

# Expressions of Interest Building and Infrastructure Maintenance

Shire of West Arthur  
PO Box 112  
31 Burrowes Street  
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## EXPRESSIONS OF INTEREST

### Building and Infrastructure Maintenance Shire of West Arthur

The Shire of West Arthur is seeking **Expressions of Interest (EOI)** from qualified individuals or businesses for the **ongoing maintenance of Shire-owned buildings and infrastructure**.

#### Scope of Works Includes:

- General maintenance of buildings and infrastructure across the Shire of West Arthur for works up to the value of \$10,000.00. If the value exceeds that limit, the Shire is required to obtain multiple external quotes as per its policy requirements.

**EOI Requirements:** Applicants must include the following information in their submission on the attached form:

- **Hourly rate for labour.**
- **Hourly rate for plant**, including a breakdown of **travel and transport costs per item**.
- **Materials and consumables:** The Shire is willing to negotiate a fair and reasonable margin (approximately **27%**) on top of purchase prices of materials to cover transport and associated costs. These must be **itemised on invoices**.
- Proof of **all relevant work-related insurances and public liability coverage**.

This is a great opportunity to work with a progressive local government and contribute to the ongoing maintenance of important community infrastructure.

**Submissions Close:** 3 June 2025 at 4.30 pm

Please direct all enquiries and send expressions of interest to:

Gary Rasmussen

[worksmanager@westarthur.wa.gov.au](mailto:worksmanager@westarthur.wa.gov.au) 08 9736 2400

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All correspondence to

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## EXPRESSIONS OF INTEREST

### Building and Infrastructure Maintenance

Are you prepared to offer a fixed price with annual reviews?	Yes / No	
If No, please indicate how your proposed Price Mechanism differs from the one outlined above. Supply details and label it "Price Variation Mechanism".	"Price Variation Mechanism"	Tick if attached <input type="checkbox"/>

#### Price Schedule

ITEM NO.	Building and Infrastructure Maintenance		
1.1	LABOUR RATES		RATE PER HOUR \$ (Excl. GST)
1.1.1	BUILDER		
1.1.2	APPRENTICE		
1.1.3	LABOURER		
1.2	EMERGENCY		FEE \$ (Excl. GST)
1.2.1	EMERGENCY CALL OUT FEE		
	EMERGENCY CONTACT NUMBER (24/7)		
1.3	BUILDING INSPECTION		RATE PER HOUR \$ (Excl. GST)
1.3.1	ANNUAL BUILDING INSPECTION		
1.3	PLANT & EQUIPMENT IF APPLICABLE <i>(please list below)</i>		RATE PER HOUR \$ (Excl. GST)
1.3.1			
1.3.2			
1.3.3			
1.3.4			
1.3.5			
1.4	PARTS AND MATERIALS		
1.4.1	PARTS AND MATERIALS SUPPLIED AT COST	ADD	% FOR PROFIT

### **Works Categories and Delivery Time Lines**

The Contractor is to respond promptly to all requests/directions for works to be effected.

#### **Emergency works**

(Within 24 hours)

In case of emergency, the Shire will contact the contractor to determine if he/she can attend to the emergency. If not, the Shire of West Arthur reserves the right to seek other contractors for that job.

#### **Important Works**

These works would be considered as needing to be completed within seven days depending on the size of the job.

#### **General Works**

Would generally need to be completed within three weeks.

Work categories will be shown on the service request, so the contractor is aware of the required completion date. **Emergency** works will be via phone call and followed up by a service request

#### **Insurance Details**

Please provide your Certificate of Currency for all the following insurances:

- Motor Vehicle Insurance (Insurer/Broker; Policy Number; Value (\$); Expiry Date)
- Public and Products Liability Insurance (Insurer/Broker; Policy Number; Value (\$); Expiry Date)
- Workers Compensation Insurance (Insurer/Broker; Policy Number; Value (\$); Expiry Date)

**Provide the above information as an Attachment marked 'Insurance Details'**

#### **Conflict of Interest**

Will you have any actual or potential conflict of interest in relation to the Maintenance of Buildings and Infrastructure across the Shire of West Arthur?

If so, please state the conflict of interest.

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#### **Safety**

The Contractor shall follow all relevant safety standards. The Contractor shall at all times ensure the safety of himself/herself, the public and the Shire's property and staff. The Contractor makes sure all appropriate barriers and warning notices are used and ensures that the item of equipment being worked on is isolated or moved away from all other equipment which could become dangerous.

All equipment and materials supplied shall be in accordance with the manufacturer's standards and shall be new and of first-class quality.

## Annual Inspections

The Contractor shall provide a detailed specification report of the annual building inspections.

This report will include, but is not limited to:

- \* Equipment condition
- \* Repairs required
- \* Upgrades recommended
- \* Approximate costs involved for repairs and upgrades

The Contractor shall provide this information for budget purposes for the following year. Therefore, this has to be completed by March of each year.

I/We (Registered Entity Name): \_\_\_\_\_  
(BLOCK LETTERS)

of: \_\_\_\_\_  
(REGISTERED STREET ADDRESS)

ABN \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

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