



Our ref: EOI – Pest Animal Baiting Service
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18 October 2016

Expression of Interest – E0072016C

1080 Service Provider

1. Introduction

Council is seeking suitably qualified persons to conduct a pest animal (1080) baiting service across the Central Highlands Region.

2. Background

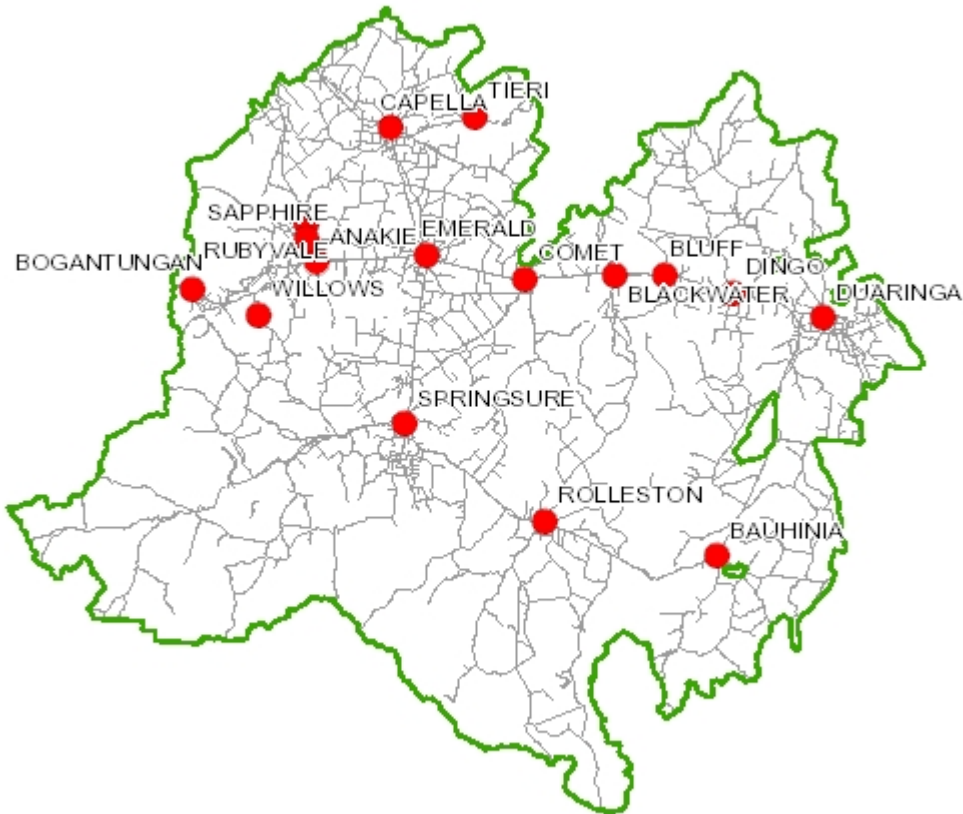
Council's Ranger Services team currently provides this baiting service to landholders free of charge. The poison Sodium Fluoroacetate (1080) is used at varying strengths to bait meat, grain, and other approved produce provided by the landholder. These baits are distributed by the landholder on their property in an attempt to control and eradicate feral dogs and pigs from their land.

The Department of Agriculture and Fisheries provides Council with the Sodium Fluoroacetate (1080) poison.

3. Study Area – Central Highlands

This baiting service is provided to eligible landholders across the Central Highlands Region. You may submit an expression of interest to service the entire Region or only a portion, this must be specified in your submission.

Map 1. Site – Central Highlands Region



4. Scope of Works

Objectives:

- to provide a 1080 baiting service to eligible landholders; and
- to assist landholders in managing their biosecurity obligations by providing this service.

Training / Qualifications Required

- Council's online contractor inductions
- Council's Authorised Person/Officer training - available through ELearning
- Instrument of Appointment from the CEO of CHRC under the Biosecurity Act 2014
- DAF Training – Sodium Fluoroacetate
- Lodge & be successful in an application to QLD Health for a License to distribute Sodium Fluoroacetate (on completion of DAF training)

Please note Council will provide all internal training and instrument of appointment.

The service provider will be required to provide a regular service to landholders as required, currently Council provides this service when three or more landholders wish to conduct a bait station. The service provider will be required to maintain this standard of service with the landholders. The service must be provided in a timely fashion, in accordance with the landholders requests.

