GUIDE NOTES TO ASSIST IN THE PREPARATION
OF THE SPECIFICATION PRELIMINARIES
AND THE SPECIFICATION GENERALLY FOR WORKS
CONTRACTS TENDERED BY THE DEPARTMENT
OF FINANCE IN THE NAME OF THE MINISTER
FOR WORKS

DATE OF LAST UPDATE TO MASTER
1 September 2015
SPECIFICATION GUIDENOTES FEEDBACK

SPECIFICATION PRELIMINARIES GUIDELINES FEEDBACK

To assist the Department of Finance in refining these specification guidelines we would appreciate any feedback that you may have.

Please use a copy of this form and forward it to the Principal Contracting Advisor, Building Contracting Services.

Thank you

Comments

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Guidenotes_to_Prepare_Specification_01Sep2015
# AMENDMENTS LOG

This Page Is For Information Purposes Only

<table>
<thead>
<tr>
<th>No.</th>
<th>Affected Clause</th>
<th>Amendment</th>
<th>Effective Date</th>
</tr>
</thead>
</table>
| 1   | Whole Document  | Effective date of 1 December 2007 added to header.  
Clause 3.4 – clause amended to incorporate Component B of the Priority Start – Building Policy and instruction.  
Clause 3.5 – clause inserted to detail new requirements under the Australian Government OHS Accreditation Scheme.  
Section 4.1 amended to detail amendments described above.  
This version accepted as original version. If an earlier version is required, please direct your query to the Manager, Procurement and Strategy Policy. | 1 December 2007 |
| 2   | Whole Document  | Effective date of 25 January 2008 added to header.  
Section 3.8 amended to include reference to nominated subcontract in relation to data cabling in WA schools.  
Paragraph relating to payment of the BCITF Levy moved from Part 3 to Part 4. This requirement is a condition of contract, and not a condition of tender.  
Note: This document will be subject to extensive review prior to the next update to the contract master documents. | 25 January 2008 |
| 3   | Whole Document  | Effective date of 12 May 2008 added to header.  
| 4   | Whole Document  | Effective date of 2 February 2009 added to front cover and footers.  
Change of Government Logo  
3. Sundry, extensive amendment made to nomenclature throughout document to reflect transfer of Works functions to Department of Treasury and Finance.  
4. Sundry amendment throughout document ensuring consistent capitalisation and correction of other minor typographical errors. | 2 February 2009 |
| 5   | Whole Document  | Effective date of 30 April 2010 added to front cover and footers.  
Change of nomenclature – Department of Education and Training referred variously as Department of Education and Department of Training and Workforce Development.  
Priority Start – Building Policy contact details amended.  
Sundry amendment of document to correct minor typographical errors. | 30 April 2010 |
| 6   | Whole Document  | Effective date of 31 January 2011 added to front cover and headers.  
Amendment throughout document of change of nomenclature, the word “Indigenous” replaces the word “Aboriginal”.  
Amendment to the Financial Ranges within the Builders Prequalification Scheme.  
Amendment throughout document updating OHS Accreditation Scheme details.  
Amendment to Part 3 – Policy and Practice Requirements to incorporate APCC National Prequalification System requirements  
Clause by clause guides amended to reflect current preliminaries.  
Site Signboard alternative deleted – no alternative had been specified.  
List of contractual forms updated. | 31 January 2011 |
<table>
<thead>
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<td>Tender lodgement details updated to reflect relocation to Osborne Park.</td>
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<td>1. Various typographical, formatting and grammatical corrections.</td>
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<td>2. Paragraph 3.1 – Building Contractors Prequalification Requirements-</td>
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<td>Update reference to Building Services (Registration) Act 2011 (WA).</td>
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<td>3. Paragraph 3.2 – Builders Prequalification For Tendering With the</td>
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<td>Department of Finance for Works Contracts – removed reference to Level</td>
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<td>0 Prequalification Level 0 due to its removal.</td>
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<td>inserted to implement Industry Participation Plan.</td>
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<td>to implement Building Code 2013 compliance for Commonwealth and</td>
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<td>commonwealth funded projects.</td>
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<td>6. Paragraph 3.11 – Nominated Subcontractors and Suppliers – Old</td>
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<td>Paragraph 3.11 amended to remove reference to Siemon due to expiry of</td>
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<td>their contract.</td>
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<td>7. Paragraph 4.1 – Include reference to example access provisions now</td>
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<td>3. Paragraph 4.1 – Remove reference to the Code of Practice for the</td>
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<td>1. Whole document - Amendment throughout document of change of</td>
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<td>nomenclature, the word “Aboriginal” replaces the word “Indigenous”.</td>
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<td>drawings from the requirements of the style guide.</td>
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<td>2. Paragraph 4.1 – Tender Consideration Period – Amended to cater for</td>
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| 15 December 2014 | 1. Update revision date.  
| 1 April 2015  | 1. Front page – remove references to old versions of Guideline.                                                                                                                                                                                                                                                                            |
| 1 September 2015 | 1. Paragraph 3.4.3 – Consultant’s Role - delete reference to now defunct Priority Start policy.  
4. Paragraph 3.8 – Australian Government Building and Construction WHS Accreditation Scheme – updating to new WHS Scheme terminology and new thresholds.  
5. Paragraph 3.9 – Industry Participation Plans – amendments updating contact details for ProjectConnect supplied by Department of Commerce.  
7. Paragraph 4.2 – Minor Works Preliminaries – delete references to Priority Start Building Policy. Government Building Training Policy replaces the Priority Start policy, but will not apply to minor works, whose threshold is between $250,000 to $1.5 million works.  
8. Paragraph 5 and 5.1 – Contractual Forms – amended to include reference to new ‘Claim for Regional Business Preference’ form and delete reference to now defunct Priority Start Registration form. |
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1. INTRODUCTION
1. INTRODUCTION

1.1  GENERAL
This document sets out general guidelines for the compilation of Specification Preliminaries and the Specification generally for contract documentation produced by consultants on behalf of the Department of Finance in the name of the Minister for Works.

The Department of Finance contracts with external consultants for the provision of project procurement services. However the Department of Finance retains the procedure of calling of Tenders and to ensure that Government policies and standards are met, these guidelines have been produced to provide consultants with a better understanding of the requirements of Government.

These guidelines are to be read in conjunction with the Specification Preliminaries and its included guide notes as provided by the Principal’s Representative.

This document is accompanied by disks that include copies of the two most commonly used specification preliminaries and the range of forms and the like from which the consultant shall select (in consultation with the Principal’s Representative) as appropriate for inclusion in the final specification.

1.2  PROVISION OF DATA TO THE CONSULTANT

**IMPORTANT: Please read this section carefully before copying any of the supplied files onto your computer system.**

Included on the enclosed disks are copies of:

FORMS & NOTICES FOLDER
Various forms and notices for selection and inclusion into the final specification as appropriate.

GUIDENOTES FOLDER
Guide Notes to Preparing Specification

PERFORMANCE REPORTING FOLDER
Contractor Performance Report Master and associated Guide Notes

PRELIMINARIES FOLDER
Preliminaries – 2124 Master
Preliminaries – Minor Works Master.

The Department of Finance-computer system is IBM compatible. Therefore consultants using other forms of computing such as Apple Macintosh shall be responsible for conversion of these preliminaries.

The Department of Finance-uses the Word Processing Package **MS Word 2007**. The above documents have been produced in MS Word 97.

1.3  DOCUMENT CONTROL
The latest version of the documents is: **1 September 2015**

1.4  USAGE OF SUPPLIED PRELIMINARIES
Copy the relevant preliminaries onto your system and retain as a master for reuse.
IMPORTANT: The master preliminaries as supplied by the Department of Finance may from time to time be modified. It is the responsibility of the consultant to verify the currency of its copy of the master with the Principal’s Representative prior to commencement of the specification for each project.

1.5 FORMAT
The general text style for specifications shall be Arial. The format of paragraphs and Heading styles is detailed in the following section.
2. SPECIFICATION FORMATS
2. SPECIFICATION FORMATS

2.1 GENERAL

The following is a list of the paragraph styles used in the preparation of these Preliminaries specifications under Word for Windows. It does not dictate the format of technical specifications or drawings.

All paragraph styles used by the Department of Finance style guide are explained as to their location and type. Included is a sample page displaying formatting required.

NOTE: The specification preliminaries contain a number of guide notes. These should be deleted in the production of the specification as each guide note is answered.

Deleting the guide note in the body of the specification will remove the guide note from the bottom of the page.

