



Australian Government



AUSTRALIAN INSTITUTE
OF MARINE SCIENCE

EOI NUMBER 676

BRIEF FOR EXPRESSIONS OF INTEREST

FOR

**AFTER HOURS PHYSICAL SECURITY
SERVICES AND PLANT MONITORING
(SS3)**

AT

THE CAPE CLEVELAND FACILITY

Issue: 0

Dated: 8 September 2016

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Table of Contents

- 1. INTRODUCTION.....2**
- 2. BACKGROUND2**
- 3. DESCRIPTION OF SERVICES.....3**
- 4. SELECTION PROCESS3**
- 5. EOI SELECTION CRITERIA4**
- 6. SUBMISSION DETAILS.....5**

1. INTRODUCTION

The Australian Institute of Marine Science (AIMS) is an internationally renowned, world leader in the science underpinning sustainable development, conservation and management of tropical marine environments. The main research facility is located at Cape Cleveland, 50km from Townsville, with facilities also in Perth, WA and Darwin, NT. AIMS would like to receive expressions of interest from organisations that possess relevant experience and qualifications to assist with after hours staff safety, provide physical security and monitoring of plant that is critical to scientific research at the AIMS, Cape Cleveland facility and a small vessel berthing facility at the Port of Townsville.

Requirement for Disclosure/Compliance

Applicants acknowledge that as a Commonwealth agency, AIMS is subject to legislative and administrative accountability and transparency requirements of the Commonwealth, including disclosures to Ministers and other Government representatives, Parliament and its Committees and the publication of information in respect of the EOI process and subsequently on the successful Tenderer and information on any resultant Deed or Contract on the AusTender internet site. Any Deed or Contract resulting from this EOI process will also be subject to these requirements, including that terms of these agreements (and related matters) may be disclosed to Ministers, other Government representatives, Parliament and its Committees.

In addition, applicants acknowledge that if they are chosen to enter a Contract, the resulting Contract will oblige the contractor to give the Commonwealth access to the contractor's premises, and access to records and accounts relevant to or impacting upon performance of work under the resulting contract, and the Commonwealth will be entitled to copy these records and accounts. The purposes for which the Commonwealth will be entitled to obtain access and make copies may include audits under the *Auditor-General Act 1997*.

2. BACKGROUND

AIMS operates a modern marine scientific research facility at Cape Cleveland. The facility is situated in a semi-remote and isolated location approximately 50 kilometres south of Townsville at the end of Cape Cleveland Road. The 207 hectare site is mainly surrounded by National Park and adjoins a designated Marine Parks scientific research zone to the East. The facility has been designed to accommodate 300 personnel made up of staff, visitors and service contractors.

General details on the AIMS facility, operation, scientific involvement and many other areas of interest may be viewed on the Web Site www.aims.gov.au.

AIMS intends to let a contract to an organisation to undertake the after hours physical security and plant monitoring services for a period of three (3) years with the option of an extension of a further three (3) years commencing on 1 February 2017 (target date).



Figure 1 – AIMS’ Cape Cleveland Site

3. DESCRIPTION OF SERVICES

AIMS Cape Cleveland facility uses both an Access Control system and IP surveillance system to monitor the site. The facility operates from 8.00am to 4.40pm Monday to Friday with physical security services required 7 days a week outside of these times and during public holidays. The contractor would implement and operate policies and procedures for best practice for:

- People safety including AIMS staff and visitors and your own staff
- Monitoring and troubleshooting of plant, equipment and research instrumentation as required.
- Physical Security

4. SELECTION PROCESS

The methodology to be used to determine the successful contractor will be two-staged.

In this, the first stage, Expressions of Interest are required from organisations, which detail their capacity and expertise to undertake such a contract.

The Expressions of Interest should address the selection criteria in a **maximum of five pages** plus attachments as necessary. Applications will be assessed with regard to the following:

	CRITERIA	% ASSESSMENT
1	Physical, Financial and Human Resource Capability	30%
2	Operational Experience & Administrative Ability	30%
3	OH&S, Risk Management and Privacy Principles	20%
4	Personnel, Training and Industrial Relations	20%

The assessment panel will complete an evaluation plan prior to assessment of the Expressions of Interest based on the above criteria.

