have offices to accommodate 102 staff, two clinics and a Men's Shed. The premises are divided in public areas and secured areas. The outside facilities consist of the main entrances building, parking and green areas, fences and interior gardens.

GYHSAC requires the services of a duly qualified landscaping and gardening company for the provision of the services to maintain the landscape and gardens of all three premises. GYHSAC envisages that the contract will include, but is not limited to the execution of all necessary activities related to the upkeep of the exterior grounds and the maintenance and care of the vegetation.

2.2 Service Level Outcome(s)

The following outcomes are expected:

- Provide a full grounds and maintenance
- Ensure good practices in the upkeep and rejuvenation of grounds and planting techniques
- Liaise with specialist contractors/sub-contractors
- Monitor weekly all grounds maintenance works
- Consult with Transport and Facilities Manager and Senior management of respective buildings when considering landscape changes
- Provide tree maintenance and emergency response service

GYHSAC expects the respondent to:

- Report problems quickly for action. Please provide as much detail as possible
- Nominate a single point of contact
- Seek prior approval if plants need to be purchased via Transport and Facilities Manager and Senior Management

PERFORMANCE MONITORING AND INSPECTION The majority of maintenance tasks, performed by Gardens and Grounds services, are based upon 'Time and Motion' studies. Staffing levels and all such works are monitored to ensure an efficient service provision. Value for Money reviews are undertaken on a regular basis by the organisation.

2.3 Service Requirements

Although works are dependent upon seasonal weather conditions, works are broadly:

Spring	Summer	Autumn	Winter
Lawn maintenance Residual weed control Planting Pruning Hedge renovation Green waste removal	Mowing Weed control Hedge cutting Pruning Summer bedding Contractual works Green waste removal	Lawn maintenance Leaf collection General planting Pruning of shrubs Winter bedding Green waste removal	Lawn maintenance Residual weed control Leaf collection Tree pruning Mulching Green waste removal

The following categories have been more fully explained:

<p><u>Lawn maintenance:</u></p> <p>All facilities' lawns will be maintained to a reasonable standard and all sites are attended (at least once every two weeks) on a cyclical basis during the growing season.</p> <p>Where reasonable advanced notice has been received about events operators will attempt to attend to the lawns prior to the events and/or avoid these periods.</p>
<p><u>Green waste removal</u></p> <p>It is expected respondents will:</p> <ul style="list-style-type: none"> ▪ Follow a cyclical route and remove discarded green waste from the ground at least once per week ▪ Out of hours working can be organised, but only with reasonable notification and agreed time.
<p><u>Leaf collection:</u></p> <p>During the Autumn Gardens and Grounds objective is to stop large accumulations of leaves forming on hard surfaces and lawns.</p>
<p><u>Weed control:</u></p> <p>On an ad hoc basis (i.e. as and when required) licensed herbicides will be applied to control weeds in gravel and paving slab surfaces. Additionally, weed killers will be applied judiciously in the planted landscaped (including fence lines, tree/hedge bases)</p> <p>Licensed herbicides will be applied to selected hard surfaces to control moss, mould and algae</p> <p>Weed control of planted borders will chiefly be undertaken by cultural means</p> <p>When resources permit, mulches will be introduced to planted borders</p>
<p><u>Hard surfaces</u></p> <p>On a regular basis Gardens and Grounds will endeavour to:</p>

Rake/sweep all gravel paths – to alleviate drainage problems through the build-up of debris and humus content
<p>Emergency works</p> <p>Although emergency events are, by their nature, unpredictable, the respondent will be expected to:</p>
<p><u> Fallen trees </u></p> <p>During normal working hours, when it is safe to do so, tree clearance works will be carried out by the respondent</p> <p>Out of normal working hours the respondent will be expected to operate a call out system. This system is normally only initiated where a fallen branch/tree is causing a danger to property, and needs to be removed immediately.</p>
<p><u>New landscapes</u></p> <p>(a) GYHSAC will only support new landscapes, where it is beneficial to the community and is financially sustainable.</p>

The successful respondent will indemnify GYHSAC against:

- a) loss of or damage to the Principal’s property; and
- b) claims by any person in respect of injury, death or loss of or damage to any property, resulting from, or in any way connected with, the Contractor carrying out the work under the Contract.

The Contractor’s liability to indemnify the Principal will be reduced proportionally to the extent that an act or omission by the Principal, or its employees or agents, contributed to the loss, damage, death or injury.

Public liability Insurance

Should the respondent be successful, before commencing the work under the Contract, the respondent must have public liability insurance for an amount not less than \$10 million, covering the Contractor’s liability to the Principal for loss of, or damage to, property and death or injury to any person. – Evidence of Insurance will be required as part of the EOI.

