



THE CLEANING OF FLINDERS PORTS HEAD OFFICE AT 296 ST VINCENT STREET, PORT ADELAIDE

OCTOBER 2006

CLOSE DATE FOR SUBMISSIONS

Friday 17th November 2006

NO: FP 29/06

Copyright Notice: Flinders Ports Pty Ltd

ACN 097377172/ABN 83097377172

The copyright in this work is vested in Flinders Ports Pty Ltd and the document is issued in confidence for the purpose only for which it is supplied. It must not be reproduced in whole or in part except under an agreement with, or with the consent in writing of, Flinders Ports Pty Ltd and then only on the condition that this notice appears in any such reproduction. No information as to the contents or subject matter of this document or any part thereof may be given orally or in writing or communicated in any manner whatsoever to any third party without prior consent in writing of Flinders Ports Pty Ltd. .

**Flinders Ports Pty Ltd
PO Box 19 or 296 St Vincent Street
Port Adelaide SA 5015
Tel: +61 8 8447 0611
Fax: +61 8 8447 0606**

With Ports at: Port Adelaide * Klein Point * Port Giles * Port Lincoln * Port Pirie * Thevenard * Wallaroo

CONTENTS

SECTION 1 CONTRACT

1.0 Contract

SECTION 2 PRELIMINARIES

2.1 Scope of Contract
2.2 Contract Time
2.3 Method of Tendering
2.4 Rise and Fall Adjustment
2.5 Extent of Work
2.6 Areas to be Cleaned
2.7 Supply of Plant, Equipment and Cleaning Materials
2.8 Supply of Labour
2.9 Contractor's Employees
2.10 Goods and Services Tax
2.11 Assignment and Sub-Letting
2.12 Performance of Work
2.13 Termination of the Contract
2.14 Security
2.15 Hours of Work
2.16 Unauthorised Persons
2.17 Damage to Buildings
2.18 Energy Conservation
2.19 Articles Not to be Placed on Desks, Etc
2.20 Building Services
2.21 Flinders Ports Information
2.22 Supervision
2.23 Additions and Omissions
2.24 Disposal of Office Waste
2.25 Exterior Windows
2.26 Number of Cleaning and Supervisory Staff to be Employed
2.27 Notice of Completion of Periodical Work
2.28 Indoor Plants and Aquariums (where installed)
2.29 Termination by Default
2.30 Carry Over of Contract
2.31 Inspection
2.32 Payment
2.33 Acceptance of Tender

SECTION 3 TECHNICAL SPECIFICATION

3.1 Daily Operations
3.2 Weekly Operations
3.3 Monthly Operations
3.4 Quarterly Operations -

3.5 Six Monthly Operations

SECTION 4 GENERAL

- 4.1 Industrial relations
- 4.2 Occupational, Health, Safety, Welfare and Environment
- 4.3 Interference
- 4.4 Safety
- 4.5 Quality Assurance
- 4.6 Security and OHS&W Induction
- 4.7 Risk Assessments
- 4.8 Insurance

ANNEXURE

- Letter of Delegation
- Annexures A & B
- Occupational, Health, Safety, Welfare and Environment (OHS 01& 07)
- Schedule 1 Information Required from Tenderers
- Schedule 2 Technical Data
- Schedule of Rates (Tenderer to supply)
- Quotation for Works and Services

S P E C I F I C A T I O N

FOR

THE CLEANING OF FLINDERS PORTS HEAD OFFICE AT 296 ST VINCENT STREET, PORT ADELAIDE

File No. 2003/0150

Contract No. FP29/06

SECTION 1 - CONTRACT

1.1 CONTRACT

This Specification is for a Lump Sum Contract for:

THE CLEANING OF FLINDERS PORTS HEAD OFFICE AT 296 ST VINCENT STREET, PORT ADELAIDE

in accordance with this Specification, Conditions of Contract A.S. 4000-1997, Special Conditions of Contract, Flinders Ports OHSW 01 & 07, Tender, Conditions of Tender, Acceptance of Tender, Schedule of Rates and Contract Form and Drawing no WD 01A-M

- ooOoo -

SECTION 2 - PRELIMINARIES

2. PRELIMINARIES

2.1 SCOPE OF CONTRACT

This Specification is for a Lump Sum Contract with Flinders Ports South Australia for the cleaning of the Offices and areas in the Head Office building at 296 St. Vincent Street, Port Adelaide in accordance with this Specification, the Australian Standard General Conditions of Contract AS 4000, Flinders Ports OHSW –01 & 07 (in so far as they are applicable and not in conflict with the Specification) Special Conditions of Contract, Schedules, Floor Plans, the Tender, Conditions of Tendering, Acceptance of Tender, Contract, Drawing no WD 01A-M and any other annexed documents and to the satisfaction of the Chief Executive Officer of Flinders Ports.

An inspection of the building can be arranged by contacting:

Ms Lisa Partington: Tel 8447 0621

2.2 CONTRACT TIME

The Contract shall be for an initial term of twelve months commencing on Monday the 27th day of November 2006 or as may be agreed between the parties.

On expiration of this term, Flinders Ports South Australia may extend the Contract for a further period of twelve months on the same terms and conditions (including the right of renewal) with the exception of the lump sum price which shall be subject to agreement. The term of the Contract shall not be extended beyond 2 years from the commencement of the Contract.

2.3 METHOD OF TENDERING

Tenders shall be submitted on the prescribed Tender Form and shall show a lump sum being the amount required for the initial term to carry out the cleaning work and other duties as specified.

In addition Tenderers shall complete the forms attached to the Tender Form, designated Schedules and Schedule of Rates, giving all information requested.

Determination of the most likely to be successful contractor will be in part assessed on the combination of the lump sum component and the estimated quantities for and schedule of rates for consumables.

2.4 RISE AND FALL ADJUSTMENT

The Contract is not subject to rise and fall in costs of material and labour.

2.5 EXTENT OF WORK

As the Contract calls for a high standard of cleaning, the ability of tenderers to provide the required standard of service will be an important consideration in the appraisal of tenders.

Flinders Ports considers that eight hours per day is a guide to the effort required to provide the desired cleaning standard. However, this figure is not contractual or guaranteed. The tenderer shall nominate the number of hours required and produce evidence that the required standards can be achieved within the hours nominated. All tenderers are required to provide evidence of three (3) of their current cleaning contracts on the Schedule I.

Work to be carried out by Others:

- Provision of a sanitary napkin disposal service.
- Provision of Soaps and Air Fresheners

2.6 AREAS TO BE CLEANED

The following information states the position immediately prior to the calling of tenders is subject to variation at any time.

The tenancy floor areas in the building are shown in square metres. These areas are to be considered as gross and include all walls, fixed cabinets and the like.

Plant rooms outside the tenancy, lift-wells and working areas around the building on the ground floor are excluded.

The Tenderer shall consider the areas as a guide and not as contractual, nor guaranteed.

