

REQUEST FOR QUOTATION FOR PROPERTY MANAGEMENT SERVICES

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1) INVITATION AND CONDITIONS

1.1. Background

Bland Shire Council is seeking the services of a suitably qualified and experienced property management business to manage Council owned property; both residential and commercial leases. Currently undertaken in – house, Council is looking to outsource this function.

1.2. Project scope and deliverables

Council is seeking a quote for professional property management services for the following Council owned properties:

- 2 x residential leases
- 1 x commercial lease

The agent would be responsible for undertaking all property management responsibilities under the *Residential Tenancies Act 2010*, including, but not limited to:

- Review applications for new tenants
- Undertaking ingoing and outgoing inspections
- Arranging for repairs and maintenance
- Collecting rent and maintaining rent records
- Conducting regular property inspections
- Managing any disputes that may arise
- Paying bills on the landlords behalf
- Undertake rent reviews

In future leases for commercial properties, the terms, including any options, will be limited to terms of no more than 5 years, with the rentals to be calculated to market for the 1st year of the 5-year term and to CPI for the following 4 years unless there is a demonstrable reason why a longer lease term is appropriate.

1.3. Project Timeline

The term for this service agreement shall be for an initial three (3) years, with option for extension for an additional two (2) years, subject to application by the thirty-sixth (36) month anniversary of the contract commencement date.

1.4. Terms of engagement

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

The managing agent must be suitably qualified and licensed as per the Property and Stock Agents (Qualifications) Order 2019.

1.5. 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.

1.6. 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.

1.7. 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.

1.8. 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.

1.9. 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.

1.10. 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.

1.11. Selection criteria

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

Compliance Criteria (Mandatory)	Items
1. Relevant Experience	Demonstrated experience in Property management and proven track record.
2. Key Personnel	Suitably qualified and licensed personnel to undertake all functions of Property management.
3. Resources	Demonstrated capability to perform all required duties of property management.
4. Price	Value for money to undertake property management on behalf of Council.

1.12. Clarification and request for additional information

Proponents may contact the Contact Officer requesting clarification and/or ask questions. There will be a transparent process where all proponents are informed of the response issued.

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

1.13. 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 23 May 2025**.

2) RESPONSE SCHEDULE

4.1. Returnable Schedule

Proponents Business Name

ABN

Business Address

Contact Details

Email Address

Contact Number

4.2. Response schedules – Checklist

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 2 are to be completed and returned to the Council as they form part of your submission).

4.2.1. ORGANISATIONAL PROFILE

Attach a copy of your organisation structure and provide background information on your company and label it **“Organisation Structure”**.

If companies are involved, attach their current ASIC company extracts search including latest annual return and label it **“ASIC Company Extracts”**.

Please add any relevant further detail here: -

4.2.2. REFEREES

Attach the names and contact details of your referees, and label it **“Referees”**. You should give examples of work provided for your referees where possible.

“Referees”

Tick if attached
☐

Please add any relevant further detail here:-

4.2.3. SUBCONTRACTORS

Do you intend to subcontract any of the Requirements?	Yes / No	
If Yes, in an attachment labelled "Subcontractors" provide details of the subcontractor(s) including: (a) the name, address, ABN and the number of people employed; and (b) the Requirements that will be subcontracted.	"Subcontractors"	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here:- 		

4.2.4. CONFLICT OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Conflicts of Interest" .	"Conflicts of Interest"	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here: - 		

4.2.5. FINANCIAL POSITION

Are you presently able to pay all your debts in full as and when they fall due?	Yes / No	
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more (including any liability for costs)?	Yes / No	
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes / No	
Please add any relevant further detail here:- 		

4.2.6. WORK HEALTH AND SAFETY

Proponents must advise how they meet the requirements of the <i>Work Health and Safety Act 2011</i> and associated regulation	Tick if policy or other documentation attached <input type="checkbox"/>
Please provide details:	