Insurance of employees

Should the respondent be successful, before commencing the work under the Contract, the respondent must insure against liability for death of or injury to persons employed by the Contractor. Where the respondent is a self-employed person, the respondent must maintain an equivalent insurance policy for itself. The respondent must maintain such insurance for the duration of the Contract and produce evidence of insurance if requested. The respondent must ensure that every subcontractor is similarly insured. – Evidence of Insurance will be required as part of the EOI.

2.4 Employee Requirements

All employees of the successful respondent must:

- be in possession of a valid Positive Notice Blue Card issued by the Commission for Children Young People and Child Guardian prior to commencement of contract. A copy MUST be provided as part of the EOI
- a current Police check or be prepared to undertake one prior to working on the GYHSAC sites

2.5 Assessment Criteria

Responses to the Qualitative Criteria are designed to demonstrate your organisation's capacity and/or experience, and all sub-criteria must be addressed. Also make sure that any claims or statements made to address any aspect of the Qualitative Criteria are supported through the use of examples.

a) SERVICE METHODOLOGY

The Respondent will be assessed on the degree to which:

- the proposed service methodology will facilitate the achievement of the outcome, service specific outcomes and meet the service requirements described in Part B;
- the Respondent demonstrates adequate appreciation and understanding of the Requirements of this EOI Request.

The Respondent must:

- Provide a detailed service delivery model describing the methodology that will be used to achieve the desired community outcome. This could include but is not limited to:
 - ❖ proposed service structure and content;
 - ❖ timeframes and estimated hours of service;
 - ❖ management and staffing structure; and
 - ❖ collaboration and feedback structure.
- Provide an outline of the evidence to support the proposed service model.

b) ORGANISATIONAL SKILLS AND EXPERIENCE

The Respondent will be assessed on the degree to which it has the skills and experience to perform the requirements of the proposed service set out in Part B.

The Respondent must:

- provide information regarding organisational skills to perform the proposed requirements set out in Part B;
- describe how the organisation ensures staff maintain and develop relevant skills and experience with regard to the delivery of such services;
- provide details of contracts/service agreements for similar services provided, including a detailed description of those services, similarities between those services and the proposed services set out in Part B, when the contract/service agreement was performed and the outcomes of the contracts/service agreements.

2.6 Price Schedule

In making a value for money assessment of each Respondent's Offer, GYHSAC will assess how the Price below, along with the response to the Qualitative Criteria above represents value for money.

Always make sure each element of the Price Schedule is completed so that GYHSAC can undertake an accurate price evaluation.

When completing the Price Schedule, state the value of the Offered Service Agreement Payment in Australian Dollars only, and make sure all costs of complying with the requirements of this request are included. Some elements of a sustainable price include, but are not limited to, start-up costs, overhead costs, staff costs, training costs, service delivery costs etc.

The Respondent is required to submit an indicative price for the provision of the services described in Part B. Please provide an indicative price for the first year of the service in Australian Dollars, inclusive of GST.

3. PART C: Response Form

This part is to be completed by the Respondent and submitted to GYHSAC in accordance with Part A, section 1.3.

3.1 Respondent Details

Please provide all of the following details in the table format below.

Respondent Information	
Name of legal entity:	[insert]
ACN:	[insert]
Trading name:	[insert]
ABN (if applicable):	[insert]
Contact person:	[insert]
Contact person position title:	[insert]
Registered address or address of principal place of business:	[insert]
E-mail address:	[insert]
Telephone number:	[insert]

Other Details

<p>Is the Respondent a Registered Aboriginal Business?</p>	<p>(Yes / No) If Yes, registered on: Aboriginal Business Directory <input type="checkbox"/> Supply Nation's Indigenous Business Direct <input type="checkbox"/> Both <input type="checkbox"/></p>
<p>Are there any circumstances, arrangements or understandings which constitute, or may reasonably be perceived to constitute an actual or potential conflict of interest with either the Respondent's obligations under this Request for EOI or any potential involvement of the Respondent in the provision of services as described in Part B?</p>	<p>(Yes / No)</p>
<p>If yes, please provide detail of the actual or potential conflict of interest, and the Respondent's strategy for managing it: [insert]</p>	
<p>RESPONSE TO SERVICE METHODOLOGY – No longer than half (½) a page, 2 pt. spacing, 11pt font.</p>	
<p>RESPONSE TO ORGANISATIONAL SKILLS AND EXPERIENCE - No longer than a half (½) a page</p>	
<p>RESPONSE TO PRICE SCHEDULE - No longer than half (½) a page</p>	

End of Response Form