



CIRCULAR HEAD COUNCIL (CHC) PROVISION OF SERVICES REGISTRATION

Registration Form

Registered Business Name:
ABN:
Business Contact Name:
Phone:
Email:
Postal Address:
Physical Address (if different):
Availability (minimum days notice):
Is your Business registered for GST? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(please tick)</i>
Accounts Contact Name:
Phone:
E-Mail:

Please attach (as an appendix to the Registration Paperwork) a table of the goods and services including rates that your company will be offering for upcoming works with the Circular Head Council.

Circular Head Council (CHC)

Terms and Conditions for Provision of Services Registration

The Provision of Services Registration forms part of Circular Head Council's Procurement Framework to prequalify suppliers against evaluating criteria for participation in Council operational maintenance or minor capital works. This process allows the opportunity for all Service Providers to register and provide details and rates of the services they offer. These services are often requested with short timeframes so that we can meet the service levels set for our community.

Circular Head Council will provide additional opportunity outside this registration process for Service Providers to tender for supply of materials, equipment and or services in line with our Procurement Framework which may be for individual projects or for a nominated timeframe dependent on Circular Head Council's business needs.

This is not a tender, and will not result in a specific contract, nor is there any implied intention that work will be available for all registrations or any expressed intention to apportion work equally.

The below table describes the evaluation criteria and the associated weightings Council uses to evaluate each Service Provider's registration.

Evaluation Criteria	% Weighting
Value for Money	50
Availability	25
Construction Industry White Card, relevant plant/equipment licences and insurances (where applicable)	15
Relevant qualifications and experience (resume)	10

The Service Provider/employee will be required to complete Councils' online induction when Council engages you for work or a service. Arrangements and further instructions would be provided at that time. A re-induction is necessary every 2 years.

All policies must be for a twelve (12) month period and remain current whilst ever working for Council. Details are recorded in Council's Contractor database which issues automated reminders when the policy is nearing its expiry date, reminding the Service Provider to provide Council with a copy of the updated policy.

The Service Provider is responsible for unfixed or unsecured plant or equipment at any place where the plant and equipment are being provided for Council use unless otherwise agreed by the Council.

All plant operators must have the appropriate licence to operate plant/ equipment. Council reserves the right to view licences before the commencement of work.

All plant utilised for work is to have the appropriate registration and be fit for purpose with relevant roadworthy certification to be provided as required. Council reserves the right to view registrations/ documentation before the commencement of any work.

Service Providers are to provide new pricing/rates between June 20 to 29 each year.

Circular Head Council has a "Fitness for Work Policy" and this includes random Drug and Alcohol testing. The policy purpose is to ensure that all persons are fit to be engaged on any of Council's worksites. It is the Service Provider's responsibility to obtain a copy and familiarise themselves with its content.

Supply of materials, equipment or services should be made only upon receipt of an official purchase order.

A separate invoice will be required for each purchase order received from Circular Head Council with the purchase order number to be listed on the invoice.

If dockets are supplied, these will need to have the relevant purchase order recorded on the docket to assist the reconciliation process by accounts staff.

Indemnity

In providing the services the Service Provider agrees to indemnify, and keep indemnified, Circular Head Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Service Provider's performance or purported performance of its obligations in relation to the service provision and be directly related to the negligent acts, errors, or omission of the Service Provider.

Hold Harmless

The Service Provider agrees to hold harmless Circular Head Council, its servants and agents, and each of them in connection with all claims resulting from damage, loss, death or injury whatsoever which may otherwise be brought or made or claimed by the Service Provider against Circular Head Council, except to the extent that Circular Head Council is negligent.

I/We hereby express our interest to provide services and or perform work for Circular Head Council which we have included on the attached document, **complete with a table of rates** as part of the registration process above.

Signature:

Date:

Name:

Signature:

Date:

Name: