



CHEVRON AUSTRALIA – OPERATIONS

TITLE: C1420393 – Property Management Services

DESCRIPTION: Chevron Australia is seeking expressions of interest from service providers able to provide property management services in support of Company Operations.

Scope is as follows:

General Property Management

- Carry out & manage property condition reports (initial, interim and final) including preparation and submission of routine inspection and condition reports.
- Perform quarterly routine inspections (internal & external) on a predefined schedule looking for repair needs, safety hazards, code violations, lease violations, etc; and rectify any defects.
- Maintain occupancy register of allocated houses, tenancy dates and key register.
- Oversee security monitoring and coordinate security patrols

Maintenance, Repairs, and Remodelling

- Establish a preventative maintenance policy to identify and deal with repair needs, inclusive of contractor selection process.
- Maintain a network of licensed, bonded and fully insured contractors.
- Coordinate and oversee maintenance of houses, and maintain a maintenance database.
- Manage and monitor a 24 hour emergency repair service.
- Invoice management.

Chevron Interface

- Alignment with Chevron representative to coordinate transition of employees & families from existing Chevron leased homes to Chevron new housing.
- Coordinate housing allocation as advised by Chevron representative.
- Establish and maintain a family transition policy to ensure employees and their families moves are effortless including:
 - Pre tenancy inspection to ensure homes are operational prior to arrival (e.g. power connection; keys);
 - Welcome to Onslow directory (e.g. telephone numbers; maps; schools; community groups; medical facilities etc.);
 - Management of transport requirements for arrival/departure of employees and families;
 - Coordinate with Chevron Representative for any logistics support for employees assets (e.g. transport company);

- Coordinate short term contingency housing where required; (e.g. delays to delivery of employees assets);
- Support families to integrate with the local community and liaise with Chevron representative as required.

Services will be required to support Chevron Australia Operations in Onslow.

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: <http://www.chevronaustralia.com>

ATTACHMENT: NA

CLOSING DATE: 29th December 2015