2.2 LAYOUT OF DEPARTMENT OF FINANCE WORKS SPECIFICATION

2.2.1 PAGE LAYOUT

A4 Sheet 29.7 x 21 cm

Margins

Left 2.5 cm
Right 2 cm
Top 2 cm
Bottom 2 cm
Gutter 2 cm

(Additional left hand margin for binding)

2.2.2 PARAGRAPH FORMATTING

SECTION Q ELECTRICAL

Section Heading

(Arial - bold, all capitals, 17 pt text double lines above and below, left indent 0cm.)

Used to create new section - eg
Demolition, Earthworks Electrical etc

Shortcut keyboard keys ctrl + shift + H

SECTION Q ELECTRICAL

Part heading

(Arial - Not bold, All capitals, 17 pt text, Page break before, Single lines above and below, left indent 0cm)

Note: Part heading has a Page break before.

Used to create parts within sections eg

2. Sewage disposal
3. Waste and Vent pipes
Shortcut keyboard keys \[ \text{ctrl + shift + P} \]

1. **HEADING 1**
   (Arial - Bold, All capitals, 16 pt text, left indent 0cm, space before 0.51i, after 0li keep with next)
   Used to establish major headings under section and part headings eg
   Demolition, Masonry, Power, lighting etc
   Shortcut keyboard keys \[ \text{ctrl + shift + 1} \]

1.1. **HEADING 2**
   (Arial - Bold, All capitals, 16 pt text, left indent 0cm, space before 0.51i, after 0li keep with next)
   The basic clause heading
   General, Materials etc
   Shortcut keyboard keys \[ \text{ctrl + shift + 2} \]

1.1.1 **HEADING 3**
   (Arial - Bold, All capitals, 12 pt text, left indent 0.5cm, space before 0.51i, after 0li keep with next)
   Sub clause heading
   Shortcut keyboard keys \[ \text{ctrl + shift + 3} \]

**HEADING 4**
   (Arial - Italics, All capitals, 12 pt text, space before 0.51i, after 0li, keep with next)
   Used to further break up clauses if required
   NOTE: Heading 4 does not have clause number attached
   Shortcut keyboard keys \[ \text{ctrl + shift + 4} \]

Normal
   (Arial - 11 pt text, left indent 1cm, flush left, space before 0li, after 0.51i, keep lines together)
   Normal specification text generally used throughout. You may bold sections of text as required or use bold text to further split up clauses
   Shortcut keyboard keys \[ \text{ctrl + shift + N} \]

Normal Indent
   (Arial - 11 Pt text, left indent 2.5cm, flush left, space before 0li, after 0.51i, keep lines together)
   To generally indent paragraphs use NORMAL INDENT - eg
This will serve to highlight some items of text as required and is arranged to have a standard indent for all text within that paragraph.

Shortcut keyboard keys ctrl + shift + I

Normal bullet
(Arial - 11 pt text, left indent 2.5cm, first line -1cm, flush left, space before 0li, after 0.51i, keep lines together)

For listing options in items:
Bulleted text has a further indent to normal style with first line set back to allow for option references (A), (1) etc
Shortcut keyboard keys ctrl + shift + B

Standards
(Arial - 11 pt text, left indent 3.5cm, first line -2cm, flush left, space before 0li, after 0.51i, keep lines together)

Used for standards listing - it has a larger indent and first line set back to cater for standards listing.

AS 1288 Have a larger indent to allow for the longer first line and is used where you are listing various standards applicable to the trade.
Shortcut keyboard keys ctrl + shift + S

Header and Footer
(Arial - 9 pt text)
The Header displays the Department of Finance name and page numbering.
The Footer displays filename, Section name and Project name.
3. POLICY AND PRACTICE REQUIREMENTS
3. POLICY AND PRACTICE REQUIREMENTS

3.1 BUILDING CONTRACTORS PREQUALIFICATION REQUIREMENTS

Refer to the Calculation of Builders Prequalification form and the Notice – Eligibility to Tender form.

This is separate to any requirements that builders must comply with under the Building Services (Registration) Act 2011 (WA). It is a prequalification of builders with whom the Minister for Works will contract. Prequalification is based on a building contractor’s technical and financial capacity to perform certain works.

Prequalification applies principally to major non-residential building works contracts state-wide. These contracts normally cover new buildings and major alterations and additions to existing buildings. Unless warranted by project and/or contracting risks, prequalification will not normally apply to contracts for fitout, civil, minor works, maintenance, breakdown and repairs and other non-building type works.

As of 1 January 2011 the Australasian Procurement and Construction Council’s (APCC) National Prequalification System for Non-residential Building (NPS) came into operation. Western Australia is a participating jurisdiction in the NPS. The application of the NPS to Department of Finance tendered projects is considered in section 3.3 below.

3.2 DEPARTMENT OF FINANCE BUILDERS PREQUALIFICATION SCHEME

The Department of Finance Builders Prequalification Scheme will continue to apply to projects tendered by the Department of Finance up to $50 million.

3.2.1 BUILDERS PREQUALIFICATION FOR TENDERING WITH THE DEPARTMENT OF FINANCE FOR WORKS CONTRACTS

Prequalification under the Department of Finance Builders Prequalification Scheme (BPS) involves five financial levels relating to the estimated contract value (at Perth prices) and three technical levels relating to the complexity of the work under the contract. The levels are:

<table>
<thead>
<tr>
<th>Financial</th>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
<th>LEVEL 5</th>
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<tr>
<td>From $300,001 up to $1,500,000</td>
<td>From $1,500,001 up to $3,000,000</td>
<td>From $3,000,001 up to $6,000,000</td>
<td>From $6,000,001 up to $15,000,000</td>
<td>From $15,000,001 up to $50,000,000</td>
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</table>

- **Complex**: Applicable
- **Conventional**: Applicable
- **Simple**: Not Applicable

Please note that the financial ranges shown are Perth based values, GST inclusive.
3.2.2 THE TECHNICAL COMPLEXITIES

The Department of Finance has grouped various facilities into 1 of its 3 broad bands of technical complexities. The following tables show the types of facilities that the Department of Finance has grouped within each band.

If a consultant believes that due to circumstances in the project its complexity level is greater or less than that shown below then the consultant must advise the Principal’s Representative of the level of complexity the consultant believes is appropriate and provide evidence that supports this opinion. The Department of Finance will undertake only to consider the consultant’s opinion of a change in complexity.

<table>
<thead>
<tr>
<th>COMPLEX FACILITIES</th>
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<tbody>
<tr>
<td>Academy</td>
<td>Concert Hall</td>
<td>Marina</td>
</tr>
<tr>
<td>Ambulance Station</td>
<td>Convention Centre</td>
<td>Museum</td>
</tr>
<tr>
<td>Amenities Building</td>
<td>Court House</td>
<td>Office Facilities (High Rise - greater than 3 floors)</td>
</tr>
<tr>
<td>Aquaculture Park</td>
<td>Crematoria</td>
<td>Operating Theatre</td>
</tr>
<tr>
<td>Aquatic Centre (Indoor &amp; Outdoor)</td>
<td>Dental Surgery</td>
<td>Prison (Remand, Medium, Maximum &amp; Juvenile)</td>
</tr>
<tr>
<td>Art Gallery</td>
<td>Film/TV Studio</td>
<td>Railway Station</td>
</tr>
<tr>
<td>Bank</td>
<td>Fire Station</td>
<td>Research Centre</td>
</tr>
<tr>
<td>Brewery</td>
<td>Grandstand</td>
<td>Residential (multi-unit and multi storey)</td>
</tr>
<tr>
<td>Broadcast Studio</td>
<td>High (Senior) School</td>
<td>Restaurant</td>
</tr>
<tr>
<td>Church</td>
<td>Hospital</td>
<td>Technical College</td>
</tr>
<tr>
<td>Cinema</td>
<td>Laboratory</td>
<td>Theatre</td>
</tr>
<tr>
<td>Commercial Kitchen</td>
<td>Lecture Theatre</td>
<td>University</td>
</tr>
<tr>
<td>Commercial Laundry</td>
<td>Library</td>
<td>Veterinarian Facility</td>
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<table>
<thead>
<tr>
<th>CONVENTIONAL FACILITIES</th>
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<tbody>
<tr>
<td>Abattoir</td>
<td>Funeral Parlour</td>
<td>Post Office</td>
</tr>
<tr>
<td>Agricultural College</td>
<td>Gymnasium</td>
<td>Primary School</td>
</tr>
<tr>
<td>Apartment House</td>
<td>Hall (not Theatre)</td>
<td>Prison (Minimum)</td>
</tr>
<tr>
<td>Boiler House</td>
<td>Hostel</td>
<td>Residential (multi unit, single storey)</td>
</tr>
<tr>
<td>Café (Tea room)</td>
<td>Hotel</td>
<td>Residential College</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>Indoor Sports Pavilion (non-aquatic)</td>
<td>Service Station</td>
</tr>
<tr>
<td>Camp School</td>
<td>Medical Centre</td>
<td>Shopping Centre</td>
</tr>
<tr>
<td>Child Care Centre</td>
<td>Motel</td>
<td>Social Club</td>
</tr>
<tr>
<td>Community Centre</td>
<td>Multi-Purpose Health care Facility</td>
<td>Storage Facilities (special)</td>
</tr>
<tr>
<td>Cool Store</td>
<td>Municipal/Civic Centre</td>
<td>Swimming Pool</td>
</tr>
<tr>
<td>Department Store</td>
<td>Nursing Home</td>
<td>Telephone Exchange</td>
</tr>
<tr>
<td>Dining Hall</td>
<td>Office Facilities (Low Rise - up to 3 floors)</td>
<td>Tourist Centre</td>
</tr>
<tr>
<td>Drive-in Theatre</td>
<td>Outdoor Sports Stadium</td>
<td>Town Hall</td>
</tr>
<tr>
<td>Exhibition Building</td>
<td>Parking Station</td>
<td>Transport Terminal</td>
</tr>
</tbody>
</table>
3.3 APCC NATIONAL PREQUALIFICATION SYSTEM

