



CITY OF VINCENT

TENDER NO. 560/18

REQUEST FOR TENDER

**DESIGN, SUPPLY & INSTALLATION OF ROOFTOP SOLAR PHOTOVOLTAIC SYSTEMS
FOR FOUR CITY OF VINCENT FACILITIES**

TENDER ENQUIRIES:

Jeremy Chalmers

Procurement Officer

Tel: 9273 6517

Email: Jeremy.Chalmers@vincent.wa.gov.au

CLOSING TIME AND DATE

2:00pm (WST)

6th November 2018

MANDATORY SITE INSPECTION

10:00am (WST)

18th October 2018

LODGEMENT OF TENDERS

Submissions should be either:

Lodged online via the **Tenderlink** Portal; or

Enclosed in a plain envelope endorsed with the tender number and name and -

Delivered to:

**TENDER BOX
City of Vincent
244 Vincent Street
Leederville 6007**

OR

Posted to:

**TENDER BOX
City of Vincent
PO Box 82
Leederville 6902**

Submissions are to be received by the closing time and date.

Late Tenders will not be accepted. No facsimile or e-mail Tenders will be accepted.

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1 Conditions of Tendering

1.1 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments: The documents you attach as part of your Tender.

Contractor: Means the person or persons, corporation or corporations who's Tender is accepted by the City, including the executors or administrators, successors and assigns of such person or persons, corporation or corporations.

Deadline: The deadline for lodgement of your Tender as detailed on the front cover of this Request.

General Conditions of Contract: Means AS 4910-2002 General Conditions of Contract for the Supply of Equipment with Installation.

Offer: Your offer to supply the Requirements.

City: City of Vincent

City's Representative: The Chief Executive Officer or nominated representative

JSA: Job Safety Analysis

LGC: Large-scaled Generation Certificate

**Request OR RFT
OR Request for
Tender** This document.

Requirement: The Design, Supply & Installation of Rooftop Solar Photovoltaic Systems at four sites requested by the City.

SWMS: Safe Work Method Statement

Selection Criteria: The Criteria used by the City in evaluating your Tender.

Special Conditions: The additional contractual terms set out in Part 4 of this document.

Specification: The Statement of Requirements set out in Part 2 that the City requests you to provide.

STC: Small-scaled Technology Certificate

Tender: Completed Offer form, response to the Selection Criteria and Attachments.

Tenderer: Someone who has or intends to submit an Offer to the City.

Tenderlink: Means the web-based portal to be used for downloading Tender documents, raising queries in the online forum during the Tender Open Period and lodgement of Tenders. This medium operates through the website <https://www.tenderlink.com/vincent/>

1.2 Tender Documents

This Request for Tender is comprised of the following parts:

Part 1 – Conditions of Tendering (*read and keep this part*).

Part 2 – Specification and/or plans/drawings (*read and keep this part*).

Part 3 – General Conditions of Contract (*read and keep this part*).

Part 4 – Special Conditions of Contract (*read and keep this part*).

Part 5 – Tenderer's Offer (*complete and return this part*).

Part 6 – Contractor's Occupational Safety and Health Management System Questionnaire (*complete and return this part*).

Part 7 – Tenderer's Safety Record (*complete and return this part*).

Part 8 – Project Reference Sheet (*complete and return this part*).

Part 9 – Tenderer's Resources Schedule (*complete and return this part*).

Separate Documents

- a) Appendix – Structural Engineers Reports
- b) Addenda and any other special correspondence issued to Tenderers by the City.
- c) Any other policy or document referred to but not attached to the Request.

1.3 How to Prepare Your Tender

Tenderers must:

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements;
- c) Complete and return Parts 5 to 9 of this document in all respects and include all Attachments;
- d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria; and
- e) Lodge your Tender before the Deadline.

1.4 Contact Person(s)

Tenderers should not rely on any information provided by any person other than the person listed below:

Name:	Jeremy Chalmers – Procurement Officer
Telephone:	9273 6517
Email:	<i>Jeremy.Chalmers@vincent.wa.gov.au</i>

1.5 Tender Briefing/Site Inspection

Attendance at the site inspection is mandatory.

Tenderers are required to attend a Mandatory Site Inspection on Thursday 18th October commencing at 10:00am. Further details of this site inspection will be provided to those that register on the Tenderlink portal.

A site inspection will take place at each of the four sites commencing at the Administration and Civic Centre, 244 Vincent Street (corner of Loftus Street) Leederville, 6902. Other site addresses included are:

- City of Vincent Library: 99 Loftus St, Leederville WA 6007
- Beatty Park Leisure Centre: 220 Vincent St, North Perth WA 6006
- City of Vincent Works Depot: 1 Linwood Ct, Osborne Park WA, 6017

The Site Inspection will provide Tenderers with the opportunity to clarify any uncertainties with the contact person prior to the closing of the tender.

Please confirm with the contact person Jeremy Chalmers on 9273 6517 or via email; Jeremy.Chalmers@vincent.wa.gov.au your attendance at this inspection.

Failure to attend this Site Inspection will render the Tenderer ineligible to Tender.

1.6 Customs Duty

The Tenderer shall allow for any customs duty and primage applicable to all imported materials, plant and equipment required in connection with the works in its Tender.

1.7 Site Allowances

This contract is not subject to adjustment for Site allowances.

1.8 Lodgement of Tenders and Delivery Method

The Tender must be lodged by the Deadline. The Deadline for this Request is listed on the front page of this Request.

