



*Good
Government*

ADDITIONAL SERVICE
PROVIDER
INFORMATION
BOOKLET &
APPLICATION

FOR THE PROVISION OF
TRADE SERVICES

26 JULY 2017

MID-WESTERN REGIONAL COUNCIL
CORPORATE: PROCUREMENT

 TOWARDS 2030



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1. Principal's Requirements

1.1 Principals Requirements (Scope)

An overview of the General Contractor - Trades system and application is provided here to help you understand what it is and how it works.

Each year the Principal requires the use of a variety of service providers at various locations through the Mid-Western Regional Council local government area. The list of services and subsequent categories covered by this application is set out in the Principals Requirements – Classification of Categories. The Principal will only accept the services listed.

This application will assist Council in processing your application to be placed on the Prequalification Panel for your chosen trade or service. If your organisation provides the services that the Principal has identified and you wish to offer them to the Principal, you need to obtain a place on the Prequalification Panel.

Services covered by this application:

- Air-Conditioning & Refrigeration
- Building Services
- Concreting
- Electrical
- Glazier
- Fencing
- Labour Hire
- Landscaping
- Plumbing
- Painting
- Roadside/Lawn Maintenance
- Roofing
- Tiling
- Traffic Services
- Tree Services

1.2 Prequalification Panel

For hire in excess of \$2,000 ex GST, (project and high value maintenance) quotations will be sort from Service Providers on the prequalification panel. The request for quotations will be facilitated through VendorPanel. As this is the first year the Principal will be using VendorPanel, the Principal reserves the right to vary the \$2,000 limit should this be problematic in terms of doing business. In the instance that the limit needs to be adjusted, all Applicants will be notified in writing of the change and the new limit.

By submitting an application you are:

- a) Requesting the Principal to consider you for a place on the Prequalification Panel or overflow list – you will need to clarify this with Council prior to submitting your application. Different trades have different regulations with regards to acceptance on the prequalification panel, you may only be eligible for the overflow list;
- b) Holding yourself ready to supply services for a period of 1 year upon the terms required by the Principal as referred to in the APPLICATION and contract documents;
- c) Agreeing that the Principal may extend this contract by 2 x 1 year terms based on satisfactory performance of service providers during the previous term served;
- d) Committing to ensure that all services comply to the specifications provided and all regulatory requirements such as the relevant Australian Standard for that service;
- e) Committing that your employees and services provided will be of the required standard of competency;
- f) Agreeing to perform work for the Principal in accordance with our Policies and Procedures;
- g) Agreeing to conduct business with the Principal in accordance with our Statement of Business Ethics.

If your application is accepted, each service will be evaluated in the appropriate class and category. The service will also be accepted onto the Prequalification Panel or overflow list and entered into VendorPanel.

On receipt of an invitation from VendorPanel, Service Providers will need to register on VendorPanel should you wish to submit a quotation for longer term or projects works.

Applicants should understand that being a preferred suppliers provides **no guarantee** that any of your services will be engaged, nor is the Principal bound to only hire services listed on the prequalification list. The hire of services by the Principal is dependent on, amongst other things, decisions of the NSW Government and the Principal about the type, location and extent of particular works that will be carried out during the year.

The Principal does not guarantee that your services will be utilised as part of this application.

1.3 Using VendorPanel

For project and high value maintenance where the cost is greater than \$2,000 ex. GST, the Principal will request quotations using VendorPanel. Service Providers will be invited to

provide quotations for the scope of works detailed in the request for quote (RFQ). On receipt of the quotations the Principal will evaluate the submissions and the engagement will be determined based on value for money. Service Providers may reconsider their rates whilst providing quotations via VendorPanel.

Please note that if you are accepted as an overflow supplier only, your services whilst still important to us, will only be requested if all other existing service providers are unavailable. This is to ensure that those service providers that participated in the original tender process are given priority.

2. Overflow List

The principal often receives requests for additional suppliers after a tender has closed. In these instances the principal can accept these offers by resolution of council on the basis that tendered services will receive priority and additional services will only be considered if, and only if:

- (a) Availability of services on the preferred suppliers list has been exhausted, or
- (b) If the services are specialised and job specific requirements not satisfied by services nominated on the preferred suppliers list.