As of 1 January 2011, building contractors who wish to submit tenders for contracts above $50,000,000 must be prequalified under the National Prequalification System for Non-residential Building (NPS). The NPS is a new prequalification system developed by the Australasian Procurement and Construction Council which aims to simplify and standardise prequalification systems in use throughout Australia, reduce barriers to entry, improve competition, reduce costs and drive innovation. It applies to non-residential government building contracts where the construction cost estimate is $50 million and over in participating jurisdictions. Western Australia is a participating jurisdiction.

For further information on the NPS, please go to the APCC website: [www.apcc.gov.au](http://www.apcc.gov.au).

Please liaise with the Principal’s Representative to determine whether the NPS applies to the project.

3.4 TENDERING PRACTICES

3.4.1 TENDERING FOR CONTRACTS UP TO AND INCLUDING LEVEL 5

Tendering is generally carried out by open public tenders within Levels 1 to Level 5 inclusive, except that only those building contractors prequalified at the specified or a higher level, prior to the first date of the advertising of the tender, will be eligible to be awarded the contract.

When public tenders are called, the advertisement and the tender documents include a notice advising the relevant level for the particular contract.

Exception

The Department of Finance reserves the right to determine that a tender for a contract will not be advertised publicly. For such tenders an Expression of Interest (EOI) or a registration of interest to tender will be either publicly advertised or faxed to relevant prequalified building contractors. Prospective tenderers will be required to respond in accordance with the provisions contained in the EOI or register their interest in writing. Tenderers will be selected, from those that have registered their interest in writing, by a panel of senior Department of Finance officers and, when appropriate, the responsible consultant and a client representative. The panel will take into account such factors as geographical location, current workload, performance, etc. The prospective tenderers are advised of the relevant factors when registrations of interest are invited. In normal circumstances, this process will result in about six tenderers being selected and invited to submit a tender. Circumstances may dictate that a lesser or greater number be invited. However, this will never be less than three and only in unusual circumstances, or where necessary to meet local purchasing obligations, would the number exceed eight. It should be noted that it is in the interests of Government not to confine the number of competitive bids too strictly. However, Government is also aware of the costs that tendering for contracts at this level place on the...
building industry. Selections are only made from contractors registered in the relevant or higher category.

3.4.2 TENDERING FOR CONTRACTS ABOVE $50,000,000

Contracts above $50,000,000 will normally involve a two-stage process. Stage one will generally involve a publicly advertised Expression of Interest (EOI). An EOI will only invite those building contractors that are prequalified under the NPS and the correct financial level prior to advertising the EOI. Respondents to the EOI will be required to address project and contract specific selection criteria. Tenderers will be selected, from those that have expressed an interest by the evaluation panel. In normal circumstances, this process will result in about three tenderers being selected and invited to submit a tender. Circumstances may dictate that a greater number be invited. However, this will never be less than three and only in unusual circumstances, or where necessary to meet local purchasing obligations, would the number exceed eight. It should be noted that it is in the interests of Government not to confine the number of competitive bids too strictly. However, Government is also aware of the costs that tendering for contracts at this level place on the building industry.

Notwithstanding the preceding paragraphs, contracts above $50,000,000 may be publicly advertised as per the normal tendering procedures under the BPS when deemed warranted by the Department of Finance at its absolute discretion.

3.4.3 CONSULTANT’S ROLE

Consultants must complete the Calculation of Builder’s Level of Prequalification form, which is included within the Forms & Notices folder, and submit this to the Principal’s Representative no later than 12.00 noon on the Monday prior to the date that the Principal’s Representative must submit the request for advertising the tender.

Upon determination of the appropriate level of prequalification the consultant is to select the appropriate level of prequalification from the table contained in the Notice – Eligibility to Tender and delete all other rows in the table. The Notice – Eligibility to Tender is included within the Forms & Notices Folder and the consultant must ensure that this notice is bound into the tender documents.

The consultant is to liaise with the Principal’s Representative to determine whether the APCC’s NPS applies to the project.

3.5 CONTRACTOR PERFORMANCE REPORTING

The consultant must prepare Contractor Performance Reports periodically throughout the contract, at practical completion and if required at final completion. Refer to the Guide Notes to Preparing a Contractor Performance Report included in a separate folder in this Specification Pack.

3.6 BUY LOCAL POLICY JULY 2002

Refer to the Claim for Direct Employment Costs of Aboriginal Persons form, Claim for Aboriginal Persons or Enterprises Engaged as Suppliers or Subcontractors form, Department of Finance Form of Tender – BMW 01 form, Claim for Regional Content Preference form, Claim for Regional Business Preference form, Imported Content Declaration form, and Department of Finance Form of Tender – BMW 03 form.

Consultants are encouraged to obtain a copy of the Buy Local Policy from the State Supply Commission:

c/o Policy and Practice Improvement
4th Floor, 16 Parkland Road
OSBORNE PARK WA 6017
Phone: (08) 6551 1500
The policy can also be downloaded from the State Supply Commissions website at www.ssc.wa.gov.au

This Policy is an initiative aimed at recognising the contribution of local businesses in building a stronger Western Australian economy.

Please read the Guide notes attached to the Specification clauses for further information and also the Buy Local Policy document available from the State Supply Commission.

If you have any doubts please liaise and seek direction from the Principal’s Representative before amending, deleting or adding to any of the Specification clauses.

3.7 GOVERNMENT BUILDING TRAINING POLICY

3.7.1 THE POLICY

The Government Building Training Policy replaces the former Priority Start – Building Policy. In 2014 the Department of Training and Workforce Development completed a major review of the Priority Start – Building Policy in consultation with the building and construction industry and key State Government agencies to address key deficiencies in the policy. The policy has been renamed the Government Building Training Policy.

3.7.2 WHEN DOES IT APPLY

The Government Building Training Policy applies when the construction period of the Contract will be greater than three months and the estimated labour value (being the overall cost associated with employing or contracting staff related to the Contract, including management staff and supervisors but not including materials or equipment costs) in the Contract Works is $2,000,000.00 or more for the construction component of the Contract, unless the requirement is excluded expressly by the Deputy Director General of BMW in exceptional circumstances, such as where Contractors undertake a significant proportion of their work:

(a) in regional and/or remote areas;

(b) for projects that do not allow Apprentices or Trainees on the worksite due to occupational health and safety risks; or

(c) for civil construction projects.

For information on the Government Building Training Policy contact:

Project Officer – Government Building Training Policy
Department of Training and Workforce Development
Optima Centre – Building B
16 Parkland Road, OSBORNE PARK, WA 6017
Telephone: (08) 6551 5607
Facsimile: (08) 6551 5043
Email: Policy.GBT@dtwd.wa.gov.au
Website: www.dtwd.wa.gov.au
Postal: Government Building Training Policy
Policy Planning and Research
Department of Training and Workforce Development
Locked Bag 16
OSBORNE PARK DELIVERY CENTRE WA 6916

For Information on apprenticeships contact:

Australian Apprenticeship Support Network
Telephone: 13 38 73
Website: http://www.australian.apprenticeships.gov.au/
3.8 AUSTRALIAN GOVERNMENT BUILDING AND CONSTRUCTION WHS ACCREDITATION SCHEME

The Australian Government Workplace Health and Safety Accreditation Scheme requirement applies where the works are funded directly or indirectly by the Australian Commonwealth Government.

Projects are considered to be **directly funded** where an Australian Commonwealth Government agency has responsibility for the project funding and development, for example a Defence facility, Medicare or Centrelink Office or a fit-out or refurbishment of existing Australian Government office accommodation. The Scheme applies to projects that are directly funded by the Australian Commonwealth Government with a value of $4,000,000 or more.

