Invitation for Tender

Mackay-Whitsunday Healthy Rivers to Reef Partnership

Scope of Works - Pesticide Monitoring in Estuaries, Mackay-Whitsunday

Introduction

The Mackay-Whitsunday Healthy Rivers to Reef Partnership ('HR2RP') was created in October 2014 with the objective of using a collaborative, community-led approach to confirm long-term management of the Region's waterways and marine environments, through the production of an annual report card. The report card is developed by drawing data from multiple data sets to produce final scores for each of five basins, eight estuaries, four inshore zones and one offshore zone. Water quality, habitats and fish are assessed to provide final scores. The water quality score is based on condition of sediment, nutrients and pesticides.

In the estuaries, the Department of Environment and Science (DES) lead the water quality monitoring program and undertake monthly monitoring in all eight estuaries, collecting sediment, nutrients and pesticide samples.

In basins and estuaries, pesticides are scored using the multi substance-Potentially Affected Fraction (ms-PAF) method. In the 2016-17 wet season, ms-PAF was calculated from just four samples in the wet season per estuary compared to weekly wet season sampling in basins. Reporting ms-PAF on four samples per estuary led to low confidence in the temporal representativeness of these scores. To improve confidence in pesticide scores, additional monitoring of estuaries was implemented in reported estuaries for the first time throughout the 2018-19 wet season.

This scope of works outlines the extension of this additional sampling program to ensure it is undertaken for a second wet season (2019-20). The HR2RP therefore seeks a Service Provider to coordinate and undertake this additional pesticide sampling in estuaries reported in the Mackay-Whitsunday report card.

Objective

The objective of this project is to improve confidence in estuary level reporting for pesticides by undertaking sampling of pesticides at identified estuaries, twice per month for six months throughout the 2019-20 wet season.

Scope of works

The specific scope of works for this project is:

1. Undertake inception meeting with Principal (HR2RP) and Department of Environment and Science (DES) staff who are responsible for monthly estuary monitoring program.
2. Undertake land-based, *in situ* grab sampling for pesticides at seven specified estuaries (see below section 'Geographic extent'), twice monthly for six months (12 samples per estuary), starting at the first rain event in 2019 or by November 2019 at the latest.
    a. Surface water samples will be collected for analysis of pesticides following procedures set out by DES, as broadly described here: https://environment.des.qld.gov.au/water/monitoring/sampling-manual/ NB Analysis will be undertaken by the Direct Injection method.
    b. There must be at least one week between all sampling events, including between samples taken by DES as part of their monthly estuary monitoring program.
    c. The Service Provider will coordinate and communicate with DES staff to ensure there is no over-lap in the times that estuary sampling at these sites is undertaken.
    d. Site access is the responsibility of the Service Provider, including contacting and liaison with any land holders.
    e. Adherence to Work Health and Safety (WHS) legislative requirements, the Service Provider's own WHS standards and the HR2RP WHS standards.
3. Undertake QA/QC requirements to DES standards.
    a. Includes staff training by DES.
    b. Includes coordination of one set of duplicate samples per estuary throughout the wet season (including any communication with the laboratory). The inception meeting will determine the schedule of duplicate sample collection.
    c. Management of all aspects of sampling, from planning to delivery to the laboratory (the preferred laboratory will be determined by the Principal (HR2RP)).
    d. Includes responsibility for chain of custody and compliance with sample preservation and transport requirements.
    e. The Service Provider will be responsible for payment of delivery.
    f. Includes responsibility for obtaining/purchasing required field equipment, delivery equipment, sample storage and containers (including but not limited to sample bottles, eskies, ice bricks and sample pole).
4. Delivery of all raw data (i.e. lab results) to Principal (HR2RP). Analysis of lab results and written report is <u>not</u> required.

Geographic extent

Seven estuaries are included in this monitoring project. Sampling must be undertaken from the bank within close proximity to the identified location (Table 1).

Table 1. Estuaries and locations where pesticide monitoring is required.

Estuary name	Latitude	Longitude
Gregory River	-20.177523°	148.449939°
St Helens Creek	-20.885080°	148.825255°
Murray Creek	-20.905524°	148.840265°
Vines Creek	-21.118436°	149.197809°
Plane Creek	-21.418884°	149.244406°
Rocky Dam	-21.548505°	149.300324°
Carmila	-21.910065°	149.462556°

Deliverables

1. Prior to signing any contract, the Service Provider must supply a copy of the safety management plan, safety record and any relevant insurances, licenses, registrations and/or certificates for assessment by HR2RP. For an overview of what this includes, please see Attachment 'Subcontractor supplier/assessment form'. Importantly, this must include a Safe Work Method Statement for working near water.
2. Inception meeting with Principal (HR2RP) and DES staff who are responsible for the monthly estuary monitoring program, to confirm scope of works, responsibilities, DES QA/QC requirements (including any training), timelines for sampling, objectives, fee breakdown (if required) and any additional project requirements. This should occur in September 2019, with confirmation of project details achieved by 30 September 2019
3. Open communication with Principal (HR2RP): Each successful or attempted sampling event to be communicated to the Principal (HR2RP) via email, including issues encountered.
4. Summary of QA/QC processes undertaken during project.
5. Copies of original data sheets and naming protocols.
6. All raw data (i.e. lab results, site photographs, GPS location of sample sites) and a consolidated list of dates and naming protocols for each sample taken for each estuary with corresponding raw data file names and/or locations.

