

# Department of Treasury and Finance

## Prequalification Scheme Categories

# Contractors

## TREASURY'S PREQUALIFICATION SCHEME - CONTRACTORS

Tasmanian Government agencies are required, for major works contracts (ie a contract valued at \$250 000 or more) and where a relevant prequalification category exists, to engage contractors that have been registered under Treasury's Prequalification Scheme. Agencies do not need to engage a prequalified contractor where:

- the building construction and maintenance services required do not fall within one of the existing prequalification categories; and/or
- an exemption from the requirement to use prequalified suppliers has been granted (this will only occur in very limited circumstances).

Contractors who wish to offer building construction and maintenance services to the Tasmanian Government in any one of the existing categories must first apply to become prequalified. Consultants can be registered in one or more of the below categories.

The National Prequalification Scheme (NPS) is separate to Treasury's Prequalification Scheme and is managed by the Department of State Growth. Information about the NPS is available [here](#).

Further information about Treasury's Prequalification Scheme, including the application process, is available on the [Purchasing website](#).

## CATEGORIES

Treasury's Prequalification Scheme comprises seven contractor categories. The scope of each category is outlined below.

### Building Works - Institutional

The contractor shall demonstrate that it has the capability to undertake the construction of institutional buildings such as offices, schools, libraries, hospitals, and any other similar buildings that provide for the delivery of Government services.

The contractor shall also demonstrate that it has the capability to:

- undertake the role of the main contractor, for the management of the construction of institutional buildings, inclusive of all building trades and subcontractors responsible for building services;

- provide a comprehensive service for the management of a project from the award of the contract to the end of the defects liability period and the achievement of required completion dates;
- understand the need to deliver the project within budget by exercising appropriate cost controls;
- participate in the delivery of the project design to achieve the client's service delivery objectives;
- cooperate with contract administration to achieve the project objectives; and
- ensure that best practice construction procedures are followed.

## Building Works - Residential

The contractor shall demonstrate that it has the capability to undertake the construction of multiple or single residential buildings such as those managed by the Department of Health and Human Services.

The contractor shall also demonstrate capability to:

- undertake the role of the main contractor for the management of the construction of multiple residential buildings, inclusive of all building trades and subcontractors responsible for services;
- provide a comprehensive service for the management of the project from the awarding of the contract to the end of the defects liability period and the achievement of required completion dates;
- understand the need to deliver the project within budget by exercising appropriate cost controls; and
- ensure that best practice construction procedures are followed.

## Electrical Services

The contractor shall demonstrate that it has the capability to undertake the following works:

- supply, installation, commissioning and maintenance of the following installations in buildings and building complexes:
  - 240/415 volt electrical installations and associated control systems;
  - electrical switchboards; and
  - lighting systems and associated control systems.
- interpretation of contract documentation produced by design professionals; and
- ensure compliance with statutory requirements.

If applying for registration for projects in excess of \$500 000, the contractor shall demonstrate additional capability for:

- review of the technical content of specifications; and
- design of electrical services installations.

The contractor shall hold an Electrical Contractors Licence issued by the Office of the Tasmanian Electricity Regulator.

The contractor shall employ persons with 'A' Grade Electrical Technicians Licence as issued by the Office of the Tasmanian Electricity Regulator.

## Mechanical Services

The contractor shall demonstrate the capability to undertake the design, supply, installation, commissioning and maintenance of Mechanical Services as well as undertake the following works:

- air conditioning systems, heating and ventilating systems, and ducted exhaust systems;
- refrigeration systems;
- electrical services for the mechanical services;
- mechanical services control systems;
- domestic hot and cold water services, and external site water services;
- piped medical services;
- gas and fuel systems; and
- steam and condensate systems.

The category excludes registration for fire sprinkler systems.

A contractor registered for Mechanical Services must have the capability to carry out design, installation, commissioning and maintenance of Building Management and/or DDC Control Systems. In order to achieve this requirement, the contractor must either:

- register for Building Systems - Monitoring and Control; or
- demonstrate that arrangements are in place for a contractor registered for Building Systems - Monitoring and Control to carry out design, installation and commissioning and maintenance of such systems and that those arrangements will endure for the registration period.