Projects are considered to be **indirectly funded** where an Australian Commonwealth Government agency contribute funding to a third party recipient, such as a State government, through mechanisms such as funding agreements, grants and other programs, for example road construction projects funded by the Australian Commonwealth Government or a new school built by a State government using funding provided by the Australian Commonwealth Government. The Scheme applies to projects that are indirectly funded by the Australian Commonwealth Government where:

(i) the value of the Australian Commonwealth Government contribution to the project is at least $6,000,000 and represents at least 50 percent of the total construction project value; or

(ii) the Australian Commonwealth Government contribution to the project is $10,000,000 or more, irrespective of the proportion of Australian Commonwealth Government funding; and

(iii) the head contracts for building work are greater than $4,000,000 (GST inclusive).

To obtain a copy of the clause, please contact the Principal’s Representative.

3.9 INDUSTRY PARTICIPATION PLANS

For contracts with a Contract Value of over $50 million, to help implement the Government’s Building Local Industry Policy, it is a condition of the Contract that the Principal requires an Industry Participation Plan (IPP) to be developed by the successful Tenderer. The IPP must outline a project specific approach to the use of competitive local suppliers and other economic / industry objectives. For the sake of clarity, Tenderers are NOT required to develop an IPP as part of their tender submission.

The IPP must list and detail the strategies that will be undertaken to ensure Western Australian and Australian industry is provided a full, fair and reasonable opportunity to participate in all aspects of the project.

As part of the IPP implementation process the Principal will require contractors proposing to use any overseas suppliers to be able to demonstrate and provide sufficient documentation, on request, that they have given Western Australian and Australian industry a full, fair, and reasonable opportunity to participate in the project, defined as:

(a) Full: Western Australian and Australian industry has the same opportunity afforded to other global supply chain partners to participate in all aspects of an investment project (e.g. design, engineering, project management, professional services and IT architecture);

(b) Fair: Western Australian and Australian industry is provided the same opportunity as global suppliers to compete on investment projects on an equal and transparent basis, including being given reasonable time in which to tender; and
(c) Reasonable: Tenders are free from any unreasonable specifications or requirements that could rule out Western Australian and Australian industry and are structured in such a way as to provide Western Australian and Australian industries the opportunity to participate in investment projects.

ProjectConnect provides an on-line database service that matches projects and potential suppliers. Further information on ProjectConnect can be found on www.projectconnect.com.au.

Information relating to the Building Local Industry Policy and Industry Participation Plans is available from the Industry Participation Team, Department of Commerce (telephone (08) 6251 2511).

3.10 AUSTRALIAN GOVERNMENT BUILDING CODE 2013

The Australian Government Building Code 2013 established under the Fair Work (Building Industry) Act 2012 (Cth) (“Building Code 2013”) applies to building work:

a) that is indirectly funded by the Commonwealth by a grant or other program in circumstances in which funding for the building work is an explicit component of the grant or program; and

b) for which:
   (i) the value of the Commonwealth’s contribution to the project that includes the building work is at least $5,000,000 and represents at least 50% of the total construction project value; or
   (ii) the Commonwealth’s contribution to the project that includes the building work is at least $10,000,000 (irrespective of its proportion of the total construction project value).

OR

For building work:

a) for which the Commonwealth provides assistance in advance of the commencement of construction; and

b) which has an identified capital component; and

c) for which:
   (i) the value of the Commonwealth’s contribution to the project that includes the building work is at least $5,000,000, and represents at least 50% of the total construction project value; or
   (ii) the Commonwealth’s contribution to the project that includes the building work is at least $10,000,000 (irrespective of its proportion of the total construction project value).

To obtain a copy of the clause, please contact the Principal’s Representative.

3.11 GOVERNMENT CONTRACTS

There are a number of Government contracts in place that may impact on the works under contract. Government contracts currently in place that may be applicable to the contract are:

- Common Use Arrangements CUA FRN2012A – Office Furniture and CUA FRN2012B – Classroom Furniture. A number of firms are contracted to supply furniture.

- Common Use Arrangement CUA REM2013 – Removalist Services. A number of firms are contracted for transport and removal services.

- Government Contract RFT 1330006 – Supply, Delivery and Storage of Carpet (“the carpet supply contract’). A number of firms are contracted for carpet services.

Unless otherwise approved by the Principal’s Representative, services covered by these contracts shall be selected, and the purchases arranged from these Government contracts.
Alternative quotes are not required when buying from Government contracts.


### 3.12 SPECIFICATION BY EXAMPLE (USE OF TRADE NAMES)

The Department of Finance contract documents include specifications of the materials and components involved in the construction of a facility. Typically, a facility involves the on-site assembly of hundreds or thousands of components, each manufactured by a different organisation at a different location. Most of these components come from standard product ranges, and many of the components may be so complex that they cannot be defined adequately by a functional specification, and a detailed specification may be impractical. In such circumstances, Specification by Example, that is, specification of a component by citing a product name, trade name or trade description to describe the requirements of the component, provides an efficient and practical means of specifying component requirements.

While specification by example can provide advantages in specifying components, specifications must avoid favouring specific manufacturers, or disadvantaging others. Accordingly, specification by example must not be used where components are generic in nature and must allow tenderers to offer alternative component selections that are not less than that specified in terms of quality, finish, appearance, functionality, construction or manufacture, performance, and the like.

#### 3.12.1 APPLICATION

Where a tender document involves specification by example, the consultant shall determine whether any Western Australian supplier of a suitable product exists, and if such a supplier exists, cite the supplier’s product in the specification.

Where Specification by Example is used to specify a component, the consultant must add the phrase “or a similar product equivalent in function, quality, etc to the approval of the Superintendent” immediately after the specification in such a fashion that the phrase is read as integral part of the specification.

#### 3.12.2 SANCTIONS

Should a consultant specify by example using a non-Western Australian product where a suitable Western Australian product exists, or should a consultant fail to add the clause “or a similar product equivalent in function” to each instance of specification by example, the Department of Finance may, at its discretion, advise the consultant that it will not consider proposals for future contracts from the consultant for a period of twelve months or such lesser period determined by the Department.

### 3.13 NOMINATED SUBCONTRACTORS AND SUPPLIERS

In accordance with the State Supply Commission’s policy on Open and Effective Competition the tender documents should not create a bias toward or away from specific subcontractors or suppliers. Specific subcontractors or suppliers shall only be included in tender documents with the Principal’s Representative’s approval, which would normally only be granted after a public prequalification process has occurred or there is a bona fide sole source of supply in existence.

Further more, nominated subcontracts shall not be included in any contract without the prior written approval of the Principal’s Representative.
3.14 PROVISIONAL AND OTHER MONETARY SUMS
Provisional and other monetary sums shall not be included in the tender documents without the Principal’s Representative’s prior written approval.

When Provisional and other Monetary Sum are included in the tender documents the consultant shall edit the Breakdown of Tender Sum form and include the list of approved Provisional and Monetary Sums.

3.15 MULTIPLE SPECIFICATION PRELIMINARIES
Only one set of specification preliminaries should be present in the final tender documents. The consultant shall ensure that it reviews the trade text provided by its subconsultants, for inclusion into the final tender documents, and has removed clauses/paragraphs that are covered by or may contradict or cause confusion with the General Conditions of Contract (AS 2124-1992 or the Department of Finance Minor Works Conditions of Contract) and/or the Department of Finance Master Specification Preliminaries.

3.16 SUPERINTENDENT AND SUPERINTENDENT’S REPRESENTATIVE
The AS 2124 and Department of Finance Minor Works General Conditions of Contract state that only the Superintendent and where he/she has appointed a representative then the Superintendent’s Representative may issue instructions, directions, approvals and the like under the contract. The consultant shall review the tender documents, and ensure that only the Superintendent or the Superintendent’s Representative is referenced for the purpose of notifications, approvals, inspections and the like. References to the architect, landscape architect, engineers, and other consultants for notifications, approvals, inspections and the like are to be changed to the Superintendent or Superintendent’s Representative prior to the draft specification being issued to the Principal’s Representative for his or her review.

3.17 AMENDING THE DEPARTMENT OF FINANCE MASTER SPECIFICATION PRELIMINARIES AND ASSOCIATED FORMS AND NOTICES
Guide notes relative to each clause within the master specification preliminaries are contained in Section 4 of these Guide Notes. Similar guide notes relating to the forms and notices are contained in Section 5 of these Guide Notes. Also, the master specification preliminaries and forms and notices include other detailed guide notes. The consultant shall not, without prior written approval of the Principal’s Representative, amend, delete or add clauses to the master specification preliminaries or the forms and notices to an extent other than covered by the guide notes.

