

(**Westernport Water** is the trading name for **Westernport Region Water Corporation**)

**REQUEST for TENDER**

**for**

**TENDER NAME:**

**PROVISION OF CLEANING SERVICES for 2012/13**

**TENDER FORMS**

**REQUEST for TENDER DOCUMENTS**

**For**

**PROVISION OF CLEANING SERVICES 2012-13**

# SCHEDULE 1: TENDER FORM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Person(s) |  | | | |
| Name of Company |  | | | |
| At Address |  | | | |
|  | | | |
|  | | | |
| ABN |  | | | |
|  | Hereby tender(s) to perform the work for Westernport Region Water Corporation ABN 63 759 106 755 | | | |
| Description of Services | Tender No. 2012/01 PROVISION OF CLEANING SERVICES 2012-13 | | | |
| For the Fixed Price of: (**GST Exclusive**) | Words | | | |
| Figures $ | | | |
| List Documents | All documents, including tender forms, specifications, drawings and contract conditions detailed in the Request for Tender; Provision of Cleaning Services, Tender No. 2012/01. | | | |
| If the Tenderer is a firm the full names of two (2) the individual members of the firm shall be stated here and signed below |  | | | |
|  | | | |
| Dated This |  | Day of | February | 2012 |
| Signature(s) of Tenderer |  | | | |
|  | | | |

**REQUEST for TENDER DOCUMENTS**

**For**

**PROVISION OF CLEANING SERVICES 2012-13**

# SCHEDULE 2: SCHEDULE of FIXED PRICES

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Service Type** | **Services per year** | **Rate($) per site per Service ex GST** | | | | | **$ Per year ex GST** |
|  |  | A | 1. Newhaven Office | 2. Newhaven Depot | 3.  Cowes | 4.  Corinella | 5.  Almurta | Add Columns 1 to 5, multiply by Column A |
|  | Daily cleaning | 250**\*** |  |  |  |  |  |  |
|  | Twice weekly cleaning | 104 |  |  |  |  |  |  |
|  | Weekly cleaning | 52 |  |  |  |  |  |  |
|  | Fortnightly cleaning | 26 |  |  |  |  |  |  |
|  | Quarterly cleaning | 4 |  |  |  |  |  |  |
|  | Six monthly cleaning | 2 |  |  |  |  |  |  |
| **TOTAL TENDER PRICE $** | | | | | | | |  |

**\* Assumes 10 days not required for Public Holidays**

**Note:**

1. The GST exclusive Total Tender Amount is to be transferred to the Tender Form.
2. Payment Claims under the Contract shall be based on the breakdown of the lump sum price of the tender as stated in this Schedule.
3. Each item shall be separately priced and in ink. Tenders, in which items and prices are grouped together, may not be considered.
4. All prices to be in Australian dollars exclusive of GST.
5. General obligations, overheads, profit, liabilities and the cost of complying with the provisions of the Conditions of Contract, where not separately itemised in the Schedule shall be deemed to be included in all prices given.

**REQUEST for TENDER DOCUMENTS**

**for**

**PROVISION OF CLEANING SERVICES 2012-13**

# SCHEDULE 3: SCHEDULE of FIXED RATES for VARIATIONS

1. The Tenderer is required to state its labour charges per hour for the various classifications of personnel it proposes to use on the Services for instances when services are to be provided in accordance with an approved variation to the Contract. The rates shall include all equipment charges that are associated with the particular labour rate.
2. All rates shall to be in Australian dollars exclusive of GST.
3. All rates and charges shall include on-costs and all associated allowances, including allowances for profit and overheads.
4. The rates, charges and on-costs set out in this Schedule will be used to determine the value of Variations as described in the ***Conditions of Contract in Part C***
5. Note: The cost of Variations for the supply of consumables shall be determined by the Contractor producing a GST Tax Invoice from the consumable supplier with the cost of the particular consumable product plus a handling charge of ten (10) percent.

| **Name of Personnel**  **Direct Employee/Subcontractor** | **Service Duties** | **Rate($/hr)**  **Excl GST** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 

**REQUEST for TENDER DOCUMENTS**

**for**

**PROVISION OF CLEANING SERVICES 2012-13**

# SCHEDULE 4: KEY PERSONNEL, SUBCONSULTANTS, EXPERIENCE & REFEREES

Tenderers are required to submit details of their proposed Key Personnel, the parts of the works that will be performed by sub-contractors and the Tenderers relevant experience in the following tables.

Tenderers shall also provide a chart of their company structure showing how the relevant personnel are included in the company structure.

