

Plant Hire Deed and Prequalification Register

Supplier information session

Monday 25 July 2016

Presenters: Stuart Nield

Dennis Quinn

DM4236715



Introductions



Stuart Nield – Manager Field Services

Dennis Quinn – Central Procurement Unit

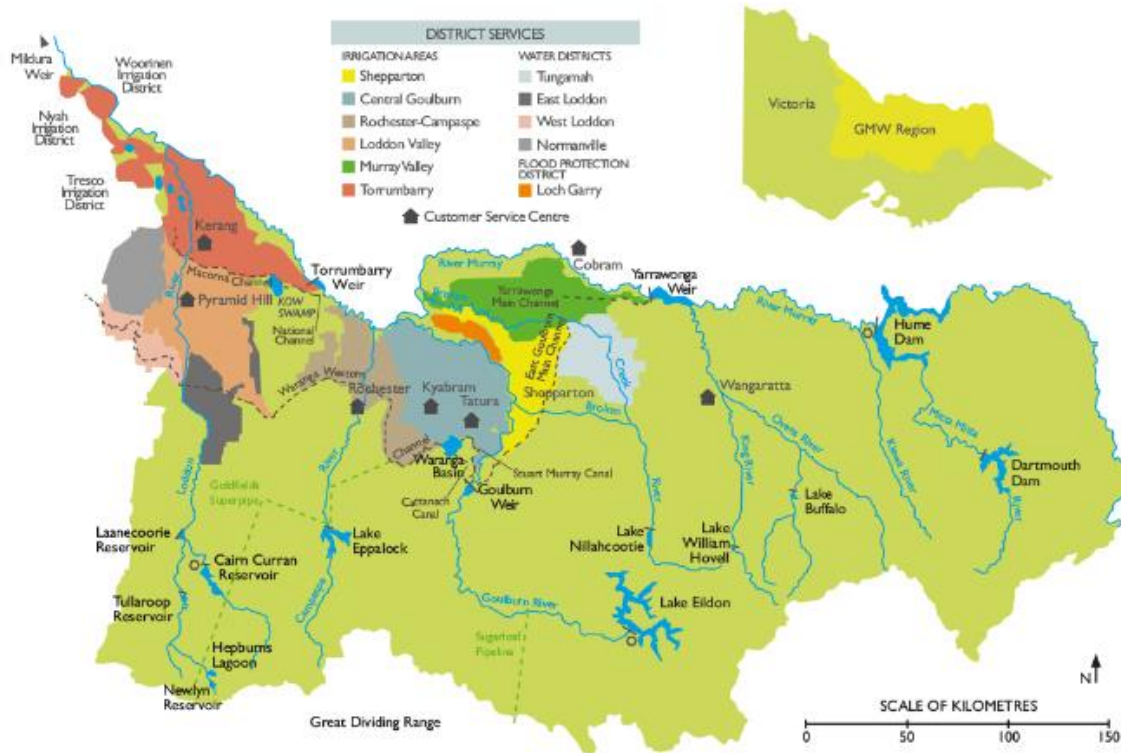
Purpose of today



The purpose of this session is to provide:

- Context for Plant Hire
- Plant Hire Prequalified Register and Deed
- Steps to apply for prequalification
- Invitation To Supply process

Context



- Plant Hire is required to support Capital and Maintenance works
- Works are undertaken across Irrigation Districts



Deed and Prequalified Register

Deed contains terms and conditions

Apply once at any time

Apply

Deed and Pre-qualification Register

Invitation to quote and supply

Short Term Single purchase

Medium Term Single purchase

Periodic Supply Large package of work

Why a Prequalified Register



Benefits

- Previous Contract was inflexible:
 - Fixed supplier list for 3 year term
 - Limited ability to change rates (ie fixed rates for 3 years)
 - Inability to adjust rates to win business
- The Register provides
 - Ability to apply to register at any time via online registration.
 - Only need to apply once, after which you can receive Invitations To Supply.
 - You quote your rates at time of purchase
 - Invitation to supply is selected from suppliers on the register that offer the service required.