Provisions by the Principal (HR2RP)

- Contact details of relevant DES staff.
- The Principal (HR2RP) will be responsible for payment of sample analysis only (the Service Provider is responsible for payment of delivery or any equipment associated with sample collection).

Timing/Schedule

- Provision of safety management structure, safety record and any relevant insurances, licenses, registrations and/or certificates by no later than 31st July 2019. Subsequent assessment of this documentation by HR2RP and contract signing by no later than 16th August 2019.
- Initiating and organising the inception meeting to be held by 30th September 2019.
- Site work to be undertaken from the first rain event of 2019 (may occur in October 2019), or by no later than November 2019.
- Compiled raw data, compiled original data sheets, QA/QC summary and naming protocols, any site photos and GPS locations of sample sites to be provided to the Principal (HR2RP) at the conclusion of the wet season in 2020 and by no later than June 30th 2020.

Caveats

- The Principal (HR2RP) will not be responsible for facilitating access to sampling sites in any way (including provision of contact details of landholders).
- Any matters which arise that will materially affect the development of the project should be communicated with the nominated Project Manager (Technical Officer for HR2RP) within 24 hours of the matter being known.

Contact

All questions and submissions regarding this scope of works should be submitted to:

Jessica Gillespie

Technical Officer for the Mackay-Whitsunday Healthy Rivers to Reef Partnership

Tel: 0438 496 972

Email: Jessica.gillespie@reefcatchments.com

Submission instructions for quotes

Please submit you written tender by email to Jessica Gillespie (contact details above) by

Close of Business on Thursday 13th June 2019.

Attachment: Subcontractor supplier/assessment form

This form does *not* need to be completed at the time of tender submission. After all tenders have been considered, the preferred Service Provider will be required to complete this form to the satisfaction of HR2RP prior to the final decision and the signing of a contract. Therefore, please consider whether the requirements of this form can be met prior to deciding to submit a tender.

Sub-contractor / Supplier Assessment

1 COMPANY / INDIVIDUAL DETAILS

COMPANY / INDIVIDUAL NAME		PHONE	( )
A.B.N No.		FAX	( )
		E Mail	

POSTAL ADDRESS	
POSTCODE	

STREET ADDRESS	
POSTCODE	

2 EXPERIENCE & TECHNICAL CAPABILITY

MAJOR AREA (S) OF EXPERTISE AND EXPERIENCE (Attach details as appropriate)

3 COMPANY RESOURCES

NUMBER OF PERSONNEL STAFF [ ] WAGES [ ]

COMPANY FACILITIES / PLANT / EQUIPMENT:

4 SAFETY MANAGEMENT SYSTEM STATUS

DOES THE COMPANY HAVE A DOCUMENTED SAFETY MANAGEMENT SYSTEM? YES ☐ NO ☐

DETAILS OF ANY THIRD PARTY CERTIFICATION OR APPROVALS ACHIEVED

5 DRUG & ALCOHOL POLICY

DOES THE COMPANY HAVE A DOCUMENTED DRUG & ALCOHOL POLICY? YES ☐ NO ☐

6 QUALITY MANAGEMENT SYSTEM STATUS

CERTIFICATION ACHIEVED YES ☐ NO ☐

STANDARD	AGENCY	CERT. No.	SCOPE	DATE CERTIFIED	EXPIRY DATE

PLEASE ATTACH A COPY OF THE CERTIFICATE

DETAILS OF OTHER THIRD PARTY REGISTRATION LEVELS OR CERTIFICATION

IF NO CERTIFICATION ACHIEVED…

IS THE COMPANY PROCEEDING TO THIRD PARY CERTIFICATION? YES ☐ NO ☐

DOES THE COMPANY HAVE A DOCUMENTED QUALITY SYSTEM? YES ☐ NO ☐

7 THIRD PARTY SUBCONTRACTORS

WILL YOU BE USING THIRD PARTY SUBCONTRACTORS TO CARRY OUT ANY OF YOUR WORKS?

YES ☐ NO ☐

8 MOTOR VEHICLE INSURANCE

INSURER

POLICY No.

EXPIRY DATE

PLEASE ATTACH A COPY OF THE CERTIFICATE OF CURRENCY

9 WORKCOVER

INSURER

POLICY No.

