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**IT IS BROWSABLE ON-SCREEN ONLY AND IS PROVIDED
FOR YOUR INFORMATION TO DECIDE WHETHER TO
BECOME A PROSPECTIVE TENDERER ONLY**

Note: This file may contain a brief scope statement, or an extract from the RFT documents, or a full exhibited copy – depending on the specific circumstances.

To participate in this tender process you **MUST** first download or order a full copy of the Request for Tender (RFT) documents, including the responsible components, and any addenda issued to date.

To do this return to the RFT web page on this web site and copy the RFT documents to your own computer or network – the blue “**DOWNLOAD A SOFT COPY**” link at the bottom provides access to the page from which you can do this.



Facilities Management is a Business Unit of the NSW Department of Commerce

**Commerce invites this RFQ for and on behalf of the
NSW Government State Contracts Control Board**

REQUEST FOR QUOTATION – 0602166

Provision of Alarm Response and Mobile Patrols for Schools in the Greater Sydney Metropolitan Areas of NSW

For Department of Education and Training

Under SCCB Contract 0302682

Issue Date:	31st October 2006
Tender Briefing:	7th November 2006
Closing Date:	15th November 2006
Closing Time:	9:30am Sydney Time

TABLE OF CONTENTS

1.	CONTEXT AND BACKGROUND.....	3
1.1	General Information.....	3
1.2	Background to Requirement.....	3
2.	CONSTRAINTS AND CONDITIONS OF QUOTATION	4
2.1	Where to Obtain this RFQ	4
2.2	Submission of Quotations	5
2.3	Submission By Hand Or By Post.....	6
2.4	Submission By Facsimile	6
2.5	Copies	6
2.6	Electronic Quotations To The Commerce Tendering Website	7
2.7	Enquiries	9
2.8	Nature and duration of Agreement	9
2.9	Variation to the SCCB Contract.....	9
2.10	Basis of Quote Selection / Award of Agreement	10
2.11	Eligibility to Quote.....	10
2.12	Late quotations	10
2.13	Extension of the Closing Date and Time	10
2.14	Disclaimer.....	10
2.15	Ownership	10
2.16	Disclosure of Information.....	11
2.17	Corruption or Unethical Conduct	11
2.18	Site Inspection.....	11
2.19	Clarification.....	12
2.20	Withdrawal of Services	12
2.21	Termination	12
2.22	Pricing	13
2.23	Price Variation	13
2.24	Quote Processing and Acceptance	13
2.25	Agreement.....	14
2.26	Security and Confidentiality	14
3.	EVALUATION	15
3.1	Request for quotation	15
3.2	Evaluation Criteria	15
3.3	Mandatory Selection criteria	15
4.	SPECIFICATION AND OPERATIONAL REQUIREMENTS.....	17
4.1	Scope of work.....	17
4.2	Specification of services to be supplied.....	17
5.0	Information be provided by Tenderer copies attached	43
6.0	RESPONSE TO RFQ	71
	ATTACHMENT 1 Application for working with children / criminal check..	
	ATTACHMENT 2 List of Schools	
	ATTACHMENT 3 Information to be provided by tenderers	
	ATTACHMENT 4 Statutory Declaration	
	ATTACHMENT 5 SCHOOL RESPONSES 2005 / 2006	

1. CONTEXT AND BACKGROUND

1.1 General Information

The mission of the Safety and Security Directorate, Department of Education and Training, is to work in partnership with schools to achieve greater levels of safety for staff and students. This is achieved by improving the physical security of schools, implementing crime prevention strategies and supporting schools through serious incidents involving violence, weapons, illegal drugs or major criminal behaviour.

1.2 Background to Requirement

NSW Department of Education and Training is seeking quotations in accordance with the terms and conditions of NSW State Contracts Control Board Contract No. 0302682, for the provision of Security Services to nominated Education Facilities in Greater Sydney Metropolitan Region in New South Wales.

This Request For Quotation (RFQ) is invited from a selected number of Service Providers listed under the Panel for Whole of Government Security Contract No. 0302682, that are suitably qualified to provide Security Services for Alarm Response and Mobile Patrols on a regular basis 24 hours per day 7 days a week.

Full details of the required deliverables are provided in the Specifications in this RFQ.

2. CONSTRAINTS AND CONDITIONS OF QUOTATION

2.1 Where to Obtain this RFQ

A respondent may obtain either a hard copy or an electronic copy of this Request for Quotation (RFQ).

NSW Department of Commerce has adopted an electronic Quoting system using the Internet that has the capacity to view, download, order the RFQ and for the lodgement of responses of quotes.

RFQ Hard Copy may be:

1. Viewed (at no charge) between 8:30 am and 4.00 pm Monday to Friday (except public holidays) by prior arrangement (02 9372 8900) at:
Tenders Office
NSW Department of Commerce
McKell Building
2-24 Rawson Place
Sydney NSW
2. Ordered by telephoning (02) 93728900. A fee of \$110.00 is charged for a hard copy and delivering by post.
3. Ordered through the NSW Department of Commerce Tendering website at <https://tenders.nsw.gov.au/commerce> following the instructions on the site for a hard copy order (cost \$110.00)

An electronic copy of the RFQ may be viewed and downloaded from the Internet at the NSW Department of Commerce Tendering website at <https://tenders.nsw.gov.au/commerce> at no cost.

A respondent is encouraged to obtain the RFQ and lodge a response electronically through the NSW Department of Commerce Tendering website.

In order to download an electronic copy of the RFQ, a respondent must first register as a site user.

RFQ electronic version:

A Respondent should follow the instructions on the site to view a Quote. To locate and view a Quote and its Quote Summary, follow the instruction on the NSW Department of Commerce eTendering website:

1. First locate the RFQ by using the Tendering Search, or by looking at the Current Tender Listings screen where the additional Search function may also be used.
2. You may see some details of the Quote by accessing them through the 'Viewable Copy' button. This function is provided to assist in making a decision to obtain a 'Responsible Copy' of the Quote.
3. Download the 'Responsible Copy' files from the website by selecting the 'Responsible Copy' button (if one appears for that Quote) and then follow the steps and the instruction on the NSW Department of Commerce eTendering website.

2.2 Submission of Quotations

The submission of quotations on time is essential and no time extensions will be given. Quotations must be received by the closing date and time.

The submission of quotations on time is essential and no time extensions will be given. Quotations must be received by the closing date and time.

In order to participate in this tender process, interested qualified parties must complete all the Returnable Schedules, and submit their quotation by:

9.30am on Wednesday 15 November 2006:

To Commerce Tender Boxes:

Electronic tendering: <https://tenders.nsw.gov.au/commerce>

Search for RFT '0602166' and follow the instructions

OR

McKell Tender Box
NSW Department of Commerce
Level 3 McKell Building (ground floor, west)
2-24 Rawson Place
SYDNEY NSW 2000

Mark your response: 'RFT 0602166 – Alarm Response and Mobile Patrols for Schools in GMA'

OR

Facsimile Tender Box: 02 9372 8974

Mark your response: 'RFT 0602166 – Alarm Response and Mobile Patrols for Schools in GMA'

Note: Should more than one lodgment be made, through one or more of the above alternate lodgment methods, each submission lodged should be marked clearly as to whether it is a copy, an alternative tender, or whether the submission replaces another submission.

If a respondent intends to submit by facsimile or electronically, it must consider the following:

- a. The Tenders facsimile machine and Commerce Tenders website are at their peak at 9:30am on the morning when many tenders and quotations may be closing.
- b. It is recommended that quotations be submitted where possible well before the closing date and time.

2.3 Submission By Hand Or By Post

The quotation must be delivered between 7:00 a.m. and 6:00 p.m.

The following must be clearly printed on the package:

RFQ: 0602166 (Contract 0302682)
Subject: Provision of Alarm Response and Mobile Patrols
For: NSW Department of Education
Closing: 9:30am, 15th November 2006

2.4 Submission By Facsimile

Respondents should note that usage of the Tenders Office facsimile machine is generally at its peak on the morning when tenders and quotations close. The Board cannot guarantee access to the facsimile for the purpose of submitting tenders or quotations. It is the responsibility of the Respondent to determine whether submission by facsimile is appropriate.

2.5 Copies

If the quotation is not submitted electronically, the Respondent must submit:

- a. 1 copy of the quotation; and
- b. Full version of the quotation response on a CD-ROM or an IBM compatible 1.44MB floppy disk in a file format that can be read, formatted, displayed, manipulated and printed by Microsoft Word 97.

In the case of any inconsistency, the hard copy will be treated as the definitive version.

2.6 Electronic Quotations To The Commerce Tendering Website

Respondents are strongly encouraged to lodge their quotation electronically through the Commerce eTendering website at <https://tenders.nsw.gov.au/commerce/>.

Quotations submitted electronically will be treated in accordance with the NSW Electronic Transactions Act 2000.