3.18 SUSPENDED CEILINGS
The use of friction type suspension systems (banana clips and the like) is not acceptable to the Department of Finance. Suspended ceiling carrier rails shall be supported by a hanger within 200 mm of each end such that the load is not carried directly by the wall angle.

Light fittings, sweep fans or any other ceiling mounted or in-ceiling fixtures or fittings (the ‘fixture or fitting’) that are not fixed directly to the building structure and that have the potential to cause injury to persons should the fixture or fitting fall shall have a retaining chain or cable fixed from the fixture or fitting directly to the building structure. The purpose of the retaining chain or cable is to prevent the fixture or fitting falling below the level of the ceiling, at its finished level, by a distance greater than 300mm.
The retaining chain or cable shall be of adequate strength to support the fixture or fitting independent of any other fixing and to stop the fall of any fixture or fitting without failing.

This requirement is in addition to any fixing requirements of the manufacturer of the fixture or fitting or any other industry fixing standards or practices.

The consultant shall ensure that this requirement is included in the relevant sections of the specification, drawings, bill of quantities and the like.
4. STANDARD SPECIFICATIONS
4. STANDARD SPECIFICATIONS

Included hereunder is a guide to AS2124 Preliminaries and Minor Works Preliminaries on a clause-by-clause basis with general recommendations for each.

A copy of the complete AS 2124 and MINOR WORKS Preliminaries is included at the rear of this document – see Appendix 1.

4.1 AS 2124 PRELIMINARIES

The Amendment Log is for information purposes only and is to be deleted prior printing the final Specification.

The Front Cover sheet shall be used on every specification – the position of the State Government Logo shall remain unaltered. The consultant may choose the positioning and format of the project title and its own logo.

The Title sheet is to be filled in – replace the current title with the Project title

The Notice to Tenderers – W.A. Government Amendments to AS2124 – 1992 is MANDATORY when AS 2124 – 1992 are the General Conditions of Contract and shall not be amended without the prior written approval of the Assistant Director, Building Contracting Services.

The Table of Contents may be used at the consultant’s discretion.

SECTION A – PRELIMINARIES

CONDITIONS OF TENDERING

TENDER DOCUMENTS

Generally the listing under this heading is left as is. However, it may be modified if drawings or schedules are included in the specification and not separate or other special requirements are required.

TENDER ENQUIRIES

Enter the name and telephone number of person to receive enquiries during the tender period.

LODGEMENT OF TENDERS

Select either nominated or advertised depending on method of tendering.

Select (A) for shortlisted and invited tenders, Select (B) for publicly advertised tenders. Also the default place for lodgement of tenders is the Osborne Park Tenders Office. Change and enter the full business address of the Regional Office if the Tender is to close in a Department of Finance Regional Office. Also check that any address for the closing of the tender that is shown on the Form of Tender agrees with the address entered in this clause.

REVIEW AND ACCEPTANCE OF TENDERS

This clause is MANDATORY. Amend only where allowed by the guide notes.

KEY DOCUMENTS TO BE SUBMITTED WITH TENDER

MANDATORY. Do not modify.

OTHER DOCUMENTS TO BE SUBMITTED WITH TENDER

Modify clause depending on the documents that are required to be submitted with Tender.
The Department of Finance has an agreement with the MBA to minimise the information required to be supplied with tenders to that which affects the validity of a tender and the initial determination tender sum. Accordingly, limit what is to be required to be submitted to only that which is absolutely necessary.

Some subconsultants like to request detailed schedules from all tenderers at the time of tender. This shall not occur and the consultant is responsible for ensuring this clause is the only clause in the tender documents where documents to be submitted with a tender are listed.

Documents that may be required, as part of the assessment of the tender should be requested from the preferred tenderer during the assessment period.

**DOCUMENTS TO BE SUBMITTED AFTER THE CLOSE OF TENDER AND ONLY UPON REQUEST OF THE PRINCIPAL**

See Notes above.

**REQUIREMENTS UNDER THE BUILDING SERVICES (REGISTRATION) ACT 2011 (WA)**

Delete first paragraph if registered building service contractor required by the consultant or responsible Department of Finance officer otherwise delete second paragraph.

Be aware that the *Building Services (Registration) Act 2011 (WA)* does not cover the whole of the state.

If the works are in a regional or remote location and they are not complex then consider using the first paragraph.

**FORMAL INSTRUMENT OF AGREEMENT**

This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**NOMINATED SUBCONTRACT AGREEMENT**

This clause generally not used.

Department of Finance policy is to minimise the use of nominated subcontracts.

This clause shall not be used without the prior written approval of the responsible Department of Finance officer.

**GENERAL CONDITIONS OF CONTRACT**

This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**TENDER DOCUMENT MANAGEMENT**

This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**OWNERSHIP OF TENDER RESPONSES**

This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**GOODS AND SERVICES TAX**

This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.
MONETARY VALUES
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

PROVISIONAL SUMS FOR DATA CABLING IN WESTERN AUSTRALIAN SCHOOLS
Except for contracts relating to the construction or refurbishment of Western Australian schools, this clause must not be used without the prior written approval of the responsible Department of Finance officer.

Where this clause is used, insert the provisional sum as provided by the nominated subcontractor.

VISITING THE SITE
This first paragraph of this clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

The following paragraphs are to be used where appropriate for every tender for a contract on a school site or police site.

APPLICATION OF THE BUY LOCAL POLICY
This clause is MANDATORY and shall not be amended to an extent greater than allowed by the Guide Notes within the Conditions of Tendering, without the prior written approval of the responsible Department of Finance officer.

GOVERNMENT BUILDING TRAINING POLICY
Include this clause only when construction period of the Contract will be greater than three months and the estimated labour value (being the overall cost associated with employing or contracting staff related to the Contract, including management staff and supervisors but not including materials or equipment costs) in the Contract Works is $2,000,000.00 or more for the construction component of the Contract, unless requirement is excluded expressly by the Deputy Director General of BMW in exceptional circumstances, such as where Contractors undertake a significant proportion of their work:

(a) in regional and/or remote areas;
(b) for projects that do not allow Apprentices or Trainees on the worksite due to occupational health and safety risks; or
(c) for civil construction projects.

INDUSTRY PARTICIPATION PLAN
Include only when the estimated contract value is equal to or greater than $50 million. Delete if the estimated contract value is less than $50 million.

AUSTRALIAN GOVERNMENT BUILDING AND CONSTRUCTION WHS ACCREDITATION SCHEME
Include this clause only where the works are funded directly or indirectly by the Australian Commonwealth Government.

Projects are considered to be directly funded where an Australian Commonwealth Government agency has responsibility for the project funding and development, for example a Defence facility, Medicare or Centrelink Office or a fit-out or refurbishment of existing Australian Government office accommodation. The Scheme applies to projects that are directly funded by the Australian Commonwealth Government with a value of $4,000,000 or more.
Projects are considered to be **indirectly funded** where an Australian Commonwealth Government agency contributes funding to a third party recipient, such as a State government, through mechanisms such as funding agreements, grants and other programs, for example road construction projects funded by the Australian Commonwealth Government or a new school built by a State government using funding provided by the Australian Commonwealth Government. The **Scheme applies** to projects that are indirectly funded by the Australian Commonwealth Government where:

(i) the value of the Australian Commonwealth Government contribution to the project is at least $6,000,000 and represents at least 50 per cent of the total construction project value; or

(ii) the Australian Commonwealth Government contribution to the project is $10,000,000 or more, irrespective of the proportion of Australian Commonwealth Government funding; and

(iii) the head contracts for building work are greater than $4,000,000 (GST inclusive).

To obtain a copy of the clause, please contact the Principal's Representative.

**AUSTRALIAN GOVERNMENT BUILDING CODE 2013**

Include this clause only for building work:

a) that is indirectly funded by the Commonwealth by a grant or other program in circumstances in which funding for the building work is an explicit component of the grant or program; and

b) for which:

(i) the value of the Commonwealth’s contribution to the project that includes the building work is at least $5,000,000 and represents at least 50% of the total construction project value; or

(ii) the Commonwealth’s contribution to the project that includes the building work is at least $10,000,000 (irrespective of its proportion of the total construction project value).

**OR**

For building work:

d) for which the Commonwealth provides assistance in advance of the commencement of construction; and

e) which has an identified capital component; and

f) for which:

(i) the value of the Commonwealth’s contribution to the project that includes the building work is at least $5,000,000, and represents at least 50% of the total construction project value; or

(ii) the Commonwealth’s contribution to the project that includes the building work is at least $10,000,000 (irrespective of its proportion of the total construction project value).

To obtain a copy of the clause, please contact the Principal’s Representative.