	Area m² Approximate
FIRST FLOOR (Unrestricted and includes Main stairs, Lift and Lobby)	2424
FIRE ESCAPE / STAIRWAYS - Three number (3)	47

2.7 SUPPLY OF PLANT, EQUIPMENT, CLEANING MATERIALS AND CONSUMABLES

The Contractor shall as part of this contract supply at his own cost all necessary plant, equipment, cleaning materials. and all consumable items; such as, toilet tissue, paper and tea towels.

Careful consideration with regard to the quantities of consumables required should be undertaken.

Light, power and water will be supplied by Flinders Ports.

2.8 SUPPLY OF LABOUR

The Contractor shall supply all labour necessary to carry out the work specified.

2.9 CONTRACTOR'S EMPLOYEES

The Contractor shall provide the Superintendent's Representative with the full names and addresses of all persons from time to time proposed to be employed by him in cleaning the building and shall forthwith withdraw from the building upon being required to do so by the Chief Executive Officer, any person who in the opinion of the Chief Executive Officer is unsuitable for employment therein.

2.10 GOODS AND SERVICES TAX

It will be a requirement that the Contractor provide their Australian Business Number (ABN). The Contractor shall provide a 'Tax Invoice' when making claims for work completed.

2.11 ASSIGNMENT AND SUB-LETTING

The Contractor shall not without the written consent of Flinders Ports South Australia assign this Agreement or any part thereof or sublet any part of the services to be performed thereunder.

2.12 PERFORMANCE OF WORK

The Contractor shall carry out and perform all the services required under this Contract efficiently and to the satisfaction of Flinders Ports South Australia. Flinders Ports employee's shall identify cleaning and other deficiencies in a record of cleaning book supplied by the Contractor and stored at Reception.

2.13 TERMINATION OF THE CONTRACT

Either party shall have the right to terminate this Contract upon giving three months of notice in writing to date from the first day of the next month, following the giving of such notice.

2.14 SECURITY

The Contractor shall be responsible for ensuring that all lockable areas are correctly locked before leaving the building and that all windows and external doors are secured whilst cleaning work is being carried out and upon completion of work each day.

All Persons prior to entering onto Flinders Ports Pty Ltd Properties are required to obtain an, 'Electronic Photographic Identification Access Pass'.

The contractor must allow approximately one hour, for each person for the induction process. Contact the superintendent's representative, Lisa Partington on 84470621 to make an appointment

2.15 HOURS OF WORK

The Contractor shall carry out the work required by this agreement between the hours of 6.15 p.m. and 8.00 a.m. Mondays to Fridays (excluding public holidays).

2.16 UNAUTHORISED PERSONS

Neither the Contractor nor his employees shall bring into the building any children or other persons not engaged in the performance of cleaning work specified.

2.17 DAMAGE TO BUILDINGS

The Contractor shall be responsible for and shall forthwith make good any damage to the building or its contents caused by the wrongful or negligent act of the Contractor or his servants.

2.18 ENERGY CONSERVATION

Contractors are reminded of the necessity to restrict energy consumption. Lighting should only be used in the areas being cleaned and all other lights should be extinguished. When considering the method of cleaning to be employed, Contractors should give due consideration to energy conservation.

2.19 ARTICLES NOT TO BE PLACED ON DESKS ETC.

The Contractor shall ensure that under no circumstances are chairs, waste paper baskets or other items of furniture and equipment placed on desks, cabinets etc. Should any damage occur as a result of the Contractor failing to observe this Clause, necessary repairs will be carried out by Flinders Ports South Australia and the cost of such repairs will become a debt owed by the Contractor to Flinders Ports South Australia.

2.20 BUILDING SERVICES

The Contractor shall ensure that all building services used by him or his staff such as lights, water, power etc. are turned off after use and before leaving the building each day unless the area is being used by Flinders Ports personnel.

2.21 FLINDERS PORTS INFORMATION

The Contractor shall at all times regard as strictly confidential all files, correspondence and records which may be accessible to the Contractor during cleaning operations and under no circumstances whatsoever are such official documents to be perused or copied.

2.22 SUPERVISION

The Contractor shall carry out their services provided for under this agreement under the general supervision and direction of the Superintendent's Representative, or such other person nominated by Flinders Ports South Australia from time to time.

2.23 ADDITIONS AND OMISSIONS

The Contractor may be required, from time to time, to undertake more or less cleaning work in the building, at the direction of the Superintendent's Representative and the contract

price shall thereupon, be varied pro-rata in accordance with the rate per square metre applicable at the time for the cleaning of the building.

2.24 DISPOSAL OF OFFICE WASTE

The Contractor shall ensure that wet and dry refuse collected throughout the building is separated and placed immediately in the external dumpster containers to be provided by the Contractor for that sole purpose and disposed of, a minimum of weekly.

2.25 EXTERIOR WINDOWS

The cleaning of the first floor exterior windows, inside and out, is to be carried out using the tendered or agreed method on every **sixth** month of the Contract period.

This is a highly industrial area with significant pollutant build up on external window faces. The Contractor shall remove the build up of deleterious deposits using the method proposed in his tender or a method subsequently agreed with Flinders Ports South Australia.

2.26 NUMBER OF CLEANING AND SUPERVISORY STAFF TO BE EMPLOYED

The Contract shall provide on each normal cleaning day the numbers of cleaning employees and supervisors nominated by the Contractor in Part I (a) of Schedule I hereof and shall ensure that such cleaning employees and supervisors are engaged in their respective duties for the periods nominated in the said schedule.

2.27 NOTICE OF COMPLETION OF PERIODICAL WORK

Where work is specified in Section 3 hereof to be carried out quarterly, half yearly or annually, the Contractor shall notify the Superintendent's Representative on an appropriate form and in a manner prescribed that such work has been satisfactorily completed.

2.28 INDOOR PLANTS AND AQUARIUMS (WHERE INSTALLED)

The Contractor shall ensure that in the course of cleaning no sprays, detergents or other such cleaning agents come into contact with any indoor plants and aquariums in the building.

2.29 TERMINATION BY DEFAULT

Notwithstanding the provisions of Clause 2.13 hereof Flinders Ports South Australia shall have the right to cancel this Contract in accordance with the terms and conditions shown in the General Conditions of Contract should the Contractor at any time fail to comply with any of the provisions contained herein.

2.30 CARRY OVER OF CONTRACT

At the expiration of this Contract should a new Contract not have been let this Contract may be renewed on a month to month basis, subject to the same terms and conditions until terminated by Flinders Ports South Australia.

2.31 INSPECTION

The Contractor shall, at least once a month and during normal office hours, contact the Superintendent's Representative or at other times determined by the Superintendent's Representative, for a general discussion and direction as to the works being performed under this Contract.

2.32 PAYMENT

Payments will be made in accordance with the General Conditions of Contract. The Schedule of Rates shall be used to value progress claims and variations to the works.

2.33 ACCEPTANCE OF TENDER

Flinders Ports South Australia shall not be bound to accept any Tender nor will they accept responsibility for any loss or expense incurred by any Tenderer in the preparation of any Tender.

SECTION 3 - TECHNICAL SPECIFICATION

3. TECHNICAL SPECIFICATION

Work to be carried out and duties to be performed by the Contractor.