The Respondent, by electronically submitting its quotation, is taken to have accepted the conditions shown herein and on the Commerce Tenders website.

The SCCB may decline to consider for acceptance any quotations that cannot be effectively evaluated because they are incomplete or corrupt.

A Respondent must observe the following format for submissions:

- a. Electronically submitted quotations must be submitted in a file format, which can be read, formatted, displayed and printed by Microsoft Word 97;
- b. Electronically submitted quotations should be below 7 Megabytes (MBs) in size. The Commerce Tenders website may not be able to accept submissions above this size;
- c. Respondents may, optionally, compress electronically submitted quotations in any format that can be decompressed by WinZip. Respondents must not submit self-extracting (*.exe) zip files;
- d. Respondents must not change existing text in the RFQ other than to insert the required information.

Signatures are not required for quotations submitted to the Commerce Tenders website. Respondents must ensure that quotations are authorised by the person or persons who may do so on behalf of the Respondent and appropriately identify the person and indicate the person's approval of the information communicated.

Electronically submitted quotations may be made corrupt or incomplete, for example by computer viruses. The SCCB may decline to consider for acceptance any quotations that cannot be effectively evaluated because they are incomplete or corrupt. Note that:

- a. To reduce the likelihood of viruses, Respondents must not include any macros, applets or executable code or files in the quotations;

- b. Respondents should ensure that electronically submitted files are free from viruses by checking the files with an up to date virus checking program before submission;
- c. Respondents are encouraged, after virus checking and before submission, to verifiably archive files to be electronically submitted, for example on a CD-ROM or remote archive site; or use a Trusted Third Party Timestamp to verify files completed before the closing date and time.
- a. If a Respondent experiences any difficulty with the Commerce Tenders website in submitting a quotation or otherwise, it is encouraged to advise the Contact Officer.

An electronic quotation will be considered received at the time when the electronic communication of the quotation is fully stored encrypted in the electronic lodgement system on the Commerce Tendering website.

When a quotation is received in the Commerce Tenders website, a unique receipt acknowledgment number will be displayed briefly on the screen and an official e-mail confirming receipt of the quotation will be sent to the e-mail address shown in the Tenderer's registration on the system.

For reasons of security, Commerce staff are prevented from interrogating the electronic system to ascertain whether quotations have been received or for any other reason, until the closing date and time. The e-mail confirming receipt is the only evidence of submission available.

2.7 Enquiries

All other enquiries in relation to this RFQ must be directed to:

Joseph Nassif
Contract Officer
Office of Public Works and Services
Department of Commerce
2-24 Rawson Place
Sydney NSW 2000
Tel: (02) 9372 7578
Fax: (02) 9372 7552
Email: joea.nassif@commerce.nsw.gov.au

Any information given to a respondent to clarify any aspect of this RFQ will also be given to all other respondents if in the Board's opinion the information would unfairly favour the inquiring respondent over other respondents.

Questions/clarifications are to be forwarded formally via email and will be responded either by email or via the tender website in the form of an addenda.

2.8 Nature and duration of Agreement

The Requirement is to be met by means of an Agreement between the Department of Education and the successful tenderer in accordance with the terms and conditions of NSW State Contracts Control Board Contract 0302682 – Provision of Security Guard Services and Professional Security Advisory Services

The Agreement will be for a term of one (1) year plus option to extend the contract for a further 3 x 1 year periods.

The agreement will be subject to the conditions of the prevailing State Contracts Control Board Contract for the supply of Security Guard Services and Professional Security Advisory Services, where the successful respondent is on the panel of Contractors for Contract No. 0302682. The conditions, and terms other than price, of Contract No. 0302682 will apply.

2.9 Variation to the SCCB Contract

No variations to the contract

2.10 Basis of Quote Selection / Award of Agreement

Quotes are invited for the Provision of **Alarm Response and Mobile Patrols** to comply with the specification detailed in Section 4 of this RFQ.

The successful supplier will be determined from an evaluation of Quote responses in accordance with the Selection Criteria detailed in Section 3.

2.11 Eligibility to Quote

Suppliers contracted under the NSW State Contracts Control Board Contract No. 0302682 – Provision of Security Guard Services, can only submit quotes

2.12 Late quotations

In accordance with the NSW Government Code of Tendering, late quotations will not be accepted, except where the integrity and competitiveness of the quotation process has not been compromised.

Quotations which are sent by electronic lodgment or facsimile and which are not completely received at the specified location by the close of quotations are late, and may be excluded from consideration for acceptance even if transmission or receipt is delayed due to the receiving facsimile machine being engaged, faulty or otherwise inoperative.

2.13 Extension of the Closing Date and Time

The State Contracts Control Board may, in its discretion, extend the Closing Date and Time.

2.14 Disclaimer

The NSW Government is not committed contractually in any way to those organisations whose registrations are accepted. The issue of this Quote does not commit or otherwise oblige the Government to proceed with any part or step of the process.

2.15 Ownership

All information submitted in response to the Quote by any Respondents shall become the property of the State Contracts Control Board (SCCB). All ownership in such documentation shall vest entirely with the SCCB.

2.16 Disclosure of Information

No potential Respondent shall disclose any information relating to this Quote process or the required services via any media release or any other publication without prior written consent of State Contracts Control Board.

State Contracts Control Board has no objection to the potential Respondent copying the Quote document only for internal working purposes in preparing the response.

2.17 Corruption or Unethical Conduct

If a Respondent or any of its officers, employees, agents or sub-contractors is found to have:

1. Offered any inducement or reward to any public servant or employee, agent or subcontractor of Public Works and Services, the Client Agency, or the NSW Government in connection with this Quote or the response.
2. Engaged in corrupt conduct within the meaning of the Independent Commission Against Corruption Act 1988.
3. A record or alleged record of unethical behaviour.

This may result in the Quote not receiving further consideration.

The SCCB is under no obligation to do so, but may, in its discretion; invite a relevant Responder to provide written comments within a specified time before Public Works and Services excludes the Respondent on this basis.

2.18 Site Inspection

Site inspections would be conducted as follows:

A tender briefing session for all interested parties will be held at the School Security Unit of the Department of Education and Training, 164, Walters Road, Blacktown NSW 2148 at 1.00 pm on 7th November 2006

Attendance by tenderers at the tender briefing including the existing contractor is highly desirable.

Representatives from Department of Education and Training and Commerce will be available at this time to answer any queries.

Attendance at the briefing will be limited to a maximum of two (2) senior representatives from each organisation.

It is also necessary for tenderers proposing to participate in the tender briefing to register their intention to participate to ensure sufficient seating capacity is provided.

Registrations can be made and further information obtained on the program by contacting:

Osman Ahmet
Department of Education & Training
School Security Unit
164 Walters Road
Blacktown NSW 2148

Telephone: (02) 9672 2035
Fax: (02) 9622 5740

Attendance at the Site Inspection is **highly desirable**.

Should any matters related to the Specification require clarification as a result of the Site Inspection, the matter must be referred in writing to the office of Public Works and Services.

No information given verbally during the Site Inspection will be binding on the Department of Education and Training or Public Works and Services.

2.19 Clarification

During the quotation invitation period, respondents may seek clarification of the quotation requirement through the nominated contact officer. Where a clarification given to one (1) respondent provides significant information about the quotation, this information will be sent to all other potential respondents.

2.20 Withdrawal of Services

NSW Department of Education and Training reserves the right to source an alternate supplier if the successful respondent no longer provides a competitive price or quality service providing value for money.

2.21 Termination

Termination of the Customer Contract will be in accordance with the terms and conditions of NSW State Contracts Control Board Contract 0302682.

2.22 Pricing

Quoted rates shall be fixed rates for the first twelve months of the Customer Contract, shall be in Australian dollars and quoted as inclusive of GST.

Price basis and settlement discount will be in accordance with the terms and conditions of NSW State Contracts Control Board Contract 0302682.

Individual items not described separately in the Pricing Schedules and necessary for the completion of the works, or any part thereof, shall be deemed to be included in those items listed in the Pricing Schedules.

The Respondent shall satisfy herself / himself as to the meaning of every item in the Pricing Schedules, and the prices included in these schedules shall be deemed to cover all the Respondent's obligations in the undertaking, completion of the requirement. No claim for additional payment will be allowed for any error or misunderstanding by the Respondent in this respect.

The Respondent shall be deemed to have:

- Examined the RFQ and any other information made available in writing by the Customer or its Consultant for the purpose of quoting;
- Examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Response which is obtainable by the making of reasonable inquiries; and
- Satisfied themselves as to the correctness and sufficiency of their Responses including quoted prices that shall be deemed to cover the cost of complying with all the conditions of the RFQ, State Contracts Control Board Tender 302682 and of all matters necessary for the due and proper performance and completion of the work described in this Request for Quotation.
- The Contractor has made allowance to pay the Principal a Management Fee (3% of the value of deliverables) in accordance with clause 6.11 of the SCCB 302682

2.23 Price Variation

Price variation methodology should be in accordance with the Contract No. 0302682, however with prejudice the following applies:

The Contractor may at any time propose 'value added' services.

