

## Expression of Interest for 'Responsive Maintenance'

WIOT is calling for expressions of interest (EOI) from suitably qualified, licensed and experienced building maintenance contractors with proven capability, seeking to be included on a list of preferred contractors to undertake responsive maintenance works on WIOT buildings and grounds, in any of the following categories, for a 2 year period only.

Category of trade:

<ul style="list-style-type: none"><li>• Plumber – water</li><li>• Plumber – gas</li><li>• Plumber – roofing</li><li>• Mechanical</li><li>• Locksmith</li><li>• Carpentry and general maintenance</li><li>• Electrical</li><li>• Snake catcher</li><li>• Glazing</li></ul>	<ul style="list-style-type: none"><li>• Arborist and tree felling</li><li>• Security Alarm – monitoring, patrols and response</li><li>• Fire services – maintenance and repairs</li><li>• Painting – internal and external</li><li>• Gutter, roof, and down pipe cleaning</li><li>• Blinds – internal and external</li><li>• Tiler – wall and floor</li><li>• Floor finishes – carpet and vinyl</li></ul>
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The campuses to be serviced are:

1. Main Campus - 87 McKoy Street WEST WODONGA VIC 3690
2. City Campus - TAFE Space. 158 Lawrence Street WODONGA VIC 3690
3. DSTC Campus - 45 Albertson Road BARNAWARTHA NORTH VIC 3691
4. Timber Studies Campus - 3 Michael Drive WODONGA VIC 3690
5. Motorsports Campus - 3a Romet Road WODONGA VIC 3690
6. Retro Cafe - 556 Dean Street ALBURY NSW 2640

### The applicant's submission must include and provide the following information

- The categories being submitted for consideration.
- Previous experience in the category selected.
- Company profile and structure.
- Business registration/s and Licence particulars.
- Relevant insurance/s (i.e. WorkCover, public liability up to AU\$20,000,000).
- Key personnel utilised in the undertaking and supervision of works.

- For each member of your staff you intend to attend our site/s, you will need to verify the following:
  1. Technical qualifications, skills and capability
  2. Demonstrated knowledge of OH&S compliance
  3. Victorian Working with Children Check (Employment)  
<http://www.justice.vic.gov.au/wps/wcm/connect/justlib/working+with+children/> Card details
  4. Undertaken a National Police Records Check  
[http://www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274) with results to the satisfaction of WIOT.

Contractors short listed by WIOT from the EOI in any of the above mentioned categories may be invited to quote for the works in the appropriate category in due course.

Lodge submissions in a sealed envelope addressed to the undersigned and endorsed "Expressions of Interest - Responsive Works" and place in the **Tender Box, Reception, Ground Floor, Block A, Main Campus, 87 McKoy Street, WEST WODONGA Vic 3690** on or before 2pm Friday 11 November 2011.

**Michael O'Loughlin**

CEO

Wodonga Institute of TAFE