The Tender is to be:

- a) Lodged electronically via the Tenderlink portal; or
- b) Placed in a sealed envelope clearly endorsed with the tender number and title as shown on the front cover of this Request; and
- c) Delivered by hand and placed in the Tender Box at *244 Vincent Street, Leederville* (by the Tenderer or the Tenderer's private agent) or sent through the mail to the Chief Executive Officer *PO Box 82, Leederville WA 6902*.

Electronic mail Tenders and Tenders submitted by Facsimile will not be accepted.

Tenderers must ensure that they have provided **one** signed hardcopy of their Tender, to be marked "ORIGINAL" and **one** copy on a USB. All pages must be numbered consecutively and the Tender must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

If submitting via the Tenderlink portal, only one electronic copy of the tender submission is required.

1.9 Rejection of Tenders

A Tender will be rejected without consideration of its merits in the event that:

- a) It is not submitted before the Deadline; or
- b) It is not submitted at the place specified in the Request; or
- c) It may be rejected if it fails to comply with any other requirements of the Request.

1.10 Late Tenders

Tenders received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Request;

will not be accepted for evaluation.

1.11 Acceptance of Tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the City either wholly or in part. The City is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

1.12 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All Tenderers will be given particulars of the successful Tenderer(s) or be advised that no Tender was accepted.

1.13 Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the City's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the City and the Tenderer in writing.

1.14 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in the General Conditions of Contract and those in this Request, the terms and conditions appearing in this request will have precedence.

1.15 Alternative Tenders

All Alternative Tenders must be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases arising be clearly marked "ALTERNATIVE TENDER".

The City may in its absolute discretion reject any Alternative Tender as invalid.

Any printed “General Conditions of Contract” shown on the reverse of a Tenderer’s letter or quotation form will not be binding on the City in the event of a Contract being awarded unless the Tender is marked as an “Alternative Tender”.

1.16 Tenderers to Inform Themselves

Tenderers will be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein; and
- d) satisfied themselves they have a full set of the Request documents and all relevant attachments.

1.17 Alterations

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The City will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

1.18 Risk Assessment

The City may have access to and give consideration to:

- a) any risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the City (or its nominated agent) upon request all such information as the City reasonably requires to satisfy itself that

Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and to otherwise meet their obligations under any proposed Contract. The City reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality.

The financial assessment is specifically for use by the City for the purpose of assessing Tenderers and will be treated as strictly confidential.

1.19 Evaluation Process

This is a Request for Tender. Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer Form and Attachments) may be excluded from evaluation.
- b) Tenders are assessed through both qualitative criteria and 'value for money' as described in Clause 1.23.
- c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the City.

1.20 Selection Criteria

The Contract may be awarded to a sole Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the City.

The City has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be

assessed as satisfactory. A Tender demonstrating greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

These criteria are detailed within Part 5 of this document.

1.21 Compliance Criteria

These criteria are detailed within Part 5 of this document and will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Tender from consideration.

1.22 Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within Part 5 of this document. Each criterion will be weighted to indicate the relative degree of importance that the City places on the technical aspects of the goods or services being purchased.

It is essential that Tenderers address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

1.23 Value Considerations

Non Weighted Price Criteria

Once the tenders have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Tender in order to determine the Tender which is most advantageous to the Principal.

The tendered price will be considered along with related factors affecting the total cost to the Principal (e.g. the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome).

1.24 Price Basis

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST).

Unless otherwise indicated, prices tendered must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.25 Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of the Tender will become upon submission the absolute property of the City and will not be returned to the Tenderer at the conclusion of the Tender process Canvassing of Officials.

1.26 Canvassing of Officials

If the Tenderer, whether personally or by an agent, canvasses any of the City's Councillors or Officers (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the City may at its absolute discretion omit the Tenderer from consideration.

If at any stage a Tenderer has any concerns with the Tendering process, these concerns need to be addressed to the City's Director Corporate Services in the first instance.

1.27 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the City. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in *Part 5* and whose execution appears on the Offer Form in *Part 5* of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

1.28 Costs of Tendering

The City will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

1.29 Tender Opening

Tenders will be opened in the City's offices, following the advertised Deadline. All Tenderers and members of the public may attend at the opening of Tenders.

The names of the persons who submitted the Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the City's officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held on or as soon as practicable after the Deadline at 244 Vincent Street, Leederville, WA 6007.

1.30 Monetary Values

Monetary Values that appear in the Tender (such as provisional sums, prime cost amounts, value of City supplied items, etc.) are to display the Goods and Services Tax (GST) component.

1.31 In House Tenders

The City does not intend to submit an In-house Tender.

2 Specification

2.1 Contract Requirements in Brief

The City of Vincent is seeking the design, supply, installation and commissioning of grid-connected, roof-mounted solar PV systems at four (4) separate sites. The successful Tenderer will be responsible for designing the solar PV systems (DC electrical, AC electrical, PV array layout), preparing and submitting applications to Western Power to connect the systems to its network, arranging for qualified assessments of the suitability of the roof structures¹, preparing and submitting building permit applications, the procurement and supply of all equipment, the installation of the systems (including remote monitoring) and the commissioning of the solar PV systems.

A full statement of the goods/services required under the proposed contract appears in the Specific Requirements at 2.6.

2.2 Introduction

The Project forms part of the City of Vincent's strategy for reducing its operational costs and reducing its environmental footprint and energy-related greenhouse gas emissions by investing in cost-effective energy efficiency measures and on-site renewable energy generation systems.