3.1 DAILY OPERATIONS

- § Wash and polish floor tiles to lobby, main stairway and foyers on first floor
Polish jarrah floor boards to manufacturer's recommendation within and around Reception area.
- § Vacuum clean all heavily trafficked carpeted areas spot vacuum and spot clean other areas as necessary.
- § Remove dust and ink stains from all office furniture and fittings, where practical.
- § Clean all glass doors and partitions, including the lift (both sides where practical).
- § Clean all internal doors and frames and remove all marks. Includes the use of disinfectant solution to toilet handles in all toilet blocks located on the 1st Floor.
- § Empty all waste paper baskets and remove all notified and other waste matter. Wet refuse is to be separated and disposed in the manner prescribed in Clause 2.24 of the Cleaning Contract.
- § All lights are to be switched off on the completion of cleaning of each area except for an area, which is still in use, by Flinders Ports Employees.
- § All tile and floor vinyl coverings throughout are to be maintained in a scuff free, polished, clean and non slip state, this includes the staff room, which will require chairs being placed on top of tables to ensure a proper clean, and all table tops to be wiped clean.
- § After the floor in the staff room has been cleaned please remove chairs from tables and replace on the floor.
- § Clean and polish reception counter tops and fascia and solid partitions on both sides.
- § Vacuum clean reception rug and tub chairs.
- § Wash tile floors and toilet and shower-areas with a disinfectant solution.
- § Scrub toilet pans and urinals with a disinfectant solution and also add disinfectant solution to toilets and urinals.
- § Clean hand basin and surrounds in toilet/shower areas and sinks and surrounds including appliances in tea rooms.
- § Clean and polish mirrors, taps and piping in toilets, showers and tearooms.

- § The Contractor shall service toilet areas with toilet paper and hand paper.
- § The Contractor shall service the kitchen areas with hand paper and clean tea towels regularly.
- § Stack dishwasher in staff room and turn on.
- § Empty coffee bin located next to coffee machine in staff room.

3.2 WEEKLY OPERATIONS

- § Dust picture frames, bookshelves and hard surfaces.
- § Sweep and clean all other stairways and landings, clean all handrails and light fittings.
- § Clean and remove all marks to all internal glass and wall finishes to ceiling height (including lifts), columns, interior window frames, facings, ledges, louvre vents, sills and skirting, where necessary.
- § Clean all tiled floors throughout
- § Vacuum clean all carpeted areas.
- § Wipe all telephones with a suitable disinfecting agent.
- § In kitchen areas, internally and externally clean all refrigerators, microwave ovens, other ovens and cook tops, kettles, "cafe bars" and dishwashers.

3.3 MONTHLY OPERATIONS

- § Clean the main entrance portico light fittings and domes.

3.4 QUARTERLY OPERATIONS

- § Clean all air conditioning ceiling openings, grills and light fittings.
- § Dry or wet clean carpet in main traffic areas by method approved by the Superintendent on Fridays only.
- § Clean light dome in lift.
- § De-frost refrigerators - if required.

3.5 SIX MONTHLY OPERATIONS

- § Clean all venetian blinds.
- § Dry or wet clean all carpets.

- § Clean all exterior first floor windows inside and out in accordance with Specification Clause 2.25.

SECTION 4 - GENERAL

4.1 INDUSTRIAL RELATIONS

The Contractor shall be responsible for Industrial Relations with his Employees and Subcontractors, but in the best interest of the Works as a whole he shall keep the Superintendent's Representative fully informed of any disputes with or demands by his Employees or Subcontractors or their representative and of any other matters which could lead to industrial action affecting the normal working of the site.

In respect of such matters, the Contractor shall not enter into negotiations concerning wage rates or working conditions on the site with officers or members of any Industrial Unions or into any industrial agreement without prior consultation with the Superintendent's Representative.

In addition to the provision set out above:-

4.1.1 Industrial Requirements

The Contractor will be obliged to observe and comply with any additional industrial relations requirements as determined and communicated by the Superintendent's Representative during the period of the Contract.

4.1.2 Award Conditions and Requirements of 'Workcover'

As a condition of this Contract, all employees, agents, representatives and sub-contractors of the Contractor, who pursuant to this contract enter on any premises of Flinders Ports or work at any location or in any situation controlled or supervised by Flinders Ports, will be required to prove that they have registered under Work cover, or have income protection insurance, whichever is applicable.

4.2 OCCUPATIONAL HEALTH, SAFETY, WELFARE and ENVIRONMENT

In addition to maintaining strict compliance at all times with the requirements of Occupational Health, Safety and Welfare Act 1986 and its associated Regulations made there under, the Contractor shall report to the Superintendent's Representative all lost time accidents involving his employees and his subcontractors within 24 hours of the occurrence of such accidents.

The contractor shall be aware of and understand the contents of the following Flinders Ports Policies;

- . Flinders Ports Pty Ltd Occupational Health, Safety and Welfare Policy OHS 01
- . Flinders Ports Contractors Policy OHS 07

The policy's main aims are:

- to minimise the risk of injury and disease to its employees and other persons. Other persons in this context shall mean the Contractors employees, agents and sub-contractor when they work on any of the Principal's sites; and
- to prevent pollution of the environment.

4.3 INTERFERENCE

The Contractor shall conduct his operations so as not to interfere with officers of Flinders Ports and other legally authorised persons in the performance of their duties. He shall dispose of his plant and materials as approved by the Superintendent's Representative.

4.4 SAFETY

The Contractor shall conduct his operations in compliance with the standards of safety laid down in the South Australian Occupational Health, Safety and Welfare Act 1987 and Regulations thereunder.

4.5 QUALITY ASSURANCE

It is desirable for the Contractor to have a Quality system in place that complies with IS 9002 and that the contractor's system is accredited by a registered third party.

Tenderers are required to submit brief details of their system in the Schedule of Technical Data with the tender. The successful tenderer is required to provide a quality plan within four weeks of commencing the works.

4.6 SECURITY AND OHS&W INDUCTION

All persons prior to entering onto Flinders Ports Pty Ltd properties are required to obtain an “**Electronic Photographic Identification Access Pass**”. The Contractor must allow approximately one hour, for each person for the induction process. Contact the superintendent's representative, Lisa Partington, on (08) 8447 0621 to make an appointment.

The successful contractor shall be required to have all personnel entering onto Flinders Ports Properties undergo OHS&W site inductions prior to commencement of any works.

4.7 RISK ASSESSMENT

The Contractor shall submit at the time of tender, an initial risk assessment. Followed by a comprehensive risk assessment by the successful contractor, identifying all foreseeable hazards and presenting solutions.

4.8 INSURANCE

The successful Contractor prior to award shall be required to give evidence of current Public Liability and Work cover insurances.

LETTER OF DELEGATION

October 2006

CONTRACT FP29/ 06

THE CLEANING OF FLINDERS PORTS HEAD OFFICE AT 296 ST VINCENT STREET, PORT ADELAIDE S.A.