2.24 Quote Processing and Acceptance

The procedures set out by the State Contracts Control Board will be followed regarding opening of Quotes, their evaluation, approval and notification of result. Quote responses shall remain the property of Public Works and Services.

Public Works and Services is not bound to accept any Quote and may accept part or parts of a Quote.

The lowest priced Quote will not necessarily be accepted since Public Works and Services is committed to seeking value for money.

2.25 Agreement

The Agreement governing the RFQ is the SCCB Panel Contract 0302682 – Provision of Security Guard Services.

Where there is any inconsistency between the head Contract and the RFQ, conditions in the RFQ shall take precedence.

2.26 Security and Confidentiality

This document is to be regarded as Commercial-in-Confidence and the NSW Department of Education and Training requirement and other associated reference documents should be considered as confidential.

The respondent is not to disclose any information contained in this RFQ, or to make any public statements in relation to this RFQ or to the subsequent awarding of any Contract pursuant to this RFQ without the prior written authorisation of Department of Education and Training.

The respondent and/or the respondent's staff must observe the requirements of the Privacy and Personal Information Protection Act 1998 and ensure that the activities of Department of Education and Training and its personnel remain strictly confidential.

3. EVALUATION

3.1 Request for quotation

Indicatively, any non-conforming response will not be considered for selecting a supplier. Where there is no response to a condition of the tender document the tenderer shall be deemed not to comply with the stated requirement for evaluation purposes.

3.2 Evaluation Criteria

In addition to common Selection Criteria listed in SCCB Contract No. 0302682, the criteria listed here also apply to this RFQ.

The evaluation of the responses will be based on compliance to non-price mandatory selection criteria listed in this RFQ. These criteria as well as the quoted prices will be used to determine the quote that represents the best value for money.

Contractors on the panel are advised to respond clearly to all the evaluation criteria listed in this RFQ.

Failure to fully comply with the below given mandatory criterion will result in automatic exclusion without further consideration.

3.3 Mandatory Selection criteria

- (a) Rates for the services
- (b) Names and contact details of three (3) referees at sites where the Contractor has previously provided these services.
- (c) Demonstrated capacity in terms of resources and ability to service the contract. Photographic evidence of uniforms and vehicle markings, along with photos of other relevant supporting criteria is sought to enable the evaluation committee to quickly and reliably quantify the tenderers application.
- (d) The Department of Education and Training reserves the right to appoint an independent auditor to inspect books, records and accounts, etc., of the tenderer's company to determine the accuracy of the information provided in the tender application and undergo a satisfactory Site Inspection, if required.
- (e) The company must be prepared to lodge a security deposit in the form of an unconditional Bank Guarantee for the value of \$10,000.00. The Bank Guarantee will be required to be in the form prescribed by the NSW State Contracts Controls Board. This security cover will then act as a cover against damages and will be returned at the end of the contract.

- (f) The Company must have relevant insurance cover as stated in the SCCB contract 302682 tender document.
- (g) The Company must comply with all statutory requirements and award conditions
- (h) Evidence of written procedures or documentation relating to existing management and safety systems.

The criteria detailed above is not in any particular order and not necessarily exhaustive or to be given equal weight. Many factors will contribute to the assessment. Information supplied in response to the various sections of the Request for Tender will be taken into account in the evaluation against each criterion.

Assessment of tenders will be undertaken by an Evaluation Committee, which may comprise of representatives from the Department of Education, Department of Commerce, Specialists agency and representatives from the Parents & Citizens Association of NSW.

The Evaluation Committee reserves the right to consult nominated referees to further satisfy itself as to the suitability of the Tenderer. Tenderers may be called upon at their expense to make a presentation of their proposal to the committee as part of the evaluation process.

Tenderers are advised that should evaluation of tender pricing reveal any inconsistency in the level of pricing against the various categories or any other matter considered appropriate the Evaluation Committee reserves the right to enter into formal discussions with the tenderer to clarify any such inconsistencies

The Department of Commerce and the Department of Education and Training reserves the right to appoint a Contractor for any one (1) or a combination of schools listed in the SCCB Contract 302682.

4. SPECIFICATION AND OPERATIONAL REQUIREMENTS

4.1 Scope of work

- 1) The NSW Department of Education and Training is seeking to establish a contract with a supplier(s) to provide the following security services:
 - a) Alarm Response
 - b) Mobile Patrols

School locations are attached.
- 2) The requirement for above security services will be on continuous basis for 24 hours a day, 7 days a week including Saturday, Sunday and Public Holidays.
- 3) The RFQ can be submitted for one (1) site or more sites; provided the nominated site/sites are within the regions the supplier is contracted under the Head Contract No. 0302682.
- 4) The contract shall operate for a period commencing from 1st December 2006 to 30th November 2007 with an option to extend the contract for a further 3 x 1 year periods.

4.2 Specification of services to be supplied

The Contractor must provide contract staff able to perform security services at the highest standard.

The Contractor will supply and ensure their staff wears a company Photographic Identification Card at all times while on duty.

The Contractor is to ensure that their security staff are thoroughly conversant with all security instructions, standing order and arrangements within the Department of School Education sites and all staff comply with these arrangements at all times.

Support Services: The contractor must after acceptance of Quotation and within 21 days prior to the commencement date of the contract:

- (i) establish a staffed Control Room other than a paging, answering or mobile phone message bank service 24 hours per day, seven days per week by at least one (1) person which is accessible by telephone and or radio and capable of coordinating the response to a call for emergency contract security services within the

nominated time as set out in Section 6 of this tender for any such request being made.

- (ii) ensure that all staff has adequate continuous training to provide the security services and that they have any approvals required to operate any security equipment used or installed in the Department of Education and Training designated sites.

Tenderers are to indicate in the pricing schedule a Flat Monthly fee to include a total number of services stated in the pricing schedule (5.3.1), and individual Patrol and Alarm Response fee. Should the tenderers price be accepted the above-mentioned fee would be paid monthly in arrears regardless of the number of responses and patrols services. Average figures, for each School, for the last twelve months (July 2005 – June 2006) have been provided as an Attachment.

Tenderers must ensure that all requested services are completed. The contractor's Security Officers must attend Departmental sites within **twenty-five minutes** of receipt of a request by the Department of Education and Training Central Monitoring Station to attend an alarm or any other response. The only acceptable reason for delays will be in the event the contractor is attending two DET sites simultaneously and is unable to reach the other responses within the specified time period or deviations agreed by the Department of Education and Training.

In the event where a response exceeds thirty-five minutes (35) or the accepted deviated response time agreed by the Department of Education and Training, the Contractor is required to provide the Department of Education and Training Representative a written explanation on the following working day and ten (10) percent will be deducted for each service which exceeds 35 minutes or the accepted deviation response time from the monthly response fee (calculated by dividing total monthly fee by total number of monthly services).

The tenderer shall provide a minimum of one (1) vehicle and one (1) security officer or as nominated in your tender, on a twenty four hour basis for the purpose of ensuring available security services for schools which the Contractor is to service under this contract.

The Contractor will be responsible for coordinating the requirement and provision of all Response and Mobile Patrol services on an as REQUIRED BASIS. The Contractor can at their discretion place additional services within their contracted schools at their expense. In the event of the Contractor performing additional services the Contractor must inform the Department of Education and Training representative of this deployment prior to the service being performed. This may be carried out to achieve a reduction of security incidents. The Department of Education and Training Central Monitoring Station will be responsible for the collection and collation of all incidents from the security contractor.

**SCHOOL SECURITY UNIT
DEPARTMENT OF EDUCATION AND TRAINING
CONTRACTOR INSPECTION / CHECK SCALE
(5 Points = highest score / 1 Point = lowest score)**

- | | | | |
|-----|--|--|--------------|
| 1. | Accurately record arrival/departure times on the DET docket. | | |
| | Yes – 5 points | | No – 1 Point |
| | | | |
| 2. | Security Officer Uniformed. | | |
| | Yes – 5 points | | No – 1 Point |
| | | | |
| 3. | School Access Keys and Site Plans available. | | |
| | Yes – 5 points | | No – 1 Point |
| | | | |
| 4. | School Access Keys being conveyed securely as per the contract specifications. | | |
| | Yes – 5 points | | No – 1 Point |
| | | | |
| 5. | Security Vehicle appropriately marked. | | |
| | Yes – 5 points | | No – 1 Point |
| | | | |
| 6. | Security Officer attends site promptly and checks correct area. | | |
| | Yes – 5 points | | No – 1 Point |
| | | | |
| 7. | DET docket book checked with events recorded in chronological order. | | |
| | Yes – 5 points | | No – 1 Point |
| | | | |
| 8. | Security Licence Accreditation. | | |
| | Yes – 5 points | | No – 1 Point |
| | | | |
| 9. | Security Officer has good verbal and written communication | | |
| | Yes – 5 points | | No – 1 Point |
| | | | |
| 10. | Overall Perceived Performance. | | |
| | Satisfactory 10 9 8 7 6 5 4 3 2 1 Unsatisfactory | | |

TOTAL POINTS:

PERFORMANCE SCALE: 40 Points or greater = Good; 18 Points or less = Poor.

