



SHIRE OF COOROW
Request for Contract Services
BUILDING MAINTENANCE SERVICES
COASTAL – WEST OF THE BRAND HIGHWAY

Contract	BUILDING MAINTENANCE SERVICES Coastal – West of the Brand Highway
Deadline	4.00pm Friday 19 August 2022
Address for Delivery	SHIRE OF COOROW MAIN STREET PO BOX 42 COOROW WA 6515

CONTRACT REQUIREMENTS IN BRIEF

The Shire of Coorow invites contracts for the following services for a period of one year;

(i) Building maintenance services in and around the Leeman and Green Head Townsites:

- Building maintenance services are to be provided by the Contractor in respect of Shire owned premises/buildings, as determined by the Shire of Coorow administration. Such work does not include work required to be undertaken by a Registered Builder, Registered Painter, Registered Plumber/Electrician or tradesperson with a required licence such as asbestos removal but will include general building and structures maintenance such as building repairs required from time to time to Shire owned buildings, fences, etc.

Work that is not exempt under the Building Act and requires a building permit will be quoted/contracted independently of this service but may include the service provider dependent on license requirements.

- At the sole discretion of the Shire, building materials required to carry out building maintenance work on property owned by the Shire of Coorow under this contract is to be purchased as per the Shire of Coorow Purchasing Policy. The cost of all building maintenance materials utilised under this contract shall be met by the Shire. Reporting of the materials required will be included in the hourly rate/maximum hours.
- The Contractor agrees to supply all necessary building maintenance hand tools and equipment necessary to carry out the building maintenance work. Any plant or machinery required to be hired for the purpose of a particular building maintenance project, the cost of such hire shall be met by the Shire following prior approval.

SPECIFICATIONS AND SPECIAL CONDITIONS OF CONTRACT

SPECIFICATION

TECHNICAL SPECIFICATIONS

The Shire of Coorow invites proposals for the following services for a one-year period

- Building and asset maintenance of Shire owned premises in the localities of Leeman and Green Head.
- The successful contractor is required to supply a suitably equipped vehicle for the purpose of carrying out all building maintenance within the scope of this contract.
- The successful contractor is required to supply all necessary building maintenance hand tools and equipment necessary to carry out the building maintenance work, including “consumables” such as drill bits, cutting discs etc.
- An annual consumables allowance of \$1,500 per annum will be provided.
- If any plant or machinery is required to be hired for the purpose of a particular building maintenance project, the cost of such hire shall be met by the Principal following approval.

TECHNICAL CRITERIA

- The Contractor is contracted for the services of only Leeman and Green Head but may be asked to do other areas of the Shire of Coorow if so needed.
- The successful contractor will have a company ABN and be GST registered.
- Contractors are required to clearly define an hourly rate for building maintenance services, inclusive of all administration, consumables, if applicable. It is anticipated the contract will take 30 hours per fortnight across all towns, excluding travel. However, this is not guaranteed.
- A vehicle and travel charges fee may be included in your hourly rate or as a separate fixed charged.
- An emergency call out fee and emergency hourly rate to be provided, inclusive of GST.
- Contractors are to detail experience in building maintenance of public facilities.
- Principal will provide all materials for building and asset maintenance works.

- Contractor's are required to include a guarantee that works will be undertaken as a priority and will be acted on within 48 hours of being reported where the maintenance is resulting from damage or failure. The determination of what is general ongoing maintenance and what is required as priority is at the discretion of the Principal.

SPECIAL CONDITIONS OF CONTRACT

PERIOD OF CONTRACT AND TERMINATION

The Contract will be for a period of one year.

INSURANCES

The successful Contractor and its subcontractor(s) (if any) will be required to effect and maintain the insurance policies referred to in clause 24 of the General Conditions of Contract for the Provision of Services in the following sums:

- (a) public liability insurance in the sum of at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims; and
- (b) professional indemnity insurance in the sum of at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims; and
- (c) if applicable, will be required to effect and maintain product liability insurance in the sum of at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims.

ADMINISTRATIVE REQUIREMENTS

The contractor is required to provide the following during the course of their contractual obligations in terms of these contracts:

Activity	Frequency
Any variations to the contract or additional works to be undertaken	Prior to commencement
Observations of dangerous circumstances that require attention to obviate potential public harm or public liability claims	Immediately
Accidents or related claims of a public liability nature	Immediately
Damage to property or persons as a result of the performance or non performance of the contract service requirements	Immediately
All instances of misbehaviour or illegal activity that contravenes Commonwealth, State or Local laws or that impedes the performance of the contract service or that may result in damage to any Council or community property or misconduct towards the public	Immediately as incident occurs

All records and reports will remain the property of the Principal and must be returned to the Administration Office on a quarterly basis.

DRESS CODE

All contractors are to wear appropriate clothing, footwear and any safety equipment as required by the nature of the services provided. All appropriate clothing and equipment is to be provided by the contractor.

PLANT, VEHICLES AND EQUIPMENT

The Contractor is to provide, operate and maintain the plant, vehicles and equipment necessary for the proper performance of the required services.

All plant, vehicles and equipment used in the Contract services shall be maintained in good working order and clean condition to the satisfaction of the Principal.

The Contractor shall ensure that all vehicles and plant operated within the Shire of Coorow are maintained in roadworthy condition and carry the required licensing and registration as required under the Road Traffic Act at all times.

The operation of all vehicles, plant and equipment shall be such that it does not cause undue noise, and that minimises atmospheric pollution.

All plant and equipment must be always operated with all guards and safety devices in place and with no exception.

The Contractor must ensure that no vehicle is overloaded by carrying or towing loads beyond legal capacity.

Any vehicle plant or item of equipment, which, in the opinion of the Principal, is substandard in regard to the above, shall be required to be promptly removed from the maintenance area.

All drivers and operators of plant and equipment must have appropriate, current Western Australian or National Vehicle Drivers Licenses.

The Contractor shall ensure that hazard identification, risk assessment and risk control processes have been carried out and documented in relation to all plant and equipment.

QUALITY CONTROL

The Principal shall conduct regular inspections to audit works carried out.

The contractor shall be responsible for ensuring the following outcomes:

- That activities scheduled in the building maintenance programme will conform to the specification.
- Resources allocated to the service delivery will enable the specified outcomes.

- That work is carried out with the specified time constraints.

PUBLIC SAFETY AND OCCUPATIONAL SAFETY AND HEALTH

The contractor shall alert any person within the vicinity of building maintenance operations or whose person, pets, stock or property may be at risk of injury or damage. Where appropriate, the contractor may politely ask persons to move a safe distance away from such building maintenance operations.

The contractor is to be fully conversant with the Occupational Safety and Health Act 1984 and shall be responsible for maintaining a safe worksite, whilst adequately isolating any hazardous situation.

Public safety must be maintained at all times.

All pricing must include GST.