



REQUEST FOR QUOTATION

RFQ 26/27-07 Ceiling Fans NRLC Stadium 3

Request for Quotation (RFQ):	RFQ 26/27-07 Ceiling Fans NRLC Stadium 3
Deadline:	4pm 21 st November 2026
Address for Delivery:	Submissions must be by email to: rfq@narrogin.wa.gov.au
Contact:	Please send any queries to: Brendan Firman, Manager of Recreation Services Phone: (08) 9881 2651

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Appendix A: General Conditions for the Provision of Services.

SCOPE OF WORK

1. DESCRIPTION

Request for quotes are being sought from suitably qualified contractors for the supply and installation of stadium ceiling fan(s) to Court 3 at the Narrogin Regional Leisure Centre (NRLC), 50 Clayton Road Narrogin.

A site meeting at the NRLC, 50 Clayton Road, Narrogin WA 6312 prior to submission closing date can be arranged subject to availability.

2. PROJECT GUIDELINES

2.1 Site & Project Specific Details:

The Contractor shall supply, install, commission and hand over stadium ceiling fan(s) to Court 3 of the Narrogin Regional Leisure Centre (NRLC), in accordance with the requirements below. The fans are intended to improve air movement and occupant comfort for sport and recreation use of the court.

Indicative site and fan details are provided below. The Contractor is responsible for verifying all dimensions, clearances, structure and services on site before pricing including:

- Quantity of fans: stadium ceiling fans (or equivalent number and layout proposed by the Contractor to achieve effective coverage of Court 3);
- Fan type and size;
- Roof structure and fixing points: e.g. steel portal frame / trusses – to be verified by the Contractor; and
- Power supply: existing spare capacity / distribution board location – to be verified by the Contractor.

All works are to be undertaken with minimal disruption to the operation of the NRLC.

WORK HEALTH AND SAFETY DOCUMENTS (SWMS)

Before commencing work, the Contractor shall provide:

- a project-specific Safe Work Method Statement for all high-risk construction activities, including work at heights and electrical work;
- a site-specific risk assessment;
- evidence of relevant licences, registrations and competencies, including electrical licences and high-risk work licences for elevated work platform operation;
- evidence of current public liability, workers compensation and other required insurances;
- plant and equipment inspection records, including elevated work platforms and lifting equipment;
- electrical isolation and recommissioning procedures; and
- emergency and incident-response arrangements.

All work shall be undertaken in accordance with applicable work health and safety legislation, codes of practice and Shire requirements.

STATUTORY APPROVALS, PERMITS AND CERTIFICATIONS

The Contractor shall identify, coordinate, obtain and close out all approvals, permits, consents and certifications required for the Works. These may include, but are not limited to:

- Building Permit (or confirmation from a Building Surveyor that a permit is not required), including any Certificate of Design Compliance;
- structural assessment, drawings and certification by a suitably qualified structural engineer confirming the roof structure and proposed fixing points are adequate for the static and dynamic loads of the fans;
- electrical notifications and compliance certification by a licensed electrical contractor; and
- any other approval, licence, permit, consent, report or certification required by an authority having jurisdiction.

No physical Works shall commence until:

- all required approvals and permits for the Works have been obtained;
- copies have been submitted to the Shire of Narrogin; and
- written authorisation to proceed has been provided by the Shire of Narrogin.

The Contractor shall ensure that all works, materials, installations and completed systems comply with:

- the National Construction Code;
- the Building Act 2011 and Building Regulations 2012, where applicable;
- AS/NZS 3000 (Wiring Rules) and all other electrical requirements applicable in Western Australia;
- all requirements applicable to public buildings;
- relevant Australian Standards and manufacturer requirements;
- approved building permits, drawings and specifications;
- applicable work health and safety legislation; and
- all other statutory, regulatory and local government requirements.

1. Supply and Install NRLC Stadium 3 Ceiling Fans

The Contractor shall supply and install new stadium ceiling fans, including all fan assemblies, motors, blades, hubs, mounting hardware, extension downrods (where required), drive units, controllers and associated components required to provide a complete, safe and fully operational installation.

Fans shall be suitable for commercial, indoor sports hall use and for continuous operation, and shall be supplied with manufacturer data demonstrating:

- airflow performance and coverage for the court area;
- operating noise levels at each speed setting (dB(A));
- electrical load, supply requirements and starting characteristics;
- compliance with relevant Australian Standards and electrical safety requirements; and
- manufacturer warranty terms for motors, controllers and structural components.

Alternative fan models may be proposed where they meet or exceed the performance requirements. Any alternative must be clearly identified in the quotation, with supporting product data.

2. Mounting, Structure and Safety Provisions

The Contractor shall confirm the suitability of the existing roof structure for the proposed fan loads and shall design, supply and install all mounting frames, brackets, bracing and supports required. Fan mounting arrangements shall be certified by a suitably qualified structural engineer.