2.3 Background Information

The City of Vincent engaged an energy consultant to determine which of its sites were most suitable for installing solar PV systems. Four sites were identified as the priority sites and an energy consultant was engaged to undertake an assessment of those sites to determine the most economically viable investment options at each of the sites for on-site renewable energy generation (solar PV) systems, including the optimal sizes (arrays and inverters) of the solar PV systems. The analysis undertaken used 12 month, 30 minute site load data for each of the 4 sites to undertake performance simulation and optimisation using the HOMER PRO software, taking into account the current tariffs and the time of day/day of week load profiles. The conclusion of that analysis was that the optimal sizes of the systems for each of the sites are as shown in section 2.5 - Table 1.

The City may at some future date wish to expand the size of these solar PV systems and/or incorporate battery energy storage if/when it becomes cost effective to do so.

¹ Note that the City has engaged a structural engineer to assess the roofs prior to the RFT. The Structural Engineers Reports are within the attached Appendix.

2.4 Definitions

Below is a summary of some of the important defined terms used in this Part:

Contractor's Representative: Means any Officer or person duly authorised by the Contractor, in writing, to act on their behalf for the purpose of the Contract;

City's Representative Means any Officer or person duly authorised by the City, in writing, to act on their behalf for the purpose of the Contract;

Works or Services: Means the Services, which the Contractor is required to provide to the City and the Contractor under the Contract;

Superintendent: Co-ordinator Asset Management - James Hopper

Superintendent's Representative: Asset Officer Projects – Kon Bilyk

2.5 Scope of Works

The City of Vincent is requesting from suitably qualified companies for the design, supply and installation of Rooftop Solar Photovoltaic (PV) Systems at the following sites:

Table 1

Site	Address	Annual electricity usage (kWh p.a.)	Optimal sizes of solar PV system
Administration and Civic Centre	244 Vincent Street, Leederville, WA 6007	549,769	100 kW array 75 kVA inverter (min)
Beatty Park Leisure Centre (*see note below)	220 Vincent Street, North Perth, WA 6006	1,874,817	78.6 kW array 65 kVA inverter (**see note below)
Library	99 Loftus Street, Leederville, WA 6007	166,159	40 kW array 30 kVA inverter
Operations Depot	1 Linwood Court, Osborne Park, WA 6017	177,653	40 kW 30 kVA inverter

*Design of the rooftop layout at Beatty Park Leisure Centre should take into consideration both heritage issues and roof loading capacities. The Contractor would be required to consult with the City before finalising the array layout.

**Note that there is an existing 37.5 kW solar PV system at the Beatty Park Leisure Centre. An additional 78.6 kW array would mean a total array size of >100 kW at this site, and as a consequence the 78.6 kW system will not be eligible for STCs. The Contractor is responsible for the supply and installation of revenue grade electricity metering equipment (which also has a pulse output) that would allow the City of Vincent to claim LGCs using metering data that the Clean Energy Regulator accepts for this purpose. Also note that the “optimal” system size of 78.6 kW was determined using simulation modelling with 270 W conventional silicon crystalline solar PV panels installed on those sections of roof that were available and which have suitable loading capacities (as identified by the Structural Engineers Report commissioned by the City – refer to Appendix). The Tenderer may propose a different array/inverter combination, for example by using higher efficiency panels.

Details

The four sites are classified as commercial buildings and building permits for installation of solar PV panels will therefore be required. **The cost associated with the preparation of the building permit applications and the building permit application fees must be included in the Tenderer's pricing.**

Lifting equipment would be required for all sites.

All works must be undertaken in a manner that minimises disruption and inconvenience to City staff and to members of the public. The City requires appropriate pedestrian and traffic management arrangements to be implemented to the City's satisfaction.

Tenderers are required to specify the steps and timeframes subsequent to the appointment of the Contractor, within which the steps will be completed for the installation of the solar PV installations.

Attachments Provided

1. Appendix - Structural Engineers Report for all 4 sites.

Optional Information

The following information may be provided on request:

- 30 minute interval data
 - Current electricity on-peak & off-peak rates
 - Floor plans and line diagrams

Costs of Items to be included in the Submissions

All Submissions should include the costs for, but not limited to:

- Solar Photovoltaic (PV) Modules
- Grid-Connect inverters
- PV Module Mounting systems
- AC and DC protection devices
- AC and DC cabling
- Cable ducting/conduit
- Fixings and supports, drilling, penetrations, water proofing, fire stopping and all other associated building works
- Remote System Performance Monitoring
- Labelling of switchboards & equipment
- Testing and commissioning
- Operation and Maintenance Manuals for each system
- Any Site specific requirements by Western Power
- All site safety equipment necessary for the protection of contractors, staff and the public
- Cost of any equipment extended warranties
- Training for City's staff in the Operation and Maintenance of the Systems
- Removal of all packing and rubbish associated with works
- Any requirement for pedestrian/traffic control

Information to be Included in the Submissions

For each system the following should be provided:

- a mock-up layout of the solar PV array indicating the proposed location on site roof
- orientation of the solar array
- tilt angle (if tilting is proposed)
- proposed location of inverter(s)
- the distribution boards to which the inverters will be connected.