4.2.7. INSURANCE

<p>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:</p> <p>(a) Workers Compensation (b) Public Liability (c) Other - specify</p> <p>Proponents must advise if they are prepared to increase their insurance coverage (if necessary) to meet Council's minimum requirements if deemed suitable.</p> <p>Please add any relevant further detail here:-</p>		
	<p>"Insurance Coverage"</p> <p>A B C</p>	<p>Tick if attached</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p>

3) Statutory Declaration

The Proponent shall complete the following: -

I (Full Name)

..... (Position)

Of
..... (Company's Name and Address)

ABN ACN

do solemnly and sincerely declare, in respect of this ITT for
....., that: -

I am duly authorised by
(The Proponent)

to submit this, offer and make this declaration on the Proponent's behalf.

1. Prior to the submission of the proposal, neither the Proponent nor any servant, agent or contractor of the Proponent who has been involved in the formulation of the Proponent's proposal had any knowledge of the terms of:

- (a) any other potential response by another person or corporation; or
- (b) any other actual response by another person or corporation.

2. Prior to the submission of the proposal, neither the Proponent nor any servant, agent or contractor of the Proponent who has been involved in the formulation of the Proponent's response disclosed to any other person or corporation the terms of the proposal.

3. The Proponent’s proposal has been submitted in good faith.
4. In formulating the proposal the Proponent and any servant, agent or contractor of the Proponent who has been involved in the formulation of the proposal has consulted with potential agents and sub-contractors on a confidential basis.
5. Neither the Proponent nor any servant, agent or contractor of the Proponent who has been involved in the formulation of the response has entered into any contract, arrangement or understanding with another person or corporation (*third party*) who has also submitted a response that involves making monetary payment to the third party or providing the third party with a non-monetary benefit of any kind if the response submitted by the third party is unsuccessful.
6. The Proponent nor any servant, agent or contractor of the Proponent who has been involved in the formulation of the response has a conflict of interest or a criminal conviction or both that has not been disclosed in the Proponent’s response.
- And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

<i>Signature of Authorised Person</i>		<i>Date</i>

I **Name of authorised witness**

a **Qualification to be authorised witness**

certify the following matters concerning the making of this statutory declaration by the person who made it:

*Please cross out any text that does not apply

1. * I saw the face of the person or *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering.
2. * I have known the person for at least 12 months or * I have not known the person for at least 12 months, but I have confirmed the person’s identity using an identification document and the document I relied on was:
.....

..... **Describe identification document relied on**

..... **Signature of authorised witness**

..... **Date**

Compliance criteria

Compliance Criteria (Mandatory)	Items	Yes	No	NA
1.	Compliance with the Specification contained in this Invitation.			
3.	Compliance with the Deadline.			
4.	Compliance with and completion of the Price Schedule.			
5.	Compliance with all necessary Insurances, Licences and Registrations			

Qualitative criteria

Relevant Experience

Describe your experience in completing /supplying similar Requirements. Submissions must, as a minimum, address the following information in an attachment and label it **“Relevant Experience”**.

- a. Provide details of similar work;
- b. Demonstrate sound judgement and discretion; and
- c. Demonstrate competency and proven track record of achieving outcomes.

Key Personnel

Proponents should provide as a minimum information of proposed personnel to be allocated to this contract, address the following information in an attachment and label it **“Key Personnel”**.

- d. Their role in the delivery of responsibilities in the Contract;
- e. Curriculum vitae;
- f. Membership of any professional or business association/s;
- g. Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and
- h. Any additional information.

Resources

Proponents should demonstrate their ability to supply and sustain the necessary level of service, address the following information in an attachment and label it **“Resources”**.

- i. Any contingency measures or back up of resources including personnel (where applicable).

Price

- j. Provide a breakdown of proposed fee costs for all services required to provide property Management services.
- k. supply a complete schedule of rates and charges for each professional category, including fee costs for any additional work.
- l. Demonstrated value for money to undertake a service on behalf of a public authority.