Notice is hereby given that pursuant to Clause 21 of the General Conditions of Contract (AS4000 1997), I delegate the powers, duties, discretions and authorities vested in me as Superintendent to the Superintendent's Representative as set forth and described as Ms Lisa Partington This delegation shall remain in force until notice in writing is given to you by me that it is cancelled or of the transfer of these powers to another officer.

Yours faithfully,

**Sean Reardon
General Manager Infrastructure**

PART A - ANNEXURE TO THE AUSTRALIAN STANDARD GENERAL CONDITIONS OF CONTRACT AS4000-1997.

The following items are specific items as given in the annexure to AS4000-1997 Part A. Where an item is not nominated the default as given in AS 4000 shall apply.



Part A

Annexure to the
Australian Standard General Conditions of Contract
AS 4000 – 1997

This Annexure shall be completed and issued as part of the tender documents and, subject to any amendments to be incorporated into the *Contract*, is to be attached to the General Conditions of contract and shall be read as part of the *Contract*.

Item

1	<i>Principal</i> (clause 1)	Flinders Ports Pty Ltd
	ABN/ACN	83 097 377 172/097 377 172
2	<i>Principal's address</i>	296 St Vincent Street, Port Adelaide, South Australia 5015
3	<i>Contractor</i> (clause 1)	
	ABN/ACN	
4	<i>Contractor's address</i>	

5	<i>Superintendent</i>	<p>General Manager Infrastructure</p> <p>Flinders Ports Pty Ltd</p> <hr/>
	(clause 1)	
	ABN/ACN	<p>83 097 377 172/097 377</p> <p>172</p> <hr/>
6	<i>Superintendent's Address</i>	<p>Flinders Ports Pty Ltd</p> <hr/> <p>296 St. Vincent Street, Port Adelaide</p> <hr/> <p>South Australia 5015</p>
†7	<p>a) <i>Date for practical completion</i></p> <p>(clause 1)</p> <p>OR</p> <p>b) <i>Period of time for practical completion</i></p> <p>(clause 1)</p>	<hr/> <hr/>
8	<p>Governing law</p> <p>(page 5, clause 1(h))</p>	<p>South Australia, Australia</p> <hr/> <p>If nothing stated, that of the jurisdiction where the <i>site</i> is located.</p>
9	<p>a) Currency</p> <p>(page 5, clause 1(g))</p>	<p>Australian Dollars</p> <p>If nothing stated, that of the jurisdiction where the <i>site</i> is located</p>
	<p>b) Place for payments</p> <p>(page 5, clause 1(g))</p>	<p>Adelaide, South Australia</p> <p>If nothing stated, the <i>Principal's</i> address</p>
	<p>c) Place of business of bank</p> <p>(page 3, clause 1(d))</p>	<p>Adelaide, South Australia</p> <p>If nothing stated, the place nearest to where the <i>site</i> is located</p>
10	<p><i>Bills of quantities</i></p> <p>(subclause 2.2)</p>	
	<p>a) Alternative applying</p> <p>(subclause 2.2)</p>	<p>Alternative 2 applies</p>

† If applicable, delete and instead complete equivalent *Item* in the *separable portions* section of the Annexure Part A

- b) If Alternative 2 applies, **No/Yes** (delete one)
 is the *bill of quantities*
 to be priced?
 (subclause 2.2) If neither deleted, the *bill of quantities* shall not be priced
- c) Lodgement time **N/A**
 (subclause 2.3(b)) If nothing stated, 28 days after *date of acceptance of tender*
- 11 Quantities in *schedule of rates*, Upper Limit.
 limits of accuracy
 (subclause 2.5(b)) Lower Limit.
- 12 *Provisional sum*, percentage for **N/A**
 profit
 and attendance (clause 3)
 and attendance (clause 3)
- [†]13 *Contractor's security*
- a) Form **NIL**
 (clause 5)
- b) Amount or maximum
 percentage
 of *contract sum* If nothing stated, 5% of the *contract sum*
 (clause 5)
- c) If retention moneys, **NIL**
 percentage of
 each *progress certificate* If nothing stated, 10%, until the limit in *Item 13(b)*
 (clause 5 and subclause
 37.2)

[†] If applicable, delete and instead complete equivalent *Item* in the *separable portions* section of the Annexure Part A

- | | |
|---|---|
| d) Time for provision (except for retention moneys) (clause 5) | 28 days after <i>date of acceptance of tender</i>

If nothing stated, within 28 days after <i>date of acceptance of tender</i> |
| e) Additional security for unfixed plant and materials (subclauses 5.4 and 37.3) | N/A

\$ |
| f) <i>Contractor's security</i> upon <i>certificate of practical completion</i> is reduced by (subclause 5.4) | Nil
<hr/> If nothing stated, 50% of amount held |

[†]14 *Principal's Security*

- | | |
|--|---|
| a) Form (clause 5) | N/A
<hr/> |
| b) Amount or maximum percentage of <i>contract sum</i> (clause 5) | N/A
<hr/> If nothing stated, nil |
| c) Time for provision (clause 5) | N/A
<hr/> If nothing stated, within 28 days after <i>date of acceptance of tender</i> |
| d) <i>Principal's security</i> upon <i>certificate of practical completion</i> is reduced by (subclause 5.4) | N/A % of amount held
<hr/> If nothing stated, 50% of amount held |

15 <i>Principal-supplied documents</i> (subclause 8.2)	Document	No. of copies
	1 <u>Contract</u>	1
	2 <u>Specification</u>	1
	3 <u>Drawings as prints</u>	1

[†] If applicable, delete and instead complete equivalent *Item* in the *separable portions* section of the Annexure Part A

OR

_____ **0** % of the *contract sum whichever is greater*

d) Value of materials or things **Nil**
to
be supplied by the *Principal*

_____ \$ _____

e) Additional amount or
percentage

_____ \$ _____

OR

_____ **0** % of the total of paragraphs (a) to (d) in clause 16

21 Public liability insurance
(clause 17)

a) Alternative applying

If nothing stated, Alternative 1 applies

If Alternative 1 applies

b) Amount per occurrence
shall
be not less than

\$5,000,000

If nothing stated, then not less than the *contract sum*

22 Time for giving possession

(subclause 24.1)

within **To be confirmed
prior to award** days of *date of acceptance of tender*

If nothing stated, 14 days

23 *Qualifying causes of delay*

Causes of delay for which
EOTs
will not be granted

(page 3, paragraph (b) (iii) of
Clause 1 and subclause
34.3)

†24 Liquidated damages, rate
(subclause 34.7)

NIL

per day \$ per day

†25 Bonus for early *practical completion*
(subclause 34.8)

a) Rate

NIL)

per day \$ per day

b) Limit

\$

OR

% of contract sum

If nothing stated, there is no waiver

†26 Delay *damages*,
other *compensable causes*
(page 1, clause 1 and
subclause 34.9)

27 *Defects Liability Period*
(clause 35)

none

If nothing stated, 12 months or 12 months from commissioning
which ever is the sooner.