In these instances additional services are added to the overflow list. Reports to the General Manager for additional service providers will be presented on a quarterly (3 monthly) basis. The overflow list will be populated following acceptance of these additional service providers by the General Manager.

3. Terms of Engagement

3.1 Availability of Service Providers

3.2 Availability of Services using VendorPanel

- (a) The Principal will request quotations for specific services for a specific scope and location. The Principal will send request for quotation using Service Providers on the Prequalification list. The closing date and time will be detailed on the request for quotation. Quotations received after this time and date will not be considered. Service Providers are not

obliged to provide a quotation and are under no obligation to make Services available.

- (b) The Principal will evaluate the quotations received.

3.3 During Service Engagement

- (a) The Service Provider must:
 - (i) Be ready to commence work each day at the starting time directed by the Principal, and have access prearranged for site (ie: keys / alarm codes);
 - (ii) Undertake assessment of the site relating to risk and WHS requirements;
 - (iii) Follow the scope as agreed by the Principal and the Service Provider;
 - (iv) Ensure best value for money options/appliances and workmanship is provided;
 - (v) Ensure suitability of any employee or agent of the Service Provider undertaking works on behalf of the Principal and number of employees or agents attending site must meet the scope requirements;
 - (vi) Ensure compliance of any employee or agent with regards to Council's Policies and procedures for example: WHS, PPE, non-smoking and drug & alcohol policy;
 - (vii) Ensure all electrical equipment on site complies with AS/NZS 3760:2010 In service safety and testing of electrical equipment;
- (b) The Principals representative may direct the removal of any Service Provider and any servant or agent of the Service Provider from the Site.

3.4 Duration of Engagement

- (a) The anticipated duration of the engagement for the project is as stated in the request.
- (b) The Principal may alter the duration of the engagement by oral notice to the Contractor, effective immediately. Contract conditions apply to any extension of the engagement.
- (c) The Service Provider may not bring the engagement to an end before the time of the expiration of the anticipated period of the engagement /

project specified by the Principal without the prior written consent of the Principal.

- (d) Where the Principal brings an engagement to an end before the time of the expiration of the anticipated period of engagement specified by the Principal, the Service Provider is not entitled to any other expenses or damages incurred or suffered as a result of the termination.

4. Service Provider's Obligations

4.1 General Contractor Obligations

- (a) Act with Diligence - perform the General Contractor – Trade Services in accordance with this contract in a diligent and competent manner and with all reasonable skill and care.
- (b) Provide Resources - provide, manage and maintain sufficient resources including human resource to enable it to fulfil its obligations under this contract.
- (c) Maintain Licenses - procure and maintain all licenses required from all regulatory authorities, for the provision by the service provider of the trade services offered.
- (d) Maintenance - provide all personnel, tools and facilities necessary to ensure all equipment is maintained and fit for purpose.
- (e) Comply with Laws - comply with any laws applicable to the Services provided and particularly the Workplace Health & Safety requirements.
- (f) Complete Council WHS Local Government – CENTROC induction program. Hold relevant induction card for each worker nominated to work on Council site.

4.2 Prior to Engagement

The Service Provider must:

- (a) Ensure all plant & equipment utilised for works under this contract is fit for purpose;
- (b) Maintain records of plant prestart checks, maintenance, risks assessments and repairs for each project / works undertaken;

- (c) Ensure registration and comprehensive motor vehicle insurance is maintained on any vehicle used for business on behalf of the Principal;
- (d) Ensure all other insurances noted in this application are maintained for the term of the contract;
- (e) Provide details of Work Health & Safety Management Plan.

4.3 Competency of Tradespeople

The Service Provider must:

- (a) Ensure that tradespeople assigned to the Principal's work is competent, licenced where applicable and has received appropriate WHS, Environmental and Quality Assurance training
- (b) Ensure that Tradespeople have been trained in the safe operation of any plant/equipment and is accredited as competent (where applicable).
- (c) Ensure that all Tradespeople have been inducted into the Principal's Local Government (Centroc) Induction