2.6 Specific Requirements of the Contract

Standards, Performance & Warranty Requirements

Equipment

Solar PV modules

- Must be on Clean Energy Council's list of approved solar modules
- Minimum warranted annual output in Year 25 no less than 80% of the initial rated output
- Minimum module efficiency of 16%

Inverters

- Must be on Clean Energy Council and Western Power lists of approved inverters
- Ready availability of replacement and spare parts from local (Australian) suppliers
- Demonstrated performance in hot and humid Australian conditions
- Minimum product warranty of 5 years (the City's preference is to have extendable warranties)

Installation Works

For the purpose of compliance for each installation, the Contractor will be required to undertake all work in accordance with the latest edition of each of the following Australian Standards, Codes and Guidelines:

- AS 5033 Installation and Safety requirements for solar photovoltaic (PV) arrays
- AS 4777 Grid Connections of Energy Systems via Installations
- AS 3000 Electrical installations – Selection of cables
- AS 2053 Conduits and Fittings for Electrical Installations
- AS 1170.2 Wind loads
- AS 3439 Low-voltage switchgear and control gear assemblies
- AS 1768 Lightning protection
- Clean Energy Council guidelines
- Building Code of Australia
- Building Act 2011
- All other appropriate Australia Standards
- Minimum workmanship warranty of 2 years

System Performance Monitoring

IT Requirements

- The proposed system must have no requirement for on-premise computer, storage or software (Cloud based)
- The proposed system must push/send system data from all sites to one centralised web-based reporting and management platform (Software as a Service)

- Connectivity should be via a data logger using LAN

The centralised reporting and management platform should have, but not limited to, the following features:

- Work on all modern and up to date web browsers
- Be able to link to a public information display e.g. monitor or similar
- Have user access controls (with audit logging if configuring the system remotely is a capability)
- Have customisable dashboards
- Allow scheduled customised reports
- Active monitoring for faults and performance issues
- Provide yield analysis (optional)
- Identify inefficient assets and causes of energy loss
- Be built on open standards for interoperability and integration purposes

Handover

At completion of works, the Contractor shall provide a comprehensive list of the following information:

- Detailed description of inverters and panels, including technical data sheets & warranties
- Manufacturer, model and serial numbers
- Locations of installation
- Checklist or Operation & Maintenance manuals for each system
- 'As Built' electrical drawings
- Security information on the system must be provided
- All firewall requirements must be provided
- Details of available reporting and dashboard capability must be provided

2.7 Implementation Timetable

The contract is anticipated to commence in February 2019. The City's preference is for the two smaller systems to be completed and commissioned first. Due to the longer network connection application timeframes for the other two larger systems, it is expected that they will be completed before the end of June 2019.

2.8 Fee

The fee shall be a lump sum fixed fee based on the program provided in this brief and it is to be fully inclusive of all disbursements, sundry costs and charges, profit, administration costs, overheads and all incidental costs required to carry out and complete the services requested.

The fee shall not be subject to Rise and Fall Adjustments.

The City's preferred payment schedule (will be finalised upon awarding the contract) is that the fee shall be paid in four (4) progress payments to the Contractor upon satisfactory completion of the works as required in the Contract. The payments shall be made at the satisfactory completion of the system installation at each site and the payment amount will vary depending upon the cost of the system at each site.

A 10% retention shall be deducted from each payment as security to a maximum of 5% of the total Contract Sum. The Retention Sum shall be released at the conclusion of the 12 month Retention Period.

3 General Conditions of Contract

3.1 The Engagement

The Contract shall –

- a) commence on the Contract execution date;
- b) be governed by and construed with reference to the laws for the time being in force in the State of Western Australia; and
- c) be constituted by –
 - ii) AS 4910-2002 General Conditions of Contract for the Supply of Equipment with Installation.
 - iii) the City's invitation to submit a request;
 - iv) the Contractor's proposal;
 - v) the Letter of Engagement;
 - vi) any Special Conditions;
 - vii) the Brief; and
 - viii) any other documents listed in the Schedule of Documents in the Tender.

3.2 Insurances

The Contractor shall effect, maintain and keep in force the following policies of Insurance, with a reputable and solvent insurer (with a Standard and Poor's rating of not less than A minus) which carries on insurance business in Australia and is authorised in Australia to operate as an insurance company.

The Contractor shall provide the Certificate of Currency for all policies to the City prior to the commencement of the contract.

- a) Public and Product Liability

The Contractor shall effect and maintain and keep in force a Public Liability insurance in a form and content acceptable to the City for an indemnity of not less than twenty million dollars (\$20,000,000), for any one occurrence covering the Contractor in respect of any claim resulting from loss of or damage to property and the death or illness of, or injury to, any person arising out of or in connection with any act or omission of the Contractor on the site of the Project.

The City of Vincent is to be named as an additional insured on the policy.
- b) Professional Indemnity

A professional indemnity policy of insurance must be in effect which must:-

 - i) cover liability arising from any negligent act or omission in connection with or arising out of the professional activities and duties under this agreement;
 - ii) include one full automatic reinstatement of the limit of liability;
 - iii) be effected, maintained and kept in force from the Commencement Date until seven (7) years from the date of this agreement for not less than five million dollars (\$5,000,000) for each and every claim and in the aggregate annually.

c) Workers' Compensation

Before commencing provision of the Services, the Contractor shall effect and maintain a Workers Compensation Insurance policy to insure against liability for death of or injury to persons employed by the Contractor including liability by statute and at common law to a limit of not less than fifty million dollars (\$50,000,000). The insurance cover shall include a City's Indemnity Extension for Act and common law including waiver of subrogation.

In the case of a sole trader, the Contractor shall effect and maintain a Personal Accident/Illness Insurance policy to cover the Contractor against any accident, illness or death.

3.3 Period of Contract and Termination

The Contract is to be completed upon completion of the 12 month defects liability period. This period commences on the date that the final installation reaches Practical Completion.