AMOUNT OF COVER $

EXPIRY DATE

PLEASE ATTACH A COPY OF THE CERTIFICATE OF CURRENCY

10 PUBLIC AND PRODUCTS LIABILITY INSURANCE

INSURER

POLICY No.

AMOUNT OF COVER $

EXPIRY DATE

PLEASE ATTACH A COPY OF THE CERTIFICATE OF CURRENCY

11 PROFESSIONAL INDEMNITY INSURANCE

INSURER

POLICY No.

AMOUNT OF COVER $

EXPIRY DATE

12 SUPPLIER REGISTRATION & LICENCE DETAILS

Provide details of, and expiry dates of all statutory Registrations & Licenses held by your organisation for example; Builders, Painters, Registrations, Plumbing, Electrical, Gas, Dangerous Goods, Explosives, Radiation Licenses etc. (Please supply copies of each with this questionnaire)

REGISTRATIONS			LICENCES		
Type	Number	Expiry Date	Type	Number	Expiry Date

13 TRAINING

DO YOU HAVE AN INDUCTION PROGRAM?

☐ YES (Certificate of completion for employees may need to be supplied prior to start of work)

☐ NO

COMMENTS:

IS THERE AN HS&E TRAINING PROGRAM FOR LINE MANAGEMENT?

☐ YES

☐ NO

COMMENTS:

DO YOUR SUPERVISORS HOLD REGULAR SAFETY TALKS WITH EMPLOYEES?

☐ YES (PLEASE PROVIDE DETAILS)

☐ NO

COMMENTS:

14 INCIDENT PREVENTION

DO YOU HAVE A REGULAR PROGRAM OF WORKPLACE INSPECTIONS?

☐ YES (PLEASE PROVIDE COPY)

☐ NO

COMMENTS:

DO YOU HAVE DOCUMENTED RISK ASSESSMENT PROCEDURES?

☐ YES (PLEASE PROVIDE COPY FOR SCOPE OF WORK)

☐ NO

COMMENTS:

ARE EMPLOYEES TRAINED AND INVOLVED IN PROCESSES SUCH AS JOB SAFETY ANALYSIS?

☐ YES

☐ NO

COMMENTS:

15 INCIDENT INVESTIGATION

DO YOU HAVE A DOCUMENTED INCIDENT INVESTIGATION PROCEDURE?

☐ YES

☐ NO

COMMENTS:

IS SENIOR MANAGEMENT INVOLVED IN INCIDENT INVESTIGATIONS?

☐ YES

☐ NO

COMMENTS:

ARE EMPLOYEES INVOLVED IN INCIDENT INVESTIGATIONS?

☐ YES

☐ NO

COMMENTS:

DO YOU HAVE A DOCUMENTED EMERGENCY RESPONSE PROCEDURE?

☐ YES

☐ NO

COMMENTS:

16 SAFETY PERFORMANCE

DO YOU HAVE A DOCUMENTED PROCEDURE FOR THE RECORDING OF INJURIES?

☐ YES

☐ NO

COMMENTS:

DO YOU HAVE A SYSTEM FOR THE RECORDING OF SAFETY PERFORMANCE STATISTICS?

☐ YES (PLEASE PROVIDE DETAILS OF LTIFR/DIFR/FIFR FOR LAST 3 YEARS)

☐ NO

COMMENTS:

IS SAFETY PERFORMANCE AN AGENDA ITEM AT MANAGEMENT MEETINGS?

☐ YES

☐ NO

COMMENTS:

IS STATISTICAL PERFORMANCE REVIEWED MONTHLY BY SENIOR MANAGEMENT?

☐ YES

☐ NO

COMMENTS:

ARE EMPLOYEES INFORMED OF MONTHLY SAFETY PERFORMANCE?

☐ YES (PLEASE PROVIDE DETAILS)

☐ NO

COMMENTS:

17 RECRUITMENT

DO YOU HAVE A RECRUITMENT PROCEDURE?

☐ YES

☐ NO

COMMENTS:

DOES YOUR RECRUITMENT PROCEDURE TAKE INTO ACCOUNT:

PREVIOUS WORK HISTORY	YES / NO
REFEREE CHECKS	YES / NO
PREPLACEMENT MEDICAL EXAMINATIONS	YES / NO
WORKCOVER HISTORY	YES / NO

WHAT SYSTEM DO YOU USE FOR TO IDENTIFY POTENTIAL EMPLOYEES FOR MANNING OF PEAK LOADS?

COMMENTS:

COMPLETED BY:

PRINT NAME	TITLE
SIGNATURE	DATE / /

RCL OFFICE USE

REVIEWED BY:

PRINT NAME	TITLE
SIGNATURE	DATE / /

APPROVED BY:

PRINT NAME	TITLE
SIGNATURE	DATE / /