5. Rates

All rates are to be presented excluding GST

5.1 Tradespeople

- (a) Trades/Services will be paid on the basis of an A Rate (hourly rate).
- (b) The A Rate is an hourly rate and is payable when Services, by a fully qualified tradesperson are undertaken on the site. The following conditions apply to the A Rate:
 - (i) the A Rate is payable for the hour/s that the fully qualified tradesperson has worked on the Principal's site or as recorded on the Daily Time Sheet, between 7.00 a.m. and 6.00 p.m. Monday to Friday inclusive, excluding public holidays.
- (c) The B Rate is an hourly rate and is payable when Services, by a fully qualified tradesperson are undertaken on the site. The following conditions apply to the B Rate:

- (i) the B Rate is payable for the hours that a service provider has provided an apprentice and they have worked on the Principal’s site or as recorded on the Daily Time Sheet, between 7.00 a.m. and 6.00 p.m. Monday to Friday inclusive, excluding public holidays.
- (d) The C Rate is an hourly rate and is payable when Services undertaken by a fully qualified tradesperson under any of the following circumstances:
 - (i) After hours
 - (ii) Public Holidays

5.2 Travel

The travel rate is a per km rate and is payable when Services are available for work under the following circumstance:

- (i) Travel is required more than 20 km from the centre of their town of origin (business)

5.3 Provision of Scope Preparation or Design

From time to time, the Principal require the expertise of our trade services to prepare or design a scope of works for particular projects prior to requesting a quote from our service providers.

- (a) The rate to be charged for the provision of scope preparation or design must not exceed the rate nominated in Rate A
- (b) The Principal will not cover costs associated with other resources or sub-contractors called to assist in the preparation of the scope of works
- (c) The service provider must advise the Principal immediately if the requests to prepare a scope or design is outside of their professional capacity

6. Service Provider Management

6.1 Performance Assessment Criteria

The Principal continually assess the performance of the Service Provider using all information obtained from current assessments and previous engagements.

The following criteria will be used as a basis for assessing the Service Provider’s performance:

- a) Whether tradespeople provided by the Service Provider meet competency requirements
 - b) Acceptable levels of productivity achieved
 - c) Presentation of invoicing, including job numbers and description of work
 - d) Willingness to promptly respond to defects identified in workmanship
 - e) Being readily contactable by the Principal
 - f) WHS, Environmental, Quality Assurance performance
 - g) Compliance with the Conditions of Contract
 - h) Willingness to work in a co-operative manner and to provide a high level of customer service to the Principal at all times.
- (a) The principal is entitled to:
- (i) Assess or re-assess the competence of an service provider and/or their tradesperson at any time during the period of engagement, and
 - (ii) The service provider must, at its cost, make all tradespeople available for any induction training required prior to the commencement of engagement, or at any time during the engagement as reasonably required by the principal.
- (b) Where a service provider or their nominated tradesperson fails to meet any of the competency requirements, the principal may, in its absolute discretion, do any one or more of the following:
- (i) Direct the service provider to provide a substitute tradesperson
 - (ii) Direct the service provider to remove the tradesperson from the site,
 - (iii) Take any other relevant action.
- (c) If at any time during the engagement, the principal:
- (i) forms the opinion that the tradesperson is not competent,
 - (ii) Forms the opinion that the tradesperson is dangerous for site safety, or
 - (iii) Is dissatisfied with the tradesperson for any reason,

The principal may, in its absolute discretion, do any one or more of the following:

- (i) direct the service provider to provide a substitute tradesperson,
 - (ii) Direct the service provider to remove the tradesperson from the site,
 - (iii) Take any other relevant action.
- (d) If the principal suffers additional costs because tradesperson fails to meet the competency requirements, the principal may recover these costs from the service provider.

6.2 Non Conformance Notification

Should the Principal identify a non-conformance, the non-conformance will be investigated with the Service Providers nominated representative and corrective actions agreed. A Non-Conformance Notice will be issued to the Service Provider.

Service Providers may be removed from the Principal's Preferred Supplier and prequalification list:

- a) if the Contractor received multiple non-conformances
- b) if the Contractor ignores the non-conformance notice and does not address corrective actions
- c) in the event of a severe non-conformance (as determined by the Principal) as per Council Service Provider Management Policy

Alternatively, Service Providers can be re-ranked in the preferred supplier list

7. Changing Information

If the service provider has legally changed its name it must immediately notify the principal in writing and supply a copy of the certificate of registration on change of name to the principal.

