

The District Council of **Mount Barker**

*Lifestyle at heart
Business in mind*



Registration of Interest for Contractual Services



TABLE OF CONTENTS

1 GENERAL3

1.1 Invitation3

1.2 Submission of Registration3

1.3 Enquiries3

2 SPECIFICATION3

2.1 General3

2.2 Aims and Objectives3

2.3 Purpose3

2.4 Scope3

2.5 Quality of Work and Materials4

2.6 Contractor OHS&W Management Systems4

3 ASSESSMENT AND NOTIFICATION4

4 REVIEWING THE PREQUALIFIED CONTRACTORS REGISTER4

5 CONTRACTOR TO ADVISE4

6 CONFIDENTIALITY5

7 PUBLICATION OF PREQUALIFIED CONTRACTOR REGISTER5

8 DISCLAIMER5

APPENDIX 1 - WORK CATEGORIES OF PREQUALIFIED CONTRACTORS REGISTER6

APPENDIX 2 - REGISTRATION OF INTEREST FOR CONTRACTUAL SERVICES7

APPENDIX 3 - ASSESSMENT SHEETS10

1 GENERAL

1.1 Invitation

The District Council of Mount Barker ("Council") invites suitably qualified Contractors to register their interest for inclusion on Council's Prequalified Contractor Register.

Contractors are eligible for inclusion on the Register at any time of the year providing the application form is submitted in accordance with the following procedures and completed satisfactorily. An Invitation for Registration will be extended to the Contractor community at large on an annual basis through advertisement in various mediums. At this time existing Contractors have an opportunity to revise information on the Register.

1.2 Submission of Registration

Applicants must complete the Registration of Interest for Contractual Services Form (Appendix 1) and submit in hardcopy and a version on CD or DVD disc format to the District Council of Mount Barker, 6 Dutton Road, Mount Barker SA 5251.

Registrations should be marked '**REGISTRATION OF INTEREST FOR CONTRACTUAL SERVICES**' and addressed to the Contract Supervisor.

1.3 Enquiries

Enquiries regarding the registrations should be directed to Council's Contracts Co-ordinator.

2 SPECIFICATION

2.1 General

This specification is written as a broad outline of the aims and objectives for a Contractor listed on Councils "Prequalified Contractors Register".

2.2 Aims and Objectives

The Prequalified Contractors Register provides Council with access to an array of Contractors with various skills that have already undergone assessment in areas of Occupational Health and Safety and Insurance. Contractors on this Register present to Council an efficient and reliable contracting option for various projects.

2.3 Purpose

The purpose of the Prequalified Contractors Register is to minimise risks to Council and to reduce the effort of individual Contractors at the time of responding to a market approach. The process aims to facilitate, but not replace, the Request for Quotation and Tender processes.

2.4 Scope

Each Contractor on the Register is required to work in accordance with ALL Standards (including Australian Standards), rules, regulations and Codes of Practices pertaining to their individual business activities.

Contractors may be engaged to undertake work at any time, as required by Council. The Contractor may be contacted by any one of Council's Departments to carry out a particular job.

Before commencing work, the Contractor will be issued with a Contract document (Purchase/Work Order or Contract) for Execution (if applicable). Work cannot be authorised without a Contract document.

Council does not undertake to engage a contractor for any particular period, or at all.

The acceptance of a Hire Rate or Fee to be included as part of the Register means that the Council will pay the specified Hire Rate or Fee if the Contractor is engaged.

Council will accept variations or qualifications to the Schedule of Rates at any time.

2.5 Quality of Work and Materials

Generally, the Contractor is responsible for supplying all Plant, materials and parts required to complete a particular job. The Contractor is required to give Warranty on any work undertaken in accordance with the terms and conditions of the Contract.

2.6 Contractor OHS&W Management Systems

Contractors are required to have adequate systems in place for Hazard Identification, Risk Assessment and Hazard Control in accordance with Council's Contracting Occupational Health Safety and Welfare Policy. Contractors shall provide evidence of such processes on request by Council.

3 ASSESSMENT AND NOTIFICATION

Applications for inclusion on the Prequalified Contractors Register will be assessed by a Panel nominated by Council with reference to the Assessment Sheets attached to this Registration. Council may undertake investigations as necessary in order to assess performance including approaching a Contractor to clarify details of the Registration.

Contractors should allow at least **six** weeks from the date of submission for the assessment process. Contractors will receive written notification of the outcome.

The inclusion of a Contractor on the Prequalified Contractors Register does not extend to related or subsidiary companies owned or controlled by the Contractor.

4 REVIEWING THE PREQUALIFIED CONTRACTORS REGISTER

Council reserves the right to review the status of a Contractor, including the performance of any sub-contractor, at any time. Council reserves the right to remove a Contractor from the Prequalified Contractors Register at its discretion. The Contractor will be notified and given reason for removal from the Register.

5 CONTRACTOR TO ADVISE

Contractors are required to immediately advise the Contracts Supervisor, District Council of Mount Barker of any prohibition notices, improvement notices,

prosecutions or other enforcement actions under OHS&W or Environmental legislation.