4 Special Conditions of Contract

4.1 Advertisements and Promotions on Site

The Contractor may erect on the Site or permit to be erected on Site only those signs:

- a) required by law;
- b) specified in the Contract documents; and
- c) required to identify the Contractor's premises

The Contractor shall not erect on Site, or permit to be erected on site, any other sign, advertisement, promotion or other display without the written approval of the Superintendent.

4.2 Description of the Works

The works comprise the design, supply and installation of Solar Photovoltaic (PV) Systems and such other work as shown on the drawings or included in the Specification.

Premises will be occupied during the currency of the contract. The Contractor will need to ensure minimal inconvenience and disturbance to the public and building occupants during the installation stage.

4.3 Working Hours

The Work to be performed under the Contract shall be subject to execution within certain restricted working hours and the Contractor shall observe the following requirements:

Working hours for each site to be agreed by the City. After-hours access for commissioning to be arranged with individual site managers, as and when required.

The Contractor shall be liable for any additional costs the City may incur as a result of work outside the normal hours programming of the works.

4.4 Publicity

The Contractor shall not issue any information, publication, document or article for publication in any media which includes details of the work under the Contract without the written approval of the City.

4.5 Documents Generally, Drawings and Specifications

Where the Contractor requires copies of the documents in addition to its entitlements to one copy, such additional copies of the documents will be available to the Contractor at the charge current at the time of request.

4.6 Environmental Protection

4.6.1 Noise Control

The Contractor shall, at all times, take adequate measures to control noise on the Site.

The Contractor shall comply with all statutory requirements relating to control of noise levels on the Site and take all necessary precautions to minimise nuisance from noise and vibration and ensure that all subcontractors observe similar care.

The Contractor shall arrange the operations and shall provide silencing equipment to the plant, at its own expense, to whatever extent is necessary to satisfy the requirements of the City's Health Services in relation to the sound level arising from the Contractor's operations near the boundaries of existing occupied properties.

4.6.2 Site Control

The Contractor shall, at all times:

- a) Comply with the regulations and restrictions imposed by the Superintendent relating to the storage of materials, the routing of construction traffic, the interruption of existing services and facilities and any other regulations in force on the Site;
- b) Comply with all statutes, regulations and bylaws relating to the protection of the environment;
- c) Obtain written approval from the Superintendent for the formation of any temporary roads, the erection of temporary structures or any Site clearing not specifically documented;
- d) Ensure that no trees or shrubs shall be removed or destroyed without the written approval of the Superintendent;
- e) Ensure that no fire shall be lit without the written approval of the Superintendent; and
- f) Store flammable or explosive products in accordance with the relevant statutes and to the approval of the Superintendent.

4.6.3 Dust, Dirt, Water and Fumes

The Contractor shall prevent any nuisance occurring through the discharge of dust, dirt, water, fumes and the like onto persons or property.

4.6.4 Vehicles

All debris, spoil, rubbish or materials shall be suitably contained and covered in vehicles during transportation to or from the Site to prevent spillage or contamination of adjoining and other areas or property.

The Contractor shall maintain vehicles, wheels and tracks in a suitable clean condition to prevent transfer of mud onto adjacent streets or other areas.

4.6.5 Refuse Disposal

All Site refuse (including foodstuffs) shall be handled and disposed of in accordance with the requirements of relevant statutes and to the approval of the Superintendent. All waste must be taken offsite by the Contractor.

4.6.6 Smoking on Site

The Contractor shall at all times ensure that all workmen and visitors on the Site comply with the following Smoking Policy;

In respect of City of Vincent Sites, smoking is prohibited:

a) Anywhere other than sign posted designated areas.

4.7 Contractor's Representative

The Contractor's Representative shall have sufficient command of the English language and of Australian construction and technical terminology, to be able to read, converse and receive instructions in English.

4.8 Existing Improvements

Where, within the Site there are a range of existing improvements, roads, drainage and other services, the Contractor shall protect and maintain the same throughout the Contract.

The Contractor must allow for all traffic control measures to maintain the roads in a safe trafficable condition.

4.9 Temporary Safety Fence Around Works

The Contractor may be required to provide a temporary fence as required by the Occupational Safety and Health Act 1984 and the Occupational Safety and Health

Regulations 1996 and with any amendments that may be made to the Act and the Regulations.

4.10 Materials, Labour and Constructional Plan

4.10.1 Worker's Amenities

The Contractor shall provide all statutory and necessary amenities and sanitary facilities for workers and other persons lawfully upon the Site and remove them on practical completion of the works

Occupation of any part of the works and Site for the provision of Worker's Amenities shall not be permitted without the prior written approval of the Superintendent.

4.11 Materials and Work

4.11.1 Regulations

The Contractor shall comply with the Occupational Safety and Health Act 1984 (the "Act") and the Occupational Safety and Health Regulations 1996 (the "Regulations") and with any amendments that may be made to the Act and Regulations from time to time.

The Contractor shall be solely responsible for ensuring that wherever practicable, its employees and those of the subcontractors and employees of Separate Contractors, the City, Superintendents, and visitors to the Site, are not exposed to hazards.

Attention is drawn to the requirement to supply manufacturers/suppliers "Material Safety Data Sheets". These sheets should be consistent with the "Work Safe" information and format.

A copy of all "Material Safety Data Sheets" shall be supplied to the Superintendent with another copy kept on Site by the Contractor.