**Schedule 4.1: Key Personnel**

The Tenderer shall describe the specific classification and skills of their team members who are deemed necessary to be engaged on the Services.

|  |  |  |
| --- | --- | --- |
| **Role/Duties** | **Name of Person** | **Experience** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Schedule 4.2: Nominated Sub-Contractors, Suppliers**

The Tenderer is required to nominate those parts of the Services it proposes to subcontract and details of the Sub-consultants it proposes to engage:

|  |  |  |  |
| --- | --- | --- | --- |
| **Work/Role Sub-Contracted** | **Sub-Contractor, Supplier** | **Contact Person** | **Contact Person Phone** |
|  |  |  |  |
|  |  |  |  |

**Schedule 4.3: Experience and Referees**

The Tender shall provide a list of recent contracts of a similar nature it has undertaken and provide names and contact details of three (3) referees for the Tenderer’s company and the sub-contractor’s company:

| **Tenderer’s Client** | **Contract Description** | **Referee** | **Phone No** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Sub-Contractor’s Clients** | **Contract Description** | **Referee** | **Phone No** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**REQUEST for TENDER DOCUMENTS**

**For**

**PROVISION OF CLEANING SERVICES 2012-13**

# SCHEDULE 5: TENDERER’S OHS MANAGEMENT SYSTEM QUESTIONNAIRE

Tenderers shall complete the certification schedule and the questionnaire on the following pages. This questionnaire forms part of the tender evaluation process.

The objective of the questionnaire is to provide an overview of the status of the Tenderers’ OHS Management System and shall form the basis of audits during the Contract. Tenderers shall be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

**TENDERER OHS CERTIFICATION**

|  |  |
| --- | --- |
| **Certification** | |
| The information provided in this questionnaire is an accurate summary of the Tenderer’s OHS Management System. | |
| **Tenderer’s Name: ...................................................................................................................…………........** | |
| **Status of Health & Safety Management System** (please tick as appropriate)   * Pre-qualified Department of Treasury and Finance Register (DTF) * Pre-qualified VicRoads Registration Scheme   🗆 3rd Party Accredited OHSMS(specify e.g A S 4801, SAFETYMAP, or equivalent)    Provide a copy of current certificate of accreditation  **If any of the above apply, then complete only Parts 6.3 and 7 of the questionnaire**  **If none of the above apply, then complete all items of the questionnaire**   * Assessment of Tenderer’s system to be made by Westernport Water | |
| Signed:  .................................................….............. | Name:  ………........................................................ |
| Position:  ……........................................……........... | Date: ......................................................... |
| **Contract Details** |  |
| Contract Name:  Provision of Cleaning Services 2012/13 | Contract Number:  2012/01 |