The contractor shall demonstrate compliance with the following requirements:

- that the commissioning of Heating, Ventilation and Air Conditioning (HVAC) services shall be under the supervision of a contractor certified by the National Environmental Balancing Bureau in the appropriate discipline;
- that for installation, service and maintenance, technicians for HVAC systems shall have an HVAC trade certificate, Electrical 'A' Grade licence and/or be qualified as a refrigeration mechanic and/or hold a Chlorofluorocarbon (CFC) licence;
- installation and maintenance of medical gas and industrial gas installations shall be by tradesmen qualified and experienced in accordance with the requirements of the relevant Australian Standard; and
- installation of refrigeration systems shall be by tradesmen qualified as refrigeration mechanics.

The contractor shall demonstrate its capability to respond to emergencies and breakdown maintenance within appropriate timeframes.

## Fire Services

This category incorporates all the requirements set out in *General Fire Regulations 2010* and the *Fire Services Act 1979*.

A contractor must be the holder of a current permit issued by Fire Service Tasmania. Refer to the website [www.fire.tas.gov.au](http://www.fire.tas.gov.au) for further information concerning permits.

A permit defines the scope of work that the contractor is permitted to undertake. Treasury recognises that a permit issued by Fire Services Tasmania establishes the contractor's technical competence to undertake installation, commissioning and maintenance on installations covered by the permit.

Although this permit is issued to the company, it is based on an employee of the company being the Permit Nominee. It is a requirement of registration for this category, that the contractor permanently employs a Permit Nominee.

The contractor must demonstrate:

- experience in undertaking contracts to the registration level sought;
- current resources to undertake those contracts;
- ability to provide emergency and breakdown maintenance within appropriate response times; and
- qualified technical support service personnel exist to support the product within Tasmania.

## Building Systems - Monitoring

The scope of this category includes the monitoring and/or control of Heating, Ventilation and Air Conditioning (HVAC) services, energy management, fire detection, security, lighting, refrigeration, domestic hot and cold water, and other building services.

The contractor shall demonstrate that it has the capability to undertake the design, supply, installation, commissioning and maintenance of Building Management and/or DDC Systems.

The contractor shall employ persons with the following experience:

- technicians shall have a minimum of five (5) years experience in the design, installation, commissioning and maintenance of building management direct digital and analog control systems. They shall have received formal training by the manufacturer of the control system being installed;
- technicians shall possess extensive knowledge of control theory and its application to HVAC services, energy management and building management; and
- installation and commissioning of HVAC services and associated controls shall be under the supervision of a technician registered under National Environmental Balancing Bureau in the appropriate discipline.

The contractor shall also demonstrate:

- capability to respond to emergencies and breakdown maintenance tasks within appropriate timeframes;
- that qualified technical service personnel to support the product reside within Tasmania;
- that backup support of the controls manufacturer is available to the service personnel; and
- that there is direct access to software modifications/upgrades.

## Facilities Management and Maintenance

This category is for the provision of a comprehensive service for the management of the maintenance of buildings, engineering services, fire detection and protection systems, security systems, and any other assets, under a term contract.

The contractor shall demonstrate that it has the capability to:

- establish a client focus for maintenance of the buildings, engineering services, etc;
- satisfy operational needs through effective maintenance strategies;
- satisfy the requirements of strategic asset management planning;
- establish and monitor the condition of all buildings, engineering services, etc;
- minimise the risks associated with the asset portfolio, including:
  - *Work Health and Safety Act 2012*;
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  - *Disability Discrimination Act 1992 (Commonwealth)*; and
  - service failure risks.
- minimise financial risks associated with the budget and property values;
- contain maintenance expenditure within budget;
- generate efficiencies through effective management and innovation;
- manage maintenance subcontractors;
- establish and monitor performance and achieve benchmarks;
- provide operational overview of the buildings, engineering services, etc;
- provide emergency and breakdown maintenance within appropriate response times; and
- provide reports that explain how the objectives of the contract have been satisfied.

A person residing in Tasmania and with qualifications and extensive experience in the field of facilities management and maintenance must supervise all work associated with this category.