**TECHNICAL INFORMATION TO ACCOMPANY TENDER**

Include only if it is a requirement that technical information is to be submitted with the tender.

If technical information is to be provided insert brief but specific requirements of the information required so that a reasonable comparison can be made between tenders.

**BREAKDOWN OF TENDER SUM**

The consultant shall modify the form to include a list of all approved Provisional Sum and Monetary Sums and their respective approved allowances. If subconsultants require breakdowns of their specific trade sections for the assessment of a tender then the
consultant may also modify this clause to include those additional breakdowns required to be submitted by the preferred tenderer upon request by the Principal.

**TRANSPORTABLE UNITS**
Only used for transportable buildings where the tender is for a design also.

**TENDER CONSIDERATION PERIOD**
Where the pre-tender estimate is equal to or less than $5 million allow for a tender validity period of 42 days. Where the pre-tender estimate is greater than $5 million allow for a tender validity period of 56 days. Where the Works are of a high degree of complexity a tender validity period of greater than 56 days may be used, but should be discussed with Senior Project Directors first. Insert appropriate number of days with the written approval of the responsible Department of Finance officer.

**LONG TERM MAINTENANCE AGREEMENT**
Not normally used.
Use only where a specific request for the tenderer to price the maintenance of the supplied equipment for a period of years.

**REGISTRATION OR LICENSING OF CONTRACTORS**
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**ALTERNATIVE PROPOSALS**
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**ADDENDA TO TENDER DOCUMENTS**
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**CUSTOMS DUTY**
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**SITE ALLOWANCES**
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**SUBCONTRACTS AND SUPPLIER ARRANGEMENTS EXCEEDING $1.5 MILLION**
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**ANNEXURE PART A (ONLY WHEN AS 2124 – 1992 ARE GENERAL CONDITIONS OF CONTRACT)**
The annexure is generally to be left with default answers provided. The consultant shall not amend the defaults without the prior written approval of the responsible Department of Finance officer.
Areas where unique text can be entered are identified by a Footnote reference.
Do not delete any item from the annexure. If an item is not applicable then strike through that item (strike through).

If an item that is currently struck through is applicable then remove the strike through and enter required text.

Time for completion and liquidated damages shall be agreed with the responsible Department of Finance officer.

**ANNEXURE PART B (ONLY WHEN AS 2124 – 1992 ARE GENERAL CONDITIONS OF CONTRACT)**

This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**SPECIFICATION PRELIMINARIES FOR AS 2124-1992**

**GENERAL CONDITIONS OF CONTRACT**

This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**W.A. GOVERNMENT SPECIAL CONDITIONS OF CONTRACT**

This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**APPLICATION OF THE BUY LOCAL POLICY**

This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**APPLICATION OF THE GOVERNMENT BUILDING TRAINING POLICY**

Include this clause only when construction period of the Contract will be greater than three months and the estimated labour value (being the overall cost associated with employing or contracting staff related to the Contract, including management staff and supervisors but not including materials or equipment costs) in the Contract Works is $2,000,000.00 or more for the construction component of the Contract, unless requirement is excluded expressly by the Deputy Director General of BMW in exceptional circumstances, such as where Contractors undertake a significant proportion of their work:

(a) in regional and/or remote areas;
(b) for projects that do not allow Apprentices or Trainees on the worksite due to occupational health and safety risks; or
(c) for civil construction projects.

Discuss reporting and calculation of ‘Total Training Rate’ and policy compliance generally.

**BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND LEVY**

This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

**INDUSTRY PARTICIPATION PLANS**

Include only where project is value is greater than $50 million.
CONTRACTOR PERFORMANCE REPORTING
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

ADVERTISEMENTS AND PROMOTIONS ON SITE
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

DESCRIPTION OF THE WORKS
Describe the works where indicated.

MONETARY SUMS
Add to or delete from the list of Monetary Sums required for “headworks” charges by relevant authorities. Liaise with subconsultants to determine an appropriate amount to cover each likely charge and insert the amount in the table.

Subconsultants shall not include “monetary sums” or “provisional sums” for these items in trade sections of specifications.

WORK NOT INCLUDED
Enter list of other works occurring within the site at the same time that are external to this contract.

PUBLICITY
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

NATURE OF CONTRACT
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

GOODS AND SERVICES TAX (GST)
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

SECURITY, RETENTION AND PERFORMANCE UNDERTAKINGS
The Department of Finance is prepared to accept retention moneys for contracts up to $500,000 in value. For contracts greater than $500,000 in value, the Department of Finance requires the contractor to provide an unconditional and irrevocable Bank Guarantee.

Accordingly, for contracts with an estimated value of up to $500,000 delete the first two paragraphs and retain the last two paragraphs. For contracts with an estimated value greater $500,000, retain the first two paragraphs and delete the last two paragraphs.

DOCUMENTS GENERALLY, DRAWINGS AND SPECIFICATION
Generally leave clause as is and enter list of drawings where required.

BILL OF QUANTITIES
A Bill of Quantities must be included in the tender and contract documents for contracts above $3,000,000.

For contracts above $3,000,000 this clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.
LOCATION DRAWINGS
This clause is for transportable units only. Delete if not required.

LAYOUT OF PLANT AND EQUIPMENT
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

DRAWINGS FOR INFORMATION
Include list of documents supplied to tenderers as information only.
Also specify where these documents can be viewed.
For regional projects these documents will have to be available for convenient viewing by all tenderers. Accordingly, these documents will have to be available in more than one location.

ASSIGNMENT AND SUBCONTRACTING
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

NOMINATED SUBCONTRACTORS
Department of Finance policy is to minimise the use of nominated subcontracts.
Except for contracts relating to the construction or refurbishment of Western Australian schools, this clause must not be used without the prior written approval of the responsible Department of Finance officer.

NOMINATED SUBCONTRACT DIRECTION
This clause generally not used. Department of Finance policy is to minimise the use of nominated subcontracts.
This clause shall not be used without the prior written approval of the responsible Department of Finance officer.

ADJUSTMENT OF PROVISIONAL SUMS
Provisional Sums shall not be included in the contract without the prior written approval of the responsible Department of Finance officer. If there are no Provisional Sums delete this clause.

ADJUSTMENT OF PROVISIONAL QUANTITIES
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

BUILDING ACT 2011 (WA) STATUTES AND SUBORDINATE LEGISLATION
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

SPECIAL AREA PROVISIONS
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

ENVIRONMENTAL PROTECTION
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.
INSURANCE OF EMPLOYEES
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

INSPECTION AND PROVISIONS OF INSURANCE POLICIES
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

CONTRACTORS REPRESENTATIVE
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

SITE
Enter under sub-headings the general access and restrictions on access that may exist under the contract.
Refer to responsible Department of Finance officer.

LOCATION
Enter the location of the site sufficient for tenderers to visit and adequately identify the site.

EXTENT
Enter the exact extent of the site. This is particularly important in occupied premises.
If extent of the site is clearly shown on the drawings then reference to the drawings may be stated.

AVAILABILITY
State if there are any limitations or restrictions to the availability of the site.

RESTRICTIONS ON ACCESS
This clause is MANDATORY for all projects on school premises under the responsibility of the Department of Education.

It shall not be amended without the prior written approval of the responsible Department of Finance officer.

LIMITATION ON WORKING AND STORAGE AREAS
State all limitations that exist on working and storage areas. These should also be shown on the drawings.

ACCESS TO SITE
Include for transportable building contracts only.

EXISTING SERVICES, FACILITIES AND STRUCTURES
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

ADJOINING PROPERTIES SURVEY
Refer to responsible Department of Finance officer.
Depending on the nature of the project a survey of existing buildings may be required, otherwise delete clause.
IDENTITY SURVEY
Particularly for new sites this clause may be required.
Also required if additions are close to existing boundaries.

SECURITY OF PREMISES
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.
Review security requirements with Client and responsible Department of Finance officer prior to finalising this clause.

PROTECTION OF THE PUBLIC
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

MATERIALS, LABOUR AND CONSTRUCTIONAL PLANT

SALVAGED MATERIALS
The first paragraph is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.
Second paragraph required if Client requires the contractor to remove equipment at hand over.

SITE SIGNBOARDS
Refer to the responsible Department of Finance officer for funding arrangements.
Signs are not normally used on interior fitout projects.

TEMPORARY ELECTRIC LIGHT AND POWER SUPPLY
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

TEMPORARY WATER SUPPLY
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

CONTRACTOR’S SITE ACCOMMODATION
This clause is MANDATORY for larger projects and shall not be amended without the prior written approval of the responsible Department of Finance officer.