Notification must be received by the principal if the service provider employs additional tradespeople. The notification must include appropriate licencing /trade details and WHS induction card as requested in this application.

8. Invoicing and Payment

The service provider shall provide the principal with an invoice for all services within 14 days from the last day of each month of engagement.

Subject to any adjustments, the Principal must pay the service provider in accordance with the contract rates in the application form, or rates nominated in VendorPanel. All invoiced amounts and payments are to be in Australian currency (\$AUD).

The principal's payment terms are 30 days

9. Specifications

9.1 General Specification

To meet the requirements of this application, all service providers (excluding labour hire) must:

- (a) Hold a current contractor licence (where required);
- (b) Hold a current construction induction (white card);
- (c) Hold 2 years relevant industry experience in a wide range of building construction work (within 5 years of the date this application);
- (d) Hold relevant competency and certification for the works to be undertaken;
- (e) Hold appropriate licencing and/or regulatory approvals for the nominated services/trade as required by law
- (f) Comply with the requirements stated in the building code of Australia and relevant Australian standards thereunder.

- (g) Ensure all employees/agents are free from the influence of drugs or alcohol whilst working for the principal;
- (h) Ensure all employees/agents participate in any induction and/or toolbox talks requested by the principal;
- (i) Hold a current Local Government (Centroc) WHS induction card issued by the Principal.

Over and above the noted requirements above:

9.2 Specification for Home Modifications Services and Maintenance

In conjunction with Community Services, the Principal provide home modifications and maintenance to the elderly and disabled clients living within the Mid-Western Regional Council and Warrumbungle's LGA

To meet the requirements of home modification services and maintenance, service providers must:

- (a) Hold appropriate licence/trade as noted above for nominated services
- (b) Undertake National Police History Checks (for all tradespersons nominated) to work in the Home Modifications capacity
- (c) Committed to undertake Working with Children Checks (where applicable/when requested)
- (d) Comply with the requirements of NSW Disability Services Standards
- (e) Comply with Australian Building Codes relating to services performed and relevant Australian Standards thereunder.

9.3 Labour Hire

To meet the requirements of labour hire, service providers must:

- (a) Ensure all employment related expenses including any holidays, sick leave and workers compensation are paid in accordance with relevant awards;
- (b) Provide all PPE to candidates as advised by the Principal, including steel cap boots and PPE clothing (or ensure candidates have specified PPE) prior to entry to site;
- (c) Ensure all candidates hold a construction induction card (white card) at a minimum and any other licencing requirements noted in an RFQ;
- (d) Ensure candidates participate in any inductions and/or toolbox talks held by the Principal

- (e) Ensure candidates are free from the influence of drugs or alcohol whilst working for the Principal

10. Classifications of Categories

ITEM 1: AIR-CONDITIONING & REFRIGERATION	
CLASSIFICATION REFERENCE	SUB-CATEGORY
1.1	AIR-CONDITIONING
1.2	REFRIGERATION

ITEM 2: BUILDING SERVICES	
CLASSIFICATION REFERENCE	SUB-CATEGORY
2.1	ASBESTOS REMOVAL / DEMOLITION
2.2	BRICKLAYING
2.3	CARPENTRY
2.4	LICENCED BUILDER
2.5	HOME MODIFICATIONS SUPPLIER
2.6	DEMOLITION

ITEM 3: CONCRETING	
CLASSIFICATION REFERENCE	SUB-CATEGORY
3.1	GENERAL CONCRETING
3.2	ROAD CONSTRUCTION/KERB& GUTTER/ FOOTPATHS

