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# Request for Tender

## Part B - Specification

### Supply of Air conditioning and Refrigeration Services

Service Contract

T25-06

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Closing Time and Date: **12pm Monday, 7<sup>th</sup> July 2025**

Method of Lodgement: Electronic Tender Response via Tenderlink

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## 1. BACKGROUND

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Katherine Town Council (Council) is seeking tenders for the provision of Airconditioning Servicing and Maintenance at all council facilities. These works shall be carried out within the guidelines and specifications supplied.

Suitably qualified Tenderers with proven capability, capacity, and sound financial and technical background to deliver the Specification outlined in this *Request for Tender (RFT)* are invited to participate in this RFT process.

## 2. OBJECTIVES

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The project aims to:

- a) Ensure the Annual Scheduled Servicing of all councils Airconditioning units.
- b) Ensure the 6-monthly scheduled cleaning of all councils Airconditioning units.
- c) Provide maintenance and repairs as required throughout the contract period.

## 3. REQUIREMENTS

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### Scope of Works:

#### Preparation of Asset Register:

On award of contract, prepare an asset register of all air conditioning and refrigeration plant and equipment to include equipment type, serial number, date of manufacture, location and service date history. This will be used to keep accurate records throughout the contract period.

#### Annual Services:

Carry out full acid wash and pressure clean of all indoor and outdoor air conditioning units on a 12-monthly cycle. Carry out a full acid wash and pressure clean of all refrigeration plant to include a refrigerant level check and full electrical termination check on a 12-monthly cycle.

#### 6-Monthly Services:

Carry out a filter clean and plant check of all air conditioning units on a 6-monthly cycle.

#### Maintenance Services:

Attend service calls as required on a 24/7 basis, as directed by Infrastructure Team. Provide all replacement parts / units and materials associated with air conditioning and refrigeration repairs and replacements.

### Location of works:

#### Annual and 6-Monthly Services:

Council Facilities	
Civic Centre	24 Stuart Highway, Katherine
Visitor Information Centre	23 Chambers Drive, Katherine
Depot	38 Chardon Street, Katherine
Waste Management Facility	40 Novis Quarry Road, Katherine
CEO Housing	78 Victoria Highway, Katherine
Air Monitoring Station	Katherine Sportsgrounds, 24 Chambers Drive
Sports Pavilion	Katherine Sportsgrounds, 24 Chambers Drive
Town Square – Media Room	Stuart Highway, Katherine
Museum	20 Christie Street, Katherine
Aquatic Centre	Katherine Sportsgrounds, 24 Chambers Drive
Civil Airport Terminal	Tarakan Road, Tindal

### **Contractors Responsibilities**

- Site visits will be mandatory for tenderers.
- Contact Council for approval prior to the scheduling of any works.
- It is the contractors responsibility to ensure that these works are carried out in accordance with the above mentioned requirements throughout the term of the contract.

## **4. CONTRACT TERM**

Council is seeking to award the contract for a initial proposed contract length of 12 months with the option to extend for a further two 12 month periods, at rates based upon Darwin CPI increases, if agreed between both parties, to a maximum of 36 months.

The Tenderer shall advise the Council eight (8) weeks before the contract expires if he desires the contract period to be extended.

## **5. WORK HEALTH AND SAFETY (WH&S)**

### **5.1 PCBU**

The Contractor will be the *person conducting a business or undertaking* (PCBU) in relation to this Contract.

The Contractor must comply with all relevant WHS regulations and standards in accordance with the *Work Health and Safety (WHS) Act 2011*, for the management, operation and supervision of the service.

## **5.2 Contractor Work Health and Safety Management Plan**

The Contractor must establish, implement, and operate a Work Health and Safety Management Plan to ensure a safe working environment and compliance with legislative requirements. This plan must be approved by council at the commencement of the contract.

The plan must:

- a) Ensure that any premises controlled by the Contractor, where any persons are performing work, are safe and without risks to health;
- b) Ensure that any plant or substance provided for use by any persons performing works are safe and without risks to health when properly used;
- c) Ensure that systems of work, including the working environment, are safe and without risks to health;
- d) Provide such information, instruction, training and supervision to ensure health and safety in the provision of the Specification;
- e) Provide adequate facilities for persons performing the Specification;
- f) Ensure that any Subcontractors comply with and implement their own work health and safety management plan;
- g) Comply with any Legislative requirements.