WORKMEN’S AMENITIES
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

MATERIALS AND WORK

WORKPLACE SAFETY AND HEALTH
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.
TRADE NAMES
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

BRANDS OF MATERIAL SCHEDULE
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

MATERIALS TO BE SUPPLIED BY THE PRINCIPAL
This clause required if the Principal is providing material for the contractor to install. Eg Carpet

TEMPORARY STORAGE
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

SERVICES INSTALLATION
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

JOINING UP
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

WORKING HOURS
This clause may be amended to suit any restricted working hours that are imposed by the Client agency.

Restricted hours are to be approved by the responsible Department of Finance officer prior to including in final specification.

PROGRAMMING OF THE WORKS

CONSTRUCTION PROGRAM
This clause is MANDATORY. Do not amend or delete without the approval of the responsible Department of Finance officer.

ORDER OF WORK
Enter any special requirements for the order of the works or delete.

SITE MEETINGS
This clause may be required on larger projects. Refer to the responsible Department of Finance officer.

FINAL CLEANING UP
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.
ALLOWANCES ON VARIATIONS

VARIATIONS TO CONTRACTORS WORK
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

VARIATIONS TO NOMINATED SUBCONTRACTOR WORK
This clause generally not used. Department of Finance policy is to minimise the use of nominated subcontracts.
This clause shall not be used without the prior written approval of the responsible Department of Finance officer.

PAYMENTS TO BE PASSED TO NOMINATED SUBCONTRACTORS
This clause generally not used. Department of Finance policy is to minimise the use of nominated subcontracts.
This clause shall not be used without the prior written approval of the responsible Department of Finance officer.

EXTENSIONS OF TIME ON ACCOUNT OF VARIATIONS
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

CERTIFICATES AND PAYMENTS
This clause and its subclauses only applicable on approval of the responsible Department of Finance officer.

Payment for Goods and Materials Related to the Construction Works Clause to be inserted only if there is a need regarding transfer of ownership of significant goods or materials to the Principal upon payment, where these goods and materials are being paid for with progress payments whilst not being affixed to the site (e.g. specific large plant and equipment, or transportables being constructed off-site). This clause creates a security interest that should be registered on the Personal Property Securities Register for the best protection. To obtain a copy of the clause, contact the Assistant Director, Building Contracting Services and seek advice before including in the contract.

CONDITIONS OF EMPLOYMENT
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

DAY WORK
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

SCHEDULE OF MATERIALS
List materials to be used or delete clause.

SCHEDULE OF WARRANTIES
Add or delete warranty information as required.

INSPECTION BY THE SUPERINTENDENT
This clause only used for Transportable buildings.
SPECIFICATION PRELIMINARIES – INFORMATION TECHNOLOGY/TELECOMMUNICATIONS

Include when Information Technology and/or Telecommunications forms part of the work under the contract.
4.2 MINOR WORKS PRELIMINARIES

The Amendment Log is for information purposes only and is to be deleted prior printing the final Specification.

The Front Cover sheet shall be used on every specification – the position of the State Government Logo shall remain unaltered. The consultant may choose the positioning and format of the project title and its own logo.

The Title sheet is to be filled in – replace the current title with the Project title

The Table of Contents may be used at the consultant’s discretion.

SECTION A – PRELIMINARIES

CONDITIONS OF TENDERING

TENDER DOCUMENTS
Generally the listing under this heading is left as is. However, it may be modified if drawings or schedules are included in the specification and not separate or other special requirements are required.

TENDER ENQUIRIES
Enter the name and telephone number of person to receive enquiries during the tender period.

LODGEMENT OF TENDERS
Select either nominated or advertised depending on method of tendering.

Select (A) for shortlisted and invited tenders, select (B) for publicly advertised tenders. Also the default place for lodgement of tenders is the Osborne Park Tenders Office. Change and enter the full business address of the Regional Office if the Tender is to close in a Department of Finance Regional Office. Also check that any address for the closing of the tender that is shown on the Form of Tender agrees with the address entered in this clause.

REVIEW AND ACCEPTANCE OF TENDERS
This clause is MANDATORY. Amend only where allowed by the guide notes.

KEY DOCUMENTS TO BE SUBMITTED WITH TENDER
MANDATORY. Do not modify.

OTHER DOCUMENTS TO BE SUBMITTED WITH TENDER
Modify clause depending on the documents that are required to be submitted with tender.

The Department of Finance has an agreement with the MBA to minimise the information required to be supplied with tenders to that which affects the validity of a tender and the initial determination tender sum. Accordingly, limit what is to be required to be submitted to only that which is absolutely necessary.

Some subconsultants like to request detailed schedules from all tenderers at the time of tender. This shall not occur and the consultant is responsible for ensuring this clause is the only clause in the tender documents where documents to be submitted with a tender are listed.

Documents that may be required, as part of the assessment of the tender should be requested from the preferred tenderer during the assessment period.
DOCUMENTS TO BE SUBMITTED AFTER THE CLOSE OF TENDER AND ONLY UPON REQUEST OF THE PRINCIPAL
See Notes above.

REQUIREMENTS UNDER THE BUILDING SERVICES (REGISTRATION) ACT 2011 (WA)
Delete first paragraph if registered builder required by the consultant or responsible Department of Finance officer otherwise delete second paragraph.
Be aware that the Building Services Registration Act 2011 (WA) does not cover the whole of the state.
If the works are in a regional or remote location and they are not complex then consider using the first paragraph.

NOMINATED SUBCONTRACT AGREEMENT
This clause generally not used.
Department of Finance policy is to minimise the use of nominated subcontracts.
This clause shall not be used without the prior written approval of the responsible Department of Finance officer.

GENERAL CONDITIONS OF CONTRACT
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

TENDER DOCUMENTS
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

OWNERSHIP OF TENDER RESPONSES
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

GOODS AND SERVICES TAX
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

MONETARY VALUES
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

PROVISIONAL SUMS FOR DATA CABLELING IN WESTERN AUSTRALIAN SCHOOLS
Except for contracts relating to the construction or refurbishment of Western Australian schools, this clause must not be used without the prior written approval of the responsible Department of Finance officer.
Where this clause is used, insert the provisional sum as provided by the nominated subcontractor.
VISITING THE SITE
This first paragraph of this clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

The second paragraph is to be used for every tender for a contract on a school site.

APPLICATION OF THE BUY LOCAL POLICY
This clause is MANDATORY and shall not be amended to an extent greater than allowed by the guide notes within the Conditions of Tendering, without the prior written approval of the responsible Department of Finance officer.

TECHNICAL INFORMATION TO ACCOMPANY TENDER
Include only if it is a requirement that technical information is to be submitted with the tender.

If technical information is to be provided insert brief but specific requirements of the information required so that a reasonable comparison can be made between tenders.

BREAKDOWN OF TENDER SUM
The consultant shall modify the form to include a list of all approved Provisional Sum and Monetary Sums and their respective approved allowances. If subconsultants require breakdowns of their specific trade sections for the assessment of a tender then the consultant may also modify this clause to include those additional breakdowns required to be submitted by the preferred tenderer upon request by the Principal.

TRANSPORTABLE UNITS
Used for transportable buildings where the tender is for a design also.

TENDER CONSIDERATION PERIOD
Where the pre-tender estimate is equal to or less than $5 million allow for a tender validity period of 42 days. Where the pre-tender estimate is greater than $5 million allow for a tender validity period of 56 days. Where the Works are of a high degree of complexity a tender validity period of greater than 56 days may be used, but should be discussed with Senior Project Directors first. Insert appropriate number of days with the written approval of the responsible Department of Finance officer.

LONG TERM MAINTENANCE AGREEMENT
Not normally used.

Use only where a specific request for the tenderer to price the maintenance of the supplied equipment for a period of years.

REGISTRATION OR LICENSING OF CONTRACTORS
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

ALTERNATIVE PROPOSALS
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

ADDENDA TO TENDER DOCUMENTS
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.
CUSTOMS DUTY
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

SITE ALLOWANCES
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

SECTION A PRELIMINARIES

SPECIFICATION PRELIMINARIES

GENERAL CONDITIONS OF CONTRACT
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative.

W.A. GOVERNMENT SPECIAL CONDITIONS OF CONTRACT
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative.

APPLICATION OF THE BUY LOCAL POLICY
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative.

PAYMENT OF INDUSTRY TRAINING FUND LEVY
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

CONTRACTOR PERFORMANCE REPORTING
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative.

ADVERTISEMENTS AND PROMOTIONS ON SITE
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative.

DESCRIPTION OF THE WORKS
Describe the works where indicated.

MONETARY SUMS
Add to or delete from the list of Monetary Sums required for “headworks” charges by relevant authorities. Liaise with subconsultants to determine an appropriate amount to cover each likely charge and insert the amount in the table.

