



FRANKSTON CITY COUNCIL

Contractor Registration and Pre-Qualification Scheme for Civil Construction Works

PART A: GUIDELINES AND CONDITIONS

Revision No.

Copy No.

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SECTION 1: OPERATION OF THE SCHEME

1.1 INTRODUCTION

Contractors wishing to tender or quote for Civil Construction Works within certain value limits must first become registered and pre-qualified to do so. Contractors are registered and pre-qualified on an annual basis and must apply each year to have that registration and pre-qualification renewed.

“Civil Construction Works” includes road and drainage works, streetscape and landscape work, parks and reserve works and building works.

The aims of the Contractor Registration and Pre-qualification Scheme (“the Scheme”) are to:

- Classify contractors commensurate with their Quality, Safety and Environmental Management Systems, technical and resource capability, financial position and overall past performance;
- Streamline the process of tender preparation, submission and evaluation by significantly reducing the amount of information to be provided in the tender response;
- Provide a degree of protection to both the Frankston City Council (“the Council”) and contractors against over-commitment.

Council has engaged a third-party called Ipro Solutions Pty to collect, manage and report for the scheme through their on-line 24/7 system called Ipro LiVe. All contractors wishing to register for the scheme must register through Ipro LiVe, pay the prescribed fee and provide the required information.

1.2 INVITING TENDERS

Tender advertisements will specify the minimum pre-qualification class applicable to that tender. Only contractors registered and pre-qualified at that class or higher at the date of closing of tenders will be eligible to tender. Tenders must comply with the Invitation to Tender for each tender issued by Council.

Council may seek quotations for works under a certain value from registered and pre-qualified contractors.

Council may, at its discretion, use other forms of tendering which will take precedence over registration and pre-qualification.

1.3 CONTRACTOR REGISTRATION AND PRE-QUALIFICATION

Contractors will need to apply for registration in the following work category (or categories) and pre-qualification level (or levels):

Work Category	Pre-qualification Level	Classification of Contract	Value of Works
Road Construction	R2	Major	Over \$1 million
	R1	Major	\$100,000 to \$1 million
	R0	Minor	\$0 to \$100,000
Drainage Construction	D1	Major	\$100,000 to \$500,000
	D0	Minor	\$0 to \$100,000

Work Category	Pre-qualification Level	Classification of Contract	Value of Works
Streetscape Works	S1	Major	\$100,000 to \$500,000
	S0	Minor	\$0 to \$100,000
Landscape Works	L1	Major	\$100,000 to \$500,000
	L0	Minor	\$0 to \$100,000
Parks & Reserve Works	P1	Major	\$100,000 to \$500,000
	P0	Minor	\$0 to \$100,000
Building Works	B2	Major	Over \$500,000
	B1	Major	\$100,000 to \$500,000
	B0	Minor	\$0 to \$100,000

Details of pre-qualification levels are set out in Section 2 – Definitions of Levels.

Registration is not required for special classes of work including bituminous surfacing, asphalt paving, maintenance (road and bridge) and materials supply contracts.

The pre-qualification level relates generally to the value of the works being tendered although the complexity of the work, cash flow and materials supply component are considered when setting the required pre-qualification for each tender.

1.4 APPLICATION FOR REGISTRATION AND PRE-QUALIFICATION

Applications for registration and pre-qualification should be made by completing on-line via the service known as Ipro Live and submitting the requesting information. The same on-line service is to be used by contractors seeking registration and pre-qualification for the first time or seeking an upgrading of their current classification or for renewing their current registration and pre-classification.

1.5 EVALUATION OF APPLICATIONS

Council and Ipro Live will undertake such investigations as necessary to assure itself that the contractor has the necessary competency, resources, management systems and performance to be registered under the Scheme.

If necessary, an interview will be arranged between the contractor and Council to clarify details of the on-line application in order to assess the contractor's technical, resources and management capacity.

1.6 ASSESSMENT AND NOTIFICATION

Applicants will receive electronic notification of their assessment and will be issued with a registration number that can be quoted in tendering for works. Until such electronic notice has been received, contractors will not be eligible to tender for contracts under the Scheme.

1.7 REGISTRATION AND PRE-QUALIFICATION PERIOD, UPGRADE AND RENEWAL

The contractor's registration and pre-qualification level will remain valid for a period of one year unless particular circumstances occur which warrant a review by Council.

