



CHEVRON AUSTRALIA – OPERATIONS

TITLE: **Property Management and Maintenance Services (EOI 31)**

DESCRIPTION: Chevron Australia is seeking expressions of interest from service providers able to provide property management and maintenance services (full and/or partial capability) in support of Chevron Wheatstone Operations in Onslow.

Contractor is to have proven capability to recruit locally within Onslow, Western Australia.

Scope is as follows:

General Property Management

- Undertake property condition reports including development of an inspection policy, schedule and associated reporting.
- Undertake routine property inspections to identify and manage safety hazards, code / lease violations, etc. Including development of an inspection policy, schedule and associated reporting
- Maintain occupancy registers, key registers and coordinate the allocation of housing.
- Supporting the Chevron representative with relocating families, meeting / greeting new tenants, ccoordination of short-term contingency housing, developing tenancy documents, allocating housing and the management of utility bills and rates.
- Oversee security monitoring and undertake security patrols.

Property Maintenance Management

- Establish preventative maintenance policies and plans to identify and manage all required maintenance.
- Coordinate and manage the maintenance of all property including the inventory of all required consumables.
- Maintain a network of licensed, bonded and fully insured sub - contractors where required. Inclusive of selection process and payment.
- Develop and manage a maintenance database and inventory of consumables.
- Develop and manage a 24-hour emergency maintenance service.
- Develop a pest control prevention regime and schedule.

Property Maintenance

- Provision of all management, labour, materials, loading / unloading, transportation, storage, plant, equipment, tools, consumables and all other necessary items required for the following property maintenance services:
 - Maintenance, cleaning and repair of buildings, carports and hard stands.
 - Maintenance of electrical systems including RCD and smoke alarm compliance; testing and tagging.
 - Cleaning, general inspection, maintenance and replacement of air conditioning unit.

- Plumbing and water services repairs, maintenance and replacement including hot water systems; washers, taps and general fittings; pipes and drains.
- Pool; pool pump; pool electrics filter; pool cover and cleaning equipment maintenance, repairs and replacement including cleaning; replenishment of chemicals.
- Garden and landscaping upkeep and maintenance including mowing lawns, garden edges, plants; reticulation and pool and garden fencing.
- Pest control prevention and treatment.

Suitable storage and management of spare parts inventory

CONTACT:

Industry Capability Network of Western Australia –
www.icnwa.org.au/ContactUs.asp

Please Note: This is a request for specific expressions of interest. Service Providers will be considered for inclusion in the RFP if suitably qualified against this package.

PROJECT URL: <https://australia.chevron.com/>

ATTACHMENT: N/A

CLOSING DATE: 19 April 2019