The installation shall include:

- secure fixing of each fan to the primary structure, with no reliance on roof sheeting, purlins or services not rated for the loads;
- secondary retention (safety cables or equivalent) in accordance with the manufacturer's requirements;
- vibration and sway control, so that fans operate smoothly at all speeds;
- minimum clearances from roof structure, lighting, sprinklers, speakers, scoreboards, basketball and other sports equipment, nets and the playing area, in accordance with the manufacturer's requirements and the Contractor's assessment of the court layout; and
- protection of the fan blades and hub against ball strike, where required by the manufacturer or the Shire.

Final fan positions shall be submitted to the Shire for review and written approval before installation commences. The Contractor shall consider the impact of airflow on court sports (for example badminton and volleyball), and the Shire may direct reasonable adjustments to the layout.

3. Electrical Works and Controls

All electrical works shall be carried out by appropriately licensed electricians and shall include all cabling, conduit, cable support, isolators, circuit protection, and connections required for a complete installation.

The Contractor shall confirm the capacity of the existing electrical supply and distribution board(s) and shall include any switchboard modifications or additional circuits required to supply the fans. Any capacity constraints identified shall be reported to the Shire before work proceeds.

- Provide a local isolator for each fan, in an accessible location.
- Provide wall-mounted speed and on/off controls for the fans, in a location approved by the Shire. Controls shall be capable of being secured against unauthorised use where required.
- Where cabling is run in public areas, provide neat, secure and appropriately protected installations that match the existing finishes.
- Test and certify all electrical works, and provide all compliance documentation to the Shire.

4. Safety and Temporary Access

The Contractor shall provide, install, inspect, maintain and remove all temporary access, fall-protection and site-safety systems required to complete the works safely. Temporary systems may include, but are not limited to:

- elevated work platforms (EWP) or scaffolding;
- edge protection and guardrails;
- exclusion zones and barricades; and
- any other safety equipment required for the proposed methodology.

The Contractor shall protect the court surface and surrounding floors from damage, including from the weight and tyres of any EWP or lifting equipment, by using non-marking equipment and suitable floor protection. Any damage shall be repaired or reinstated at no additional cost to the Shire.

The quotation shall include the full cost of supply, transport, set-up, inspection, certification, maintenance and removal of all access equipment. All access equipment shall be operated by appropriately licensed and competent persons, in accordance with applicable legislation, codes of practice and Australian Standards.

The Contractor shall not rely on any existing access or fall-protection system unless it has been inspected by a competent person and confirmed in writing as suitable for the proposed works.

5. Site Establishment and Public Safety

Establish and maintain appropriate barricades, exclusion zones and warning signage. The Contractor shall:

- maintain safe access for Shire staff, centre users, contractors and members of the public wherever reasonably practicable;
- prevent unauthorised access to the work area, access equipment, plant and stored materials;
- coordinate deliveries, lifting operations and waste removal with the Shire's nominated representative; and
- protect entrances, corridors, change rooms, the aquatic facility, adjoining courts, car parks and adjoining areas throughout the works.

6. Work Scheduling and Disruption Management

The Contractor shall prepare a proposed works program for approval by the Shire prior to work commencing. The works program shall nominate the closure period required for Court 3.

The NRLC is a public facility with regular bookings and programs. Noisy, disruptive or high-risk works shall, where practicable, be scheduled outside normal operating hours, including evenings and weekends, or at times agreed with the Shire to avoid clashing with bookings and events.

Any required shutdowns, restricted access, power isolations or temporary closure of parts of the facility shall be coordinated with the Shire in advance. The Contractor shall provide sufficient notice of any activity likely to affect centre operations, staff access, public access or essential services.

After-hours works shall be included in the quotation unless specifically identified as an optional cost.

7. Waste Removal and Site Reinstatement

Remove all packaging, offcuts, debris and construction waste from the site.

The Contractor shall:

- supply a skip bin where required, with the price indicated in the quotation;
- not use Shire waste bins unless prior written approval is provided;
- keep the site clean, tidy and safe throughout the works;
- make good any damage caused to the building, court surface, finishes, services or adjoining areas; and
- leave the court clean and ready for normal use at completion.

8. Commissioning, Testing and Completion

The Contractor shall commission and test the completed installation to confirm that all fans operate correctly and safely at all speeds, direction and controls function as intended, any fire alarm interface operates correctly, and that there is no abnormal vibration, wobble or noise.

The Contractor shall arrange and attend a final inspection with the Shire's nominated representative. All outstanding defects and incomplete items identified during the inspection shall be rectified to the satisfaction of the Shire prior to practical completion.

At practical completion, the Contractor shall provide the Shire with:

- completion photographs, including fan mounting details prior to concealment;
- product data and manufacturer information;
- operation and maintenance manuals, including recommended maintenance schedules and fixing inspection intervals;
- written product and workmanship warranties;
- commissioning and test results;
- structural, building and electrical certifications, and building permit completion documentation where applicable;
- as-installed drawings showing fan positions, circuits and any switchboard modifications; and
- basic operator instruction for nominated Shire and NRLC staff.