ITEM 4: ELECTRICAL	
CLASSIFICATION REFERENCE	SUB-CATEGORY
4.1	COMMERCIAL / DOMESTIC

4.2	DATA
4.3	HOME MODIFICATIONS SUPPLIER

ITEM 5: FENCING	
CLASSIFICATION REFERENCE	SUB-CATEGORY
5.1	DOMESTIC FENCING
5.2	RURAL FENCING
5.3	SECURITY FENCING

ITEM 6: GLAZIER	
CLASSIFICATION REFERENCE	SUB-CATEGORY
6.1	COMMERCIAL
6.2	DOMESTIC

ITEM 7: LANDSCAPING	
CLASSIFICATION REFERENCE	SUB-CATEGORY
7.1	DESIGN
7.2	DESIGN & CONSTRUCTION
7.3	PAVING

ITEM 8: PLUMBING	
CLASSIFICATION REFERENCE	SUB-CATEGORY
8.1	PLUMBING
8.2	GAS FITTING

ITEM 9: PAINTING	
CLASSIFICATION REFERENCE	SUB-CATEGORY
9.1	COMMERCIAL
9.2	DOMESTIC

ITEM 10: PLASTERING	
CLASSIFICATION REFERENCE	SUB-CATEGORY
10.1	GYPROCK
10.2	RENDERING

ITEM 11: ROADSIDE / LAWN MAINTENANCE	
CLASSIFICATION REFERENCE	SUB-CATEGORY
11.1	BRUSHCUTTING
11.2	MOWING
11.3	SLASHING

ITEM 12: ROOFING	
CLASSIFICATION REFERENCE	SUB-CATEGORY
12.1	METAL
12.2	TILES

ITEM 13: TILING	
CLASSIFICATION REFERENCE	SUB-CATEGORY
13.1	FLOOR & WALL
13.2	WATER PROOFING

ITEM 14: TRAFFIC SERVICES	
CLASSIFICATION REFERENCE	SUB-CATEGORY
14.1	LINE MARKING
14.2	ROAD SAFETY BARRIER INSTALLATION
14.3	TRAFFIC CONTROL

ITEM 15: TREE SERVICES	
CLASSIFICATION REFERENCE	SUB-CATEGORY
15.1	TREE REMOVAL / TRIMMING
15.2	TREE INSPECTION / REPORTING
15.3	STUMP GRINDING
15.4	MULCHING

ITEM 16: LABOUR HIRE	
CLASSIFICATION REFERENCE	SUB-CATEGORY
16.1	LABOUR HIRE

10.1 Reporting

- (a) The Service Provider will report to the Principal's Project Manager Paul Blackwell (Buildings Coordinator) (or Council's nominated representative which may vary from project to project.)
- (b) The Service Provider is required to provide regular updates on projects. These reporting requirements may be both verbal and/or written correspondence. The specific project requirements will be established at the commencement of each project.
- (c) The Service Provider must report any issues immediately to the Principal's Project Manager or Council's nominated representative with regards to Council sites.

- (d) Service Providers must provide Council copies of all risk assessments associated with work undertaken on behalf of Council.
- (e) Service Providers must report any incidents (verbally) immediately that occur on Council sites and provide copies of all incident reports within 24 hours of the incident occurring.

10.2 Service Provider Management

- (a) The Principal will at any time suitable to them randomly inspect any site noted in this Contract or perform an audit process of the good and/or services provided to ensure compliance to the contract specifications. Should the Principal be dissatisfied, the service provider will be notified in writing of the non-conformance to the service provider's nominated officer.
- (b) Should the service provider not comply with corrective actions noted in this non-conformance notification the Principal may cease the Contract agreement.
- (c) The Service Provider has a right to respond to a non-conformance notification. The response must be in writing and within 14 days of receipt of the non-conformance notification letter.

APPLICATION

11. Returnable Schedules

11.1 Completion of Schedules and Forms

- 11.1.1 The application must be set out in such a manner as to address each of the items listed in the document

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1. Applicants Information

1.1 The Applicant

Company Name	
ABN:	
ACN:	
Trading Name (If Applicable – If 'NO', Please State NA)	
Business Address:	
Website:	
Contact Person Technical	Name: Position: Phone No: Email:
Contact Person Financial	Name: Position: Phone No: Email:

1.2 Banking/Remittance Details

Bank/Credit Union Name:	
Branch Name:	
BSB:	
Account Number:	
Account Name:	
I / We agree to have payment for our future goods and/or services supplied to Mid-Western Regional Council credited to my/our account in accordance with the creditor terms	<input type="checkbox"/> Yes or <input type="checkbox"/> No
We would like to have a remittance advice (please circle)	<input type="checkbox"/> Posted to the above address <input type="checkbox"/> or <input type="checkbox"/> Emailed to the above address

1.3 Applicants Undertakings

The Applicant certifies that all details submitted in this application are correct and agrees to abide by all conditions set out in the information booklet.