4.11.2 Chemical Information

The use of chemicals specified or required during the currency of this Contract shall comply with the requirements of the Act and associated Regulations concerning information on chemical substances.

The Contractor shall ensure manufacturers, importers and suppliers of chemical substances for use on the works, are responsible for providing information on those substances to be used, refer to Section 23(3) of the Act.

Copies of all information supplied shall be kept on the Site.

The Contractor is responsible for passing on information supplied by manufacturers; importers and suppliers of chemical substances to workers on Site refer to Section 19(1)(B) of the Act.

4.11.3 Trade Names

Where a trade name, brand or catalogue number is referred to in the Contract, the Contractor may not substitute equivalent material or equipment unless in the opinion of the Superintendent, the characteristics of type, quality, finish, appearance, method of construction and performance are not less than that specified, and are approved by the Superintendent.

Such approval shall not be anticipated because of similar approval having been given in a previous contract.

4.11.4 Site Specific Safety Management Plan

The Contractor shall, throughout the Works, implement and maintain a site specific "Safety Management Plan".

The Contractor shall prepare the Safety Management Plan in conjunction with a person suitably experience and qualified in safety matters.

Prior to the commencement of the Works, the Contractor shall supply to the Superintendent in writing, its Safety Management Plan.

From time to time, copies of JSA's and SWMS may be requested and must be produced within 30 minutes of request.

4.11.5 Induction Training

Employees of the Contractor and its subcontractors and Employees of Separate Contractors shall not commence work on the Site until they have been inducted.

Upon commencement of work on the Site, the Contractor shall further induct each employee with regard to all significant hazards associated with their particular activity and area of employment on the Site and where relevant shall include the use of powered plant, tools and equipment.

4.11.6 Pre-Job Planning

Where legislation or codes of practice identify particularly hazardous activities including but not limited to work in confined spaces, asbestos removal, demolition work, excavation work, working near power lines and live conductors and working at heights, the Contractor shall supply to the Superintendent a Safe Work Procedure prior to the commencing such activity or type of work on the Site.

The Contractor shall induct its employees and its subcontractors and Separate Contractors with regard to Safe Work Procedures and shall prepare "Training Session Attendance" sheets signed by each attendee verifying that such induction has occurred.

4.11.7 Site and Public Security

Notwithstanding the Contractors' obligations to Site and public security as stated elsewhere in this Contract the Contractor shall monitor and control wherever practical, the access of all persons to the Site.

The Contractor shall ensure that no persons, including without limitation friends and relatives (particularly children) of employees and the representative of organisations unrelated to the Contractor, enter the Site without the express permission of the Superintendent.

4.11.8 Occupied Sites

In the event of the Site being an occupied Site, the Contractor is to liaise with the Superintendent regarding Safety and Health requirements.

The Superintendent will arrange a safety co-ordination meeting between the occupiers and the Contractor. The occupiers will provide to the Contractor their occupation requirements on and/or adjacent to the Site to assist the Contractor in the development of a Site specific Safety Management Plan addressing the Contractors and occupiers operational interface requirements.

The Safety Management Plan shall incorporate the Contractor's own operations and the interface with the occupiers operations.

The Contractor shall be responsible for the implementation of the Safety and Health standards on the occupied Site for the duration of the Contract and shall co-ordinate and integrate the Works.

4.11.9 Materials to be Supplied by the City

The materials stated in the specification to be supplied by the City will be supplied free of charge to the Contractor for use only in the execution of the work under the Contract. The Contractor shall take delivery of the materials under the Conditions set out in the Contract.

4.11.10 Services Installation

The mechanical, electrical, plumbing, and similar service installations, equipment and their associated services shall be installed in such order that will ensure they are

located as shown on the drawings and that all essential components and parts are accessible for the purposes of maintenance and replacement.

The Contractor shall be responsible for co-ordination between the various service installers in attaining the required locations and tolerances.

4.11.11 Schedule of Warranties

The Contractor shall obtain and ensure that the City will have the benefit of all warranties specified in the Contract including the following items of work, materials or equipment:

- a) *All workmanship must have a minimum of 2-year warranty.*
- b) *Equipment warranties:*
 - Solar PV modules - minimum warranted annual output in Year 25 no less than 80% of the initial (Year 0) rated output
 - Inverters & other equipment – minimum product warranty of 5 years (prefer to have extendable warranty)

4.11.12 Goods and Services Tax (GST)

For the purposes of this clause:

- a) “GST” means goods and services tax applicable to any taxable supplies as determined under the GST Act.
- b) “GST Act” means A New Tax System (Goods and Services Tax) Act 1999 and (where the context permits) includes the Regulations and the Commissioner of Taxation’s Goods and Services Tax Rulings and Determinations made thereunder and any other written law dealing with GST applying for the time being in the State of Western Australia.
- c) “Supply” and “taxable supply” have the same meanings as in the GST Act.

Where the Requirement/s, the subject of this Request, or any part thereof is a taxable supply under the GST Act, the price, fee or rates tendered by the Tenderer shall clearly itemise the applicable GST at the rate in force for the time being.

In evaluating the Tenders, the City shall be entitled (though not obliged) to take into account the effect of the GST upon each Tender.

5 Tenderer's Offer

5.1 Form of Tender

The Chief Executive Officer

City of Vincent

244 Vincent Street, Leederville WA 6007

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____

E-mail: _____

In response to Request for Tender (RFT) 560/18 DESIGN, SUPPLY & INSTALLATION OF ROOFTOP SOLAR PHOTOVOLTAIC SYSTEMS FOR FOUR CITY OF VINCENT FACILITIES:

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the City and the Tenderer in writing.