Note: Poor performance ratings will require a written explanation from the contractor within (3) three working days. Any more than three (3) poor performance reports in a calendar month may result in Termination of the Contract.

GENERAL

The Contractor shall:

- (i) Take all reasonable action necessary to ensure the property occupied by the Department of Education and Training is secure and free from risk of damage or theft;
- (ii) Take all reasonable action necessary to ensure that persons using the property occupied by the Department of Education and Training are not exposed to loss, risk of injury or death;
- (iii) Take all reasonable action necessary to ensure that persons committing offences involving property occupied by the Department of Education and Training and/or offences against persons lawfully on or using property occupied by the Department of Education and Training are dealt with according to law;
- (iv) Ensure that no unauthorised or unlicensed persons accompany security officers in the performance of the contract;
- (v) Ensure the Contractor's security personnel are equipped with two-way radio communications or mobile telephones capable of communicating with the Contractor's Control Room at any time during a shift of duty;
- (vi) Ensure that all vehicles used are clearly marked with the Contractor's company logo and name, unless otherwise agreed to by the Department of Education and Training.
- (vii) Ensure the Contractor's security personnel are familiar with the layout of the site nominated in the tender, particularly having regard to the location of fire appliances and areas of highest security risk;
- (viii) Ensure the Contractor's security personnel are familiar with which keys give access to which buildings within the site;
- (ix) Accept that the onus of proof of the provision of any service shall rest with the Contractor;

- (x) Ensure the Contractor's security personnel are in full company uniform and wear their security licences and company identification at all times whilst on duty unless written orders are placed to override this clause;
- (xi) Ensure the Contractor's security personnel, including Control Room personnel, are appropriately licensed under the Security Industry Act, 1997 and in addition carry the appropriate licences on their person at all times;
- (xii) Ensure all records of security operations are maintained by security staff using only report forms and occurrence log books approved by the Department of Education and Training;
- (xiii) Ensure all relevant information pertaining to security operations of the Department of Education and Training are recorded and adherence to a single standard when recording such information in all log books and report forms as per the directions given by the Department of Education and Training Representative;
- (xiv) The Contractor will surrender to the Department of Education and Training Representative completed security occurrence logs, reports and other records maintained by the Contractors staff for the purposes of this contract. All security records will remain the property of the Department of Education and Training;
- (xv) Ensure that where an order is issued by the Department of Education and Training, the Contractor will perform the ordered duties until the time notified by the Department of Education and Training that the service is to cease;
- (xvi) Ensure that where any electronic security system is required to be used that the security officer is familiar with its operation; and
- (xvii) All union disputes involving security staff employed by the Contractor for the maintenance of the contract are the sole responsibility of the Contractor.

4.2A KEYS AND PLANS

All site keys and plans in the custody or control of the Contractor remain the property of the Department of Education and Training at all times and may not be given to any person for any reason, other than with the written permission of the Department of Education and Training. Possession, and not ownership, of these items is given to the Contractor as the Department of Education and Training sees fit, to facilitate operation of the terms of the contract.

Possession of the site keys does not in any way infer the currency of the contract and accordingly the Contractor will immediately hand over possession of any or all site keys and plans at any time, to the Department of Education and Training, pursuant to receiving the Department of Education and Training's written request to do so.

If the Contractor fails to comply with this request at any time, the Contractor is liable for any and all costs incurred by the Department of Education and Training, as a result of the Department of Education and Training changing security devices or lock fittings to sites, in respect of which site keys and plans have not been returned on the Department of Education and Training request.

The Contractor shall ensure the safe custody and safe conveyance of Department of Education and Training's site keys and plans and shall bear all costs incurred by the Department of Education and Training in respect of changing locks and keys whenever the Contractor or its security officers lose any keys or plans, as well as the cost of replacing the plans.

The Contractor shall ensure once in every **SIX MONTH** period for the duration of the contract that the site keys for all schools are checked and updated as appropriate to ensure adequate access to Departmental sites. It is the Departmental site representatives' responsibility to supply one set of the requested keys at the commencement of the Contract to enable the security response company easy access into all buildings.

The security labour contractor is responsible for identifying the access points such as alarm key pads requiring key access and to ensure keys are obtained. Additional key sets may be duplicated, with the permission of the School Security Unit, although these duplicate key sets remain the property of the Department of School Education and must be returned on expiry of the contract.

Site keys and plans must be kept in a padlocked or key operated metal cabinet fastened to the vehicle and is to be carried securely by the security officers at all times.

4.2B ALARM RESPONSE

The Contractor shall:

- (a) Attend any School, in attachment two (2) of this contract, to which the Contractor is directed by the Department to attend:
 - (i) For the purpose of responding to the Department's alarm system; and

- (ii) For the purpose of protecting the Department's property or persons lawfully using the Department's property.
- (b) Ensure that the Contractor's Security Officers attend the School within the nominated time of receipt of a Departmental direction to attend the site.
- (c) Ensure the Departmental Response Dockets are completed in respect of each school visited at the time the Security Officer attends the School.
- (d) Ensure a copy of the Department's Response Docket is left in the Administration Block or letter box (if applicable) of the School prior to the Security Officer's departure from that site.
- (e) Ensure the Department's Central Monitoring Station is immediately notified by telephone by the Contractors Control Room at the time of the Contractor's Security Officer's arrival at the School and the following information to be provided:
 - (i) the time of arrival of the Contractor's Security Officer at the School; and
 - (ii) any breach of security immediately detected by the Security Officer upon arrival at the School.
 - (iii) where available an access code may be entered to confirm the guard's arrival on site
- f) Ensure the Department's Central Monitoring Station is immediately notified by telephone by the Contractors Control Room prior to the Contractor's Security Officer's departure from the School and the following information to be provided:
 - (i) the time of the Security Officer's arrival and proposed departure from the School;
 - (ii) full details required by the Department concerning any breach of security detected by the Security Officer after the telephone call made;
 - (iii) any other details that the Department may require from time to time available from the Security Officer or Security Officer's log.
 - (iv) The docket number from the Departmental issued Docket Book relevant to the response call out.

- (v) Security Officers full name.

- (g) Ensure that where an alarm is found to be caused by a person or group of persons, who are using the site lawfully, the alarm is disarmed by that person or group of persons prior to the Security Officer's departure from the site. If the person or group of persons are there lawfully but are not in possession of the key or alarm code for the alarm, the Security Officer will seek immediate instructions from the Department's Central Monitoring Station. If the person or groups of persons are on Departmental property unlawfully, they are to be dealt with according to law.

- (h) Ensure that the Contractor's security officer logs on or off the Departmental site via any electronic service monitoring system such as Global Positioning System (GPS), Bar-coding, or any other device the Department of Education and Training require the Contractor to use from time to time.

- (i) The Department of Education and Training will issue a variation to the contractor if this system is introduced.

4.2B.1 Response of a Site

The Contractor will ensure that a Security Officer will undertake the following when completing a response.

- a. On receiving a Response to a school listed in Section 6, the Security Officer will immediately proceed to the response school using the most direct route, driving in a safe manner observing all road regulations.

- b. On arrival at the site the Security Officer will park the vehicle in the street or school car park and immediately advise the Contractors Control Room of their onsite and other requirements in accordance with Clause 4.2B

- c. The Security officer will immediately alight from the vehicle and conduct an examination on foot of the area in alarm or area directed to by Department of Education and Training Central Monitoring Station.
 - (i) When conducting an examination the security officer will specifically look for open/unlocked windows, open/unlocked doors, broken doors, broken/smashed or cracked windows, broken or cut padlocks, broken water taps/bubblers or pipes etc, signs of fire/malicious

damage/theft or property damage, signs of substance or alcohol use and any person/s on the school site.