The Deed



Terms and Conditions

- The Deed contains:
 - Terms and conditions of plant hire
 - Registration forms (Schedule 1-5)
 - Invitation to supply (Annexure A)
- Includes Wet (with operator) and Dry (without operator) hire
- Deed is signed once by supplier at registration
- All purchases (Invitation To Supply) are under the Deeds terms and conditions

How to register



- Step 1:** Visit www.gmwater.com.au/gmwpurchasingtenders
- Step 2:** Download and read the *Plant Hire Deed*, and retain a copy for your records.
- Step 3:** Download, complete and save the registration forms
- Step 4:** Download, sign and scan the *Deed Agreement form*
- Step 5:** Attach schedules, deed agreement and any required attachments and submit through the online form.
The documents can also be submitted by post, or email

Submission



Online, post and email

Online: www.gmwater.com.au/gmwpurchasingtenders

Post: 40 Casey Street
PO Box 165
Tatura Vic 3616

Email: plant.register@gmwater.com.au

Execute the Deed



Complete Supplier
Details

Sign and witness if
company

Sign and witness if
individual

EXECUTED AS A DEED BETWEEN:

Goulburn-Murray Rural Water Corporation
of, 40 Casey Street (PO Box 165), TATURA VIC 3616

AND

I / We: _____
Full name of the Supplier (please print)

ABN _____ ACN, if applicable _____

of: _____
Postal address of Supplier

HEREBY agree to the terms and conditions in the GMW Plant Hire Deed and Prequalified Supplier Register (CGM293061) and declare that all information supplied in Schedules 1 to 5 of the Head Agreement are true and correct.

Dated: ____ / ____ / 201__

Signed for and on behalf of Goulburn-Murray Rural Water Corporation by an authorised person in the presence of _____)
_____)
_____)

Signature of witness _____ Signature of authorised person _____

Name of witness (print) _____ Name of authorised person (print) _____

(Use this execution clause if Prequalified Supplier is a corporation)

Executed by the Prequalified Supplier)
by being signed by those person(s))
authorised to sign for the company)

Signature of director _____ Signature of director / secretary (delete as applicable) _____

Name of director (print) _____ Name of director / secretary (delete as applicable) (print) _____

(Use this execution clause if Prequalified Supplier is an/are individual(s))

Signed, sealed and delivered by the Prequalified Supplier in the presence of _____)
_____)

Signature of witness _____ Signature of Supplier _____

Name of witness (print) _____ Name of Supplier (print) _____

Signed, sealed and delivered by the Prequalified Supplier in the presence of _____)
_____)

Signature of witness _____ Signature of Supplier _____



Schedule 1: Prequalified Supplier's Information

Complete Supplier Details

Complete Contact Details

Prequalified Supplier Details		
Prequalified Supplier Registered Business Name		Registered for GST <input type="checkbox"/> Yes <input type="checkbox"/> No
Trading Name		
ABN/ACN		
Registered Business Address		
Website		
Entity Status	<input type="checkbox"/> Incorporated Body <input type="checkbox"/> A Trust <input type="checkbox"/> Joint Venture <input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership <input type="checkbox"/> Other (please specify below)

Service Provider Contact Details for Contract Notices	
Name	
Position	
Email	
Phone	
Fax	
Mobile	

Service Provider Contact Details No.1	
Name	
Position	
Email	
Phone	
Fax	
Mobile	

Service Provider Contact Details No.2	
Name	
Position	
Email	
Phone	
Fax	
Mobile	

Schedule 2 – Insurance Information

Complete
Public Liability
details

Complete
WorkCover
details

Public Liability Insurance	
Name of Insurance Companies	
Policy Number(s)	
Expiry Date(s)	
Policy amount (per occurrence)	

+

WorkCover Insurance	
Name of Insurance Companies	
Policy Number(s)	
Expiry Date(s)	