The Contractor shall provide a minimum 12-month written defects liability and workmanship warranty commencing from the date of practical completion, in addition to any longer manufacturer's warranty.

During the defects liability period, the Contractor shall, at no additional cost to the Shire, promptly attend the site to investigate and rectify any defect, failure or incomplete work arising from the Contractor's workmanship, materials, installation or failure to comply with the contract documents, relevant Australian Standards or the National Construction Code. All labour, materials, plant, equipment, access systems and associated costs required to rectify warranty defects shall be borne by the Contractor.

3. TIMEFRAME

The Works are to be completed by Monday 18th of January 2027 or sooner if possible.

If you are unable to meet this completion date, please specify what your achievable completion date is as part of your submission. Note, if your nominated completion date is unacceptable to the Principal then the submission may not be considered.

Should the successful contractor fail to complete the works within the required timeframe listed above. Any and all delays are to be communicated to the Principal's representative. Acceptable delays are for severe weather events or Shire failure to prepare the site. A written extension for the completion of works can be applied for by the contractor to the Principal.

4. PERFORMANCE

The Contractor shall perform the works under this contract in an expert, professional, efficient and courteous manner.

The Contractor is expected to carry out the requirements of this contract with a high degree of personal and public safety at all times.

5. CONTRACTOR WHS OBLIGATIONS

The Shire of Narrogin acknowledges that it has a Duty of Care obligation under the Work Health and Safety Act 2020 to provide to all its employees (including contractors and their employees) a safe workplace and safe system of work.

It is therefore required that Contractors carrying out any work for the Shire will comply with the Shire's Work Safety and Health Policies and Procedures. A copy of the Shire's WSH Handbook is located on the Shire's website www.narrogin.wa.gov.au. The contractor is to download the Shires WHS Handbook and comply with its contents. The contractor must also comply with the below safety points but not limited to:

- The Contractor, its employees and sub-contractors having all necessary current licences appropriate to the work being provided;
- Wearing appropriate and necessary Personal Protective Equipment (PPE) when carrying out any work duties.
- Ensuring that all plant and equipment used in carrying out those duties are regularly maintained and meet the required standards and certifications.
- All necessary plant and equipment have all the necessary guards in place and meet all the requirements of Work Health and Safety (General) Regulations 2022, and any appropriate Australian Standards pertaining to the equipment used or the type of work being carried out.
- The Contractors Workers Compensation Policy and Public Liability Policy appropriately covers contractor's employees that are engaged in working on the contract.
- Copies of all insurance certificates of currency and licences are required to be provided prior to the commencement of the contract.

6. SELECTION CRITERIA

The following criteria will be taken into consideration in determining the successful Contractor:

<u>PRICE</u>	60%
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VALUE FOR MONEY LUMP SUM PRICE (INCLUDING GST)

<u>MEETING ALL SPECIFICATIONS</u>	25%
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Suppliers must endeavour to satisfy the specifications listed in this RFQ.

<u>WARRANTY</u>	15%
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Please note, that for every 12 months that is offered for warranty, a value of 5% will be allocated to the submission with a maximum of 15% being available. Submissions will receive a score of 0% for warranties that do not provide full comprehensive cover.

Please note that the Shire of Narrogin will not be submitting a price for part of this work as per the *Local Government (Functions & General Regulations) Clause 14(4) (d)*.

7. SHIRE OF NARROGIN REGIONAL PRICING POLICY

A price preference will apply to suppliers who are based in and operate from the preference region in relation to all purchasing by the Shire for the supply of goods and services and construction (building) services, unless specifically stated otherwise, providing they are competitive in regard to specification, service, delivery and price.

NOTE: The Regional Pricing Policy is in accordance with current Shire policies and is available upon request.

8. LODGEMENT/ACCEPTANCE OF RFQ

RFQ's are to be received no later than **4pm 21st November 2026**

All quotes are to be received by email to: rfq@narrogin.wa.gov.au

Contact person: **Manager of Recreation Services (Brendan Firman)**

Principal Representative: **Executive Manager of Corporate and Community Services**

The Shire shall not be bound to accept the lowest or any quote. The quote is deemed to be accepted when the Shire provides written notification of such acceptance to the successful Contractor and a purchase order is issued to the successful Contractor.

9. CONTRACTOR'S OFFER

OFFER FORM

TO:

CHIEF EXECUTIVE OFFICER
SHIRE OF NARROGIN
89 EARL STREET
NARROGIN WA 6312

I/We

Name: [BLOCK LETTERS]:

Address:

ABN/GST Status:

ACN (if any):

Telephone No:

Email:

In response to **RFQ 26/27-07 Ceiling Fans NRLC Stadium 3.**

I/We agree that I am/We are bound by and will comply with this request and its associated schedules, attachments, all in accordance with the conditions of responding contained in this request signed and completed.