- (ii) If the Security Officer finds an unsecured area or breach then the Security Officer will immediately inform the Contractors Control Room of their findings and await further instructions from Department of Education and Training Central Monitoring Station. The Security Officer is permitted to enter the buildings in the event of apprehending offenders. The Contractors Control Room will contact the Department of Education and Training Central Monitoring Station and seek instructions on the security officers' findings. In consultation with the Department of Education and Training Central Monitoring Station the security officer may enter the premises to endeavour to secure the premises. If the premises cannot be secured and the security officer deems the area to be a security risk then the security officer will remain onsite in the vicinity of the high risk area till the premises is secured unless otherwise instructed by Department of Education and Training Central Monitoring Station.
- d. If the area of the response is found to be secure then the security officer will conduct a full external inspection of the entire premises in accordance to Clause 4.2B.1 (c,i) In the event of finding an unsecured or breached area then the security officer is to refer to Clause 4.2B.1 (c, ii).
- e. If the cause of alarm is community users and or school staff onsite who have failed to disarm the alarm, then the security officer is to obtain details of the person in charge of the organisation/group on site. Details to be obtained are: name, address, organisation, and proof of identity. The security officer will then witness the disarming of the alarm system. If the alarm system cannot be disarmed the security officer will contact the Department of Education and Training Central Monitoring Station and seek further instructions.
- f. If the entire site is secure the security officer will complete the Department of Education and Training issued Response Docket and wait for clearance from the site by the Department of Education and Training Central Monitoring Station. Security Officers are not permitted to depart the site without the Department of Education and Training Central Monitoring Station approval. Once approved to depart the site the Security Officer will leave the Response docket in the Administration building or school Letter Box.

4.2C MOBILE PATROL SERVICE

For the purpose of this contract there are three categories of “mobile patrol.” Every mobile patrol is an “Exclusive Mobile Patrol”, a “Single Visit Mobile Patrol” or a “Multiple Visit Mobile Patrol”.

The monthly fee for each SEA will include a total number of scheduled patrols. Department of Education and Training will nominate the schools to be patrolled in the monthly patrol schedule.

The nominated schools detailing the date and time of individual patrols will be issued to the contractor on the 1st and 15th of each month or the following business day. The number of site visits over the month will total the quantity as stipulated in the Pricing Schedule.

The Department of Education and Training may at their discretion modify the number of services for each month to suit their requirements, however the total number of services quoted above for Alarm Responses and Patrols executed may be scattered and occur at any time within a three (3) month period from the commencement of contract.

The category of mobile patrol required by the Department will be set out in an order for a mobile patrol.

- (a) “Exclusive Mobile Patrol” means a mobile patrol, which meets all of the following conditions:-
- (i) a mobile patrol of a number of schools from Section 6 nominated by the Department’s representative.
 - (ii) a mobile patrol using one (1) vehicle solely and continuously for the purpose of performing the patrol of nominated schools throughout the time period;
 - (iii) a mobile patrol which comprises a continuous process of one (1) security officer travelling to nominated schools, alighting the vehicle and conducting thorough security checks in accordance with a routine nominated by the Department in its order, throughout the time period;
 - (iv) A mobile patrol, which may be diverted without notice from the routine for the purpose of responding to a departmental alarm or other departmental incident.
 - (v) a mobile patrol, which may be diverted without notice from the routine, set down in the Department’s representative order for the purpose of conducting an inspection of the Exclusive Mobile Patrol service;

- (vi) The cost of the mobile patrol will be calculated by multiplying the hourly rate tendered for Exclusive Mobile Patrols by the number of hours contained in the time period set down by the department's representative;
 - (vii) a mobile patrol conducted in accordance with all of the provisions of the contract;
 - (viii) a reference in this clause to one (1) security officer and one (1) vehicle does not necessarily mean that the same security officer or vehicle must be used throughout the nominated time period. It is a reference to the exact number of security officers and vehicles which must be used at all times throughout the nominated time period of the Exclusive Mobile Patrol;
 - (ix) the Department's representative may require any number of Exclusive Mobile Patrols at any time, but makes no commitment to any specific number of patrols which may be required as this will be on a needs assessment.
- (b) "Single Visit Mobile Patrol" means a mobile patrol which meets all of the following conditions:-
- (i) A mobile patrol of one (1) school from Section 6 nominated by the Department's representative at any time.
 - (ii) A mobile patrol which comprises a single visit to a school nominated by the Department's representative where the Contractor's security officer alights the vehicle and conducts a thorough security check of the school on foot;
 - (iii) A mobile patrol where the period of time over the officer conducts a thorough security check at the school on foot, will be minimum of thirty (30) minutes;
 - (iv) A mobile patrol the cost of which will be calculated on a per patrol basis in accordance with the rate tendered for Single Visit Mobile Patrols
 - (v) A mobile patrol does not require the exclusive use of the vehicle and security officer other than when the Contractor is performing the patrol;

- (vi) A mobile patrol conducted in accordance with all of the provisions of the contract;
 - (vii) The Department may require any number of Single Visit Mobile Patrols at any time, but makes no commitment to any specific number of patrols, which may be required.
- (c) "Multiple Visit Mobile Patrol" means a mobile patrol, which meets all of the following conditions:-
 - (i) A mobile patrol of one (1) school or a number of schools from Section 6 nominated by the Department's representative, over a period of time ;
 - (ii) A mobile patrol which comprises a total of (5) five visits to one (1) school or a number of schools nominated by the Department's representative where, on the occasion of each visit, the Contractor's security officer alights the vehicle and conducts a thorough security check of the school on foot;
 - (iii) A mobile patrol where the period of time over which the officer conducts each thorough security checks will be minimum of thirty (30) minutes;
 - (iv) A mobile patrol the cost of which will be calculated on a per patrol basis in accordance with the rate tendered for Multiple Visit Patrols
 - (v) A mobile patrol, which does not require the exclusive use of the vehicle and security officer other than when the Contractor is performing the patrol;
 - (vi) A mobile patrol conducted in accordance with all of the provisions of the contract.
- (d) The Contractor shall:
 - (i) Attend any school listed in Section 6 to which the Contractor is directed by the Department's Representative to attend for the purpose of protecting the Department's property or persons lawfully using the Department's property;
 - (ii) Provide the service, upon request by the Department's representative, within thirty (30) minutes of the service being requested;

- (iii) Ensure the Contractor's security officers complete the Department's Response/Patrol Docket Book in respect of all mobile patrols and leave a copy of the record in the School Administration Block or letterbox if applicable.
 - (iv) Ensure that the Contractor's security officers make available for immediate inspection by Departmental Security Personnel all patrol logs and or Response/Patrol Docket books requested by these personnel during routine inspections of the service and provide any other information required from time to time by the Department's or its representative to ensure compliance with the contract;
 - (v) immediately notify the Department's Central Monitoring Station if the security officer performing mobile patrols detects any breach of security or is unable to carry out the patrol at the scheduled time;
 - (vi) Ensure that any patrols requested by the Department's representative are carried out strictly in terms of the order;
 - (vii) Supervise the Contractor's security officers to ensure that patrols are carried out in accordance with the provisions of the contract.
- (e) Patrol of a Site

The Contractor will ensure that a Security Officer will undertake the following when completing a mobile patrol

- (a) Security Officer drives to the nominated school in a safe manner observing all the road regulations
- (b) On arrival at the site the Security Officer will park the vehicle in the street or school car park and immediately alight from the vehicle and conduct an examination of the entire site on foot.
 - (i) When conducting an examination of the site the Security Officer will specifically look for open/unlocked windows, open/unlocked doors, broken doors, broken/smashed or cracked windows, broken or cut padlocks, broken water taps/bubblers or pipes etc, signs of fire/malicious damage/theft or property damage, signs of substance or alcohol use and any person/s onsite the school.

- (ii) If the Security Officer finds an unsecured area or breach then the Security Officer will immediately inform the Contractors Control Room of the their findings and await further instructions from Department of Education and Training Central Monitoring Station. The Security Officer is not permitted to enter the buildings without prior approval from the Department of Education and Training Central Monitoring Station. The Contractors Control Room will contact the Department of Education and Training Central Monitoring Station and seek instructions on the security officers' findings. In consultation with the Department of Education and Training Central Monitoring Station the security officer may enter the premises to endeavour to secure the premises. If the premises cannot be secured and the security officer deems the area to be a security risk then the security officer will remain onsite in the vicinity of the high risk area till the premises is secured unless otherwise instructed by Department of Education and Training Central Monitoring Station.
- (iii) The security officer will then check the remainder of the premises and if found to be intact/all secure the security officer will complete the Department of Education and Training issued Patrol Docket and immediately depart the site after leaving the docket in the Administration building or school Letter Box.

4.2D SUB-CONTRACTING

There are no provisions under this contract to utilise the service of Sub-Contracting or the use of Franchisee's.

4.2E ARRANGEMENTS FOR PROVISION OF SERVICES DIRECTLY WITH SCHOOLS

The Contractor shall:-

- (i) Only take instructions in relation to the provision of services pursuant to the contract from officers of the Department of Education and Training, School Security Unit, or the authorised site representative;
- (ii) Accept that the Department is not liable for any costs or fees incurred as a result of the Contractor undertaking a service not authorised by the Department's School Security Unit;

- (iii) Accept that whilst the Contractor is free to make separate arrangements with schools in relation to the provision of extra static guard or patrol services which may be required by individual schools, the cost of providing such services will not be met by the Department of Education and Training, School Security Unit;
- (iv) Invoice schools directly for services arranged between the contractor and the school;
- (v) Notify the Department of Education and Training School Security Unit of all services to be performed outside the contract, which has been arranged directly with the schools.

4.2F QUALITY ASSURANCE

- (i) The Contractor shall demonstrate that the company has implemented a quality assurance and or quality management system.
- (ii) The Contractor must provide written procedures relating to the management of staff in the implementation of all security duties including guard alarm response, patrolling, static guard and cash handling services.
- (iii) The Contractor must have systems and procedures in place that will provide adequate safety and management of staff in the course of all foreseeable duties and in the management of critical incidents.
- (iv) The Contractor must have systems and procedures in place that will minimise litigation against contractor's staff, company members and all related stakeholders including the Department of Education and Training
- (v) The Contractor must provide evidence that staff are trained and there are internal procedures that manage all forcible critical incidents such as the use of issued weapons, knife or other weapon attack against a Security Officer or others, an assault against a Security Officer or others and first aid training in addition to providing evidence that this training is ongoing.

4.2G Driving on NSW Departmental of Education and Training Lands

Security Officers are not permitted to drive on non-paved areas on NSW Department of Education and Training sites. Maximum speed limit for

Security Officers driving on NSW Department of Education and Training sites is (10) Ten kilometres per hour. Security Officers will exercise extreme caution whenever driving on NSW Department of Education and Training sites. They must be vigilant to avoid the possibility of hitting persons who may abruptly run out in front of the vehicle. Security Officers are not to drive over steps, curbs or gutters, whenever driving on NSW Department of Education and Training sites.

4.2H MOTOR VEHICLES

The Contractor will ensure that all motor vehicles used to perform the Services are at all times during the period of the Contract:

- (a) Be no more than five (5) years old
- (b) Clean and presentable;
- (c) A type and capacity fit for the purpose of use;
- (d) Mechanically maintained and in a safe and roadworthy state;
- (e) Registered to be driven on roads in New South Wales and registered and insured in the name of the Contractor.
- (f) Hire vehicles are permitted ensuring the vehicle is hired to the contractor and the contractor has sufficient insurance coverage.

The Contractor will take out and maintain current, during the period of the Contract sufficient insurance coverage, of and for the use of, motor vehicles used to perform the services. The Contractors insurance will include but is not limited to compulsory third party insurance and comprehensive motor vehicle insurance. The insurance requirements of this clause are in addition to the insurance requirements specified in the General Provisions.

4.2I SIGNAGE

The Contractor is not permitted to display any company signage or advertising on Department of Education and Training premises. The only signage permissible by the contractor is on their patrol vehicles.

4.2J CONTRACT SECURITY STAFF

All persons the Contractor proposes to carry out work or perform duties under this Contract must at all times be authorised by the Principal under this clause to carry out that work or perform those duties.

At least (14) fourteen days prior to the commencement date the Contractor will supply to the Department of Education and Training Representative the following information of any person that will be employed for the purpose of this contract:

- (i) full names (including maiden name);
- (ii) current residential address;
- (iii) place and date of birth;
- (iv) Details of licences held and any accreditation in relation to the Security Industry Act 1997 and supply duplicates of all relevant licences;
- (v) any other details as needed by the Department of Education and Training Representatives to prove the identity of the Security Officer.

This requirement is to allow Department of Education and Training to facilitate a Police background check on the Contractor's staff if considered necessary by the Department of Education and Training Representative. Each person is also required to consent to the Department of Education and Training obtaining their Police record, if any. The Contractor will procure from each person proposed, permission for the Department of Education and Training to undertake a Criminal Records Check of the person and background checks for Child Protection.

Where the contractor wishes to employ any person as a security officer after the Commencement Date the Contractor must supply to the Department of Education and Training Representative the relevant information.

The Contractor must inform the Department of Education and Training Representative of any change or error in the information of any person provided.

The Department of Education and Training Representative may, at any time either verbally or in writing inform the Contractor that a particular person is not to be employed or used for any purposes in relation to this contract and the Contractor is not entitled to claim any loss or damage from the Department of Education and Training.

The Contractor shall ensure that only persons who are persons of good name and character and in particular have no criminal convictions or criminal proceedings pending are nominated or used in connection with this Contract.

The Principal shall notify the Contractor in writing of

- (a) The names of persons it authorises to carry out work or perform duties under this Contract (in this clause referred to as "authorised person");
- (b) The names of all persons it refuses to authorise to carry out such work or perform such duties, and the Contractor shall sign a copy of that notice, and return it to the Principal as soon as possible, as acknowledgement of the contents of the document.

The Contractor shall advise the Principal promptly in writing of any change in the circumstances of an authorised person that, in the Contractor's reasonable opinion, is likely to affect the Principal's assessment of that person as an authorised person including where criminal proceedings are commenced against that person.

Where the Contractor employs any person as a Security Officer who will conduct services on NSW Department of Education and Training premises after the Commencement Date, the Contractor must supply to the Principal's Representative the information prescribed in this clause prior to commencement of such services.

The Contractor must inform the Principal's Representative of any change or error in the information of any person provided in accordance with this clause.

4.2K UNIFORMS AND EQUIPMENT

Security Officers are to wear a uniform as agreed between the NSW Department of Education and Training and the Contractor at all times that the Security Officers are performing duties under the Contract, unless written orders are placed to override this clause.

The Contractor will be required to supply the approved uniform and the necessary uniform replacements to all persons employed at the Contractor's own cost to ensure that the highest standards of presentation are maintained.

The approved issued uniform is the only uniform to be worn. Part uniform is not acceptable.

The Contractor will supply and ensure all Security Officers have in their possession an approved numbered Security Officer Notebook, working pen and wristwatch when performing duties.

Whilst on the NSW Department of Education and Training property the Security Officer is to have in his/her possession:

- (a) A portable (2) two-way radio or mobile telephone that is operational and is capable of receiving and transmitting calls with the Contractors Control Room.

The Client may authorise, in writing:

- (a) Retractable batons to be carried, however, the Contractor must provide a statement of attainment for each Security Officer who has attended the appropriate training for batons.
- (b) Handcuffs to be carried, however, the Contractor must provide a statement of attainment for each Security Officer who has attended the appropriate training for handcuffs.

Security Officers are to carry an appropriate torch during any night duties and have spare batteries available to ensure the torch is in good working condition at all times. The torch is to be able to illuminate an area from five (5) metres away.

4.2L EMERGENCY SERVICES

In case of emergencies and where the Department of Education and Training Representative requests additional security staff, the Contractor will provide additional staff within sixty (60) minutes of any such request at the contract price for emergency services.

4.2M AUTHORITY TO ORDER AND INSTRUCT

The Contractor shall:

- (a) only take instructions in relation to the provision of services pursuant to the contract from nominated officers of the Department of Education and Training School Security Unit; and
- (b) accept that the Department of Education and Training is not liable for any costs or fees incurred as a result of the Contractor undertaking a service not authorised by the Department of Education and Training School Security Unit.

4.2N CONTRACTORS REPRESENTATIVE

The Contractor shall nominate a responsible person to liaise directly with the Department of Education and Training's Representative in all matters

relating to the Contract. The Contractor's designated representative officer will be required to represent the Contractor at monthly Meetings and be contactable on a 24 hour basis seven (7) days a week. DET shall be notified of any changes to the Companies representative in writing 48 hours prior.

4.20 PAYMENT OF CLAIMS

The Contractor shall:

- (a) Invoice the Department of Education and Training in arrears one (1) month along with the Statutory Declaration regarding workers' wages and conditions.
- (b) submit invoices on a monthly basis where applicable;
- (c) not knowingly make any statement on the Contractor's invoice, which is false or misleading;
- (d) invoice for any service in accordance with the rates of fees set out in the Price Schedule.

The Contractor shall:

- (a) submit invoices monthly to the NSW Department of Education and Training for the Services provided pursuant to the Contract together with the Statutory Declaration regarding workers' wages, the Prohibited Employment Statutory Declarations and Monthly Report ("attachments"), for the corresponding period. The Monthly Reports are to include the YELLOW copy of the Department of Education and Training Response/Patrol Docket Book for each service, which is being invoiced.
- (b) not knowingly make any statement on the Contractor's invoice which is false or misleading;
- (c) invoice for any Service in accordance with the rates of fees set out in the Pricing Schedules.