**Tenderer OHS Management System Questionnaire**

|  |  | | | | **Yes** | **No** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **OHS Policy and Management** | | | |  |  |
| 1.1 | Is there a written OHS policy? | | | |  |  |
|  | *If yes provide a copy of policy. Comments.*  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………... | | | |  |  |
| 1.2 | Has the Tenderer previously had an OHS Management System certified/accredited by a recognised independent authority (eg: SafetyMAP, NSCA, etc)? | | | |  |  |
|  | *If Yes provide details* .....................................................................……………………..  .......................................................................................................  …………………………………………………………………... | | | |  |  |
| 1.3 | Is there an OHS Management System manual or plan? | | | |  |  |
|  | *If yes provide a copy of contents page(s). Comments*  …………………………………………………………………...  …………………………………………………………………... | | | |  |  |
| 1.4 | Are OHS responsibilities clearly identified for all levels of staff? | | | |  |  |
|  | *If Yes provide details:*  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………... | | | |  |  |
| **2** | **Safe Work Practices and Procedures** | | | |  |  | |
| 2.1 | Has the Tenderer prepared a safe operating procedure or specific safety instructions relevant to its operations? | | | |  |  | |
|  | *If yes, provide a summary listing of procedures or instructions. Comments*  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………... | | | |  |  | |
| 2.2 | Does the Tenderer have any permit to work systems? | | | |  |  | |
|  | *If Yes, provide a summary listing or permits:*  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………... | | | |  |  | |
| 2.3 | Is there a documented incident investigation procedure? | | | |  |  | |
|  | *If Yes provide a copy of a standard incident report form.* | | | |  |  | |
| 2.4 | Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the Tenderer or supplied to the Tenderer? | | | |  |  | |
|  | *If Yes, provide details*  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………... | | | |  |  | |
| 2.5 | Are there procedures for storing and handling hazardous substances? | | | |  |  | |
|  | *If Yes, provide details*  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………... | | | |  |  | |
| 2.6 | Are there procedures for identifying, assessing and controlling risks associated with manual handling? | | | |  |  | |
|  | *If Yes, provide details*  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………...  ……………………………………………………………………  ……………………………………………………………………. | | | |  |  | |
| **3** | **OHS Training** | | | |  |  | |
| 3.1 | Describe how OHS training is conducted in your organisation  .......................................................................................................  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………... | | | |  |  | |
| 3.2 | Is a record maintained of all training and induction programs undertaken for employees in your organisation? | | | |  |  | |
|  | *If Yes, provide examples of safety training records*  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………... | | | |  |  | |
| **4** | **OHS Workplace Inspection** | | | |  |  | |
| 4.1 | Are regular OHS inspections at worksites undertaken? | | | |  |  | |
|  | *If Yes, provide details:*  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………... | | | |  |  | |
| 4.2 | Are standard workplace inspection checklists used to conduct OHS inspections? | | | |  |  | |
|  | *If Yes, provide details or examples:*  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………...  ……………………………………………………………………  …………………………………………………………………….. | | | |  |  | |
| 4.3 | Is there a procedure by which employees can report hazards at workplaces? | | | |  |  | |
|  | *If Yes, provide details*  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………... | | | |  |  | |
| **5** | **OHS Consultation** | | | |  |  | |
| 5.1 | Is there a workplace OHS committee? | | | |  |  | |
|  |  | | | |  |  | |
| .2 | Are employees involved in decision making over OHS matters? | | | |  |  | |
|  | *If Yes, provide details*  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………...  …………………………………………………………………... | | | |  |  | |
| 5.3 | Are there employee elected representatives? | | | |  |  | |
|  | *Comments*  …………………………………………………………………...  …………………………………………………………………... | | | |  |  | |
| **6** | **OHS Performance Monitoring** | | | |  |  | |
| 6.1 | Is there a system for recording and analysing OHS performance statistics? | | | |  |  | |
|  | *If Yes provide details:*  …………………………………………………………………...  …………………………………………………………………...  ………………………………………………………………….. | | | |  |  | |
| 6.2 | Are employees regularly provided with information on your organisation’s OHS performance? | | | |  |  | |
|  | *If Yes, provide details:*  …………………………………………………………………...  …………………………………………………………………...…... | | | |  |  | |
| 6.3 | Has the Tenderer ever been convicted of an occupational health and safety offence? | | | |  |  | |
|  | *If Yes, provide details:*  …………………………………………………………………...  …………………………………………………………………...…... | | | |  |  | |
| **7** | **References for OH&S** | | | |  |  | |
| 7.1 | Please provide information for three (3) recent projects in the table below which the Principal will contact for reference purposes | | | |  |  | |
|  | | **Project 1** | **Project 2** | **Project 3** | | | |
| Contract Description | |  |  |  | | | |
| Client name | |  |  |  | | | |
| Client Contact | |  |  |  | | | |
| Client Phone No | |  |  |  | | | |
| Number of person days on contract | |  |  |  | | | |
| Number of lost time injuries | |  |  |  | | | |
| Total person days lost due to injuries | |  |  |  | | | |

**REQUEST for TENDER DOCUMENTS**

**For**

**PROVISION OF CLEANING SERVICES 2012/13**

# SCHEDULE 7: TENDERER’S ENVIRONMENTAL MANAGEMENT SYSTEM

Tenderers shall provide their company Environmental Management System with the Tender response including evidence of any accreditations for the system (eg AS ISO 14001 Environmental System).

Tenderers shall provide details in this Schedule of the environmental sustainability of the cleaning materials and cleaning products that will be used for the provision of services under this Contract as required in **Section 4.3.2 of the Specification**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment Description** | **Owned/Leased/Hired** | **Age (Yrs)** | **Date Tagged/Tested** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Cleaning Product** | **Main Chemical Constituent** | **MSDS \* (Attach to Tender)**  **(Mandatory)** | **Low Environment Impact Endorsement (Attach to Tender)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**REQUEST for TENDER DOCUMENTS**