The quoted price is valid up to twelve (12) months from the date of the request closing unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this quote irrespective of its outcome.

Dated this: _____ day of _____ 2026

Signature of authorised Signatory:	
Name of Authorised Signatory	
Position:	
Address:	

Purchase Price as per as per the specifications in this RFQ Excluding GST	\$
GST	\$
Purchase Price as per the specifications in this RFQ Including GST	\$

9.1 RESPONSE

Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 9 Contractors Offer, are to be completed and returned to the Principal as they form part of your RFQ).

9.1.1 Referees

Attach details of your referees, and label it **"Referees"**.

Reference should be for similar works/projects.

9.1.2 Subcontractors

If you intend to subcontract any of the requirement of this work out, please attached their details labelled **"Subcontractors"**, including:

- a) the name, address and the number of people employed; and
- b) the requirements that will be subcontracted.

9.1.3 Conflicts Of Interest

Please provide notification of any actual or potential conflict of interest which may arise during this contract which may affect your performance or your obligations under the Contract.

9.1.4 Insurance Coverage

Respondents are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled **"Insurance Coverage"**. A copy of the Certificate of Currency is to be provided as part of this submission.

Type	Insurer / Broker	Policy Number	Value (\$)	Expiry Date
Public Liability			Minimum \$10,000,000	
Workers Compensation			As required by law at the time of contract	

Current Policy Supplied

Yes ☐ No ☐



SHIRE OF NARROGIN

GENERAL CONDITIONS FOR THE PROVISION OF SERVICES

APPENDIX A

GENERAL CONDITIONS OF CONTRACT

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GENERAL CONDITIONS OF CONTRACT

1. **GOVERNING LAW**

The contract shall be governed by the laws of the State of Western Australia and the parties hereby submit to the exclusive jurisdiction of the courts of the State.

2. **DEFINITIONS**

2.1 In the Contract, except where the context otherwise requires:

'Clause' means a clause of these General Conditions.

'Contract' means the document which constitutes or evidences or, as the case may be, all the documents which constitute or evidence the final and concluded agreement between the Principal and the Contractor.

'Contract Price' means

- (a) where payment is to be made on a Lump Sum Basis, the sum which is stated in the contract to be payable to the Contractor for the supply of the Services by the Contractor and the performance of the obligations of the Contractor under the Contract;
- (b) where payment is to be made on a Schedule of Rates basis, the sum ascertained by calculating the product of the rates and the corresponding quantities set out in the Schedule of Rates and adding to the sum thereof the total of any lump sums, provisional sums, contingency sums or other sums included in the Schedule of Rates;
- (c) where payment is to be made on a Lump Sum and a Schedule of Rates Basis, the aggregate of the sums referred to in paragraphs (a) and (b);

but excluding any additions or deductions, which may be required to be made pursuant to the Contract.

'Contractor' means the person or persons, corporation or corporations, who contract to supply the Services the subject of the Contract.

'Officer' means any officer or person authorised by the Principal and notified to the Contractor as an authorised officer for the purpose of this Contract.

'Principal' means the Shire of Narrogin.

'Services' means the whole of the services, tasks, work and requisites to be supplied rendered provided or performed by the Contractor including all variations provided for by the Contract as more fully set out in the Contract.

'Specification' means any Special Conditions, Technical Specification and Schedules forming part of the Contract; and such Specification shall be read with these General Conditions as an integral part of the Contract, but in the event of any inconsistency between the Specification and these General Conditions the former shall (unless the Contract otherwise provides) prevail.

2.2 Unless the context otherwise requires, the singular in all cases includes the plural and vice versa. The clause headings of the General Conditions of Contract shall not in any way affect their interpretation. Any one gender includes all genders.

GENERAL CONDITIONS OF CONTRACT

3. QUALITY OF SERVICES

- 3.1 All Services rendered shall conform to the Specification and the standards specified in the Contract.
- 3.2 Where no standards are specified in the Contract, the Services shall comply with the appropriate and current standard of the Standards Association of Australia and if there is no such standard then the appropriate and current standard of the British Standards Institution or such other standard as the Principal shall consider appropriate.
- 3.3 If no standards are applicable, the Services shall be of the highest standard and carried out promptly with all due skill care and diligence.
- 3.4 The Contractor shall employ only such persons as are careful skilled and experienced in their respective professions trades and callings who hold all necessary licences permits and authorities required by law and whose standards of workmanship are entirely suitable for the performance of the Services and the requirements of the Contract.