The Work Health and Safety Management Plan must include, as a minimum:

- a) The Contractor's assessment of all risks, including hazard identification, arising from its performance of its obligations under this Contract;
- b) The Contractor's WH&S risk assessment and risk management procedures;
- c) The Contractor's WH&S policy and objectives;
- d) The Contractor's WH&S procedures and action plans;
- e) The Contractor's organisational structure and allocation of responsibilities, accountability and resources in relation to WH&S;
- f) Safe work methods statements (SWMS);
- g) The Contractor's WH&S information, instruction, training, supervision and induction of all persons performing the Specification;
- h) The Contractor's WH&S auditing and inspection procedures;
- i) The Contractor's WH&S consultation procedures;
- j) The Contractor's WH&S incident reporting procedures;
- k) The Contractor's WH&S review of risk assessments and control measures and review of the Work Health and Safety Management Plan more generally;
- l) The Contractor's WH&S performance monitoring;
- m) The Contractor's collection and analysis of WH&S data and records;
- n) The Contractor's emergency procedures and provision for medical and first aid treatment.

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### **5.3 Incident Reporting**

The Contractor must notify Council and the appropriate authorities of any serious incident.

The Contractor must notify Council immediately and follow up in writing with a written report within 24 hours of any incident, involving:

- a) WH&S issues;
- b) Significant property damage;
- c) Damage which may cause any interruption to normal operation on site;
- d) Any incident requiring the attendance of Emergency Services (Police, Fire Service or Ambulance);
- e) Any criminal activity;
- f) Stop-work or any industrial action that may impact on the normal operations on site;
- g) Any other matter that may lead to litigation or otherwise adversely affect the interest of Council.

The written report must include the date, time and location of the incident and staff involved.

The Contractor is required to notify Workplace Health and Safety Northern Territory if an incident arises out of conducting business or undertaking that results in the death, serious injury or serious illness of a person or involves a dangerous event.

### **5.4 Work Health and Safety Performance Reporting**

The Contractor must, when requested by Council, provide evidence of the Contractor's ongoing implementation of the Work Health and Safety Management Plan.

The Contractor must, when requested by the Council Representative, provide reports on work health and safety inspections, audits or assessments undertaken during the Contract Term within five (5) business days of completion.

The Contractor must promptly notify Council of any incident which occurs during the performance of Specification and subject to any legislative requirements which require otherwise, it must not undertake an investigation into the incident without first consulting with Council.

The Contractor must promptly notify Council of any fines, charges or notices (including but not limited to improvement and prohibition notices) which are issued to the Contractor under work health and safety legislative requirements, and which are issued either during the performance of Specification or as a result of the Specification.

If requested by Council, the Contractor must, within three (3) working days after any such Incident or at any other time on request by Council, provide Council with details of or a copy of or a written report into such fines, charges or notices.

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## **6. QUALITY MANAGEMENT**

The successful Contractor must maintain a quality management system to monitor, control, and manage the goods, works, and services provided under this Contract. Council may require amendments or additions to this system as deemed necessary. This system must include audit procedures to verify consistent compliance with the Contract Specification.

The Contractor shall be given 48 hours' notice to rectify defects or missed works in accordance with the defined scope of works.

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## **7. COMPLIANCE WITH ACTS, REGULATIONS AND LAWS**

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The Contractor must at all times in providing the Specification:

- (a) hold and maintain Authority requirements and consents, certificates, licences, permits and approvals (including conditions in respect of those consents, certificates, licences, permits and approvals); and
- (b) comply, and ensure that all employees comply with all laws including Work Health and Safety laws, regulations and requirements. The Contractor must comply with, and ensure that its employees, subcontractors and agents comply with any Acts, regulations, local laws, codes of practice and Australian Standards which are in any way applicable to WH&S and the performance of the Specification under this Contract.

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## **8. MEASURES AND KPIS**

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The Contractor must fulfil their contractual agreement including:

- a) Services completed by the agreed date(s);
- b) Issues must be rectified as soon as practicable;
- c) Notify Council of any incident or near miss which occurs during the performance of the Contract.

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## **9. REPORTING**

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Upon Contract completion, the Contractor must return to Council:

- a) All council property provided to the Contractor to perform the services within the Contract, including but not limited to keys, equipment, and alarm codes.