28 Progress Claims
(subclause 37.1)

a) Times for progress claims

first day of each month for *WUC*
done to the **last** day of the previous month

OR

b) Stages of *WUC* for
progress claims

As per schedule negotiated prior to award

† If applicable, delete and instead complete equivalent *Item* in the *separable portions* section of the Annexure Part A

29 Unfixed plant and materials for which payment claims may be made (subclause 37.3)

None

30 Interest rate on overdue payments (subclause 37.5)

6 % per annum

If nothing stated, 18% per annum

31 Time for *Principal* to rectify inadequate possession. (subclause 39.7)

14 days

if nothing stated, 14 days

32 Arbitration (subclause 42.3)

a) Person to nominate an arbitrator

Chair of the Institute of Arbitrators Australia, South Australian Chapter

If no-one stated, the President of the Australasian Dispute Centre

b) Rules for arbitration

As per institute of Australian Arbitrators

If nothing stated:

a) rules 5-18 of the Rules of The Institute of Arbitrators, Australia for the Conduct of Commercial Arbitration's;

OR

b) if one or more of the parties are nationals of and habitually resident in, incorporated in, or where the central management and control is exercised in, different countries as between the parties, then the UNCITRAL Arbitration Rules shall apply and the appointing authority shall be the person provided in Item 32 (c)

c) Appointing Authority under UNCITRAL Arbitration Rules

Chair of South Australian Chapter

If nothing stated, the President of the Australasian Dispute Centre

OHS&W POLICY

OHS 01

Purpose

Flinders Ports sees the management of occupational health, safety and welfare as ranking equally with all other operational considerations.

It is the aim of Flinders Ports to minimise the risk of injury and disease to our employees and other persons, by adopting a planned and systematic approach to the management of occupational health, safety and welfare, and providing the resources for its successful implementation.

This policy, and all associated procedures, apply to all Flinders Ports staff and any contractors.

Occupational Health Safety & Welfare Act ,1986

Occupational Health Safety & Welfare Regulations, 1995

AS/NZS 4804:1997 – Occupational health and safety management systems

Procedures & Responsibilities

1.1 Objectives

The objectives of this policy are to ensure:

- all hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled;
- measures to control hazards and risks to health and safety are regularly monitored and evaluated;

- employees participate and contribute to the decision making process on occupational health and safety matters affecting their health and safety at work;
- all managers, supervisors and employees receive information, instruction, training and supervision they need to safely carry out their responsibilities.
- That regular review and analysis on the system takes place in order to facilitate continuous improvement.

Flinders Ports will achieve its occupational health, safety and welfare objectives by developing and implementing appropriate policies and procedures which document standards, and guide managers, supervisors and employees in carrying out their responsibilities.

Flinders Ports has a Central Occupational Health, Safety and Welfare Committee consisting of management and employee representatives. The committee will be the principal forum wherein management consults with employees on broad health and safety, and policy issues.

The Central Health and Safety Committee will be supported by a number of Local Health and Safety Committees that are responsible to the Central Health and Safety Committee.

The Chief Executive Officer is the responsible officer as defined by the OHS&W Act 1986, and has the overall responsibility to provide a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health and safety objectives and implement strategies.

Flinders Ports encourages and facilitates the formation of work groups and election of health and safety representatives to represent employees on health and safety matters.

Employees have a legal duty to take care to protect their own health and safety, and to avoid adversely affecting the health and safety of any other person.

As part of each employee's induction, they will be provided with a copy of Flinders Ports Occupational Health and Safety policy. Employees will have ready access to all health and safety policies and procedures through their supervisors and health and safety representatives. A framed extract of this policy is available at all locations and will be updated when the relevant section of this policy is updated.

Management Review

The Management Team reviews the overall effectiveness of the safety system through the management review meetings held every 3 months. Performance of the system is measured against the objectives of this policy and overall objectives in the OHS Strategic Plan. A standard agenda outlines the key areas addressed in this meeting. These meetings are minuted and records kept.

Operational Managers are responsible to:

- co-ordinate the identification, development, implementation and review of health and safety related policies and procedures;
- assist managers and supervisors in the identification, assessment and selection of measures to control hazards and risks to health and safety;

- assist managers and supervisors in monitoring and evaluating hazards and risk control measures;
- assist managers and supervisors in the identification, development and provision of appropriate health and safety related information, instruction and training;
- monitor and advise on legislative and technical changes relating to health and safety; and
- monitor and provide regular reports to the Responsible Officer and Health and Safety Committee on Flinders Ports occupational health and safety performance; and
- support employees and health and safety representatives to follow policies and safe work procedures developed.

Managers and Supervisors have a responsibility in their areas of control to ensure:

- they carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
- relevant health and safety policies and procedures are effectively implemented;
- all risks to health and safety are identified, assessed and effectively controlled;
- the effectiveness of risk control measures are regularly monitored and deviations from standards rectified;
- employees have adequate knowledge and skills to carry out their health and safety responsibilities; and
- employees are consulted on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees;
- Health and Safety Representatives have the time and resources to perform their tasks; and
- notify Health and Safety Representatives immediately of accidents, dangerous occurrences, imminent danger, risk, or hazardous situations that may affect employees.

Employees have a responsibility to:

- report any incident or hazards at work to their managers or supervisors;
- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;

- obey any reasonable instruction aimed at protecting their health and safety while at work;
- use any equipment provided to protect their health and safety while at work;
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- consider and provide feedback on any matters which may affect their health and safety;
- ensure they are not affected by alcohol or another drug that may endanger their own or any other persons' health and safety.

3. Records

Records in relation to occupational health, safety and welfare must be kept on location and copies forwarded to the Human Resources Department.

These records are managed and maintained according to company Records Management Procedures and retention and disposal is outlined in the Records Disposal Schedule.

CONTRACTORS POLICY

OHS&W 07

Purpose

The purpose of this policy is to ensure that contractors doing work for Flinders Ports on Flinders Ports premises:

- § Protect the Health, Safety and Welfare of Flinders Ports employees, clients, visitors and any other persons who may enter or be working on it's buildings or sites; and
- § Prevent pollution of the environment.

This policy shall apply to all employees and Flinders Ports properties.

Occupational Health, Safety & Welfare Act, 1986

Occupational Health, Safety & Welfare Regulations, 1995

Environment Protection Act 1993

Relevant Flinders Ports Occupational Health, Safety and Welfare Policies & Procedures and Environment Policies and Procedures

Definitions

In a "contract for services" the following are likely to apply:

- The work involves a profession or trade
- The contractor has the control over its employees

- The contractor provides its own plant and equipment
- The contractor has the right to have another person perform the work
- The principal party does not have direct control over the person performing the work
- The principal party has no responsibility for deducting income tax from any payments to the contractor
- Business expenses incurred are included in the contract amount charged/paid

“**Superintendent**” is the relevant Department Manager, with overall responsibility to control the contract and ensure that the contractor carries out and is paid for the work specified in the contract.

“**Superintendent’s Representative**” is the person appointed to manage the contract on a day to day basis. Once appointed, the Superintendent’s Representative has sole responsibility for dealing with the contractor.

“**Site Supervisor**” is the person appointed with responsibility for monitoring the progress and quality of the contract works as and when necessary.

