



WENTWORTH COMMUNITY HOUSING

CONTRACTOR

EXPRESSION OF INTEREST

INTRODUCTION

Over the coming several years, Wentworth Community Housing Ltd (WCH) will expand its services to the client base in affordable and community housing. With growth in the number of properties it manages, WCH has identified a need to expand the contractor base in all trades associated with domestic and low rise, medium density construction and maintenance.

ELIGIBILITY

All tradespeople are eligible to provide their details for this Expression of Interest; different volumes, types and structures of work will be identified for contracting across a continuum of workplace environments. Ideally, being outer Western Sydney based, WCH will give potential weighting preference to contractors from within the geographical, Local Government areas, and those in close proximity to the areas of our housing provision. This does not preclude contractors from other areas providing their details, as weightings will be established to ensure a fair, equitable and complete evaluation of applicants is applied.

TRADES REQUIRED

All trades associated with domestic based construction are welcome to provide information to WCH. Companies or entities that can provide multiple trades with clear evidence of small management of sites are welcome to apply as builders, but must provide clear information and evidence that site management will be undertaken by the licensed builder themselves.

Restricted single trades and handyman licences are welcome to apply, but large scale volume works associated with multiple properties will not be considered for restricted licences as the primary contractor.

Lawnmowing and small garden, cleaning services do not require a licence, but must provide proof of their work quality through sound referees from projects of a similar scale.

Carpentry & joinery, plumbing, electrical, wall & floor tiling, carpet & vinyl layers, plasterers, painters, rppf tilers & fixers, brick & block layers, concreters, lawns & grounds contractors, HVAC, electronic security and access, glaziers, roof repairs, television servicing, locksmiths, waste management, arborists, fire management, smoke alarm inspections and specialists are all invited to submit their details for consideration.

All professional areas such as architecture and engineer will be procured on an "as needs" basis.

EXTENT OF WORKS

Most work will be maintenance related, there may be some larger contracts where groups of properties are bundled together and upgrading programs are undertaken on a geographic basis. WCH will be looking for suitably qualified project managers & tradespeople that can provide economic pricing to manage their portfolio on a holistic basis.

PROCESS FOR CONTRACTORS

In the first instance WCH is seeking information only from qualified contractors capable of meeting their needs as demand grows rapidly over the coming years and beyond. For this first EOI, contractors only need submit information requested; further information may be required if you are selected as a preferred tender.

Qualification does not automatically make any contractor eligible, but will ensure that access to further information may be available post revision. No contractor is guaranteed all or any work from this EOI process, it is simply an identification process initially.

INFORMATION PROVISION

The information required from contractors to be eligible for consideration includes:

1. All current licensing information – include copies of relevant documents
2. Insurance Certificates – current certificates for:
 - a. Worker's Compensation
 - b. Public Liability
 - c. Contract Works
 - d. Professional Indemnity
3. A statement of financial capacity – must be verifiable through a financial institution.
4. ABN and legal trading entity.
5. Employee capacity and information on effective geographic capacity by LGA (Hawkesbury, Blue Mountains, Penrith & Blacktown)
6. Preferred LGA's to conduct work – please rank in order.
7. Accessibility to other trades to provide a holistic service
8. Supervision and project management skills including onsite management processes.
9. Electronic capacity – email, computer literacy statement, systems, software and capability
10. A statement of maintenance experience in the domestic environment.
11. Trade, business and personal referees
12. OH&S systems, licences and statements
13. Contact information including after hours and emergency capacity statement.

CONTACT

Please call Mr Michael McCosker on 02 4731 5851 for any questions, queries or further information.

DATES FOR SUBMISSION

All information must be received in softcopy to:

eo@wentworth.org.au

Hardcopy information from contractors can be delivered directly to WCH at:

Borec House
Suite 1002, Level 1
29-57 Station Street
PENRITH NSW 2750

All submission must be in WCH's possession by 4pm on 27 November 2009.

Late submission will not be accepted.