The Applicant agrees to and understands that they must not amend the information in this application other than entering the information requested by the Principal. The Applicant will in no way tamper with the information requested by adding or deleting any information requested by the Principal in this document or they will not be accepted for consideration.

The Applicant authorises:

- The Principal's representative to conduct investigations to verify the statements and information submitted and clarify any aspect of this application; and
- Any person or organisation to furnish information deemed necessary and requested by the Principal to verify the Applicant's competence and standing.

2. Applicant’s Details

2.1 Legal Entity

2.1.1 Please submit the information specified below. Attach additional information if necessary

<p>The Applicant is a: (Tick The Applicable Box)</p>	<p><input type="checkbox"/> Sole Trader <input type="checkbox"/> Joint Venture</p> <p><input type="checkbox"/> Partnership <input type="checkbox"/> Company</p> <p><input type="checkbox"/> Other (Provide details)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>The Organisation Commenced Trading:</p>	
<p>Is the Applicant a subsidiary company?</p>	<p><input type="checkbox"/> Yes or <input type="checkbox"/> No</p>
<p>If Yes, The Name & ABN of The Ultimate Holding Company Is:</p>	
<p>Is The Applicant A Holding Company?</p>	<p><input type="checkbox"/> Yes or <input type="checkbox"/> No</p>
<p>If Yes, The Names & ABN’s Of Divisions And Subsidiaries Are:</p>	
<p>If The Applicant Is A Sole Trader Or Partnership, The Names And Addresses Of All Members Of The Business Are:</p>	
<p>Has The Applicant, Sub-Consultants And Sub-Contractors, Including Company Directors, Been Declared Bankrupt Or Insolvent;</p>	<p><input type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>If Yes, Please Provide Details including relevant dates:</p>

The Applicant, Sub-Consultants And Sub-Contractors Have Not Had Significant Deficiencies In Performance Of Any Substantive Requirement Or Obligation Under A Prior Contract	<input type="checkbox"/> Yes or <input type="checkbox"/> No If Yes, Please Provide Details including relevant dates:
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2.1.2 Where a related company of the Applicant is, or may in the future be, involved as a participant or a provider for a different Applicant, provide details of:

- The relationship between the related companies;
- Any internal governance arrangements and other procedures which the Applicant has or will put in place to address and resolve probity and competitiveness issues; and
- How compliance with such arrangements and procedures will be certified.

2.2 Licencing/Certification

THE APPLICANT HOLDS

Licence No/Certification No:	
Licence No/Certification No:	
Licence No/Certification No:	

2.3 Local Content

2.3.1 If your organisation qualifies for the Local Preference discount as described in the Principal's Local Preference Policy, please nominate the following information to assist the Principal in determining your eligibility.

LOCAL CONTENT

Is Your Organisations Main Centre Of Operations Permanently Established In The Principal's Local Government Area (LGA)	<input type="checkbox"/> Yes or <input type="checkbox"/> No
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If Yes, A Completed (Appendix 3) Local Service Provider Application form Is Attached to this application	<input type="checkbox"/> Yes or <input type="checkbox"/> No

3. Mandatory Requirements\Compliance

3.1 Compliance

3.1.1 Please submit the information specified below. Attach additional information if necessary

<p>The Applicant Has Not Had Significant Deficiencies In Performance Of Any Substantive Requirement Or Obligation Under Prior Contract</p>	<p><input type="checkbox"/> Yes or <input type="checkbox"/> No If Yes, Please Provide Details</p>
<p>Does The Applicant Maintain A Current \$20m Public Liability Insurance Policy With The Principal (Mid-Western Regional Council) As A Noted Party On The Certificate Of Insurance?</p>	<p><input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please enclose copies of:</i> Policy Disclosure Statement Full Policy Schedule Full Policy Wording Certificate of Currency</p>
<p>Does The Applicant Maintain A Current \$20m Products Liability Insurance Policy?</p>	<p><input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please enclose copies of:</i> Policy Disclosure Statement Full Policy Schedule Full Policy Wording Certificate of Currency</p>
<p>Does The Applicant Maintain A Current Comprehensive Motor Vehicle Insurance Policy For All Vehicles Used On Business Relating To This Tender?</p>	<p><input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please enclose copies of:</i> Certificate of Currency</p>
<p>Does The Applicant Have A Certificate Of Currency Evidencing The Maintenance Of A Current Policy For</p>	<p><input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please enclose copies of:</i> Certificate of Currency</p>

Workers Compensation Insurance?