Schedule 3 – Prequalified Supplier’s Services

Select
Service
Category

Select
Capacity

Select any
variables

Select any
accessories

Services Category	Capacity	Variables	Related Accessory
<input type="checkbox"/> Excavator Manufacture Year _____ Make _____ Model _____	<input type="checkbox"/> 0 - 15 Tonne <input type="checkbox"/> 15 - 25 Tonne <input type="checkbox"/> 25 - 35 Tonne <input type="checkbox"/> 35+ Tonne	<input type="checkbox"/> Standard <input type="checkbox"/> Reduced Radius <input type="checkbox"/> Zero Swing <input type="checkbox"/> Long Reach	<input type="checkbox"/> General Purpose Bucket <input type="checkbox"/> Mud Bucket <input type="checkbox"/> Weed/Sludge Bucket <input type="checkbox"/> Winged Bucket <input type="checkbox"/> Compaction Wheel <input type="checkbox"/> Tilt Hitch / Bucket <input type="checkbox"/> Ripper <input type="checkbox"/> Saw Blade <input type="checkbox"/> Log Grab <input type="checkbox"/> Vibrating Plate <input type="checkbox"/> Sheet Pile Driver <input type="checkbox"/> 2D GPS <input type="checkbox"/> 3D GPS
<input type="checkbox"/> Tip Truck Manufacture Year _____ Make _____ Model _____	<input type="checkbox"/> 10m3		<input type="checkbox"/> Tarp on Body <input type="checkbox"/> Swing Tailgate
<input type="checkbox"/> Tip Truck & Tipper Trailer Manufacture Year _____ Make _____	<input type="checkbox"/> 10m3	<input type="checkbox"/> Dog Trailer <input type="checkbox"/> Super Dog (3 Axle) <input type="checkbox"/> Quad Dog (4 Axle)	<input type="checkbox"/> Tarp on Body <input type="checkbox"/> Swing Tailgate <input type="checkbox"/> Rock Body

Schedule 4 – OH&S Management Questionnaire



19 Schedule 4: OHS Management System Questionnaire

19.1 Prequalified Supplier's OHS Management System Questionnaire

This questionnaire forms part of Goulburn-Murray Water's Offer evaluation process and is to be completed by Prequalified Suppliers and submitted with their Offer. The objective of the questionnaire is to provide an overview of the status of the Prequalified Supplier's OHS management system. Prequalified Suppliers may be required to verify their responses noted in their questionnaire by providing additional evidence of their ability and capacity in relevant matters.

All Prequalified Suppliers are required to complete:

- either Part A or Part B, and
- Part C, and
- Part D.

19.2 Part A – Certification under a Listed Scheme

If the Prequalified Supplier is accredited under one of the following listed schemes then the Prequalified Supplier must specify which one(s) and must provide a copy of current certification under such scheme(s) with its Offer.

	Yes	No
1 AS 4801-2000 Occupational health and safety management systems	<input type="checkbox"/>	<input type="checkbox"/>
2 CCF Civil Construction Management Code	<input type="checkbox"/>	<input type="checkbox"/>
3 SafetyMAP	<input type="checkbox"/>	<input type="checkbox"/>

19.3 PART B – Non Certification Under a Listed Scheme

Where the Prequalified Supplier is not certified under a scheme listed in Part A, the Prequalified Supplier must complete Part B of this Schedule.

	Yes	No
1 OHS Policy and Management		
1.1 Is there a written company health and safety policy? <i>If yes provide a copy of policy.</i> <i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>
.....		
1.2 Is there a company OHS Management System manual or plan? <i>If yes provide a copy of contents page(s).</i> <i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>
.....		
1.3 Are health and safety responsibilities clearly identified for all levels of staff?	<input type="checkbox"/>	<input type="checkbox"/>

Answer questionnaire,
supply documents if
available

Schedule 4 – Part D OHS Certification



Complete and sign
certification

19.5 PART D – OH&S Certification

Certification	
The information provided in this questionnaire is an accurate summary of the company's occupational health and safety management system.	
Company Name:	
Signed:	Name:
Position:	Date:
Contract Details	
Contract Name:	Contract Number:

Schedule 5 – Financial Declaration and Information



20 Schedule 5: Financial Declaration and Information

20.1 Financial Declaration		
Tick <input checked="" type="checkbox"/> the applicable box	Yes	No
(a) Are there any significant events, matters or circumstances which have arisen since the end of the last financial year which may affect the operations of the Prequalified Supplier?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Are there any mergers or acquisitions that can be notified, either recent (within the past 12 months) or which are imminent?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Are there any court proceedings of any kind, actual or threatened, against the Prequalified Supplier, its parent or associated entities or any director of the applicant its parent or associated entities within the past 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
(d) Are there any insolvency or bankruptcy actions against the applicant, a director of the Prequalified Supplier, or its parent or associated entities within the past 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Are there any de-registration actions against the Prequalified Supplier, its parent or associated entities within the past 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
(f) Are there any actions of insolvency proceedings, actual or threatened (including Voluntary Administration, Application to Wind Up, or other) against the Prequalified Supplier, its parent or Associated entities within the past 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
(g) Are there any breaches of or defaults under any agreement, contract, order or award binding on the Prequalified Supplier, or its parent or associated entities?	<input type="checkbox"/>	<input type="checkbox"/>
(h) Are there any other factors which could impact on the financial ability to successfully perform Services under the Agreement?	<input type="checkbox"/>	<input type="checkbox"/>
(i) Is the Prequalified Supplier trading solvent, and able to meet its debts as and when they fall due in the normal course of business?	<input type="checkbox"/>	<input type="checkbox"/>
1. Provide full details of the applicable circumstances if you answered "Yes" to any of questions (a) – (h) or if you answered "No" to question (i). Otherwise, state "Not Applicable."		

Answer Declaration

Prequalification assessment



- All schedules and Deed Execution must be completed
- Applications will be assessed generally within 10 working days
- Confirmation via email to confirm outcome of assessment or
- Seek further information
- Once registered, eligible to receive “Invitation to Supply”

Invitation To Supply



Key Steps

- Need is identified for Plant Hire
- GMW to contact prequalified suppliers via phone to gain availability and verbal quotation
- Generally a minimum of 3 quotes
- Confirm quote in writing using “Invitation To Supply” form
- Select Supplier based on evaluation

Invitation To Supply – Form



Order Details

INVITATION TO SUPPLY									
The Prequalified Supplier must respond to this invitation by: [Insert date and time]									
Work Order Reference No.: [xxxxxx]	Requisition Number : [xxxxxx]								
GMW Officer: [Name] and [Title] [Phone] [Email]									
Prequalified Supplier issued to: [Prequalified Supplier Organisation Name]									
Project Title (If Applicable): [Enter Project Title]									
Service Category: <input type="checkbox"/> Excavator Capacity/variables _____ <input type="checkbox"/> Tip Truck Capacity/variables _____ <input type="checkbox"/> Tip Truck & Tipper Trailer Capacity/variables _____ <input type="checkbox"/> Prime Mover and Float Capacity/variables _____ <input type="checkbox"/> Lifting Equipment (mobile cranes/Forklifts) Capacity/variables _____ <input type="checkbox"/> Motor Graders Capacity/variables _____ <input type="checkbox"/> Compactor Capacity/variables _____									
<input type="checkbox"/> Front End Loader Capacity/variables _____ <input type="checkbox"/> Articulated Dump Truck Capacity/variables _____ <input type="checkbox"/> Water Tanker Capacity/variables _____ <input type="checkbox"/> Dozer Capacity/variables _____ <input type="checkbox"/> Bobcat Capacity/variables _____ <input type="checkbox"/> Combined Plant Refer Service Category Variables.									
Selection Criteria (add rows as required): <table border="1"> <thead> <tr> <th>Dry Hire</th> <th>Wet Hire</th> </tr> </thead> <tbody> <tr> <td>Price = [x]</td> <td>Operator Experience and Equipment Wear = [y]</td> </tr> <tr> <td></td> <td>Price = [x]</td> </tr> <tr> <td colspan="2">Ability to meet Service Category Variables = compliance only</td> </tr> </tbody> </table>		Dry Hire	Wet Hire	Price = [x]	Operator Experience and Equipment Wear = [y]		Price = [x]	Ability to meet Service Category Variables = compliance only	
Dry Hire	Wet Hire								
Price = [x]	Operator Experience and Equipment Wear = [y]								
	Price = [x]								
Ability to meet Service Category Variables = compliance only									

