

PLM Property Services

Registration of Interest Form - Instructions for Completion

PLM Property Services are continually seeking interested contractors to undertake works and services for one or more of the following scopes of work:

Support Services

- Cleaning - Office and Accommodation
- Courier services and mail delivery
- Grounds maintenance and grass cutting
- Transport services e.g. buses
- Security guards and patrol services
- Laundry and dry cleaning
- Waste removal & grease trap services
- Hygiene services incl. portable toilets
- Pest and vermin control services
- Catering Services

Comprehensive Maintenance Services

- Building trades, tilers, plasterers, painters
- HVAC contractors
- Automatic doors and boom gates
- Electrical Contractors
- Locksmiths
- Mechanical contractors
- Glaziers
- Plumbing services
- Electronic security services
- Fire systems incl extinguishers

If you wish to register as an interested subcontractor, please complete the attached form online and click on the submit button and we'll get back to you soon.

Notes:

1. Please complete as many of the details on the form as possible.
2. In Section 3 of this form, we ask contractors whether they have a documented safety, environmental or quality system. If you answer "No" to any of these questions, your company will still be included in our short-listing process, however we would expect that steps are taken by your organization to implement an effective system prior to working with us.
3. PLM will compile a shortlist of suitable contractors from the Registration of Interest responses. All contractors will be advised whether they have reached the shortlist or may be contacted for further information and/or documentation.

Should you have any questions, please contact our Customer Service Manager via email on:

helpdesk@plmservices.com.au

PART ONE – CONTRACTOR DETAILS

Registered Name of Business _____ Year Established _____

ABN (If in Australia):

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Street Address _____

Suburb _____ Post Code _____

Postal Address _____

Suburb _____ Post Code _____

Office Details Phone No. _____ Fax No. _____

Email Address: _____

Contact Name _____ Position _____

PART TWO – SERVICES OFFERED

Which services are you interested in providing? (Please tick)

Support Services

- Cleaning – Office and Accommodation
- Courier services and mail delivery
- Grounds maintenance and grass cutting
- Transport services e.g. buses
- Security guards and patrol services
- Laundry and dry cleaning
- Waste removal & grease trap services
- Hygiene services incl portable toilets
- Pest and vermin control services
- Catering Services
- Other Services (Please List)

Comprehensive Maintenance Services

- Building trades, tilers, plasterers, painters
- HVAC contractors
- Automatic doors and boom gates
- Electrical Contractors
- Locksmiths
- Mechanical contractors
- Glaziers
- Plumbing services
- Electronic security services
- Fire systems incl extinguishers

PART THREE – BUSINESS DETAILS

Insurance Policies

Does your company hold Public Liability Insurance?

Does your company hold Motor Vehicle Insurance?

Does your company hold Workers Compensation?

Does your company hold Personal Accident Insurance (sole traders only)?

Yes	No	
Yes	No	
Yes	No	
Yes	No	N/A

Details of Employees and Resources

Total Permanent Personnel

Total Contract Personnel

Total Staff Personnel

Qualified Trades Personnel

Approximate Annual Turnover

Please list your major plant and equipment

Company Licences

Does your company hold any special licences? (Electrical, plumbing, gas fitting)

Yes	No
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	Type	No. Held
1.		
2.		
3.		

Details of Safety System

Does your company have a documented Safety Policy?

Does your company have a documented Safety Management System?

Does your company have a documented Safety Management System?

Does your company have a Safety Induction Process in place?

Are Safety responsibilities included in all job descriptions?

Has your Company received any improvement or prohibition notices or been prosecuted by any statutory authorities in the last three years?

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

Details of Environmental Management System

Does your company have a documented Environmental Policy?

Does your company have a documented Environmental Management System?

Does your Environmental Management System meet the intent of ISO14001?

Has your Company received any environmental notices/prosecutions from an authority?

Does your company have a formal process for the management of hazardous materials?

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

Details of Quality Management System

Does your company have a documented Quality System?

Yes	No
Yes	No
Yes	No

Is your system certified?

If No, are you in the process of certification?

If Yes, Quality Certification Type _____ Certifying Authority _____

Certificate No _____ Certification Date _____ Expiry Date _____

PART FOUR – PREVIOUS EXPERIENCE

Have you previously provided services to PLM?

Yes	No
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If so, please provide a brief description of the work

Please provide a brief description of any other contracts you currently hold

Please provide a brief description of any other contracts you have previously held

References

Please provide at least two references:

1. Business Name _____
Contact Name _____ Phone No _____
Description of Work _____

2. Business Name _____
Contact Name _____ Phone No _____
Description of Work _____