Procedures & Responsibilities

1. General

Superintendents, Superintendent’s Representatives and Site Supervisors are responsible for the implementation of this policy through procedures relevant to their location. Local procedures will include implementation strategies which ensure that the Policy for Contractors on Worksites is followed by all contractors who come on site and which incorporate the following:

For each contract for services there must be a person nominated with the appropriate skills to administer the contract and who has a suitable understanding of the obligations under this policy, the Occupational Health, Safety & Welfare Act, 1986, and the Environment Protection Act 1993 (each hereinafter referred to as “the Act”, as appropriate).

The relevant nominated officer (Superintendent, Superintendent’s Representative or Site Supervisor) will provide induction to the contractor on the safety and environmental standards expected of a contractor (and contractors’ employees) prior to the commencement of work under the contract.

Site specific procedures which have been developed for operations at the site must be understood and the Contractor(s) must agree to abide by all relevant policies prior to any work commencing.

The Contractor will be required to acknowledge in writing that this policy and other relevant policies have been read and understood and agreed to as a condition of the contract.

The relevant nominated officer (Superintendent, Superintendent’s Representative or Site Supervisor) will record the contractor’s activities and associated data in a project diary.

2. Consultation

This policy will be implemented, monitored and reviewed in accordance with Flinders Ports arrangements for consultation.

3. Safety Procedures for Contractors on Worksites

Flinders Ports has a commitment to the health, safety and welfare of its employees, clients, visitors and any other persons who may enter or be working on Flinders Ports buildings, sites and/or facilities.

Contractors working on behalf of Flinders Ports are required to comply with the Occupational Health Safety & Welfare Act, 1986, relevant Regulations, Codes of Practice, Australian Standards and Flinders Ports Health and Safety Policies.

The Superintendent, Superintendent's Representative or Site Supervisors will provide the contractor prior to commencing work with information on the worksite occupational health and safety policies which may be relevant to the work to be undertaken. The contractor will be provided with a copy of these Procedures and a signed copy of the Contractor Acceptance Agreement will be kept on file.

Contractors will be expected to supply their own machinery, equipment and protective clothing. It will be expected that all plant and protective equipment will be in sound working order. The contractor (and employees) will be expected to have a high standard of knowledge of occupational health and safety, and to develop safe systems of work to ensure that risks of injury particularly to the occupants of the worksite, the public or Flinders Ports employees, are avoided.

Any site-specific procedures must be understood and the Contractor(s) must agree to abide by the procedures prior to any work commencing. The procedures have been developed to assist in the protection of the health, safety and welfare of ALL people at or near the worksite.

Failure to comply with the provisions of the Act and Regulations could result in a requirement for work to cease until the matter has been rectified. Any stoppage due to non-compliance with the Act and Regulations by the contractor will be at the expense of the contractor. Work will only be allowed to recommence upon compliance.

4. Work site Induction

All persons prior to entering onto Flinders Ports Pty Ltd properties are required to obtain a "**Electronic Photographic Identification Access Pass**". The Contractor must allow approximately one hour, for each person for the induction process. Contact ph: 0884 0600 to make an appointment.

At least one week prior to commencement of work on Flinders Ports premises or sites, contractors are required to advise the Superintendent's Representative of the commencement date. The Superintendent's Representative will arrange for the contractor to attend a work site induction prior to commencement of work. The Superintendent's Representative will appoint an appropriate officer, depending on the location of the work site to conduct the work site induction.

The following matters will be explained and where applicable, demonstrated:

- First aid facilities
- Washing and toilet facilities
- Drinking water facilities
- Evacuation procedures
- Designated hazard areas
- Reasonably foreseeable worksite hazards which may affect workers on the project
- Restricted areas

- Hazardous substances (including asbestos) in and around the worksite
- Security details
- Parking requirements
- Speed limits
- Contaminated land issues as per EM_006 – Management of Contaminated Land – Safety and Environmental Issues
- Any other advice and instruction required to carry out work in a safe and healthy manner

All employees of the Contractor who will be working at the site will be inducted by the Contractor. Records will be kept of the participants and the induction process.

5. Non English Speaking Background

Contractors shall take into account issues relating to people of non-English speaking background and all appropriate information provided from the contractor to the contractor's employees shall be disseminated in an appropriate language and form.

6. Security

Any Contractor or person associated with the contract may be asked by the Superintendent, Superintendent's representative or Site Supervisor at any time to open and disclose the contents of any bag, package, toolbox, or vehicle in their possession or control when entering, leaving or whilst on Flinders Ports premises.

There may be other security checks required prior to entry being granted to some Flinders Ports premises.

It is a condition of entry to any Flinders Ports premises that the Contractor or person associated with the contractor acknowledges this condition of entry.

7. Delivery of Materials

Contractors who are expecting deliveries of equipment and materials shall advise the Superintendent, Superintendent's Representative or Site Supervisor as appropriate of the approximate time and location of the delivery, the name of the organisation making the delivery and the type of goods being delivered. All hazardous substances must be identified.

8. Storage

Storage areas for the Contractor's materials and equipment will not be provided by the Company unless separate provision is made in the contract. The Company shall not be responsible for the secure storage of any article belonging to the Contractor or Contractor's employees that may be left on the premises.

9. Legislation

The contractor is expected to ensure that contractors and their employees meet the requirements of all relevant Occupational Health Safety & Welfare legislation while on any Flinders Ports site.

10. Work of a hazardous nature

Contractors are expected to implement safe systems of work and may be required to produce documentary evidence of safe work procedures, training records and their occupational health and safety policies.

11. Potential hazards

The Flinders Ports Superintendent, Superintendent's Representative or Site Supervisor as appropriate shall inform and provide relevant information to the contractor of any potential hazard or hazardous activity being carried out in the vicinity of the workplace at which the contractor, its employees, agents, sub-contractors and employees are performing work or services pursuant to the Contract.

Contractors will immediately report any hazards identified so that appropriate actions can be implemented to reduce the risk of injury or risks to health.

12. Housekeeping

The contractor shall ensure that all means of access and exit in the vicinity of the site are kept clear. Any surplus or scrap material must be regularly removed from the site in a manner which will not contaminate the environment. In the event of any spillage of any substance in the vicinity of the workplace, the contractor shall take immediate appropriate action to contain / clean up such spillage.

13. Emergency evacuation and fire procedure

In the event of an evacuation (real or for practice purposes) contractors and their employees are required to follow instructions from the fire warden. If no warden is present evacuation will be via the nearest emergency exit. The building or site will not be re-entered until the all clear is given by the warden or emergency services. Contractors and their employees are required to acquaint themselves with the location of all fire fighting equipment and its correct use.

14. Fire prevention

Contractors are required to take appropriate actions to guard against the risk of fire, and to provide fire-fighting equipment appropriate to their activities.

15. Danger and out of service tags

If a Danger or Out of Service Tag is fixed to plant, equipment or machinery the equipment shall not be used. The tag can only be removed by:

- The person who attached the tag; or
- The local Health and Safety Representative; or
- The maintenance person who repairs the equipment.

16. Default Notices

If a Default Notice is issued, in accordance with Section 35 (14) (a)& (b) of the Occupational Health, Safety and Welfare Act, 1986, the notice can only be cancelled by:

- The Health and Safety Representative who issued the default notice; or
- If the Health and Safety Representative is absent from the workplace and cannot be reasonably contacted, the Health and Safety Committee that has responsibilities in relation to the matter.

17. Reporting and investigating injury accidents, incidents and dangerous occurrences

All accidents occurring at the workplace or in connection with the performance of the contract where the accident results in injury to a person or damage to property will be immediately (or no later than 24 hours after the incident) reported by the contractor to the Superintendent, Superintendent's Representative or Site Supervisor, the Department of Information and Administrative Services and WorkCover.

18. Workplace inspections

The Superintendent, Superintendent's Representative or Site Supervisor will have access to any Flinders Ports premise or workplace at which the contractor is performing work or services pursuant to the contract for the purpose of conducting a workplace inspection. Where the Superintendent, Superintendent's Representative or Site Supervisor brings to the attention of the contractor any activity or omission of the contractor which the Superintendent, Superintendent's Representative or Site Supervisor considers to be a breach of these procedures, the contractor shall immediately take all necessary steps to rectify such breach.

19. Resolution of health, safety or welfare issues

The contractor must immediately notify the Superintendent, Superintendent's Representative or Site Supervisor in the event of either an Improvement Notice or Prohibition Notice being issued by Department for Information and Administrative Services, or a Default Notice being issued by a Health and Safety Representative. In the case of a Prohibition Notice or a Default Notice, any specified work activities must cease until such time as the issuing party is satisfied that adequate measures have been taken to avert, eliminate or minimise any risk to health or safety.

20. Smoking

Smoking is prohibited inside all Flinders Ports buildings/structures and Flinders Ports vehicles.

21. Alcohol and prohibited drugs

Contractors are responsible for ensuring that the site remains free from alcohol and prohibited drugs.

22. Vehicles and mobile plant

All motor vehicles brought onto the worksite shall be parked in spaces identified during the induction process. The drivers of all motor vehicles are to observe the speed restrictions, road signs, traffic flows and pedestrian traffic requirements for that worksite. All operators of vehicles, equipment or machinery on the worksite are to have appropriate licences which must be available for presentation on request.

23. Motors, machinery and equipment

Stationary internal combustion engines will not be used within buildings or enclosed areas unless an attached extraction unit is operating and is capable of ensuring that no residual fumes remain in the area. Care must be exercised when positioning the extraction system to ensure that fumes are not drawn into air handling or air conditioning intakes.

24. Noise levels

Noise from equipment being used must not exceed prescribed levels for hearing conservation (Department 2.10, OHS&W Regulations 1995) or recommended levels for areas of occupancy in buildings (refer Australian Standard AS 2107 “Acoustics - Recommended design sound levels and reverberation times for building interiors”). Where high noise levels will be produced by certain operations, consideration must be given to carrying out the process during a time outside normal occupancy times.

25. Asbestos

Flinders Ports has an ongoing commitment to the identification and, where necessary, removal of asbestos and asbestos products from all Flinders Ports worksites. Asbestos registers are continually being developed and updated as asbestos is identified. Contractors who encounter or suspect that asbestos is present shall cease work immediately and inform the Superintendent, Superintendent’s Representative or Site Supervisor, as appropriate, who will arrange for verification and safe removal if necessary. Asbestos and asbestos products are to be removed in accordance with the Occupational Health, Safety and Welfare Regulations, 1995 and approved Code of Practice.

26. Working alone

If any contractor’s employees are working alone it is the responsibility of the Contractor to provide suitable systems of communication to ensure that assistance can be provided should an emergency occur.

27. Excavations and trenches

Contractors are expected to ensure that their excavations comply with Department 5.5 of the Occupational Health, Safety and Welfare Regulations, 1995.

28. Working at heights

Where work is carried out at height, Contractors are expected to protect people at the lower level from objects which may fall from above. No item of plant, material or rubbish is to be thrown from the above ground work location to ground level.

29. Environmental Requirements for Contractors

Introduction

Flinders Ports has a commitment to protection of the environment in every aspect of its business activities.

Contractors working on behalf of Flinders Ports are required to comply with the Environment Protection Act 1993, relevant Regulations, Codes of Practice, Australian Standards and Flinders Ports Environment Procedures.

The Superintendent, Superintendent’s Representative or Site Supervisors will provide the contractor prior to commencing work with information on the environmental Procedures and other requirements which may be relevant to the work to be undertaken. The contractor will be provided with a copy of these Procedures and a signed copy of the Contractor Acceptance Agreement will be kept on file.

Worksite Induction Requirements

At the time that contractors receive their workplace induction safety training according to paragraph 3.1.3.2, the following environmental issues shall also be explained:

- Prevention of pollution of the stormwater system
- Prevention of pollution of marine waters
- Reporting leaks and spills
- Storage and handling of hazardous substances
- Waste management requirements

30. Responsibilities

Chief Executive Officer

The Chief Executive Officer is the Responsible Officer for the Company and acknowledges ultimate responsibility for implementing the Contractors Policy. The Chief Executive Officer will also ensure that appropriate resources are available to implement this policy and that all contract Superintendent's, Superintendent's Representative's or Site Supervisor's are aware of their responsibilities.

Superintendents, Superintendent's Representatives and Site Supervisors

Superintendents, Superintendent's Representative and Site Supervisors are responsible for the implementation of this policy by adapting the procedures to their locations and circumstances.

Employees

All employees have a responsibility to identify hazards and non-compliance with procedures, and notify managers of issues that may affect health and safety.

Employees, Managers/Supervisors, Contract Superintendents, Representatives and Site Supervisors

Employees, Managers/Supervisors and Contract Superintendents, Superintendent's Representatives and Site Supervisors, at all levels have a responsibility to carry out the actions outlined in this policy and for ensuring that Contractors are aware of their responsibilities in this document. This performance will be monitored using mechanisms such as:

- Review of Occupational Health Safety & Welfare Action Plan implementation
- Regular meetings between staff and managers
- Review of Policies and Procedures
- Maintenance and review of job diary
-

31. Records

All Contract records are kept with the Contracts and Estimating Administrator. Any occupational health and safety records must be kept with the contract and copies forwarded to the Human Resources Department. Other records include:

- Contractor Induction Checklists on project files
- Job diary

32. Related Forms

Contractor Induction Checklist.

SCHEDULE I

INFORMATION REQUIRED FROM TENDERERS

1. Similar work undertaken or being undertaken

<u>LOCATION</u>	<u>AREA</u>	<u>REMARKS</u>
1.....
2.....
3.....
4.....
5.....

2. Office cleaning plant items to be used/stored on site:

.....

.....

.....

.....

3. Estimated quantities of consumables

Paper towel
Toilet tissue
Tea towels

4. Material Items - make and unit rate :

	<u>Make</u>	<u>Rate</u>
Paper towel	\$ per
Toilet tissue	\$ per
Tea towel	\$ per

5. Percentage labour content in the Tendered Sum is

6. Number of Supervisors and cleaning employees proposed to be used and the totals of the hours proposed to be worked each evening by such cleaning employees and supervisors (excluding periodical work and day labour).