I/We agree that there will be no cost payable by the City towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this _____ day of _____ 2018

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

5.2 Selection Criteria

Before responding to the selection criteria, it is recommended that the Tenderers read the entire tender document.

5.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the City.	Yes / No
b) Tenderers are to provide evidence of: <i>CEC Accreditation (grid connected solar PV design)</i> <i>CEC accreditation (grid connected solar PV installation)</i> <i>Electrical Contractors Licence</i> <i>Electrical Workers licence</i> <i>Working at Heights Ticket(s)</i>	Yes / No Yes / No Yes / No Yes / No Yes / No
c) Compliance with the Specification contained in the Request.	Yes / No
d) Compliance with attendance at any mandatory site inspection.	Yes / No
e) Compliance with the Quality Assurance requirement for this Request.	Yes / No
f) Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.	Yes / No

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g) Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes, please provide details.	Yes / No
h) In order to demonstrate your financial ability to undertake this contract, include a letter from your bank and/or accountant that confirms this is the case. Is this information attached?	Yes / No
i) What contingency measures or backup of resources, including personnel (where applicable) are in place? How your company ensure that, if awarded the contract, you company has the capacity to complete the work within the required timeframes. The installations are required to be completed by end of June 2019. Is this information attached?	Yes / No
j) Please provide an outline of your proposed traffic and pedestrian management arrangements for each of the 4 Solar PV sites. Is this information attached?	Yes / No
<p>g) General Risk Assessment</p> <p>Tenderers must address the following information in an attachment and label it “General Risk Assessment”:</p> <p>i) <i>An outline of the project management team structure, indicating individual responsibilities.</i></p> <p>ii) <i>If companies are involved, attach their current ASIC company extracts search including latest annual return.</i></p> <p>iii) <i>Provide the organisation’s directors/company owners and any other positions that they hold with other organisations.</i></p> <p>iv) <i>Provide a summary of the number of years that the organisation has been in business.</i></p> <p>v) <i>Attach details of your referees. You must give examples of work provided for your referees by your company where possible.</i></p> <p>vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal.</i></p> <p>vii) <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i></p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>

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<p>viii) <i>Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the parts of the works that will be subcontracted. Note: The Project Management cannot be subcontracted out.</i></p>	<p>Yes / No</p>
<p>ix) <i>Provide a copy of your proforma safety management plan.</i></p>	<p>Yes / No</p>
<p>x) <i>Are you presently able to pay all your debts in full as and when they fall due?</i></p>	<p>Yes / No</p>
<p>The insurance requirements for this Request are stipulated in Part 3 of this Request. Tenderers are to supply a summary of their insurance coverages, including insurer, expiry date, value and type of insurance. If Tenderer holds “umbrella Insurance” please ensure a breakdown of the required insurances are provided. The successful tenderer will be required to provide copies of the Certificates of Currency to the City within <i>10 working</i> days of acceptance of the offer.</p>	<p>Yes / No</p>

5.2.2 Qualitative Criteria

Before responding to the following qualitative criteria, Tenderers must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Tender;
- b) Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Tenderers are to address each issue outlined within a qualitative criterion.

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A. Relevant Experience of the Contractor	Weighting 25%	
<p>a) Provide details of similar projects undertaken including scope of the Tenderer's involvement and confirming successful completion of the project; and</p> <p>b) Provide details of issues, if any, that arose during the projects and how those issues were managed or resolved.</p>	“Relevant Experience of the Contractor”	Tick if attached <input type="checkbox"/>
Supply any other relevant details in an attachment and label it “Relevant Experience of the Contractor”		

B. Key Personnel Skills and Experience Tenderers must address the following information in an attachment and label it “ Key Personnel Skills and Experience ”:	Weighting 25%	
<p>Tenderers to provide as a minimum information of the proposed personnel to be allocated to this project such as:</p> <p>a) Their role in the performance of the Contract;</p> <p>b) Resumes of key staff (including subcontractors) inclusive of memberships of any professional or business associations, qualifications etc.</p>	“Key Personnel Skills and Experience”	Tick if attached <input type="checkbox"/>
Supply any other relevant details in an attachment and label it “Key Personnel Skills and Experience”.		

C. Demonstrated Understanding of the Project & Project Methodology	Weighting 50%	
<p>a) A project delivery plan including key stages and timelines;</p> <p>b) Site safety procedures including traffic and pedestrian management procedures/plans;</p> <p>c) Demonstrated understanding of the Scope of Works by providing the rationale for:</p> <ul style="list-style-type: none"> i. Choice of solar PV and balance of system products ii. Rooftop array layout design iii. Choice and location of the proposed electricity metering equipment to be installed at Beatty Park site, and iv. How the systems' annual output was estimated 	<p>“Demonstrated Understanding of the Project & Project Methodology”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply details in an attachment labelled “Demonstrated Understanding of the Project & Project Methodology”.</p>		

5.3 Price Information

5.3.1 Price Basis

<p>Do you agree to a Lump Sum price with an adjustment for the STC component, where applicable?</p> <p>The tenderer is to submit pricing based on an STC price of \$30 per STC (and clearly stating the number of STCs used for the calculations), wherever applicable.</p> <p>An adjustment to the final system price will be based on the actual number of STCs each system is eligible for and the spot STC price on the date of commissioning of each individual system.</p>	<p>Yes / No</p>
--	------------------------

5.3.2 Lump Sum

The Tenderer shall price all tasks in the Pricing Schedule. The prices entered shall fully cover all the obligations of the Contractor under the Contract.