4. PATENT RIGHTS

- 4.1 The Contractor shall indemnify and at all times keep the Principal indemnified against any action, claim, demand, costs or expenses arising from or incurred by reason of any infringement or alleged infringement of any letters patent, design, trade mark or name, copyright or other protected right in respect of any goods, articles, services, equipment, machinery, plant or thing, system or method of performing, using, fixing, working or arrangement used, fixed, provided or supplied by the Contractor.
- 4.2 All payments and royalties payable in respect of any such letters patent or other protected right, shall be included by the Contractor in the Contract and shall be paid by itself to the person, persons, or body to whom they may be due or payable.
- 4.3 In the event of any claim being made or brought against the Principal in respect of any of the matters stated in this clause, the Contractor shall be immediately notified thereof. The Contractor shall, with the assistance if required of the Principal, but at the Contractor's sole expense, conduct all negotiations for the settlement of the same or any litigation that may arise therefrom and in the event of the failure by the Contractor so to do, the Principal shall have power to suspend payment of any money due to the Contractor under the Contract until such claim has been satisfied, settled, or withdrawn. Should any money due, or which may thereafter become due, to the Contractor, or which may have been deposited by the Contractor as security under the Contract, be insufficient to satisfy or settle any such claim and such claim has not been satisfied or withdrawn at the date when the Contract would otherwise have been completed, the balance outstanding in respect of the claim shall be a debt due by the Contractor to the Principal.

5. SETTLEMENT OF DISPUTES

- 5.1 The parties agree to attempt in good faith to resolve through negotiation any dispute regarding the Contract.
- 5.2 Either party may refer to an appropriate independent expert, agreed to by the parties, any Services for examination and report as to their compliance with the Contract. The decision of the expert shall be final and binding upon both parties, and the expense of such reference shall be paid by the unsuccessful party.
- 5.3 Subject to the provisions of clause 5.2, any dispute or unresolved claim arising out of or relating to the Contract or the breach, termination or invalidity thereof ('the dispute') shall first be the subject of conciliation before a conciliator who is either agreed to by the parties or, failing agreement, who is appointed by the President of the Institute of Arbitrators and Mediators (WA Branch).

GENERAL CONDITIONS OF CONTRACT

5.4 If the dispute has not been resolved within 28 days (or such other period agreed in writing between the parties) after the appointment of the conciliator, the dispute shall be referred to arbitration to be effected:

- (a) by an arbitrator mutually agreed upon between the parties; or
- (b) in default of such mutual agreement, by an arbitrator appointed by the President of the Institute of Arbitrators and Mediators,

in accordance with the provisions of the Commercial Arbitration Act 1985.

6. **TIME**

6.1 Services under the contract shall be supplied punctually at or within the time stated in the Order and in this respect time shall be of the essence of the Contract.

6.2 The Contractor shall be entitled only to such extensions of time for compliance with the Contract as the Principal, upon the written application of the Contractor, may in its absolute discretion grant in writing.

7. **SUPPLY OF SERVICES BY ORDER**

7.1 The Contractor shall fulfil all orders for Services placed by the Principal during the term or currency of the Contract.

7.2 Where the Contract is for the supply of Services by reference to a list of Services and prices in a Schedule to the Specification, the Principal shall not be required to take or accept all or any of the Services listed **EXCEPT** such of the Services as may be ordered by the Principal from time to time during the period of the Contract.

7.3 Where the quantity or value set out in any Schedule to the Specification is described as 'approximate' it shall be regarded only as an estimate of the quantity or value which may be required under the Contract and the Principal shall not be required to take or accept the said nominated approximate quantity or value of Services.

7.4 The right is reserved for the Principal to order its requirements of any one type or item of the Services either at one time or in instalments or in such quantities as may be required from time to time.

7.5 Nothing herein contained shall oblige the Principal to take or accept all its needs or requirements of the Services solely from the Contractor nor shall be taken to confer any exclusive right upon the Contractor to provide the Services to the Principal. The Principal shall be free at all times to obtain the Services or any part of them from any other source provider or supplier thereof except Services the subject of an existing order to the Contractor.

8. **STAMP DUTY**

The Contractor shall pay all stamp duties in connection with the Contract.

GENERAL CONDITIONS OF CONTRACT

9. GOODS AND SERVICES TAX

9.1 For the purposes of this clause:

- (a) "GST" means goods and services tax applicable to any taxable supplies as determined under the GST Act.
- (b) "GST Act" means A New Tax System (Goods and Services Tax) Act 1999 and (where the context permits) includes the Regulations and the Commissioner of Taxation's Goods and Services Tax Rulings and Determinations made thereunder and any other written law dealing with GST applying for the time being in the State of Western Australia.
- (c) "Supply", "taxable supply" and "tax invoices" have the same meanings as in the GST Act.

9.2 Where the supply of the Services or any part thereof is a taxable supply under the GST Act:

- (a) The Contract Price shall be inclusive of all applicable GST at the rate in force at the time being.
- (b) The obligation of the Principal to pay the Contract Price or any instalment thereof, and the right of the Contractor to recover the Contract Price or any instalment thereof, shall be subject to and conditional upon the prior issue by the Contractor and the prior receipt by the Principal of a tax invoice in respect of the Contract Price, or the relevant instalment thereof, which complies in all respects with the GST Act.
- (d) This provision applies notwithstanding any other provision of the Contract or any legislation or rule of law to the contrary, but does not apply if the Contractor is not registered for GST, and is not required to be so registered, under the GST Act.