Subconsultants shall not include “monetary sums” or “provisional sums” for these items in trade sections of specifications.

WORK NOT INCLUDED
Enter list of other works occurring within the site at the same time that are external to this contract.
PUBLICITY
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal's Representative.

NATURE OF CONTRACT
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative.

GOODS AND SERVICES TAX (GST)
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative.

DOCUMENTS GENERALLY, DRAWINGS AND SPECIFICATION
Generally leave clause as is and enter list of drawings where required.

ASSIGNMENT AND SUBCONTRACTING
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative.

NOMINATED SUBCONTRACTORS
Department of Finance policy is to minimise the use of nominated subcontracts.
Except for contracts relating to the construction or refurbishment of Western Australian schools, this clause must not be used without the prior written approval of the responsible Department of Finance officer.

NOMINATED SUBCONTRACT DIRECTION
This clause generally not used. Department of Finance policy is to minimise the use of nominated subcontracts.
This clause shall not be used without the prior written approval of the responsible Department of Finance officer.

ADJUSTMENT OF PROVISIONAL SUMS
Provisional Sums shall not be included in the contract without the prior written approval of the responsible Department of Finance officer. If there are no Provisional Sums delete this clause.

BUILDING ACT 2011 (WA)
This clause is MANDATORY and shall not be amended without the prior written approval of the responsible Department of Finance officer.

ENVIRONMENTAL PROTECTION
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal's Representative.

CONTRACTORS REPRESENTATIVE
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal's Representative.
RESTRICTIONS ON ACCESS
This clause is MANDATORY for all projects on school premises under the responsibility of the Department of Education. It shall not be amended without the prior written approval of the Principal’s Representative.

SECURITY OF PREMISES
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative. Review security requirements with Client and Principal’s Representative prior to finalising this clause.

PROTECTION OF THE PUBLIC
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative.

MATERIALS AND WORK

WORKPLACE SAFETY AND HEALTH
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative.

TRADE NAMES
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative.

BRANDS OF MATERIAL SCHEDULE:
This clause is MANDATORY and shall not be amended without the prior written approval of the Principal’s Representative.

SCHEDULE OF WARRANTIES
Add or Subtract warranty information as required.

PAYMENT FOR GOODS AND MATERIALS RELATED TO THE CONSTRUCTION WORK
Payment for Goods and Materials Related to the Construction Works Clause to be inserted only if there is a need regarding transfer of ownership of significant goods or materials to the Principal upon payment, where these goods and materials are being paid for with progress payments whilst not being affixed to the site (e.g. specific large plant and equipment, or transportables being constructed off-site). This clause creates a security interest that should be registered on the Personal Property Securities Register for the best protection. To obtain a copy of the clause, contact the Assistant Director, Building Contracting Services and seek advice before including in the contract.

SECTION A PRELIMINARIES

SPECIFICATION PRELIMINARIES – INFORMATION TECHNOLOGY/TELECOMMUNICATIONS
Include when Information Technology and/or Telecommunications forms part of the work under the contract.
5. CONTRACTUAL FORMS
5. CONTRACTUAL FORMS

Contractual forms for use in Department of Finance Tender Documents for works contracts are included in the provided disks.

Generally only some of these will be required on each project.

THE REQUIRED FORMS ARE TO BE COPIED SINGLE SIDED ONLY

The forms are as follows:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CLAIM FOR DIRECT EMPLOYMENT COSTS OF ABORIGINAL PERSONS</td>
<td>Mandatory. Do not amend.</td>
</tr>
<tr>
<td>2.</td>
<td>CLAIM FOR ABORIGINAL PERSONS OR ENTERPRISES ENGAGED AS SUPPLIERS OR SUBCONTRACTORS</td>
<td>Mandatory. Do not amend.</td>
</tr>
<tr>
<td>3.</td>
<td>FORM OF TENDER – BMW 01 AND BMW 03</td>
<td>Tender forms for AS 2124 and Minor Works contracts respectively.</td>
</tr>
<tr>
<td>4.</td>
<td>BREAKDOWN OF TENDER SUM</td>
<td>This Form may be edited to suit the trades in the contract. The consultant shall edit the form to include any approved Provisional Sums and Monetary Sums.</td>
</tr>
<tr>
<td>5.</td>
<td>CALCULATION OF BUILDERS LEVEL OF PREQUALIFICATION</td>
<td>To be completed by consultant and forwarded to Principal’s Representative - Does NOT form part of the contract and does NOT get included in the tender documents - Refer to guide notes for further information.</td>
</tr>
<tr>
<td>6.</td>
<td>CLAIM FOR REGIONAL BUSINESS PREFERENCE</td>
<td>Buy Local Policy preference. For use in regional projects only. Refer to specification Guide Notes and Principal’s Representative. Do not amend.</td>
</tr>
<tr>
<td>7.</td>
<td>CLAIM FOR REGIONAL CONTENT PREFERENCE</td>
<td>Buy Local Policy preference. For use in regional projects only. Refer to specification Guide Notes and Principal’s Representative. Do not amend.</td>
</tr>
<tr>
<td>8.</td>
<td>DEED OF GUARANTEE, UNDERTAKING AND SUBSTITUTION</td>
<td>Relevant to the AS 2124 form of contract only. Inclusion in the tender documents is MANDATORY. Do not amend.</td>
</tr>
<tr>
<td>9.</td>
<td>IMPORTED CONTENT DECLARATION</td>
<td>Buy Local Policy impost. Inclusion in the tender documents is MANDATORY. Do not amend.</td>
</tr>
<tr>
<td>10.</td>
<td>PROVISIONAL QUANTITIES - ROCK</td>
<td>To be used if Rock excavation is expected. Provide an amount for Tenderers to provide rate.</td>
</tr>
</tbody>
</table>
11. **RECIPIENT CREATED TAX INVOICE AGREEMENT**

Mandatory agreement so that the Principal (the recipient) can create the Tax Invoice required under the GST Ruling. Inclusion in the tender documents is MANDATORY. Do not amend.

12. **SECURITY MANAGEMENT PLAN**

To be used in Department of Education projects. Refer to guide notes and Principal’s Representative for information.

13. **MINOR WORKS CONDITIONS OF TENDER AND CONTRACT**

General Conditions of Tendering and Contract for Minor Works Contracts. MANDATORY inclusion in the tender documents for Minor Works contracts. Do not amend.

14. **ELIGIBILITY TO TENDER**

Refer to guide for information. MANDATORY in all relevant building works contracts. Do not amend to any extent other than allowed by the guide notes.

### 5.1 ORDER FOR BINDING INTO SPECIFICATION

**NOTE:** When including the relevant forms in the specification DO NOT double side the copies. All forms shall be copied single sided only.

*Bind the Specification Contractual Forms in the Following order*

- FRONT COVER
- SPECIFICATION TITLE PAGE
- ELIGIBILITY TO TENDER
- FORM OF TENDER
- BMW 01 or BMW 03
- RECIPIENT CREATED TAX INVOICE AGREEMENT
- Mandatory
- BREAKDOWN OF TENDER SUM
- Mandatory
- IMPORTED CONTENT DECLARATION
- Mandatory
- CLAIM FOR REGIONAL BUSINESS PREFERENCE
- If Applicable
- CLAIM FOR REGIONAL CONTENT PREFERENCE
- If Applicable
- CLAIM FOR DIRECT EMPLOYMENT COSTS OF ABORIGINAL PERSONS
- Mandatory
- CLAIM FOR ABORIGINAL PERSONS OR ENTERPRISES ENGAGED AS SUPPLIERS OR SUBCONTRACTORS
- Mandatory
- PROVISIONAL QUANTITIES ROCK
- If Applicable
- DEED OF GUARANTEE, SUBSTITUTION AND UNDERTAKING
- Mandatory
- SECURITY MANAGEMENT PLAN
- If Applicable
- SPECIFICATION PRELIMINARIES
DETAILED CLAUSES
SCHEDULES/ SMALL DRAWINGS
STANDARD DETAILS - as required
BACK COVER

Also, behind the specification title page, loosely insert a further copy (stapled together) of:
FORM OF TENDER
and as required, copies of:
RECIPIENT CREATED TAX INVOICE AGREEMENT
CLAIM FOR REGIONAL CONTENT PREFERENCE
IMPORTED CONTENT DECLARATION
CLAIM FOR DIRECT EMPLOYMENT COSTS OF ABORIGINAL PERSONS
CLAIM FOR ABORIGINAL PERSONS OR ENTERPRISES ENGAGED AS SUPPLIERS OF SUBCONTRACTORS
BREAKDOWN OF TENDER SUM
PROVISIONAL QUANTITIES – ROCK
and other forms that are to be returned with the tender.