For each site, please provide information in the following tabular format:

Building Name / Address	
Proposed Inverter sizes (kVA)	
Proposed solar array size (kW _{dc})	
Expected annual output in Year 1 (kWh)	
Expected reduction in amount of electricity purchased from grid in Year 1 (kWh)	
Expected amount of electricity produced by solar PV system exported into grid in Year 1 (kWh _{ac})	
Expected annual savings in Year 1 for the City (\$) ex GST	
Expected payback period (years)	

For each site, please provide a Pricing Schedule broken down as follows:

Building Name / Address	Ex GST	GST component	Total Inc. GST
Equipment (Inverters, solar modules, mounting equipment, cables, balance of system components, etc.).			
Design, Installation, Testing & Commissioning (incl. Labour & Lifting Machinery)			
Transport & Accommodation (if any)			
Structural Engineers Report & Building Permit Certificate			
Subtotal (price before STCs)			
Value of STCs (assume an STC price of \$30/STC where applicable)			
Total price (after value of STCs deducted where applicable)			

6 Contractor's Occupational Safety and Health Questionnaire

This questionnaire forms part of the City's Tender evaluation process and is to be completed by tenderers and submitted with their Tenders and labelled as "**Contractor's Safety & Health Questionnaire**". The objective of the questionnaire is to provide an overview of the status of Contractor's safety management system. Contractors may be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters. (This questionnaire should be completed by the tenderer, or if the installation work is subcontracted, by the subcontractor.)

OSH Policy and Management	Yes	No
Is there a written company Health and Safety Policy? If Yes, provide a copy of the policy.	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have an OSH Management System? If Yes, provide details: _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the OSH Management System audited or reviewed on a regular basis? If Yes, provide details of last audit and outcomes. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
Is there a company OSH Organisation Chart? If Yes, provide a copy	<input type="checkbox"/>	<input type="checkbox"/>
Are Line Managers held accountable for Health and Safety performances? If Yes, provide details	<input type="checkbox"/>	<input type="checkbox"/>

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<hr/> <hr/> <hr/>		
Safe Workplace Practices and Procedures	Yes	No
Has the company prepared Safe Operating Procedures or specific safety instructions relevant to its operations? If Yes, provide a summary listing of procedures or instructions. <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safe operating procedures or specific safety instructions issued to employees? If Yes, explain how this is done. <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy of a standard Incident Report form.	<input type="checkbox"/>	<input type="checkbox"/>
Which company personnel are responsible for investigating incidents? <hr/> <hr/> <hr/>		
Do Incident Reports contain prevention recommendations?	<input type="checkbox"/>	<input type="checkbox"/>
Who is responsible for implementing remedial measures recommended? <hr/> <hr/>		

Part 6 COMPLETE AND RETURN THIS PART

<hr/>		
Are there procedures for storing and handling hazardous substances? If Yes, provide details. <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupational Safety and Health		
Describe how Safety and Health Training is conducted in your company? <hr/> <hr/> <hr/>		
Provide a summary or example of Safety and Health Training courses provided for, or undertaken by employees during the past 12 months. <hr/> <hr/> <hr/>		
Is a record maintained of all training and inductions programmes undertaken for employees in your company? If Yes, provide examples of Safety Training records. <hr/> <hr/> <hr/>		
Provide details of any company safety induction programmes for company employees and or subcontractors. <hr/>		

Part 6 COMPLETE AND RETURN THIS PART

<hr/> <hr/>		
Safety and Health Workplace Inspection	Yes	No
Are regular Health and Safety Inspections at work Sites undertaken? If Yes, provide details. <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Are standard workplace inspection checklists used to conduct Health and Safety Inspections? If Yes, provide details or examples. <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Who normally completes workplace Safety and Health Inspections? <hr/> <hr/>		
How are workplace Safety and Health Inspection reports dealt with? <hr/> <hr/> <hr/>		
Is there a procedure by which employees can report hazards at workplaces? If Yes, provide details	<input type="checkbox"/>	<input type="checkbox"/>

Part 6 COMPLETE AND RETURN THIS PART

<hr/> <hr/> <hr/>		
Safety and Health Consultation	Yes	No
<p>Is there a workplace Safety Committee?</p> <p>If Yes, provide details.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are there guidelines on procedures governing the Safety Committee operation?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are there employee elected Health and Safety Representatives?</p> <p>If Yes, provide details.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and Health Performance Monitoring	Yes	No
<p>Is there a system for recording and analysing Safety Performance Statistics?</p> <p>If Yes, provide details.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is Safety Performance on the agenda of management meetings?</p>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>If Yes, provide details.</p> <hr/> <hr/> <hr/>		
<p>Is senior management involved in analysis of Safety Performance Statistics?</p> <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Has the company ever been convicted of an Occupation Health and Safety offence?</p> <p>If Yes, provide details.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>

7 Tenderer's Safety Record

Complete the following details and submit with your Tender labelled as “**Tenderer’s Safety Record**”. (This should be completed by the tenderer, or if the installation work is subcontracted, by the subcontractor.)

[illegible]

8 Project Reference Sheet

Complete the following details and submit with your Tender labelled as “**Project Reference Sheet**”.

Name of Project	Value (approx.)	Date Started	Date Completed	Client	Referees Name	Telephone Number

9 Tenderer's Resource Schedule

9.1 Tenderer's Current Commitment Schedule

Project	Description	Value as Let	Date Started	Referees Name Telephone Number