9.3 The Contractor shall at all times observe, perform and comply with all applicable provisions of the GST Act relative to the supply of the Services under the Contract.

10. PRICE VARIATIONS

10.1 Contract prices shall be firm unless otherwise stated in the Contract.

10.2 Where Contract prices are variable, and the Contractor wishes to claim for a variation in price during the term of the Contract, then the Contractor shall give the Principal full details of the make-up of the claim, including all applicable information as to the cost of materials, direct labour, overheads, profit and such other cost components as the Principal may require to verify any claim for variation. All applications for variation must show in statement form the existing approved Contract prices, the proposed price increase and proposed new Contract price on an item by item basis and shall be accompanied by all relevant determinations and documents in support of the claim.

10.3 Where the Contract price is the price ruling at date of performance of the Services the Contractor shall produce to the Principal evidence to verify each claim for payment.

10.4 Where trade list prices form the basis of the Contract the Contractor shall identify the trade list referred to by date, number or other suitable reference.

10.5 Reductions affecting the Contract rates shall be notified by the Contractor to the Principal immediately they occur and the Contractor shall repay to the Principal the full amount of any overpayment made by the Principal within fourteen (14) days of the reduction being authorised by the Principal.

GENERAL CONDITIONS OF CONTRACT

- 10.6 Applications for variation of variable Contract prices or rates by the Contractor shall be submitted in writing to the Principal as far in advance as practicable of the date from which the variation is sought to commence.
- (a) All variations approved by the Principal shall operate from a date determined by the Principal, which shall not be earlier than the date of the formal application for variation.
 - (b) The onus shall be upon the Contractor to prove to the satisfaction of the Principal all details of any variation claimed.
- 10.7 In all matters of price variations (up or down) the Contractor shall make available to the Principal within the time specified by the Principal such information, records, facts and figures as the Principal shall require. Failure to supply the required information, records, facts and figures shall entitle the Principal to refuse the variation.
- 10.8 Where the variation is to be determined on the basis of decisions by the Australian Competition and Consumer Commission, such variations will be effective on the date nominated by the Australian Competition and Consumer Commission and will be binding on all parties. Should the Australian Competition and Consumer Commission cease to operate during the period of the Contract, a new variation arrangement will be negotiated by mutual agreement. If agreement cannot be reached, the Contract may forthwith be determined by either party by written notice to the other.

11. SECURITY RETENTION

- 11.1 The Client will pay 90% of the tendered price on completion of the required works and a formal handover and training has been completed. A retention of 10% of the Tendered Price will be retained for a period of 2 months for any defects or faults that may appear and require repair.
- 11.2 The Client reserves the right to apply penalties for failure to complete the required works within the specified time frame, unless agreed extensions have been signed by both parties. Penalties will be applied at the rate of \$500 + GST per week and will be removed from the 90% payment upon completion of works (not the retention payment).

12. ASSIGNING OR SUBLETTING

- 12.1 The Contractor shall not without the previous consent of the Principal in writing, assign transfer mortgage charge encumber sublet or sub contract the Contract, or any part thereof. The Contractor shall not assign transfer mortgage, charge, or encumber, all or any of the moneys payable or to become payable or any other interest or benefit under the Contract without the consent in writing of the Principal being first obtained.
- 12.2 Any consent shall not discharge the Contractor from any liability in respect of the Contract, and shall extend only to the assignment or other transaction actually consented to and shall not be deemed a consent to any other assignment of transaction nor to prevent any proceedings for any subsequent breach of this condition any may be granted or withheld or made subject to conditions in the absolute discretion of the Principal.

13. TERMINATION OF CONTRACT

- 13.1 Where the Contractor
- (a) fails to supply and provide the Services on the due date or dates or at the location or locations specified in the Contract or in any order or to duly and punctually observe and perform all or any of the terms or conditions set out in the Contract; or

