

Opportunity Name

Facilities Management & Maintenance Services

EOI Closing Date

15th November 2021

DESCRIPTION OF REQUIRED WORKS

INTRODUCTION

St John Ambulance (NT) Inc. (**St John NT**) have an identified need to establish an appropriate facilities management and maintenance service to properly maintain St John NT facilities across the greater Darwin region.

The service provider(s) is/are required to provide all required labour, equipment, uniforms and anything else necessary to deliver the services to the required standard outlined in the facilities management and maintenance RFQ.

PROPOSED SCOPE OF WORKS

1. *The maintenance and management of buildings and facilities*

- Provision of a dedicated Facilities Maintenance Officer for general day to day maintenance and supervision. That Facilities Maintenance Officer must have a trades background and be conversant with building and facilities maintenance services of the nature and extent to be undertaken at St John NT facilities.
- Supervision of all contracts required to facilitate the occupation, use, maintenance and repair of the premises as reasonably determined by St John NT. Contracts established by St John NT for services including but not limited to Airconditioning, Cleaning, Electrical, Fire Services, Plumbing and Grounds maintenance.
- The Facilities Maintenance Officer will also undertake minor works on an "As Required" basis (generally of a value of \$500 or less) across the sites. This may include but not limited to; troubleshooting issues relating to the occupation, use, maintenance and repair of the premises raised by staff, which may involve changing light bulbs, replacing washers, hanging doors, mirrors, pictures, unblocking of drains, window repairs, minor painting and some relocations of office equipment.
- Reporting vendor contract performance against contract scope and budget estimates for those services including but not limited to Airconditioning, Cleaning, Electrical, Fire Services, Plumbing and Grounds maintenance.

2. *Facilities upkeep and improvement*

- Facilities management – primarily facilities upkeep and improvement of the physical buildings and the built environment.

3. *Locations*

The Respondent is required to undertake facilities management and associated maintenance services at its existing facilities at the following locations:

1. Casuarina 2 sites
2. Winnellie 2 sites
3. Palmerston 2 sites
4. Parap
5. Humpty Doo
6. Katherine

PROPOSED SERVICES REQUIRED

The facilities management will be broken down into 2 components for the purposes of this quotation:

1. *The maintenance and management of buildings and facilities*

- Provision of a dedicated Facilities Maintenance Officer with a trades background for general day to day maintenance of St John NT facilities.
- Supervision of all contracts required to facilitate the occupation, use, maintenance and repair of the premises as reasonably determined by St John NT.
- Reporting vendor contract performance against contract scope and budget estimates for those services including but not limited to Airconditioning, Cleaning, Electrical, Fire Services, Plumbing and Grounds maintenance.

2. *Facilities upkeep and improvement*

- Facilities management – primarily facilities upkeep and improvement of the physical buildings and the built environment.

PROPOSED SCOPE OF WORK REQUIREMENTS

Essential

Please confirm that you:

- have an interest in submitting a quote for the Facilities Management Services at all nominated locations; and **YES/NO**
- are able to meet the RFQ timeframe of 17th December 2021 for submissions **YES/NO**

Preferred

As a Facilities Management provider do you have;

- Software solutions for facility management which streamline the submission and tracking of maintenance work requests **YES/NO**
- Please describe software and functionality***
- User portal to enable client tracking of maintenance work requests **YES/NO**
 - A COVID management plan in place **YES/NO**
 - A Quality management plan in place **YES/NO**
 - A WHS management plan in place **YES/NO**
 - An Environmental management plan in place **YES/NO**
 - The ability to provide consolidated billing **YES/NO**

Please confirm that your staff particularly the Facilities Maintenance Officer has:

- A trades qualification and relevant industry experience **YES/NO**
- Highly developed organisational, time management, analytical and problem-solving skills with the ability to manage and meet the demands of multiple tasks, competing priorities and deadlines **YES/NO**
- Demonstrated understanding of maintenance / operational requirements of plant and equipment and willingness to undertake minor maintenance activities; **YES/NO**
- Demonstrated willingness and ability to comply with WHS, Quality and Environmental legislation and plan requirements. **YES/NO**
- Current National Criminal History Check **YES/NO**
- Working with Children Clearance (NT Ochre Card) **YES/NO**
- COVID 19 Vaccination **YES/NO**
- Influenza Vaccination **YES/NO**

Please upload a copy of your:

- Current capability statement
- Local (NT) organisation chart, showing key members of your organisation likely to be involved if your services were to be engaged
- Business public liability insurance to a value of at least \$20M
- Current engagement (3) in services similar to the Facilities Management Services that your company interested in tendering for.

REGISTRATION INFORMATION

You are invited to submit an expression of interest if you have the relevant capability and capacity to undertake the scope of work.

All expressions of interest (EOIs) can be submitted via ICN Gateway ntopportunities.icn.org.au

Please contact ICN NT if EOI assistance is required. Contact details: (08) 8922 9422 or resources@icnnt.org.au.