

# DIT Prequalification System for Professional Services Contractor Asbestos Management Services



# DIT Building Prequalification System Professional Services Contractor Asbestos Management Services

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## 1 INTRODUCTION

### 1.1 Background

The Department for Infrastructure and Transport (DIT) Prequalification System is used on all SA Government Projects requiring asbestos inspections, new surveys, pre-refurbishment/demolition intrusive surveys, air fibre monitoring and clearances associated with asbestos removal.

Suitably experienced companies (“Applicants”) are invited to apply for prequalification with DIT in accordance with these Guidelines.

The purpose of the prequalification scheme is to:

- achieve consistency, fairness and transparency in DIT’s tendering and selection processes;
- minimise the work being undertaken by companies who do not have sufficient capability and capacity;
- reduce the cost of tendering and tender assessment for both industry and Government; and
- encourage high standards and continuous improvement that will contribute to a sustainable building and construction industry in South Australia.

DIT Pre-qualified asbestos management consultants must be engaged on all SA Government led asbestos related projects requiring asbestos inspections, air fibre monitoring/clearances and system updates.

### 1.2 Prequalification Categories

Appendix A provides a comprehensive description of the categories available and the relevant requirements.

To become prequalified, a company must demonstrate it meets the requirements of the WHS Regulations definition of a ‘competent person’, refer [Work Health and Safety Regulations 2012 \(legislation.sa.gov.au\)](https://www.legislation.sa.gov.au)

Additionally, that they have the experience, resources and management systems to successfully undertake the work for projects in the category that they have applied for.

A company’s financial capacity is not considered in the prequalification system. However, DIT reserves the right to undertake an assessment of financial capacity prior to the award of a contract.

### 1.3 Conditional Prequalification

Where an Applicant does not meet every specified eligibility criteria, the Applicant may be granted “Conditional” Prequalification. For example, where a newly formed company, which has suitably experienced personnel and satisfies the requirements for systems and other resources, is unable to satisfy all of the past experience criteria, but DIT considers that the company is competent to undertake the work.

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The granting of Conditional Prequalification is at the absolute discretion of DIT. Providing the conditionally prequalified contractor continues to comply with the nominated conditions of their prequalification, they will be eligible to tender for contracts in the categories and financial level they are conditionally prequalified in.

#### 1.4 Tendering

DIT may stipulate the use of a prequalified sub-contractor when calling tenders for a general building contract. If DIT intends to contract directly with companies who are prequalified under this trade / subcontractor system, DIT will either:

- issue a restricted tender call to selected prequalified companies; or
- publish tenders on [www.tenders.sa.gov.au](http://www.tenders.sa.gov.au) as an open call to all prequalified companies at the appropriate level.

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## 2 APPLICATION AND ASSESSMENT PROCESS

### 2.1 Applications

Companies are invited to apply for prequalification by completing and submitting the application form, which may be downloaded from: [http://www.dit.sa.gov.au/contractor\\_documents/prequalification](http://www.dit.sa.gov.au/contractor_documents/prequalification).

The application must be submitted in accordance with the instructions on the front of the Application Form. Do not submit a hard copy.

Enquiries may be directed to [DIT.BuildingPrequal@sa.gov.au](mailto:DIT.BuildingPrequal@sa.gov.au) or the phone number on the above internet site.

### 2.2 Assessment Criteria

Listed below is an overview of the assessment criteria that will be used to assess Applicants. Full details of the information to be submitted and the minimum criteria for each level are included in the Application Form.

#### Criteria 1: Company experience

Applicants are required to demonstrate satisfactory performance on past and current relevant projects. Details of the nominated projects must be provided, along with Performance Reports and Referee details.

#### Criteria 2: Personnel

Applicants must have procedures and policies for staff competency assessment, training & development and evidence of implementation.

#### Criteria 3: Management Systems

The Applicant must have management systems which are appropriate for the category applied for which cover:

- safety;
- quality; and
- environmental.

### 2.3 Assessment of Applications

DIT may take into account information from any of the following sources:

- Information submitted with the application;
- documented evidence held by DIT or other government agencies regarding the Applicant's previous performance;
- information that was submitted in a previous prequalification application (where appropriate);
- any other valid information relevant to the Application, notwithstanding that the information has not been submitted by the Applicant.