If the attachments referred to (a) above are not submitted with the relevant invoice or are submitted but the form and content is not in accordance with the requirements of the Contract then the NSW Department of Education and Training may calculate the contract value of the attachment(s) not provided and withhold this value from the amount due to the Contractor until the attachment(s) is provided. The NSW Department of Education and Training' calculation will be final and binding on the Contractor (i.e. not contestable or reviewable). If the Contractor subsequently submits the attachment(s) (and in the correct form and content) the NSW Department of Education and Training will release the corresponding amount withheld and

make the payment to the Contractor within 30 calendar days of receipt by the NSW Department of Education and Training of the subsequently submitted attachment(s).

The provisions of this clause are in addition and without prejudice to any other rights or entitlements the Principal may have under the Contract.

The onus of proof of the provision of any Service shall rest with the Contractor.

The Department of Education and Training shall make payment for services provided within twenty-eight (28) days of receipt of invoice. All services directly coordinated between the contractor and the School must be directed to the appropriate School.

4.2P CONTRACTOR BOUND TO ATTEND COURT

The Contractor shall ensure compliance with any subpoena served on the Contractor or any of the Contractor's security personnel in respect of any and all matters arising out of the Contractor's performance of the contract.

4.2Q COURT ATTENDANCE

The Department of Education and Training, School Security Unit shall:

- (a) reimburse the Contractor for the difference between the award hourly wage of the Contractor's security personnel and any witness expenses paid by the Court in respect of the Contractor's security personnel attendance at criminal proceedings arising out of the performance of the contract, providing the officer is subpoenaed to give evidence on behalf of the Crown; and
- (b) pay the reimbursement after the Contractor presents to the Department of Education and Training a copy of the subpoena in respect of which the Court appearance was made together with a copy of the security officers pay slip and a Statutory Declaration detailing witness expenses sought and any witness expenses granted by the court.

4.2R INDEPENDENCE OF THE CONTRACTOR

The Contractor shall at all times be an independent Contractor and not an employee, partner, agent or joint venturer of or with the Department of Education and Training.

4.2S NEGATION OF EMPLOYMENT

The Contractor shall:

- (a) ensure that the Contractor or the Contractor's security personnel in no way infer or hold out to any person that they are a Department of Education and Training officer or any employee of the Crown;
- (b) not advertise or promote in any fashion the relationship, which exists between the Department of Education and Training and the Contractor pursuant to the contract;
- (c) not use any word or group of words, emblem or other design or marking which individually or when coupled with any other word, group of words, emblem or other design or marking, may infer a relationship with the Department of Education and Training or the Government of New South Wales on any of the Contractor's stationery, vehicles or uniforms; and
- (d) ensure that the Contractor and the Contractor's security personnel do not under any circumstances intimate themselves as a member of the Police Force.

4.2T MANAGEMENT MEETING

The Contractor will attend and contribute to contract meetings with the NSW Department of Education and Training and Commerce.

The purpose of the contract meetings is to report, review and monitor performance of the Contract, contract management and compliance with the Contract. This will be in addition to the normal contract-monitoring matrix.

The aim of the meetings is to facilitate better management of the contract, focusing on the performance, management and contractual context.

Meeting particulars

Frequency	Every month for the duration of the contract
Location	To be agreed
Day	To be agreed
Time	To be agreed (approx. 2hrs duration)
Chair	NSW Department of Education and Training
Issues and actions list	Contractor to maintain
Minutes	NSW Department of Education and Training (received by the Contractor by the following Wednesday)

(a) Contractors representative attendance

Before the first contract meeting the Contractor will nominate at least two (2) key personnel for attendance, at least one (1) who will attend and one (1) as a standby.

The key personnel nominated must be employees of the Contractor who are authorised to make decisions and take actions relevant to all aspects of the Contract. They must have detailed knowledge of the management of the Contract (operational and commercial), performance results and issues.

The NSW Department of Education and Training may reject a nomination and the Contractor will nominate another key personnel in replacement. NSW Department of Education and Training may exercise this right at any time during the term of the Contract.

(b) Active participation

The Contractors' representative must actively and constructively participate in the operations meeting.

(c) Agenda

The standard agenda for each meeting is-

- (i) Tabling and acceptance of minutes of previous meeting
- (ii) Tabling and review of the previous monthly report
- (iii) Contractor and NSW Department of Education and Training performance issues
- (iv) Comments/discussion
- (v) Review of issues/actions list

The NSW Department of Education and Training may vary the agenda for a meeting at any time.

Contract Reporting Requirements

The Contractor will be required to provide the following reports for the School Education Area at the frequencies shown.

Contract Management Report

Report Format

The Contractor will provide to the NSW Department of Education and Training a written three monthly contract report (the "Report").

The Report will be provided (3) three days prior to the scheduled meeting date during the term of the Contract.

The objective of the Report will be to inform the NSW Department of Education and Training of the status, performance and effectiveness of the Services both in general terms and specific detail. Further, it will provide commentary on areas of concern and achievements.

The contents of the report will be based on information obtained routinely by the Contractor via periodic inspection, monitoring, employee meetings, communication and other appropriate sources.

Report Contents

Part A: Manager's Summary

The manager's summary will provide, in narrative form, an overall summary of the status, performance and effectiveness of the Services for the current month and in the context of the previous month.

Operational problems, industrial relations aspects, OH&S issues, NSW Department of Education and Training inspection faults and NSW Department of Education and Training complaints will be highlighted and the corrective action taken to remedy the position reported.

Achievements made by the Contractor will also be highlighted.

Part B: Performance Report

The Contractor's performance will be reported in the following detail:

- (a) Attached copies of all Contractor Inspection Reports for the previous month.
- (b) Attached copy of Issues/ actions list from the previous contract meeting.

Part C: Security Response Report

The Contractor's management will provide a spreadsheet outlining

Date Security Contractor dispatched to site
Site Name
Dispatch time of Security Contractor
Arrival Time of Security Contractor
Attending Security Officers Findings /Narrative
Departure time of Security Contractor

Part D: Contract Management Report

The Contractor's contract management will be reported in the following detail:

Staff (employees)

- (i) changes in security guards employed on the Contract
- (ii) changes in other staff employed on the Contract and provide licence numbers

Industrial relations

- (i) comment on any possible industrial action
- (ii) number of hours lost due to industrial action for the period and cumulative to date.

OH&S (the contract services only)

- (i) number of hours lost due to work injury for the period and cumulative to date
- (ii) number of work accidents reported for the period and cumulative to date
- (ii) number of Workcover inspections

Complaints

- (i) number of NSW Department of Education and Training complaints (verbal or written) for the period and
- (ii) cumulative to date
- (iii) unanswered or unresolved complaints, comment on the issue and reason why outstanding.

Contractors QA inspections (performance monitoring)

results of monthly QA inspections for the period shown against cumulative QA inspection results.(results to be attached).

Financial

- (i) Base contract price
- (ii) Variations in scope of work including \$ value and description (list separately) where applicable
- (iii) Current revised contract price (including price variation where applicable)
- (iv) Whether any valuations are in dispute and if so a comment on the issue.

Contract payment

- (i) A list of invoiced amounts by monthly shown against corresponding payments received.

- (ii) Outstanding invoiced amounts
- (iii) Disputed invoiced amounts and a comment as to what is in dispute.
- (iv) A copy of the most recent invoice claimed for payment under the Contract.
- (v) Each Invoice to have a statutory declaration attached in regards to payment of wages and compliance with the Award

Licences and insurance for Principal Contractor

Table showing the following information for the Contractor :

Insurance

The following details for Public Liability and Workers Compensation, Name of Insurance Co, policy number, value insurance and the period insured.

Licence

Details of each class of Security Licence held, including the names in which they are held and period of the licence.

Operational Incident Report

The Contractor will be required to prepare a written incident report on any incident which affects or may affect the normal running of the NSW Department of Education and Training' premises, and/or could lead to a crisis occurring or a claim for damages against NSW Department of Education and Training. The contents of the report should generally address 'Who?, What?, When?, Why?, How?' in relation to the incident.

The written report may be used as supporting evidence and may be referred to senior NSW Department of Education and Training management. There may be situations when the report will need to be made available to the Police or made available for the information of a court of law. Care should be therefore taken in its compilation to ensure:

- (a) neatness of presentation
- (b) there are no errors
- (c) legibility of handwriting
- (d) correct use of punctuation
- (e) correctness of spelling
- (f) completeness of information and details

The completed report is to be available to NSW Department of Education and Training no later than twenty four (24) hours after an incident has concluded and provide a copy at the Monthly Management Meeting.

**INFORMATION TO BE PROVIDED BY TENDERERS
AND PRICING SCHEDULE**

Tenderers are required to provide the following details for the principal contractor.

5.0 TENDERER DETAILS

A. TRADING NAME

ACN NO.

B. REGISTERED BUSINESS ADDRESS

.....

C. POSTAL ADDRESS

.....

D. TELEPHONE

.....

E. FACSIMILE

.....

F. NAME OF KEY COMPANY CONTACT

.....

.....

.....