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- (b) assigns subcontracts or sublets the Contract, or any part thereof, or assigns, mortgages, charges, or encumbers, or attempts to assign, mortgage, charge, or encumber, all or any of the moneys payable or to become payable under the Contract, or any other interest or benefit whatsoever arising, or which may arise, under the Contract without the consent in writing of the Principal being first obtained; or
 - (c) (if an individual) becomes bankrupt; or
 - (d) (if a corporation) goes into voluntary or compulsory liquidation or goes into receivership or enters into voluntary administration; or
 - (e) makes an assignment of its estate for the benefit of its creditors, or makes an arrangement or composition with its creditors; or
 - (f) includes any statement fact information representation or material in its Tender which is false untrue or incorrect; or
 - (g) fails in any manner to perform the Contract to the complete satisfaction of the Principal; then, and in every such case, the Principal may give notice in writing to the Contractor terminating the Contract, whether there are any orders remaining to be filled or not and engage or contract with any person or corporation other than the Contractor to perform and complete the same.
- 13.2 All damages and expenses incurred by the Principal under or by virtue of the provisions of sub-clause 13.1 shall be ascertained and certified to by the Officer, and shall be deducted from any money that may be then due, or may thereafter become due to the Contractor, or that may have been deposited by itself as security in respect of the Contract. If the money then due, or thereafter becoming due to the Contractor, or deposited by itself as aforesaid, shall be not sufficient for that purpose, the balance remaining unpaid shall be a debt due by the Contractor to the Principal, and may be recovered from the Contractor in any Court of competent jurisdiction.
- 13.3 If the Contract is terminated the moneys which have been previously paid to the Contractor on account of the orders filled shall be taken by the Contractor as full payment and satisfaction for all orders executed under the Contract. All sums of money that may be due to the Contractor and unpaid, and all sums of money (if any) held as security, shall be forfeited and may be retained by the Principal.
- 13.4 Upon termination of the Contract all moneys previously paid to the Contractor shall be deemed to be in full satisfaction of all claims of the Contractor of any kind or description whatsoever under or in respect of the Contract.

14. FAILURE TO SUPPLY

Where a state of emergency exists or where the Contractor is unable or fails (for whatever reason) to supply and provide the Services at any time or in any place the Principal may without being liable in any way to the Contractor obtain or acquire such Services as it requires during the state of emergency or at that time or in that place (as the case may be) from any other source supplier or provider thereof. The existence of a state of emergency shall be determined by the Principal in its sole discretion.

15. POWER TO ACT FOR THE PRINCIPAL

Anything to be done or performed by the Principal may be done and performed by any person duly authorised by the Principal.

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16. VARIATION OF CONTRACT TERMS

None of the terms of the Contract shall be varied, waived, discharged or released either at law or in equity, unless by the express agreement of the Principal in writing.

17. SUSPENSION OF PAYMENTS

Should the Contractor refuse or neglect to carry out the instructions of the Principal in regard to any matter connected with the Contract, the Principal may suspend all payments to the Contractor until such instructions have been complied with.

18. DEDUCTION OF CHARGES OR DEBTS

18.1 Without limiting the Principal's rights under the any of the foregoing clauses hereof any debt due from the Contractor to the Principal may be deducted by the Principal from any moneys which may be or thereafter become payable to the Contractor by the Principal, and if such moneys are insufficient for this purpose, then from the Contractor's security under the Contract. Nothing in this clause shall affect the right of the Principal to recover from the Contractor the whole of the debt or any balance that remains owing after deduction.

18.2 The Contractor hereby acknowledges and agrees that all moneys becoming payable by the Contractor in respect of the Contract and all costs, expenses, losses, and damages hereinbefore mentioned, and for which the Contractor shall become liable at any time under the Contract, may be deducted and paid by the Principal from any sum or sums due, or which may become due, to the Contractor under or in respect of any other contract or contracts which may be subsisting between the Contractor and the Principal for the time being.

19. PAYMENT

19.1 The Principal shall pay or cause to pay to the Contractor, upon the certificate of the Officer, all sums of money due or to become due to the Contractor under the Contract, in the amounts and at the times set forth in the Contract, and shall pay or hand over the Security (if any) deposited to the Contractor within fourteen days after the Officer has certified that the Contract has been satisfactorily completed. Failure by the Principal to pay the amount payable at the due time will not be grounds to vitiate or avoid the Contract.

19.2 Where the Contract is a schedule of prices Contract to be executed at the rates or prices given in the Contract, then the Services shall be paid for at their schedule rates and not at the total amount of the Contractor's tender.

19.3 The Contractor shall not be entitled to any interest, credit charge, service fee or any other fee or charge for extending credit or allowing time for the payment of money becoming due for the provision of Services unless expressly provided for in the Contract.

19.4 The Principal shall not be obliged to pay accounts of the Contractor unless received by the paying officer nominated on the Order.

19.5 All periods for payment of invoices shall be calculated from the date of preparation of the invoice.

20. SERVICE OF NOTICES

Any notice, order, instruction or communication required to be, or that may be served on or given to the Contractor by the Principal or the Officer shall be deemed to have been sufficiently issued or given to or served upon the Contractor if it is handed to the Contractor or is sent by prepaid cost to or is left at the address of the Contractor stated in its Tender or at such other address as is notified in writing by the Contractor to the Principal.

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21. CONTRACTOR TO INFORM ITSELF

21.1 The Contractor shall be deemed to have:

- (a) examined carefully and to have acquired actual knowledge of the contents of the Drawings, Specification, Schedules, Bills of Quantities (if any), Conditions of Tendering, these General Conditions of Contract and the Special Conditions of Contract (if any) and any other information made available in writing by the Principal to the Contractor for the purpose of tendering; and
- (b) examined the site and its surroundings; and
- (c) satisfied itself as to the correctness and sufficiency of its tender and that its price covers the cost of complying with all its obligations under the Contract and of all matters and things necessary for the due and proper performance and completion of the contract.