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Performance reports will be a key consideration for determining whether an Applicant meets the minimum requirements for company experience. Where the Applicant submits a Performance Report from a DIT project, it must be on the DIT Performance Report proforma. If the project is a non-DIT project, the performance report must cover the same elements as the DIT Performance Report.

DIT is not obliged to accept a non-DIT Performance Report if DIT forms the reasonable opinion that it is biased, inadequate or not representative of the Applicant's actual performance on that project.

The referee must have a technical role in and knowledge of the contract and, in consultation with other team members, must be capable of making impartial technical assessments of the contractor's performance. The referee must be independent of the company.

Where a Performance Report indicates that the company's performance is marginal or unsatisfactory, the Applicant must demonstrate that it has successfully implemented corrective action to prevent a re-occurrence of the issue.

DIT may use internal and / or external assessors when considering an application.

#### 2.4 Notification

Applicants will be notified in writing regarding which, if any, prequalification category it has achieved within 6 weeks of lodgement of their application. However, if the information provided is not sufficient to complete the assessment, DIT will advise the applicant accordingly within this 6 week period, which may also be extended.

Applicants that are not satisfied with the outcome of the assessment may lodge a request for a review or appeal, as detailed in Section 4 of these Guidelines.

#### 2.5 Upgrading Prequalification Status

A prequalified contractor may apply for an upgrade of its prequalification status after having successfully completed several projects at the current level.

To be eligible for an upgrade, a Contractor must be able to demonstrate that its circumstances have changed sufficiently since its last prequalification application was assessed. As such, it may not be necessary to complete the entire application form and Applicants should confirm the requirements for the application with DIT before submitting an upgrade application. Temporary upgrades for specific projects will not be issued.

#### 2.6 Maintenance of Prequalification

Prequalification is for a notional 3 year period. However, if a company is subject to adverse performance reports, undergoes a restructure or its competency is materially reduced, DIT may request a new application. At any time, DIT may seek confirmation that the information submitted with an application remains relevant or request an update of the information.

DIT will monitor and assess the ongoing performance of each prequalified company. A company's ongoing prequalification is subject to it maintaining a satisfactory level of performance in its delivery of contracts. A failure to comply with the requirements for maintenance of prequalification may result in the prequalification being withdrawn or the level downgraded in accordance with the DIT Building Conditions of Prequalification (refer Section 3 of these Guidelines).

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## 3 TERMS AND CONDITIONS OF PREQUALIFICATION

Applicants and prequalified contractors are required to comply with the Building Conditions of Prequalification, available from:

[http://www.dit.sa.gov.au/contractor\\_documents/prequalification](http://www.dit.sa.gov.au/contractor_documents/prequalification)

Details of the review and appeal process are also included in the above document.

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#### APPENDIX A

General Summary Description	Minimum qualifications	Key relevant Standards/Guidelines	Example Deliverables
<b>Site Surveys and Re-Inspection</b>			
<p>Undertake building asbestos survey or re-inspections to identify asbestos containing material (ACM), assess exposure risk and develop appropriate asbestos management strategies (i.e. remove, complete further monitoring etc) and regulatory documentation (i.e. Condition Reports, Asbestos Management Plans and Asbestos Registers).</p> <p>As part of inspection works, Contractors are required to update the electronic Asbestos Register held within the Government's Strategic Asset Management Information System (SAMIS). If the asset is not managed in SAMIS, updates to alternative Asbestos Registers will be required.</p> <p>Once Ventia system or other system as stated by DIT is developed, contractors shall transition to this system for electronic register updates.</p> <p>On every SA Government Asbestos inspection or survey, the contractor shall update the asbestos register, upload all sample analysis results, email copies to all stakeholders with instructions for site to print and insert into their asbestos folder.</p>	<ul style="list-style-type: none"> <li>- The inspector is required to demonstrate competency training/qualifications to be able to identify asbestos containing material (ACM), assess exposure risk and develop appropriate asbestos management strategies (i.e. remove, complete further monitoring etc) and regulatory documentation (i.e. Condition Reports, Asbestos Management Plans and Asbestos Registers).</li> <li>- Department of Human Services Screening Check (former DCSI)</li> <li>- South Australia Police National Police Check</li> </ul>	<ul style="list-style-type: none"> <li>- Work Health and Safety Regulations 2012</li> <li>- How to manage and control asbestos in the workplace – Code of Practice, 2020</li> </ul>	<ul style="list-style-type: none"> <li>- Condition Reports</li> <li>- Asbestos (Site) Management Plans</li> <li>- Asset Asbestos Registers using online platform and others (formulation and/or update to existing).</li> <li>- SAMIS updates (online) or Ventia System once developed or any other system as stated by DIT.</li> <li>- Attendance at 'Department SAMIS' workshop prior to engagement for works associated with SAMIS updates or Ventia system training as required.</li> </ul>