Electronic notification will be sent to each registered contractor to invite renewal for the following year.

Applications for initial registration and pre-qualification may be submitted at any time during the year and if approved, will remain valid for a period of one year unless otherwise advised.

An application for a change of pre-qualification level may be submitted at any time when a contractor can demonstrate that the company structure or capacity has changed significantly. Full particulars of the new circumstances must be provided in support of the application.

1.8 ASSESSMENT OF CONTRACTOR PERFORMANCE

Assessment of a contractor's performance will be made on a regular basis with particular regard, but not limited to, the following:

- Standard of work;
- Management of the work (including activities of sub-contractors, industrial relations);
- Occupational Health and Safety compliance;
- Environmental Management Systems compliance;
- Adherence to plans and specifications and contract provisions;
- Payment of employees, sub-contractors and suppliers;
- Progress of work;
- Traffic management;
- Customer relations;
- Insurance cover;
- Claims for variations and extras;
- Compliance with the Code of Practice for the building and construction industry.

A report covering these items will be prepared by Council's contract supervisor at the completion of each contract. This report will be used for reference in any subsequent assessment for registration and pre-qualification of the contractor.

Council reserves the right to conduct a management system audit of the contractor at any time.

1.9 RELATED AND SUBSIDIARY COMPANIES

Registration and pre-qualification of a contractor does not extend to related or subsidiary companies owned or controlled by the contractor.

Any such company should apply for registration and pre-qualification in its own right.

1.10 CHANGES TO CONTRACTOR STATUS

Registered and pre-qualified contractors are required to immediately advise the Council of any significant changes to its financial or technical capacity, ownership or holding.

1.11 DISCLAIMER

A determination by the Council of any application for registration and pre-qualification or for changing of pre-qualification level is to be at its absolute discretion.

The Council shall not be liable for any costs or damage incurred in the exercise of such discretion to rescind registration or to reduce in level any pre-qualification.

1.12 USE OF INFORMATION

No information relating to the Scheme may be used by contractors in advertising or for any promotional purpose or be published in any form without the written consent of the Council.

No responsibility is accepted for any consequences arising from the use of any such information.

1.13 CONDITIONS OF TENDER

Registration and pre-qualification to a level provides eligibility for a contractor to tender but does not remove the need for a contractor to fully comply with the requirements in any Invitation to Tender issued by the Council.

Assessment of tenders by the Council will include, amongst other things, the price, the technical and other special requirements of the contract, the tenderer's current commitments, current available resources (including finances) and performance on the most recent similar project while, at the same time, Council still reserves its right to not accept the lowest or any tender.

1.14 CONFIDENTIALITY

The registration and pre-qualification of contractors for the Council's works is solely for the benefit of the Council and its contractors.

Information provided with applications will not be disclosed to any other party except where necessary for the assessment of the application. The Council may refer the applicant's quality, safety and environmental management systems documentation to its external assessors for evaluation. External assessors are required to maintain confidentiality of all information received.

SECTION 2 – DEFINITION OF LEVELS

WORK CATEGORY	PRE-QUALIFICATION LEVEL	VALUE OF CONTRACT	APPLICATION	PRE-REQUISITES
Road Construction	R2	Over \$1 million	<ul style="list-style-type: none"> • Range of construction activities • Significant sub-contracting • Street schemes • Road reconstruction/rehabilitation • Major car parks • Extensive traffic management • Major culverts and drainage works • Retaining walls 	<ul style="list-style-type: none"> • Successful completion of roadwork contracts and street scheme contracts of similar value • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources • Achieved all contractual requirements while meeting traffic and access demands
Road Construction	R1	\$100,000 to \$1 million	<ul style="list-style-type: none"> • Range of construction activities and sub-contracting • Street schemes • Road reconstruction/rehabilitation • Major car parks • Extensive traffic management • Major culverts and drainage works • Retaining walls 	<ul style="list-style-type: none"> • Successful completion of roadwork contracts and street scheme contracts of similar value • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources • Achieved all contractual requirements while meeting traffic and access demands
Road Construction	R0	\$0 to \$100,000	<ul style="list-style-type: none"> • Range of construction activities and limited sub-contracting • Road reconstruction/rehabilitation • Car parks • Traffic management • Culverts and drainage works 	<ul style="list-style-type: none"> • Successful completion of roadwork contracts of similar value. • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources • Achieved all contractual requirements while meeting traffic and access demands
Drainage Construction	D1	\$100,000 to \$500,000	<ul style="list-style-type: none"> • Range of construction activities • Significant sub-contracting • Drainage schemes • Major culverts and drainage works • Landscaping re-instatement works 	<ul style="list-style-type: none"> • Successful completion of drainage contracts and drainage scheme contracts of similar value. • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources • Achieved all contractual requirements while meeting traffic and access demands