6 CONFIDENTIALITY

Except as required by law, Council will ensure the confidentiality of information supplied by Contractors to the maximum extent possible. The Prequalified Contractors Register will be published on the District Council of Mount Barker Website. Information available on the Website will include service type, name, address and contact details of the Contractor.

7 PUBLICATION OF PREQUALIFIED CONTRACTOR REGISTER

While a Company may communicate its inclusion on Council's Prequalified Contractors Register to others, it must not represent that this inclusion necessarily means that they are competent to undertake work for organisations other than Council. No responsibility is accepted for any consequences arising from the inclusion of the Contractor on the Register other than for Council Contracts.

8 DISCLAIMER

The decision to approve or reject, with or without conditions, any application for Contractual Services is at the absolute discretion of Council.

APPENDIX 1 - WORK CATEGORIES OF PREQUALIFIED CONTRACTORS REGISTER

Work categories that may be required include (but not limited to) the following:

- Earthworks;
- Fencing;
- Carpentry;
- General building;
- Home & community care (minor home maintenance/handy work & garden maintenance);
- Plumbing;
- Painting;
- Concreting;
- Electrical works;
- Mechanical repairs and servicing;
- Welding, oxy cutting;
- Traffic control;
- Equipment and plant hire;
- Line marking;
- Asphalt, bitumen repair and crack sealing;
- Service and pipe locations;
- Tennis/Netball court resurfacing;
- Architectural Design/Drafting.

APPENDIX 2 - REGISTRATION OF INTEREST FOR CONTRACTUAL SERVICES

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

POSTAL ADDRESS
(if different from business address) _____

ABN: _____

REGISTERED FOR GST - YES/NO: _____

CONTACT NAME: _____

PHONE: _____

FAX: _____

E-MAIL: _____

DATE OF REGISTRATION: _____

SIGNATURE OF APPLICANT: _____

1. PERSONNEL

- 1.1 Attach details of key staff including experience, expertise/CV's
- 1.2 Attach copies of current licences eg Plant Operator, Electrician, Plumbers, Builders etc.

2. PLANT & EQUIPMENT

- 2.1 Attach details of your plant & equipment ie type, year, condition and evidence of appropriate and insurance cover.

Note that you may be required to provide evidence that your plant & equipment is adequately maintained.

3. INSURANCES

- 3.1 Attach confirmation of current relevant insurances including Public Liability, Professional Indemnity, Comprehensive Vehicle, Sickness and Accident.

*Note that it is a requirement for Contractors to **demonstrate currency** of insurances. Council expects a minimum level of \$20,000,000 of Public Liability insurance.*

4. WORKCOVER

- 4.1 Are you registered with Workcover?

Yes No

If yes, attach confirmation of current registration.

5. OCCUPATIONAL HEALTH, SAFETY & WELFARE

- 5.1 Do you have an existing written OH & S policy, plan and procedures in place?

Yes No

If Yes, attach a copy of your policy.

- 5.2 Do you ensure that employees receive relevant OHS & W training?

Yes No

If Yes, attach evidence of your OHS & W training program/records.

5.3 Do you ensure that employees conduct Hazard Identification, Risk Assessment and Hazard Control?

Yes No

If Yes, attach evidence of your Hazard Identification, Risk Assessment and controls.

6. SUB-CONTRACTORS

6.1 Do you engage sub-contractors?

Yes No

If Yes, attach relevant demonstrated capacity to manage sub-contractors effectively.

7. FEE STRUCTURE

7.1 Attach schedule of fees eg labour, plant (normal time, out of hours)

8. WORK HISTORY

8.1 Attach details of recent works and referees.

9. OTHER INFORMATION

9.1 If there is any other information you would like us to know about your business please attach to this registration.

APPENDIX 3 - ASSESSMENT SHEETS

Company Name :

CRITERIA	Yes / No	Meets Requirements Yes / No
<u>1. PERSONNEL</u>		
1.1 Provided details of key staff including experience, expertise/CV's.		
1.2 Provided copies of current licences		
<u>2. PLANT & EQUIPMENT</u>		
2.1 Provided details of plant & equipment ie type, year, condition etc		
<u>3. INSURANCES</u>		
3.1 Provided confirmation of current insurances including Public Liability, Comprehensive Vehicle, Sickness and Accident.		
<u>4. WORKCOVER</u>		
4.1 Provided confirmation of current registration		
<u>5. OCCUPATIONAL HEALTH, SAFETY & WELFARE</u>		
5.1 Provided evidence of written OH & S policy, plan and procedures in place.		
5.2 Provided evidence of OHS & W training program/records.		
5.3 Provided evidence of Hazard Identification and controls.		
<u>6. SUB-CONTRACTORS</u>		
6.1 Provided relevant demonstrated capacity to manage sub-contractors effectively.		

7. FEE STRUCTURE		
7.1 Provided a fee structure for all the services that can be provided.		
8. WORK HISTORY		
8.1 Provided details of recent works and referees.		
9. OTHER INFORMATION		
9.1 Provided other supporting information.		

COMMENTS / RECOMMENDATIONS

Please tick appropriate level

Does Not Meet Requirements	Meets Requirements

.....

.....

.....

.....

.....

.....

.....

.....

.....

EVALUATION PANEL

Name	Signature	Date