



**Australian Government**



**AUSTRALIAN INSTITUTE  
OF MARINE SCIENCE**

## **EOI NUMBER 675**

# **BRIEF FOR EXPRESSIONS OF INTEREST FOR MAINTENANCE SERVICES (MF4) AT THE CAPE CLEVELAND FACILITY**

Issue: 0

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## 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 experienced maintenance contractors who are able to provide a variety of maintenance services to undertake facility maintenance requirements at Cape Cleveland 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 floor space of the facility is approximately 23,386 sq mtr.

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](http://www.aims.gov.au).

AIMS intends to let a contract to a maintenance contractor to undertake the maintenance of a variety of assets 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**

With approximately \$180 million of infrastructure to be maintained, we envisage the total contract value to be in the order of \$600,000 per annum. Additional to this the contractor is ideally suited to quote on minor capital projects on an individual basis. (Up to \$100,000 per project).

All maintenance and service works are to be done in compliance with the required codes, regulations and acts.

The core trades include: - electrical, controls, mechanical refrigeration and chilled water air-conditioning including a thermal energy storage system, plumbing, operation and maintenance of a sewerage treatment plant, fire systems, lifts, cranes and any other maintenance required.

The successful maintenance contractor will be required to complete a conditional appraisal and review the current maintenance plan and provide recommendations on any improvements. It is envisaged that this will be completed within 3 months of commencement of the new contract. The maintenance contractor will be required to operate the Maintenance Experts (MEX) "Facilities Management and Maintenance System" together with a computerised Site Management System and Edwards Early Warning Information Systems.

It is envisaged that this section will be Performance Based on agreed KPI's.

#### **3.1. Building and Facility Maintenance**

These include the items that are not normally included on the preventative maintenance plan. Items include roadways, wharf and jetty structure, bricks and mortar, windows and doors, ceilings and floors, and water reticulation systems that do not have preventative maintenance plans and are normally upgraded under the Conditional Appraisal and Capital Equipment Program. Repairs are carried out on an hourly rate basis. Materials and sub contractors expenses are to be at cost plus an agreed percentage.

#### **3.2. Plant and Equipment Maintenance**

These works involve planning, programming, provision of advice and budget estimates relating to the fixed plant and equipment covering the following and including specialised hi-tech scientific instrumentation typically associated with water chemistry and research laboratories:

- Predictive maintenance
- Preventative maintenance
- Reactive maintenance

### 3.3. Grounds Maintenance

The landscaping works involve operation of AIMS mowers, tractor and other tools to keep the grounds groomed at all times.

## 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 six pages** plus attachments as necessary. Applications will be assessed with regard to the following:

	<b>CRITERIA</b>	<b>% ASSESSMENT</b>
1	Physical, Financial and Human Resource capability	20%
2	Operational Experience	30%
3	Experience with total maintenance contracts	15%
4	OH&S, Environment, Risk Management and Privacy Principles	20%
5	Personnel, Training and Industrial Relations	15%

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 maintenance requirements, and proposed manning and equipment levels. A list of assets and 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 maintenance

- 1.1. Company capability details with relevant licenses, insurance cover etc
- 1.2. Suggest an organizational structure which you would foresee being used for this contract. Organizations 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 maintenance requirements.
- 1.3. Comments are sought on proposed permanent on-site trade personnel requirements, off-site trade personnel and sub contractors to be available.

- 1.4. Performance capacity in routine work and in emergency breakdown situations including local back up.

## **2. Demonstrated Operational Experience**

- 2.1. Demonstrate the ability to structure, plan and budget for maintenance requirements.
- 2.2. Comment on what Key Performance Indicators and value for money ethos you envisage can be used to measure performance of the contract.
- 2.3. Either by explanation or using a brief example demonstrate your understanding of the requirements of a Maintenance Program for a maintenance contract.
- 2.4. Demonstrate your expertise in operating the MEX or similar systems and advise what other Information Technology Systems you propose to use.
- 2.5. What is your experience with performance based maintenance systems?
- 2.6. How would your organisation keep up with the changes to Australian Standards, regulations and requirements for a facility like Cape Cleveland?
- 2.7. Demonstrate your experience and expertise in maintaining production line equipment necessary for a 24/7 operational facility
- 2.8. Demonstrate your expertise in maintaining specialised hi-tech scientific instrumentation typically utilised in water chemistry or research laboratories.

## **3. Experience with total maintenance contracts**

- 3.1. Provide relevant details of previous or current maintenance contracts entered into by your organisation. Detail facilities previously or currently being maintained on a contract basis in North Queensland.
- 3.2. Comment on what Quality Assurance Procedures would be used to maintain a satisfactory quality of work throughout the various areas of this contract.
- 3.3. Because of the scientific nature of the activities at AIMS, maintenance work specifically on plant and equipment is of a high priority. However, with this in mind, it is also imperative that maintenance be programmed and carried out in a way that will be the least disruptive to AIMS personnel. Research which has been proceeding over months or years can be seriously impacted by incidents such as inadvertent isolations, which typically result from poor communication or not following systems and procedures. How would you address this?

## **4. Demonstrated advanced commitment to OH&S, Risk Management, Environment and Privacy Principles**

- 4.1. 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.
- 4.2. Detail your approach to risk management that would be adopted for the maintenance services.
- 4.3. Advise your safety record in North Queensland over the past two years.
- 4.4. Advise your status with Personal, Property and Public Liability insurances.
- 4.5. Demonstrate your commitment and understanding of the Australian Governments Privacy Principles.
- 4.6. Advise and explain the commitment and policy that you will use to maintain the Cape Cleveland pristine environment.

## 5. Personnel, Training and Industrial Relations

- 5.1. Include CV's of proposed management and supervisory personnel including their role in the contract administration.
- 5.2. It is obviously desirable to maintain a continuity of personnel to fulfil the maintenance requirements of the AIMS facility. Comment on your organisations ability to ensure that specific employees or subcontractors of your organisation will be used in the various areas of maintenance. Provide details on your staff retention and subcontractor turn over.
- 5.3. What is your apprenticeship training record and what do you envisage can be done as part of this contract?
- 5.4. Please provide details on your Industrial Relations record for the past two years? Comment on IR policy you would use for this contract.
- 5.5. Comment on your understanding of the Commonwealth Government requirements regarding Workplace Gender Equality, Indigenous Procurement Policy, Building Code 2013 and Freedom of Information.

## 6. SUBMISSION DETAILS

Expressions of Interest should be endorsed “**EOI No. 675**” 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](mailto: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 675**

**EXPRESSION OF INTEREST FOR MAINTENANCE SERVICES 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 .....

<b>1. Demonstrated Physical, Financial and Human Resource capability to perform the required maintenance.</b>
1.1.
1.2.
1.3.
1.4.
<b>2. Demonstrated Operational Experience</b>
2.1.
2.2.
2.3.
2.4.
2.5.
2.6.
2.7.
2.8.
<b>3. Experience with total maintenance contracts</b>
3.1.
3.2.
3.3.
<b>4. Demonstrated advanced commitment to OH&amp;S, Risk Management, Environment and Privacy Principles.</b>
4.1.
4.2.
4.3.
4.4.
4.5.
4.6.
<b>5. Personnel, Training and Industrial Relations</b>
5.1.
5.2.
5.3.
5.4.
5.5.