From these Expressions of Interest, a short list of approved applicants will be selected to submit tenders on detailed contract documentation including a fee structure, their approach to the various requirements, and proposed manning levels. A site visit will be offered at the tender stage.

5. EOI SELECTION CRITERIA

1. Demonstrated Physical, Financial and Human Resource capability to perform the required services.

- 1.1. Company capability details with relevant licenses, insurance cover etc
- 1.2. Suggest an organisational structure which you would foresee being used for this contract. Organisations that proceed to tender stage will not necessarily be held to this structure once they have had the opportunity to visit the site and gain a greater understanding of the service requirements.
- 1.3. Confirm your local presence and knowledge including back up procedures.
- 1.4. Comment on what quality assurance procedures would be used for auditing, checking, licensing.

2. Demonstrated Operational Experience & Administrative Ability

- 2.1. Demonstrate operational experience in similar types of contracts that encompass people safety, physical security, together with the monitoring and troubleshooting of plant and equipment. Include typical patrol sheet and plant check list used.
- 2.2. Provide detail on any experience with security patrol software utilising web based and mobile technologies.
- 2.3. Demonstrate administrative ability including details of any initiatives that have added value for money for your clients.
- 2.4. Comment on what Key Performance Indicators you envisage can be used to measure performance of the contract.

3. Demonstrated commitment and understanding of OH&S, Risk Management and Privacy Principles.

- 3.1. Advise and explain the safety commitment and policy that you will use at Cape Cleveland. The Institutes Laboratories contain many hazards including radiation, chemical and biological.
- 3.2. Detail your approach to risk management that would be adopted for the security services.
- 3.3. Advise your safety record in North Queensland over the past two years.
- 3.4. Advise your status with Personal, Property and Public Liability insurances.
- 3.5. Demonstrate your commitment and understanding of The Australian Governments Security Directives and Privacy Principals.

4. Personnel, Training and Industrial Relations

- 4.1. Include CV's of proposed management and supervisory personnel including their role in the contract administration.
- 4.2. Comment on retention rate of personnel within your organisation.

- 4.3. Outline induction, training and auditing programme to be used for this contract. State the attributes your personnel will use in the people safety, physical security, and monitoring and troubleshooting of plant and equipment.
- 4.4. What is your industrial relations record for the past two years? Comment on industrial relations policy you would use for this contract and fair employer environment.
- 4.5. Comment on your understanding of the Commonwealth Government requirements regarding Workplace Gender Equality, Indigenous Procurement Policy and Freedom of Information.

6. SUBMISSION DETAILS

Expressions of Interest should be endorsed “**EOI No. 676**” followed by organisation name and completed utilising the word version of the application form which can be downloaded from the AIMS website. Completed EOIs should be emailed to tenders@aims.gov.au. Electronic submissions must be received by the closing date. Receipt of EOI applications will be confirmed by email.

The closing date for this EOI is Monday 24 October 2016 at 2.00pm local time.

Application Form

EOI 676

EXPRESSION OF INTEREST FOR AFTER HOURS PHYSICAL SECURITY SERVICES AND PLANT MONITORING FOR THE CAPE CLEVELAND FACILITY OF THE AUSTRALIAN INSTITUTE OF MARINE SCIENCE, TOWNSVILLE

This information must be completed and submitted at the front of the EOI details.

Name of Organisation	
Trading/Business Name (if applicable)	
Actual Address	
Postal Address (insert 'as above' if applicable)	
Contact's Name	
Contact's Position	
Telephone Number	
Mobile Number	
Facsimile Number	
E-mail address	
Builders' Registration or License Number (if applicable)	
ABN Number	
Business Name Registration Number (if applicable)	

I, as an authorised representative of the organisation named above, register an interest for this project and declare that information provided in the attached Expression of Interest document is true and correct.

Signed

Date

1. Demonstrated Physical, Financial and Human Resource capability to perform the required services.
1.1.
1.2.
1.3.
1.4.
2. Demonstrated Operational Experience & Administrative Ability
2.1.
2.2.
2.3.
2.4.
3. Demonstrated commitment and understanding of OH&S, Risk Management and Privacy Principles.
3.1.
3.2.
3.3.
3.4.
3.5.
4. Personnel, Training and Industrial Relations
4.1.
4.2.
4.3.
4.4.
4.5.