

REQUEST FOR QUOTATION FOR COUNCIL FACILITY ACCESS AUDIT & ACCESS ACTION PLAN

INVITATION AND CONDITIONS

1. Background

Bland Shire Council is seeking the services of a suitably qualified and experienced access professional to undertake an accessibility audit of Council facilities and develop an Access Action Plan to provide the framework for appropriately addressing access issues across our organisation in accordance with relevant legislation and Australian Standards.

2. Project scope and deliverables

Council is seeking a quote for an accessibility audit of Council facilities including:

- External accessways from property boundaries to key building entrances; general condition, impact on access, suitability of grades, surfaces, widths, barriers and other general considerations;
- Carparks; number of accessible bays, connections between bays, entry and exist points and other general considerations;
- Internal road crossing access from parking bays; kerb ramps, pedestrian crossing, use of tactile ground surface indicators and other general considerations;
- All buildings including public toilets, change and shower facilities, contrasts, customer service areas, emergency egress/evacuation, entrances, floors/ground surfaces, hearing augmentation, internal accessways, kerb ramps, kitchen/dining/canteen areas.

A full list of Council facilities is included at the end of this document.

The Applicant will then need to present their findings to Council and an Access Action Plan outlining actionable recommendations that allow people with a disability to access Council facilities in an equitable and dignified way. The Plan should identify any environmental issues that may need to be addressed and offer advice and practical solutions on creating a more accessible and inclusive space for all.

This project requires collaboration with the Department of Regional NSW.

3. Project Timeline

The audit and Access Action Plan is to be delivered to Council prior to 30 June 2025. The Plan will need to be presented at a Council Meeting to be formally adopted.

4. Terms of engagement

Council will engage the preferred proponent under the terms and conditions of AS4122-2010 – General Conditions of Contract for Consultants.

5. Compliance with policies

By submitting a Quote, you are taken to have agreed to comply with the Council's Code of Conduct, the Statement of Business Ethics, Drug and Alcohol Policy and the Procurement Policy adopted by Council and current at the date of publication of this Invitation.

The benchmark for the access audits should be driven by the legislative requirements and Universal Design considerations.

6. Rejection of Quotes

The Quote will be rejected without consideration of its merits if:

- (a) it is not submitted before the Deadline; or
- (b) it is not submitted at the place or in the manner or both specified in this Quote.

The Council may reject any non-conforming Quote.

7. Confidentiality

Information in this document is made available on condition that it is treated as confidential. Information must not be disclosed, copied, reproduced, distributed or passed to any other person at any time except:

- (a) for the purpose of enabling a Proponent to prepare and deliver a response to this Invitation to Quote;
- (b) where disclosure is otherwise permitted by law or the relevant Information is in the public domain; or
- (c) Council has given prior written consent to the Information disclosure.

8. Quote validity

All Quotes will remain valid and open for acceptance for a minimum period of 60 days from the Deadline (the Quote Validity Period) unless extended by mutual agreement between Council and the Proponent in writing. Proponents may withdraw their Quote at any time after the expiration of the Quote Validity Period.

9. Cost of Quote

Proponents remain responsible for all costs incurred by them in connection with their Quote whether before or after the submission date and whether incurred directly by them or their advisors and regardless of whether such costs arise as a consequence direct or indirect of any amendments made to the Invitation by Council at any time. For the avoidance of doubt, the Council shall have no liability whatsoever to Proponents for the costs of any negotiations conducted in the event that the Council decides not to accept any Quotes.

10. Registration or licensing of contractors

Where any law requires a person to be registered or licensed in order to carry out any work or services described in the Invitation to Quote, the Proponent must include in the Quote all relevant details in respect of the registration or licence held by the Proponent or any staff or contractor of the Proponent.

11. Selection criteria

Proposals will be evaluated in accordance with the selection criteria set out below.

Compliance Criteria (Mandatory)	Items
Relevant Experience	Demonstrated experience in undertaking access audits and delivering Access Action Plans, ideally in NSW local government environment.
Resourcing	Suitably qualified personnel to undertake the access audit and deliver the Access Action Plan within timeframe.
Price	Value for money to undertake access audit and deliver Access Action Plan for Bland Shire Council.

Proponents should provide details of insurance currently held and that for any proposed subcontractor/s. The minimum requirement for Public Liability is \$20 million for any one claim or series of claims arising out of one event. For the following insurances please provide a copy of the policy document that sets out the policy number, extent of cover, expiry date and name of insured / insurer:

- (a) Workers Compensation
- (b) Public Liability
- (c) Other - specify

Proponents must advise if they are prepared to increase their insurance coverage (if necessary) to meet Council's minimum requirements if deemed suitable.

12. Clarification and request for additional information

Proponents may contact the Contact Officer requesting clarification and/or ask questions. Proponents should not seek information about this Request for Proposal or rely on any information relating to this Request for Proposal from any person other than the Contact Officer:

Contact Details

Name	Tara Van Neilson
Position	Manager of Development and Regulatory Services
Telephone	(02) 6972 2266
Email	council@blandshire.nsw.gov.au

13. Submission of proposal

The RFQ must be lodged by the deadline. The deadline for this RFQ is in Australian Eastern Standard Time. All submissions must be received in writing via email to council@blandshire.nsw.gov.au by close of business **Friday 30 May 2025**.

14. Appendix

List of all Council facilities subject to inspection and audit plan.

Barmedman public toilet	Tallimba public toilets
Barmedman community hall	Tallimba hall
Barmedman cricket ground	Weethalle public toilet
Barmedman mineral pool	Weethalle showground toilets
Wyalong hall	Mirrool public toilets
Old courthouse/museum	Ungarie Bing Walder park toilets
School of arts hall	Ungarie museum
Herridge park toilet	Ungarie hall
Cooinda reserve toilets	Ungarie pool
Main st toilets	Ungarie showground
West Wyalong sports stadium	Saleyards public toilet West Wyalong
Apex Park public toilet	West Wyalong airport facility
Ron Crowe oval	CWA hall Ungarie
Ron pilons toilets	Retirement village Ungarie
McAlister sports ground	Rugby union ground West Wyalong
Benardo Park toilets	Men's shed West Wyalong
Loins Park toilets	SES building West Wyalong
McCann park toilets	RFS building West Wyalong
Wyalong Cemetery toilet	Town band hall Wyalong
Council office/library building	Family history group hall Wyalong
Youth Centre	Spinners and weaver's hall Wyalong
Rise and grind café	Holland Park pool West Wyalong
C.S.U	BSC depot
Community care	Animal Shelter Wyalong
Meals on wheels	West Wyalong Showgrounds