Plant Required

Quoted price and selection criteria for evaluation

Invitation to supply – key elements

THE OFFER (Please complete the blue boxes)																							
Background or additional information including known Site Conditions [If none, enter "nil"]																							
Service Category Variables (all figures must include GST) (add rows as required)																							
Item	Plant Item Description (as per Annexure B of the Deed)	Site Location	Wet /Dry Hire	Date From	Date To	Hire Duration*	Standby Hourly Rate (if applicable, Wet Hire Only)	Hire Charge (\$)	(De)Mob. Charge (\$)	Total Charge (\$)	Normal Hourly Rate**												
1																							
2																							
3																							
4																							
5																							
*Insert an asterisk next to the hire duration period where Weekend Hours are required (Wet Hire only).																							
** Please insert the rate to be used to calculate the Hire Charge and or additional works if required under this Purchase Order.																							
Accommodation and Living Away Allowance (Wet Hire only)*			<table border="1"> <thead> <tr> <th>Allowance</th> <th>(\$ (inc. GST)</th> <th>Item Ref (if applic.)</th> </tr> </thead> <tbody> <tr> <td>Meals*</td> <td></td> <td></td> </tr> <tr> <td>Accommodation*</td> <td></td> <td></td> </tr> <tr> <td>Travel*</td> <td></td> <td></td> </tr> </tbody> </table>			Allowance	(\$ (inc. GST)	Item Ref (if applic.)	Meals*			Accommodation*			Travel*			Total Price (\$) (inc. GST)					
Allowance	(\$ (inc. GST)	Item Ref (if applic.)																					
Meals*																							
Accommodation*																							
Travel*																							
Indicate:																							
<input type="checkbox"/> Allowance included in Normal Hourly Rate																							
<input type="checkbox"/> Specified Allowance required (supplier to complete Allowance table)																							
*Refer section 5.17.5 of the Deed Agreement for maximum allowance rates payable.																							

Plant Required – GMW to complete

Rates – Supplier completes

Living away allowance nomination- GMW to complete

Rates – Supplier completes if applicable

Total price

Invitation to supply – key elements

Other conditions

Attachments required

Operator and Machine Information:					
Information	Item 1	Item 2	Item 3	Item 4	Item 5
Machine SMU Hours or Time in Service					
Operator Years of Experience					
Name of operator _____					
Operator Years of Experience with GMW					
Site Visit Required <input type="checkbox"/> Yes <input type="checkbox"/> No Standby Rate Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No Special Conditions (if any) [If none, enter "nil"]					
List of attachments required to be provided by the Prequalified Supplier: <input type="checkbox"/> Operator details and evidence of operator credentials and experience <input type="checkbox"/> Certificate of competency <input type="checkbox"/> Other (please state below)			This Offer is made subject to the terms and conditions of the GMW Plant Hire Deed & Prequalified Supplier Register CGM 293061 Name of Authorised Officer and Signature: Signature: [Enter Name], [Title]		
OFFER ACCEPTANCE					
The GMW delegated officer accepts this offer subject to the terms and conditions of the GMW Plant Hire Deed & Prequalified Supplier Register CGM 293061.			GMW Delegated Officer Name and Signature: Signature: [Enter Name], [Title]		
Purchase Order Reference: [Enter PO Number]			[Enter Name], [Title]		

Operator and machine information – part of selection criteria

Supplier signs

GMW acceptance

Next steps



- Complete and return registrations forms
- Evaluation of registrations
- Confirm registration or seek further information
- GMW will advise a start date once registrations are complete

Questions?