G. RESOURCES

- (i) Number of Employees currently employed in the provision of relevant support services

Full time

Part time

- (ii) Personnel Profile (Breakdown & Categorisation of Existing Employees)

Management	Administration	Personal
.....

H. FINANCIAL CONSIDERATIONS

GROSS ANNUAL TURNOVER OF OPERATIONS FOR THE PAST THREE (3) YEARS

.....

NOTE: A copy of the tenderer's latest annual company report or similar financial statement is to be attached to the response.

5.1 EXPERIENCE OF TENDERER

A. NUMBER OF YEARS IN BUSINESS

.....

B. SCOPE OF TENDERER'S ACTIVITIES

.....

.....

.....

C. PREVIOUS EXPERIENCE IN THE PROVISION OF SERVICES SIMILAR
TO THAT NOW REQUIRED

.....

.....

.....

.....

.....

.....

D. DETAILS OF LOCATIONS CURRENTLY SERVICED BY TENDERER
INCLUDING NAMES AND TELEPHONE NUMBERS OF PERSONS
WILLING TO ACT AS REFEREES TO THE TENDERER'S STANDARD OF
SERVICE AND PERFORMANCE OF CONTRACT

.....

.....

.....

.....

5.2 TENDERER OWNERSHIP DETAILS

A. IF TENDERER IS A COMPANY

- (i) Details of ownership i.e. Australian, Overseas, largest share holder,
paid up capital and other relevant details

.....

.....

.....

.....

B. IF TENDERER IS A PARTNERSHIP

- (i) List of partners and financial arrangements to be stated

.....

C. IF TENDERER IS A SOLE TRADER

- (i) State full name of tenderer

.....

.....

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: BANKSTOWN

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **100** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits i.e. Each visit is thirty (30) minutes onsite, which
equates to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: BLACKTOWN

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **100** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits i.e. Each visit is thirty (30) minutes onsite, which
equates to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: BONDI

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **130** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits i.e. Each visit is thirty (30) minutes onsite, which
equates to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

**5.3.1 CONTRACT SECURITY DISTRICT: CAMPBELLTOWN
ALARM RESPONSE/PATROLS**

- (A) Monthly Fee to include **160** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits i.e. Each visit is thirty (30) minutes onsite which
equates to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: CENTRAL COAST TUGGERAH

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **130** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: CENTRAL COAST BRISBANE WATERS

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **130** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: FAIRFIELD

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **130** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: GRANVILLE

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **100** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: HORNSBY

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **100** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: LAKE MACQUARIE

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **130** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: LIVERPOOL

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **100** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol - 30 minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per 5 visits ie 2.50 hours of labour on-site, plus travelling time)

\$...../per 5 visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial 30 minutes for a patrol/response.

\$...../ per 5 minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: MT DRUITT

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **160** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

6.4 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: NORTHERN BEACHES

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **160** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: PARRAMATTA

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **130** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: PENRITH

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **100** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

**5.3.1 CONTRACT SECURITY DISTRICT: PORT JACKSON
ALARM RESPONSE/PATROLS**

- (A) Monthly Fee to include **130** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: RYDE

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **160** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: ST GEORGE

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **160** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: SUTHERLAND

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **160** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

**5.3.1 CONTRACT SECURITY DISTRICT: WINDSOR
ALARM RESPONSE/PATROLS**

- (A) Monthly Fee to include **100** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.3 PRICING SCHEDULE

CONTRACT SECURITY DISTRICT: WOLLONGONG

5.3.1 ALARM RESPONSE/PATROLS

- (A) Monthly Fee to include **160** services
(total number of responses and scheduled patrol services in a month)
Monthly fee is for each School Education Area (minimum thirty (30)
minutes on site for each patrol/response).
Note: The Department of Education and Training may at their discretion
modify the number of services for each month to suit their requirements,
however the total number of services quoted above for Alarm Responses
and Patrols executed may be scattered and occur at any time within a
three (3) month period from the commencement of contract.

\$/ per month.

5.3.2 ADDITIONAL ALARM RESPONSE

\$...../ per response

5.3.3 ADDITIONAL MOBILE PATROLS

- (A) Single Visit Mobile Patrol – thirty (30) minutes

\$/ per patrol (per visit)

- (B) Multiple Visit Mobile Patrol
(per five (5) visits ie Each visit is thirty (30) minutes onsite which equates
to 2.5 hours of labour on-site, travel time to be included)

\$...../per five (5) visit patrol

5.3.4 EXCLUSIVE PATROLS

- (A) Exclusive Mobile Patrol per hour, minimum of four (4) hours

\$...../ per hour

5.3.5 ADDITIONAL TIME ONSITE

- (A) Time onsite after the initial thirty (30) minutes for a patrol/response.

\$...../ per five (5) minute intervals

5.4 SETTLEMENT DISCOUNTS

The net invoiced amounts are subject to a settlement discount of:-

(a)%

for payment within 14 days from the date of receipt of claim or delivery of service, whichever date is the later.

(b)%

for payment made during the month following that in which the service have been received or the account rendered, whichever date is the later.

NOTE: If this condition is not completed, the prices tendered will be deemed to be NETT.

5.5 VALIDITY

Tendered prices remain valid for acceptance within months from date of tender.

NOTE: A minimum validity period of 4 months is required.

5.6 LICENCES/APPROVALS

The tenderer is to detail below the relevant licences held/approvals obtained which are necessary to provide the Contracted Services.

5.7 SCHEDULE OF DEVIATIONS

(To be completed by the tenderer and returned with the tender).

Tenderers are required to submit below a positive statement as to whether or not the service offered fully conforms to this entire tender document. The tenderer shall enumerate below every point in which the supplies/services offered fail to comply with the Tender Document and shall sign the certificate at the foot of the page.

Do the offered services/goods fully comply with all of the Tender Document?

YES/NO (Delete whichever is not applicable)

If **NO** please list all deviations from specifications in the space below.

**REQUEST FOR QUOTATION FOR PROVISION OF ALARM RESPONSE & MOBILE PATROLS
FOR DEPARTMENT OF EDUCATION AND TRAINING SYDNEY METRO AREAS
RFQ 0602166 / 0302682**

CLAUSE NO. / SPECIFICATION DETAIL

DEVIATION

I/We certify the foregoing to be a true and complete list of the deviations from the requirements of the Specifications and Tender, which I/We propose to incorporate in the services now offered.

SIGNATURE OF TENDERER:

.....

FOR AND ON BEHALF:

.....

POSITION:

.....

DATE: / /

NOTE: Failure to complete the Declaration may lead to rejection of the tender

5.8 DECLARATION BY TENDERER

The undersigned hereby tender and offer to supply goods and/or services tendered for herein at the prices tendered and upon and subject to the conditions set forth herein.

<p>Signature (To be signed by the tenderer personally. Except in cases of a Company when it may be executed under common seal or signed by the Manager or a Director or the Secretary of the Company).</p> <p>SIGNATURE_____</p> <p>PRINT NAME</p> <p>_____</p>	<p>Official Position Held (i.e. Manager, Director, Secretary)</p> <p>_____</p> <p>DATE:</p> <p>_____</p>
<p>Duly Authorised to Sign Tenders for and on Behalf of (State full name of Company or Firm or Trading name and if a Firm or Trading name state the full names of individual members)</p>	
<p>SIGNATURE OF WITNESS</p> <p>NAME OF WITNESS</p>	<p>ADDRESS OF WITNESS</p>

6.0 RESPONSE TO RFQ

1. Does the Contractor and Security Guards have a 24 hour manned Control Room

☐

YES

☐

NO

Please provide details:

2. If successful, would you provide copy of all relevant documentation required in the contract.

☐

YES

☐

NO

3. Does the Contractor and Security Guards meet all requirements as set out under the Security Industry Act 1997

☐

YES

☐

NO

Please provide details:

4. Provide names and contact details of three (3) referees at sites where the Contractor has previously provided services to government agencies.

☐ YES ☐ NO

Please provide details:

5. Provide details of company vehicle / vehicles to be used in providing all security services under this contract.

6. Vehicle must have company logo and insignia on it and shall be subject to Departmental Education and Training approval. Do you agree to comply with this requirement?

☐ YES ☐ NO

7. Will the Contractor provide a copy of the companies Standard Security Operating Procedures for their security personal.

☐ YES ☐ NO

Please provide details:

6.1 RESPONDENTS INFORMATION

Where multiple parties are involved in an offering all parties will provide the following details.

Name of Respondent

Company (Full Name)

Trading (If Applicable)
Name

ABN

Address of Respondent
(state registered office)

Business Postal Address

Website

Following details are for the
authorised officer completing
quote

Name

Official position

Telephone number

Facsimile

Email

Following details are for the
officer that will manage the
agreement and will be the point
of contact during the agreement

Name

Official position

Telephone number

Facsimile

Email

Name of the CEO

Contact number

Contact name for general
enquiries

Telephone Number