



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Qualified Supplier Application

Capital Works



Part 1 – General Information

Business Name	R.T. PARKER PTY LTD		
Trading as	R.T. PARKER PTY LTD		
Date Established	1 JUNE 1950		
Australian Company Number	ACN	000 706 427	
	ABN	87 000 706 427	
Address of Office <i>Responsible for tenders</i>	85 FLETCHER STREET		
	ADAMSTOWN NSW 2289		
Postal Address <i>Responsible for tenders</i>	P.O. BOX 21		
	ADAMSTOWN NSW 2289		
Contact Person Name	BRIAN PARKER		
Position In Company	JOINT MANAGING DIRECTOR		
Email Address	Brian@rtparker.com.au		
Telephone	02 4957 3488		
Mobile	0418 496 911		
Business Type (Please tick)	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Limited Liability
	<input type="checkbox"/> Public Organisation	<input type="checkbox"/> Other – Please Specify:	
Consultancy	<input type="checkbox"/> Architectural	<input type="checkbox"/> Civil/Structural Engineering	
	<input type="checkbox"/> Quantity Surveyor	<input type="checkbox"/> Construction Project Management	
	<input type="checkbox"/> Geotechnical	<input type="checkbox"/> Other – Please Specify:	
Building Engineering Services	<input type="checkbox"/> Electrical/Lighting	<input type="checkbox"/> Mechanical	
	<input type="checkbox"/> Communications / IT	<input type="checkbox"/> Security	
	<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Fire	
	<input type="checkbox"/> Other – Please Specify:		
Capital Works Building (Construction)	<input checked="" type="checkbox"/> Construction (New Build)	<input checked="" type="checkbox"/> Construction (Refurbishment Works)	
Project Value Range (Please tick)	<input type="checkbox"/> less than \$100,000	<input type="checkbox"/> less than \$500,000	<input type="checkbox"/> less than \$1 Million
	<input type="checkbox"/> less than \$5 Million	<input checked="" type="checkbox"/> less than \$10 Million	<input type="checkbox"/> greater than \$10 Million
	<input type="checkbox"/> Other – Please Specify		

Part 2 – Organisation Resources

Briefly describe your company capability (Max 200 words)

R.T. Parker Pty Ltd is a locally owned building company established in 1950 and is a pre-qualified contractor under the N.S.W . State Government pre-qualification procurement guidelines. Numerous projects including many schools and public buildings have been completed by our company. Pre-dominantly our company uses local sub-contractors and suppliers displaying a loyalty to the long associations formed over many years in the industry. We have and always will continue to employ apprentices, demonstrating our commitment to the education and employment of the youth of the region.

R.T. Parker Pty Ltd is dedicated to quality and integrity and prides itself on the organisation of projects ensuring all aspects of construction, from start to finish, are run professionally, on time and to the ultimate satisfaction of the client. Our company’s dedication to its craft is evident in its award winning projects and wide spread industry recognition.

OFFICE LOCATIONS

Please provide a list of locations at which the organisation currently has staffed offices (Australia only)

Office Location	Street Address, Phone and Fax Numbers
Adamstown NSW	85 Fletcher Street
	Phone: 4957 3488
	Fax: 4957 3461

The University’s main campuses are located in Callaghan (Newcastle) and Ourimbah (Central Coast) in NSW. There are also regional locations that require servicing under University supply of goods & services. Identify your branch locations responsible for these areas.

UoN Location	Branch Suburb	Address	# of Staff	Head Office Suburb
Callaghan, NSW	Adamstown	85 Fletcher Street	10	
Ourimbah, NSW	Adamstown	85 Fletcher Street	10	
Sydney, NSW	N/A			
Port Macquarie, NSW	N/A			
Orange, NSW	N/A			
Tamworth, NSW	N/A			

Identify Directors & Senior Managers who would be managing UoN Account

Role	Name	Location	Yrs Industry Experience	Yrs With Company	Qualifications	CV Available (Y/N)
1. Director	Brian Parker	Adamstown	38	38	*Trade Certificate-Carpenter	N
2. Director	Michael Parker	Adamstown	32	32	*Trade Certificate-Carpenter *Clerk of Woks	N
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Part 3 – Supplier Experience & Performance

Please provide a list of recent engagements undertaken (within 5 years) in each of the Project Types as applicable. Only list projects completed by Offices listed in Part 2. In the last row please indicate if the National Code of Practice for the Construction Industry was applied to the nominated project.

Please only complete those sections relevant to the supplier type

If indicating expertise in multiple supplier types please specify what role(s) was performed in each engagement