Failure by the Contractor to do all or any of the things it is deemed to have done under this clause will not relieve the Contractor of its liability to perform and complete the Contract in accordance with the terms and conditions thereof.

22. COMPLYING WITH STATUTORY REQUIREMENTS

- 22.1 The Contractor shall comply with the requirements of all Acts of the Parliament of the Commonwealth and with the requirements of the provisions of all Acts of the Parliament of the State of Western Australia and with the requirements of all ordinances, rules, regulations, by-laws, orders, codes of practice and proclamations made or issued under any such Act and with the lawful requirements of public and other authorities in any way affecting or applicable to the Services or the performance of the Contract.
- 22.2 Without limiting in any way the generality of the foregoing, the Contractor shall duly and punctually observe, perform and comply with the provisions of the Occupational Health, Safety and Welfare Act 1984 and all improvement notices, prohibition notices and codes of practice (if any) issued thereunder and having application to this Contract.
- 22.3 If, in the opinion of the Contractor, the provisions of any document forming part of the Contract are at variance with any such requirements, the Contractor shall give written notice to the Principal specifying the departure from such provisions which he considers necessary to comply with such requirements.

23. PROPERTY DAMAGE AND PUBLIC RISK

- 23.1 Subject to the next succeeding paragraph of this clause, the Contractor shall indemnify and keep indemnified the Principal against all loss of or damage to the property of the Principal and from and against any claim, demand, action, suit or proceeding that may be made or brought by any person against the Principal, or the employees, professional consultants or agents of the Principal or any of them in respect of personal injury to or the death of any person whomsoever or loss of or damage to any property whatsoever arising out of or as a consequence of the supply or provision of the Services by the Contractor or its employees, agents or sub-contractors and also from any costs and expense that may be incurred in connection with any such claim, demand, action, suit or proceeding.
- 23.2 The Contractor shall not, under the last preceding paragraph of this clause, be rendered liable for or in respect of personal injury to or the death of any person or loss of or damage to property resulting from any breach by the Principal of any provision of the Contract or any negligent act or omission of the Principal, or the employees, professional consultants or agents of the Principal or for or in respect of any claims, demands, actions, suits or proceedings, costs and expenses whatsoever in respect thereof or in relation thereto.

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24. ACCIDENT OR INJURY TO EMPLOYEES

The Contractor shall indemnify and keep indemnified the Principal against liability for all loss or damage resulting from personal injury to or the death of (other than such injury or death resulting from any breach by the Principal of any of the provisions of the Contract or any negligent act or omission of the Principal, or the employees, professional consultants or agents of the Principal), the Contractor or of any sub-contractor occurring during the currency of the Contract and arising out of or in connection with the supply or provision of the Services under the Contract or the performance of the Contract and against all claims, demands, actions, suits or proceedings, costs and expenses whatsoever in respect thereof or in relation thereto, whether at Common Law or under any statute.

25. INSURANCE

- 25.1 Without limiting its obligations and responsibilities the Contractor, in the joint names of itself and the Principal for their respective rights interests and liabilities, shall effect and keep in effect during the currency of the Contract insurance policies covering all matters referred to in clauses 22 and 23.
- 25.2 The insurance policies shall contain a cross-liability clause and otherwise be in terms, and effected with an insurance company, approved by the Principal which approval shall not be unreasonably withheld.
- 25.3 The Contractor shall lodge certificates of proof the required insurance policies with the Principal before the commencement of the Services provision and at such other times as the Principal may require.

26. WARRANTIES

The Contractor shall obtain warranties as specified in the Contract and shall ensure that the Principal will have the benefit of the warranties. The Contractor shall ensure that the Principal will have the benefit of any warranties specified in the Contract that are obtained by the sub-contractors of the Contractor.

27. INDUSTRIAL AWARDS

- 27.1 With respect to all work done in Western Australia under the Contract, the Contractor shall observe, perform and comply in all material respects with all relevant Industrial Awards, Industrial Agreements and orders of Competent Courts or Industrial Tribunals applicable to the Services and the work to be done under the Contract.
- 27.2 Failure by the Contractor to comply with sub clause 27.1 hereof shall entitle the Principal by notice in writing to the Contractor to forthwith terminate the Contract, but without prejudice to any other rights or remedies of the Principal.

28. WORK HEALTH AND SAFETY

It is the responsibility of the Contractor to inform themselves of the all Work Health And Safety requirements as per the Australian Standards and the Shire of Narrogin organisational requirements and shall comply with requirements. The Shire of Narrogin will take no responsibility for the Contractor or any subcontractor that fails to perform full duty of care in these requirements.