The service provider must –

- Provide all relevant equipment required to provide the service, this will include but not be limited to –
 - Cement mixer (or similar)
 - Injection and Poison distribution guns
 - Generator
 - Injection table
 - Buckets
 - Assorted measuring jugs and decanting bottles
 - PPE
 - Plastic containers to carry paperwork provided by CHRC
 - Lockable Safe Case to carry the Sodium Fluoroacetate Poison
- The service provider will be required to provide this service in accordance with all requirements specified by the Department of Agriculture and Fisheries and the Department of QLD Health;
- The service provider will be required to collect the Sodium Fluoroacetate poison from one of Council's registered storage locations –
 - Springsure
 - Emerald
 - Blackwater
- The service provider will be required to store the Sodium Fluoroacetate poison in accordance with all legal requirements whilst in the possession of the service provider;
- The service provider will be required to return the remaining Sodium Fluoroacetate poison to the relevant CHRC registered store upon completion of the bait station;
- The service provider must comply with all record keeping and recording requirements;

5. Delivery

This will be an ongoing service, the service provider/s will be expected to provide the service to landholders when a bait station including three or more landholders is arranged.

The period of service will be a maximum of two years, and will be specified on the instrument of appointment given to the service provider/s

6. Reporting

The service provider/s is required to maintain all stock book and indemnity records as specified by QLD Health. The service provider/s will be required to provide the Department of Agriculture and Fisheries with monthly returns.

The service provider/s will be required to provide Council with monthly reporting identifying the properties serviced, the amount of Sodium Fluoroacetate utilised for each property, the target species, the amount (kg) of bait material distributed by the landholder, and the type of bait material utilised.

7. Budget and Payment Schedule

The service provider is to include a breakdown of costs (if any) that they intend to charge Council for providing this service.

Please note – The service provider will not be permitted to charge landholders a fee for the service provided.

The Contractor shall submit any invoices on a monthly basis following commencement of work. Invoices must outline work done to date including all hours allocated to individual staff and equipment; unless otherwise specified in writing by the Coordinator Ranger Services.

All reports and services must be to the satisfaction of the Coordinator Ranger Services.

8. Expression of Interest Due Date

The submission must be provided by COB (17:00hrs) on the 11th of November 2016. No extension will be entered into and any submissions received after this time and date will not be accepted.

Submissions in response to this Invitation must be made to the Council in hard copy format:

Invitation to Offer:

The following information **MUST** be identified on the front of the sealed envelope:

Expression of Interest – 1080 Baiting Service Provider (E0072016C)

Coordinator Ranger Services
Central Highlands Regional Council
P O Box 21
Emerald, QLD, 4720.

9. Assessment Criteria for Quotes

11.1 Evaluation Process

The tender evaluation process will involve an assessment of Offers received against the criteria listed below. The CHRC reserves the right to short-list Offer/s during the evaluation process using the evaluation criteria contained below. Submitters are advised that short-listed applicants may be required to attend an interview with the evaluation team as part of the final assessment. Specific dates, times and program for the interview will be advised in due course, if required. The evaluation process may involve reference, financial and corporate checks.

11.2 Evaluation Criteria

Fee Proposals received will be evaluated against the following criteria and weighting:

Methodology (40%)

Proposed methodology, with sufficient explanation of the tasks, as defined in the scope of works and how they will be approached, undertaken, assessed and executed.

Relevant Experience (10%)

- If the service provider has any relevant experience in pest animal control
- Project examples of having completed similar pest animal control that have been undertaken by the Contractor and successfully delivered are provided, with a sufficient description about the project and outcomes
- Statement warranting that, to the best of their knowledge, information and belief, key personal do not or are not likely to have a conflict of interest fulfilling the role.
- Sufficient referees (two recommended) are provided to support the reputation for work, competency and capacity of the contractor

Management (5%)

A Gantt chart (or similar) is provided demonstrating how the provider will meet timeframes

A flowchart of the project team, which includes a project director and project manager, is to be provided with sufficient detail on the roles, tasks and stages each team member is involved.

Details of project management interface and coordination with relevant CHRC officers should be provided.

Price (25%)

Lump sum amount (**GST exclusive and inclusive**) to be provided, including a breakdown of the costs of tasks (as per scope), and details of hourly rates as a schedule of rates for each member of the team for any additional work that may be required.

When evaluating offers methodology and relevant experience will be valued.

Location (20%)

Central Highland Regional Council has implemented a Local Preference Policy to support our local industry.

10. Term and Conditions

Council will use the Terms and Conditions associated with this Request for Quotation (360 RFQ) for procurement of this work. Council will consider alternative terms and conditions particularly if there is an existing agreement in place.

The consultant must hold as a minimum:

Public Liability Insurance - \$20 Million;

Professional Indemnity Insurance - \$5 Million.

Relevant vehicle and plant insurances

The Limit of Liability is \$20 Million.

11. CHRC Contact

Any questions regarding this Expression of Interest can be directed to:

Jaime-Lee Joy Chalmers

Acting Coordinator – Ranger Services, Communities

Phone: 1300 242 686

Email: enquiries@chrc.qld.gov.au