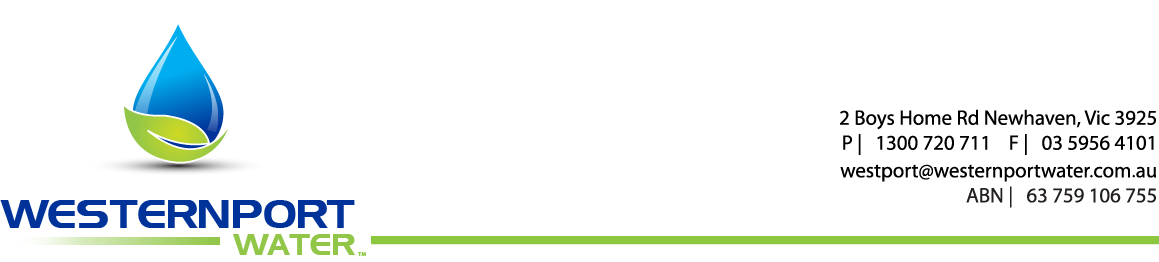
**For**

**PROVISION OF CLEANING SERVICES 2012-13**

# SCHEDULE 9 – TENDERER’S INSURANCE POLICIES

The Tenderer is required to provide evidence and currency of its insurance policies in the following table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Insurance Type** | **Insured Amount ($)** | **Expiry Date** | **Insurer** |
| Public Liability |  |  |  |
| Workers’ Compensation (Work Cover) | |  |  |
| Long Service Leave & Superannuation | | |  |



(**Westernport Water** is the trading name for **Westernport Region Water Corporation**)

# PART C – CONDITIONS OF CONTRACT

**REQUEST for TENDER DOCUMENTS**

**for**

**PROVISION OF CLEANING SERVICES 2012-13**

The Conditions of Contract that will apply to this Contract are ***AS 4921-2003 General Conditions of Contract for the Provision of Asset Maintenance and Services (Short version).*** The successful Tenderer will be required to execute a contract with the Principal which contains these Conditions of Contract before commencing the Services.

The Conditions of Contract are not attached to the Request for Tender documents but are available on request from the Principal’s Representative during the tender period.

The Preferred Tenderer will be required to complete the following forms prior to the execution of the Contract;

**Annexure Part A to AS 4921-2003**

The completed forms will form part of the Contract**.**

# ANNEXURE PART A

# AS 4921-2003 General Conditions of Contract for the Provision of Asset Maintenance and Services (Short version)

|  |  |  |  |
| --- | --- | --- | --- |
| This Annexure shall be completed and issued as part of the tender documents and, subject to any amendments to be incorporated into the Contract, is to be attached to the General Conditions of Contract and shall be read as part of the Contract. | | | |
| Item | |  | |
| 1 | Principal (clause 1) | Westernport Region Water Corporation | |
|  |  | ABN 63 759 106 755 | |
| 2 | Principal's address | 2 Boys Home Road, NEWHAVEN, VICTORIA, 3925 | |
| 3 | Contractor (clause 1) |  | |
|  |  | ABN | |
| 4 | Contractor's address |  | |
| 5 | Performance Duration (clause 1 and subclause 11.1) | Normal Working Hours | |
|  |  |  | |
| 6 | *Performance period cycle (*clause 1 and subclause 11.1) | As per Appendices A,B & C | |
| 7 | *Total performance period*(clause 1 and subclause 11.1) | Two (2) years from 19 March 2012 to 18 March 2014,  with provision, at the Principal’s discretion, for a further two (2) year extension to 31st March 2016 | |
|  |  |  | |
| 8 | Legislative requirements, those excepted  (clause 3) | Nil | |
|  |  |  | |
| 9 | The *Contractor’s* liability is limited as follows (clause 4). |  | |
|  | a) for claims in respect of or arising out of death or personal injury | Unlimited | |
|  | b) for loss of rents, income (other than under *Item 4(a)*) and the opportunity to earn profits, and indirect and consequential loss | $1 | |
|  | c) for all other claims whatsoever | The c*ontract sum* as adjusted pursuant to the *Contract* | |
|  |  |  | |
| 10 | The *Principal’s* liability is limited as follows  (clause 4) | The c*ontract sum* as adjusted pursuant to the *Contract* | |
|  |  |  | |
| 11 | Public liability insurance, amount per occurrence shall not be less than (clause 5) | Ten Million Dollars ($10M) | |
|  |  |  | |
| 12 | Date and time for commencing the *Contract* (subclause 11.1) | 19th March 2012 | |
|  |  |  | |
| 13 | Dates on which or times within which progress claims are to be given (subclause 13.1) | The 1st Thursday of each month for Services complete at the last day of the preceding month | |
|  |  |  | |
| 14 | Interest rate on overdue payments (subclause 13.3) | | Eighteen (18) % per annum |
|  |  | |  |
| 15 | Arbitration (subclause 14.3) | |  |
|  | a) Person to nominate an arbitrator | | The President of the Institute of Arbitrators & Mediators Australia |
|  | b) Rules for arbitration | | Rules 5-18 of the Rules of The Institute of Arbitrators, Australia for the Conduct of Commercial Arbitrations; |
|  |  | |  |