



**SPECIFICATION**

**FOR**

**TENDER: T671920HUN**

**PROVISION OF**

**WATER METER READING SERVICES**  
(Single Source)



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**TENDER: PROVISION OF WATER METER READING SERVICES**  
**TENDER NUMBER: T671920HUN**

“The statement of purposes set out in this SPECIFICATION is not intended to be an exhaustive list of the purposes required by this agreement”.

**1. OBJECTIVES**

The main objective is to engage a suitably qualified person(s)/company to undertake Water Meter Reading Services throughout Singleton Council LGA in accordance with Clause 2.3 of the General Conditions of Contract.

**2. SCOPE OF WORKS**

The Service Provider Shall;

- a) Read all Water Meters for Singleton Council within a reasonable time frame as per the specific date requirements including:
  - Reading water meters and recording results in Council's meter reading software;
  - Returning meters to their original condition following reads (e.g. replacing water meter covers); and
  - Accessing all meters in accordance with relevant safe work method statements (SWMS).
- b) Be responsible for ensuring that Councils' meter reading equipment is not intentionally damaged or misused.
- c) Supply own motor vehicle, safety equipment, insurances etc.
- d) Re-read meters as instructed by Council Staff. Generally, this is required in circumstances of abnormal reads. Where the re-read meter reads the same the re-read meter charge will apply, however where the re-read meter is different no charges shall apply.
- e) The number of meters to be read may vary during the term of the contract. Generally, the number of meters shall increase. A schedule of meters and locations shall be provided to the service provider prior to each reading. The successful tenderer shall collect equipment and information from Singleton Council Administration Building.
- f) The contractor must record details and notify Council Staff of any abnormal condition of meters and record details or any reason where the reading is unobtainable e.g.
  - Stopped,
  - Damaged;
  - Broken glass;
  - Dial dirty;
  - Condensation;
  - Premises locked or inaccessible etc.;
  - Suspected tamperingNoting that the above meter conditions do not preclude the successful contractor from obtaining the reading wherever possible.
- g) The contractor shall immediately report all suspected water meter tampering to Council.
- h) The contractor may be required to carry out check reads other than those in the normal reading runs and Council will pay an additional amount per meter for these readings.

The participating Council is:

- Singleton Council

**3. STANDARDS**

Not used.

**4. CONSTRAINTS ON SERVICE**

All works and services will be provided in accordance with any applicable Federal or State Acts of Parliament, guidelines and codes of practice and Council policies. Tenderers are expected to have access to and the ability to interpret these Acts, guidelines, codes and policies, to keep abreast of

developments relating to the enactment and amendment of other applicable legislation, regulations, guidelines and codes of practice and Councils' policies that are introduced from time to time.

## **5. WORKPLACE HEALTH AND SAFETY**

The successful tenderer will be required to have in place a safety program and systems that demonstrate compliance with the employer duties section of the Work Health and Safety Act 2011. Successful tenderer is also required to comply with Council's relevant policies and procedures in respect of Work Health and Safety. Tenderers are required to provide a sample safety plan for review as part of the tender process. The successful tenderer will also be required to prepare and submit a finalised safety plan, including safe work method statements, following contract award.

The successful tenderer will always take all necessary precautions for the safety of his/her employees and customers appropriate to the nature of work and conditions of contract and complying with all statutory requirements and with such directions as may be issued by the Contract Manager from time to time.

## **6. RESPONSIBILITIES OF COUNCILS**

In addition to any responsibilities outlined elsewhere in this document, Council will be responsible for;

- a. Notifying the contractor of the priority of works for each council;
- b. Endeavouring, wherever possible, to work with the Contractor to maximise efficiencies.

## **7. RESPONSIBILITIES OF SUCCESSFUL TENDERER**

In addition to the duties outlined elsewhere in this document, the successful tenderer will be responsible for;

- a. Acting in a professional and responsible manner at all times ensuring to take all precautions not to expose Councils to the risk of legal action;
- b. Performing the work in accordance with this specification.

These responsibilities are in addition to those of the General Conditions of Contract.

## **8. TENDERER'S EMPLOYEES**

### **8.1 Requirements**

- a. The successful tenderer must employ sufficient employees with appropriate qualifications, skills and training to effectively and efficiently carry out the services.
- b. The successful tenderer will be responsible for maintaining its required level of expertise.
- c. The successful tenderer will be responsible for determining the order of work or the way it is carried out except where otherwise specified in this document.

### **8.2 Prohibited Behaviour**

The successful tenderer must ensure that while engaged in the performance of works or any related activities, all employees comply with Council's relevant policies and procedures and that no employee:

- Consumes alcoholic beverages;
- Is intoxicated; or
- Is under the influence of any drug that could impede his or her ability to safely or efficiently perform the service.

### **8.3 Conduct of Employees**

The successful tenderer must ensure that its employees conduct themselves in a civil and inoffensive manner to members of the public and Council staff.

### **8.4 Appearance of Employees**

The successful tenderer must ensure that its employees comply with any directions from council staff regarding their personal appearance or attire in relation to matters of work health and safety.

## **9. COUNCILS INDEMNIFIED BY THE SUCCESSFUL TENDERER**

The successful tenderer shall indemnify Singleton Council from and against all actions, claims, losses, damages, penalties or demands consequent upon, occasioned by arising from its performance or purported performance of its obligations under this contract.

The contractor is also required to hold suitable insurance including, but not limited to, the following:

- Public Liability insurance to a minimum limit of indemnity of \$20m
- Workers Compensation insurance
- Comprehensive Motor Vehicle insurance.

## **10. DAMAGE TO PROPERTY**

Should the successful tenderer during the performance of the contract damage any structure, equipment or other asset the property of the Councils or the Crown or a third party, the successful tenderer shall be held responsible and shall make good and bear any compensation.

## **11. COUNCIL READING CYCLES & NUMBERS**

### **SINGLETON COUNCIL – 7,201 METERS (SINGLETON, BROKE, JERRY'S PLAINS & MOUNT THORLEY)**

January, May & August – to be completed in less than two weeks.