3.2 Management Systems

Please submit the information specified below.

3.2.1 Accredited Work Health & Safety Management Systems

Does The Applicant Have A Third Party Accredited WHS Management System?	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide a copy with this application</i>
Does The Applicant Have WHS Management System?	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide a copy with this application</i>
Does The Applicant Have A Current WHS Policy?	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide a copy with this application</i>
Does The Applicant Have WHS Training Strategy For All Employees?	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide a copy with this application with not included in the above documents</i>
Has The Applicant Incurred Any Fine, Prosecution Or Conviction For Breaches Of Safety Legislation In The Last 3 Years?	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If Yes, please give details of The Breach And Remedial Action Are</i>
Is The Applicant In Default Of Any Fine Issued For A Breach Of The WHS Legislation, Regulations Or Requirements?	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If Yes, please give details here:</i>

4. Acts & Regulations

The Applicant warrants that the Applicant and its sub-contractors has NOT, within 5 (five) years prior to submitting the Response, been found to have breached any Act or Regulation which breach might be considered contrary to the values set out in the application document or the Principal. If you have NOT breached the act, answer “No”.

4.1 Conformance to Acts & Regulations

4.1.1 The list below includes without limitation the following acts. Has the Applicant or any of its sub-contractors breached the:

Fair Work Act 2009 (Cth)	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide details</i>
Industrial Relations Act 1996 (NSW)	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide details</i>
Work Health & Safety Act 2011 (NSW)	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide details</i>
Workplace Injury Management & Workers Compensation Act 1998 (NSW)	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide details</i>
Privacy Act 1988 (Cth)	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide details</i>
Disability Discrimination Act 1992 (Cth)	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide details</i>
Fair Trading Act 1987 (NSW)	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide details</i>
Racial Discrimination Act 1975 (Cth)	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide details</i>
Sex Discrimination Act 1984 (Cth)	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide details</i>
Age Discrimination Act 2004 (Cth)	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide details</i>
Anti-Discrimination Act 1977 (NSW)	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide details</i>
Please provide a separate schedule for all breach if required noting the name of the sub-contractor	

4.2 Non-Conformance Reporting

4.2.1 Has the Applicant been issued any non-conformance (of any kind) from any Principal in which you were employed on a contract basis within 2 (two) years prior to submitting the application.

<p>Has The Applicant Within The Last Two Years Received A Non-Conformance Notification From A Principal?</p>	<p><input type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p><i>If yes please provide details here:</i></p>
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5. Proposed Personnel

5.1 Proposed Employee Information

5.1.1 For each employee that will enter a Mid-Western Regional Council work site or building, please provide the following information. A separate schedule must be completed for each employee

EMPLOYEE NAME:

Position held:	
What qualifications, licence, accreditation or competencies does this employee hold:	
Does this employee hold a current (Australian) drivers licence:	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide a copy of relevant drivers licence</i>
Does this employee have a Local Government Induction card?	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide a copy of relevant Local Government (Centroc) Induction Card</i> <i>If no, please acknowledge that us understand you must coordinate a white card of this employee with the prior to them entering any site owned by the Principal</i> <i>Initials</i>
Does this employee have a Construction Induction (White) card?	<input type="checkbox"/> Yes or <input type="checkbox"/> No <i>If yes please provide a copy of relevant White Card</i> <i>If no, please acknowledge that us understand you must coordinate a white card of this employee with the prior to them entering any site owned by the Principal</i> <i>Initials</i>

Note to Applicants: An alternative format will be accepted for this information – Section 4 Proposed Personnel, notwithstanding the information received must include all details noted above and attachment numbers noted for requested copies. This alternative format must be legible and presented in a format corresponding Microsoft Office products eg: Excel/Word.

5.2 Proposed Sub-Contractors

Name:	
Address:	
ABN:	
Type of works undertaken on behalf of the applicant?	
Has the applicant confirmed the sub-contractor has in place the minimum mandatory requirements noted in this tender?	