WORK CATEGORY	PRE-QUALIFICATION LEVEL	VALUE OF CONTRACT	APPLICATION	PRE-REQUISITES
Drainage Construction	D0	\$0 to \$100,000	<ul style="list-style-type: none"> • Range of construction activities • Limited sub-contracting • Major culverts and drainage works • Landscaping re-instatement works 	<ul style="list-style-type: none"> • Successful completion of drainage contracts of similar value. • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources • Achieved all contractual requirements while meeting traffic and access demands
Streetscape Works	S1	\$100,000 to \$500,000	<ul style="list-style-type: none"> • Range of construction activities and sub-contracting • Footpath, kerb and channel ,street furniture, planting 	<ul style="list-style-type: none"> • Successful completion of streetscape contracts of similar value • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources • Achieved all contractual requirements while meeting traffic and access demands
Streetscape Works	S0	\$0 to \$100,000	<ul style="list-style-type: none"> • Range of construction activities and sub-contracting • Footpath, kerb and channel ,street furniture, planting 	<ul style="list-style-type: none"> • Successful completion of streetscape contracts of similar value • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources • Achieved all contractual requirements while meeting traffic and access demands
Landscape Works	L1	\$100,000 to \$500,000	<ul style="list-style-type: none"> • Range of construction activities and sub-contracting • Landscape features, planting, garden beds, timber boardwalks • Retaining walls 	<ul style="list-style-type: none"> • Successful completion of landscape contracts of similar value • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources
Landscape Works	L0	\$0 to \$100,000	<ul style="list-style-type: none"> • Range of construction activities and sub-contracting • Landscape features, planting, garden beds, timber boardwalks • Retaining walls 	<ul style="list-style-type: none"> • Successful completion of landscape contracts of similar value • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources

WORK CATEGORY	PRE-QUALIFICATION LEVEL	VALUE OF CONTRACT	APPLICATION	PRE-REQUISITES
Parks & Reserve Works	P1	\$100,000 to \$500,000	<ul style="list-style-type: none"> • Range of construction activities and sub-contracting • Oval construction/reconstruction • AG drainage systems • Irrigation systems • Playground construction 	<ul style="list-style-type: none"> • Successful completion of reserve contracts of similar value. • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources
Parks & Reserve Works	P0	\$0 to \$100,000	<ul style="list-style-type: none"> • Range of construction activities • Oval construction/reconstruction • AG drainage systems • Irrigation systems • Playground construction 	<ul style="list-style-type: none"> • Successful completion of reserve contracts of similar value. • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources
Building Works	B2	Over \$500,000	<ul style="list-style-type: none"> • Range of construction activities and sub-contracting • Major civic buildings • Sports pavilions • Pre-schools/Infant Welfare Centres 	<ul style="list-style-type: none"> • Successful completion of building contracts of similar value. • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources • Achieved all contractual requirements while meeting traffic and access demands
Building Works	B1	\$100,000 to \$500,000	<ul style="list-style-type: none"> • Range of construction activities and sub-contracting • Major civic buildings • Toilet blocks • Sports pavilions • Pre-schools/Infant Welfare Centres 	<ul style="list-style-type: none"> • Successful completion of building contracts of similar value. • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources • Achieved all contractual requirements while meeting traffic and access demands
Building Works	B0	\$0 to \$100,000	<ul style="list-style-type: none"> • Range of construction activities and sub-contracting • Toilet blocks • Extensions to sports pavilions • Pre-schools/Infant Welfare Centres • Renovations & up-grades of buildings 	<ul style="list-style-type: none"> • Successful completion of building contracts of similar value. • Demonstrated capacity, skills and systems to manage in-house and sub-contract resources • Achieved all contractual requirements while meeting traffic and access demands