<u>CLEANING EMPLOYEES</u>			<u>SUPERVISORS</u>	
<u>NO.</u>	<u>HOURS</u>	<u>TOTAL</u>	<u>NO.</u>	<u>HOURS</u>
.....
.....

The above table assumes that a cleaner is not also a supervisor and that the two functions are not performed by the same person. If not the case please provide details.

7. Categories of labour proposed to be employed:-

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)

8. Classification etc. of employees

Classification

10. Method proposed for the removal of deleterious deposits from external glazing.

.....

.....

.....

SIGNED
WITNESS

.....
TENDERER

SCHEDULE OF TECHNICAL DATA

Tenderer's name

(Block Letters)

.....

Address

.....

.....

.....P.C.....

Telephone

.....

Mobile

.....

Facsimile

.....

Contact Person

.....

Level of Quality Assurance

- Quality Standard
- Level of Accreditation

Signature

.....

FLINDERS PORTS PTY LTD

QUOTATION FOR WORKS AND SERVICE

Reference 2003/0150

Contract No.FP29/06

A Schedule of Quotation on a firm price basis is invited for :-

FLINDERS PORTS PTY LTD HEAD OFFICE CLEANING SERVICES

for performance of the Works described in accordance with the specifications and conditions of contract

Your Schedule of Quotations should be forwarded in an enclosed addressed envelope to reach the office of the General Manager Infrastructure, 296 St. Vincent Street, Port Adelaide 5015
no later than 2.00 pm :- **17th November 2006**

Failure to identify the cover of your quote with the same information may result in your Schedule of Quotations being overlooked.

If further information is required contact the Superintendent's Representative. :- **Ms. Lisa Partington Tel : 84470621**

If unable to submit a quotation, please advise and return the documents without delay.

DATE20/10/2006..... Mr Grant Halstead.....
for General Manager Infrastructure

LOCATION AND PARTICULARS FOR WORKS AND SERVICES

**1st Floor 296 St Vincent Street Port Adelaide
Provision of Cleaning Services**

To The General Manager Infrastructure,

I/We ABN/ACN.....
Business Name (BLOCK LETTERS)

Hereby submit the following Quotation conforming with the general conditions of contract accompanying this submission.

\$.....

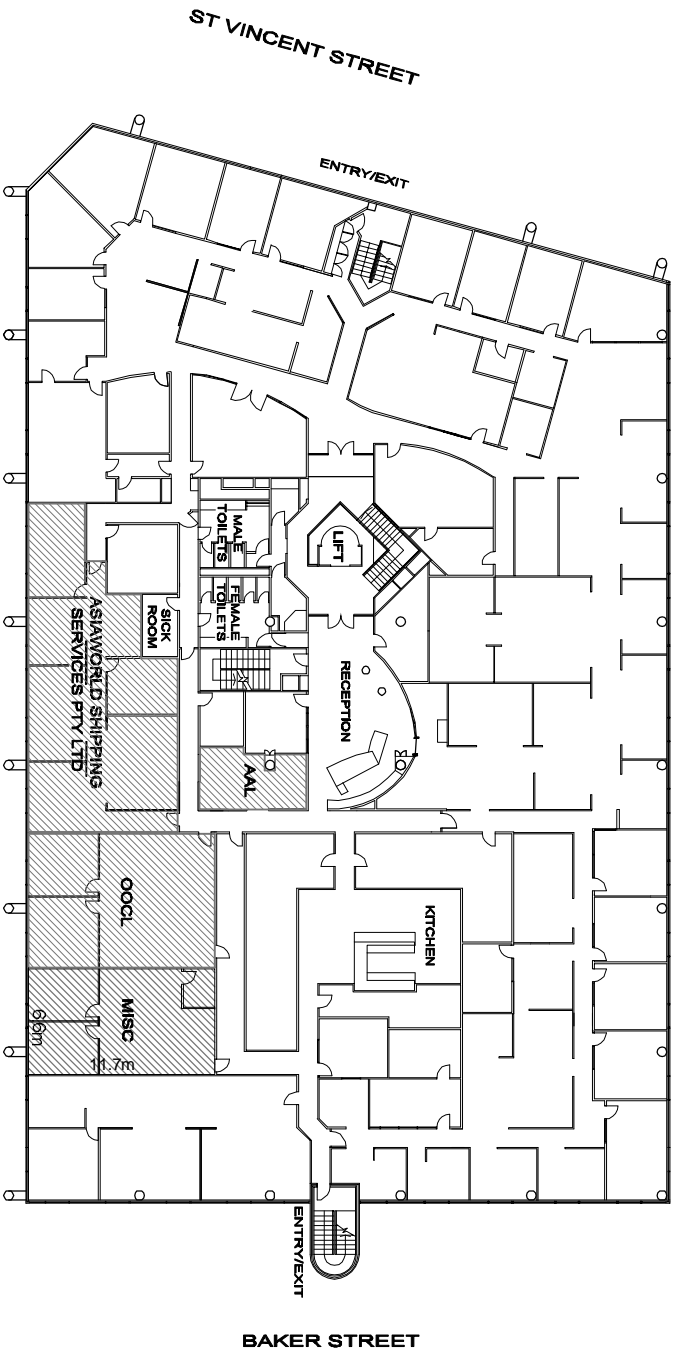
and shall bring the the works to completion within **Fifty Two (52)** weeks of receipt of the Order.
Goods and Services tax is included and I/We will complete the work specified within the period stated of receipt of the acceptance of Quotation for the performance of work described above and in accordance with the specification conditions, drawings and acceptance.
Alternate quotations on our design are included YES/NO

CONTRACTOR'S NAME CONTACT NAME.....

CONTRACTORS SIGNATURE..... DATE.....

ADDRESS
.....P.C.....TEL.....

IN THE PRESENCE OF DATE.....



Flinders Ports
SOUTH AUSTRALIA

PORT ADELAIDE
296 ST VINCENT STREET
MISC TENANCY PLAN

LAND USE: COMMERCIAL
DRAWN: ADD 08/05/06

PARGEL IDENT: CHECKED: pmt 03/05/06
ALLOTMENT 1
FP 4057
C.T. 5182206

REFS:
INFRASTRUCTURE06
FP0965 LEASE.dwg
FP 2006/0075

JOB NO. A88994
SHEET 1 of 1
MANAGER SURVEY

MWP SHEET 6628-31-F
DATUM

SCALE: 0 6 12 18 METRES
0 6 12 18

NOTES:
AREAS SHOWN HATCHURED TO BE
SUB-LEASED BY FLINDERS PORTS

A	MISC PASSAGE ADDED	Add	16/5/06	
	DESCRIPTION OF REVISION	ALTERED DATE	SURVEYOR C.H.S.	CHECKED M.S.
Loc	229	TYPE	12	

DRG. NO. **FP0965**

SUPERSEDES DRG.