6. Experience and Capability

6.1 Current or Recently Completed Similar Work

Provide the following details for two contracts for work or projects, similar to the proposed contract, that the applicant has undertaken within the last 2 years on behalf Mid-Western Regional Council.

PROJECT DETAILS

	Project 1	Project 2
Contract name:		
Final or anticipated contract value (including GST):	\$	\$
Duration of project:		
Actual or anticipated completion date:		
Client organisation:		
Client contact person (name & telephone no.):		

7. Understanding of Application Requirements

Submit the information requested below.

<p>Is the applicant aware that they are to be placed on the overflow list for council’s preferred supplier arrangement (works under \$2,000)?</p>	<p><input type="checkbox"/> Yes or <input type="checkbox"/> No</p>
<p>Is the applicant aware that they must register with vendorpanel on receipt of an invitation (after application is accepted by the general manager) to be eligible to quote for works over the nominated threshold?</p>	<p><input type="checkbox"/> Yes or <input type="checkbox"/> No</p>

7.1 Relationship Management & Communications

Submit the information requested below.

<p>Submit a description of the proposed strategy for managing the contractual relationship with the principal, including developing effective lines of communication, enhancing cooperation and utilising alternative dispute resolution</p>	
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8. Proposed Rates

	Trade / Service Description	Trade Classification Reference (Refer to APPLICATION)	A RATE (Hourly) excluding GST Normal Hours Fully qualified Tradesman	B RATE (Hourly) excluding GST Normal Hours Apprentice	C RATE (Hourly) excluding GST After hours Fully Qualified Tradesman	Travel Rate excluding GST Per km only
Please add extra sheets if necessary						

9. Applicants Declaration

9.1.1 By lodging an application I,

.....
(Name, address & occupation of the person making the Declaration)
.....

Make the following Declaration:

- a) I am the Of
(Position eg Managing Director) (Name & ABN of organisation)

(Applicant) and have been authorised by the Applicant to make the statements in this Declaration personally and on behalf of the Applicant.

- b) The Applicant:
- I. Offers to supply the requirement:
 - o Described in the information booklet issued by the principal; and
 - o At the rates contained in our application;
 - II. Agrees to comply with obligations under the application and acknowledges and agrees with the principal's rights detailed in the information booklet;
 - III. Has read and understood the requirements of the principals' code of conduct and statement of business ethics;
 - IV. Confirms its capacity to apply and that there is no restriction under any relevant law to prevent it from applying; and
 - V. Consents to the principal undertaking checks in accordance with this application.
 - VI. Confirms its capacity to make application by way of financial viability.
- c) The application has not been prepared with the improper assistance of employees or contractors, or former employees or contractors, of the Principal, or with improperly obtained information.
- d) The Applicant warrants that, at the time of submitting their application, other than conflicts notified to the Principal, no conflict of interest exists, or is likely to arise, which would affect the performance of its obligations, if the Applicant were to enter into a contract.
- e) No express or implied contract has arisen between the Applicant and the Principal in relation to the application.

- 9.1.2 I understand that a person who intentionally makes a false statement may be excluded from the procurement process, and I believe that the statements in this Declaration are true in every particular.

.....
NAME	SIGNATURE	POSITION	DATE
.....
WITNESS NAME	SIGNATURE		DATE

10. Subcontractors Statement

The completion of this form is a requirement of WorkCover NSW and must be completed by all service providers (Contractors) that undertake work for and on behalf of Council.

Should you wish to complete this form electronically, please follow the link below. You will be required to print off the form and attach to this application form.

http://www.workcover.nsw.gov.au/_data/assets/pdf_file/0019/15904/subcontractors_statement_5483.pdf

Part G

11.2 References

- GIPA Act (Government Information Public Access Act 2009)
<http://www.ipc.nsw.gov.au/gipa-act>
- Local Government Act 1993 – Section 55
<http://www.legislation.nsw.gov.au/inforce/c4013e05-2d5a-c32e-a5e2-da504db928f7/1993-30.pdf>
- Mid-Western Regional Council Statement of Business Ethics
- Mid-Western Regional Council Local Preference Policy
www.midwestern.nsw.gov.au
- WorkCover NSW
<https://www.workcover.nsw.gov.au/>
- NSW Consolidated Acts
http://www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/