



DATE 14 December 2009  
SUBJECT Tendering and Direct Works Policy  
APPROVED BY EXECUTIVE COMMITTEE

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The following policy statement was adopted at the Executive Committee meeting dated 14 December 2009 and adopted as Maroochydore Club policy from that date.

### TENDERING

1. Maroochydore Surf Life Saving Club supplies accurate "For Construction" drawings.
2. Minimum 2 weeks tender process
3. Tenders delivered to office by the nominated date and time. No excuses.
4. Tenders to be opened at the next available Executive Meeting
5. Minimum 2 tenders 3 preferred
6. Suitable and qualified contractors with demonstrated ability to complete works
7. Demonstrate financially able
  - Demonstrate Insurance Policy
  - Demonstrate Workplace Health and Safety Statement
  - Demonstrate Company Mission Statement
  - Demonstrate Workers Compensation Coverage
  - Demonstrate Works History
  - Demonstrate GST Registered
8. Invoicing:
  - a) Either job completed or on a larger project minimum 2 weeks claim – progressive
9. A component of Day works will be included in tender documents which will identify;
  - a) Key personnel Rates Per Hour
  - b) Trades Rates Per Hour
  - c) Labour Rates Per Hour
  - d) Onsite O/H %
  - e) Offsite O/H
    - Variation loading %
    - Invoices will be submitted
    - Maximum weekly with minimum requirements
- 1) Name and Trades and Hours completed
  - Start Finish Times
  - Lunch and Smoko Times
  - Total Hours worked per person
  - Onsite consumables detailed
  - Offsite goods + GST and loading %
  - TOTAL CLAIM

Tenders notified by phone and hard copy mail

### **DIRECT WORKS (DAY WORKS FOR SUITABLE CONTRACTOR SUPPLY LIST)**

1. Contractors obligations - properly accredited trade persons
2. Up to date financial statement from banker

3. Up to date Insurance Policy's, public liability, workers compensation, sickness and accident policy
4. Any nominated sub trades supply "as above also"
5. Company work mission statement
6. Demonstrate work method statements
7. Works will either be by a quote or hourly rate as requested by General Manager
8. No other work will be paid for unless directed by General Manager ONLY.
9. Invoicing will be as directed
  - a) Day's/Date
  - b) Trades Time Hours, Sub Trades and Labour hours
  - c) Has deducted smoko/lunch
  - d) Signed off maximum weekly by General Manager or his authorised delegate
  - e) Consumables and loading %