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General Summary Description	Minimum qualifications	Key relevant Standards/Guidelines	Example Deliverables
<p>This requirement shall extend to any sample taken for analysis requiring register to be updated and copies provided to all stakeholders.</p> <p>'Presumption' method must not be used to identify asbestos unless material cannot be accessed to sample in a safe manner, material is inaccessible or may pose a health risk to occupants if accessed.</p> <p>Must comply with process requirements for site surveys and inspections detailed in the DIT <a href="#">Guideline for Asbestos Management and Removal for Government Sites</a>.</p>			

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General Summary Description	Minimum qualifications	Key relevant Standards/Guidelines	Example Deliverables
<b>Air Monitoring and Compliance Services</b>			
<p>Contractors are required to conduct air monitoring and clearance inspections during any building works involving Class A or Class B asbestos containing material (ACM). Air monitoring involves sampling airborne asbestos fibres to assist in assessing exposure to asbestos and the effectiveness of implemented control measures.</p> <p>Furthermore the licensed assessor conducts a clearance inspection after the removal to ensure that all asbestos containing material including debris has been removed and the site is safe for re-occupation.</p> <p>Clearance reports/certificates are to be provided to the Removal Company, the Site Representative and Procuring Party. These contractors must be independent of the company undertaking removal/building works.</p> <p>As part of removal project works, Contractors are required to update the Government's Strategic Asset Management Information System (SAMIS) for all works (i.e. details of ACM removal in asset asbestos register) where they provide air monitoring and clearance certificates.</p>	<ul style="list-style-type: none"> <li>- SafeWork SA Asbestos assessor licence.</li> <li>- The inspector must be 'competent', and is required to have competency training/qualifications to identify asbestos containing material (ACM), undertake air sampling and interpretation of data.</li> </ul> <p style="text-align: center;">Attendance at 'Department SAMIS' workshop prior to engagement for works associated with SAMIS updates.</p> <ul style="list-style-type: none"> <li>- Department of Human Services Screening Check (former DCSI)</li> <li>- South Australia Police National Police Check</li> </ul>	<ul style="list-style-type: none"> <li>- Work Health and Safety Regulations 2012</li> <li>- How to Safely Remove Asbestos – Code of Practice, 2020</li> <li>- Guidance note on the membrane filter method for estimating airborne asbestos fibres : 2<sup>nd</sup> edition [NOHSC: 3003 (2005)]</li> </ul>	<ul style="list-style-type: none"> <li>- Air monitoring results report</li> <li>- Clearance Certificates</li> <li>- SAMIS updates (online)</li> </ul>

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General Summary Description	Minimum qualifications	Key relevant Standards/Guidelines	Example Deliverables
<p>Once Ventia system or other system as stated by DIT is developed, contractors shall transition to this system for electronic register updates.</p> <p>Attendance at 'Department SAMIS' workshop prior to engagement for works associated with SAMIS updates is mandatory.</p> <p>On every SA Government Asbestos related project, Licensed Assessor shall update the asbestos register, upload supporting removal documentation, email copies to all stakeholders with instructions for site to print and insert into their asbestos folder.</p> <p>Must comply with the requirements for Air Fibre Monitoring and Clearances as detailed in the DIT <a href="#">Guideline for Asbestos Management and Removal for Government Sites</a>.</p>			