Education Facilities	Engagement 1
Name Of Engagement	Glendale TAFE Child Studies Building
Short description of work completed	Construction of new Child Studies Building
Were premises/area occupied during this engagement? (for Capital Works Construction only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: Construction Area was contained by fencing and suitably signposted.
Client	NSW Public Works
Project Value	\$3,568,520.00 incl. GST
Engagement Value	\$3,117,178.00 incl. GST
Start Date	13/02/2006
End Date	22/12/2006
National Code of Practice Applied? Y/N	Y
Education Facilities	Engagement 2
Name Of Engagement	St Philips Christian College, Waratah
Short description of work completed	New Middle School Building
Were premises/area occupied during this engagement? (for Capital Works Construction only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: Construction Area was contained by fencing and suitably signposted.
Client	St Philips Christian College
Project Value	\$3,716,891.00 incl. GST
Engagement Value	\$3,646,500.00 incl. GST
Start Date	01/04/2008
End Date	23/07/2009
National Code of Practice Applied? Y/N	Y
Education Facilities	Engagement 3
Name Of Engagement	Morrisset High School
Short description of work completed	New Gymnasium
Were premises/area occupied during this engagement? (for Capital Works Construction only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: Construction Area was contained by fencing and suitably signposted.
Client	NSW Public Works
Project Value	\$2,409,504.00 incl. GST
Engagement Value	\$2,340,690.00 Incl. GST
Start Date	17/08/2009
End Date	24/08/2010
National Code of Practice Applied? Y/N	Y

General Purpose (Office Building)	Engagement 1
Name Of Engagement	Council Works Depot - Metford
Short description of work completed	Construction of New Administration Building
Were premises/area occupied during this engagement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide details:

(for Capital Works Building only)	
Client	Maitland City Council
Project Value	\$876,799.00
Engagement Value	\$902,735.00
Start Date	08/08/2005
End Date	08/03/2006
National Code of Practice Applied? Y/N	Y
General Purpose (Office Building)	Engagement 2
Name Of Engagement	Woodberry Family Centre
Short description of work completed	Construction of a new Family Centre
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes x No If Yes, provide details:
Client	Maitland City Council
Project Value	\$1,842,262.00
Engagement Value	\$1,911,800.00
Start Date	15/11/2006
End Date	10/10/2007
National Code of Practice Applied? Y/N	Y
General Purpose (Office Building)	Engagement 3
Name Of Engagement	Rutherford Community Centre
Short description of work completed	Extension to Community Centre
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes X No If Yes, provide details:
Client	Maitland City Council
Project Value	\$912,477.00
Engagement Value	\$814,000.00
Start Date	03/08/2007
End Date	02/05/2008
National Code of Practice Applied? Y/N	Y

Health / Scientific	Engagement 1
Name Of Engagement	Broadmeadow Medical Centre
Short description of work completed	Additions and Alterations to existing Medical Centre
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: Construction Area was contained by fencing and suitably signposted.
Client	Gankin Pty Ltd
Project Value	\$935,093.00
Engagement Value	\$856,240.00
Start Date	31/10/2005
End Date	30/06/2006
National Code of Practice Applied? Y/N	Y
Health / Scientific	Engagement 2
Name Of Engagement	Cessnock Hospital
Short description of work completed	New Dental Clinic
Were premises/area occupied during this	<input type="checkbox"/> Yes X No

	If Yes, provide details:
Client	Hunter Area Health Network
Project Value	\$469,949.00 incl. GST
Engagement Value	\$471,900.00 incl. GST
Start Date	02/05/2011
End Date	30/06/2011
National Code of Practice Applied? Y/N	Y
Health / Scientific	Engagement 3
Name Of Engagement	Cessnock GP Facility
Short description of work completed	New GP Facility
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes X No
	If Yes, provide details:
Client	Hunter Area Health Network
Project Value	\$550,606.00
Engagement Value	\$532,489.00
Start Date	19/01/2004
End Date	03/06/2004
National Code of Practice Applied? Y/N	Y
Interior Fit Out/Refurbishment	Engagement 1
Name Of Engagement	621 Hunter Street. Newcastle
Short description of work completed	Alterations and Additions
Were premises/area occupied during this engagement? (for Capital Works Building only)	✓ Yes <input type="checkbox"/> No
	If Yes, provide details: Construction Area was contained by fencing and suitably signposted.
Client	Hunter Area Health Network
Project Value	\$242,1147.00 incl. GST
Engagement Value	\$209,010.00 incl. GST
Start Date	06/09/2011
End Date	22/11/2011
National Code of Practice Applied? Y/N	Y
Interior Fit Out/Refurbishment	Engagement 2
Name Of Engagement	Lindsay Gardens Aged Care Facility
Short description of work completed	Alterations and Additions
Were premises/area occupied during this engagement? (for Capital Works Building only)	✓ Yes <input type="checkbox"/> No
	If Yes, provide details: Construction Area was contained by fencing and suitably signposted.
Client	Uniting Care Ageing
Project Value	\$888,708.00 incl. GST
Engagement Value	\$847,000.00 incl. GST
Start Date	07/12/2010
End Date	18/08/2011
National Code of Practice Applied? Y/N	Y
Interior Fit Out/Refurbishment	Engagement 3
Name Of Engagement	Ourimbah TAFE Campus
Short description of work completed	Horticultural Refurbishment
Were premises/area occupied during this engagement? (for Capital Works Building only)	✓ Yes <input type="checkbox"/> No
	If Yes, provide details: Construction Area was contained by fencing and suitably signposted.
Client	NSW Public Works
Project Value	\$315,547.00 incl. GST

Engagement Value	\$306,251.00 incl. GST
Start Date	01/07/2009
End Date	18/09/2009
National Code of Practice Applied? Y/N	Y
Heritage	Engagement 1
Name Of Engagement	The Grand Hotel, Newcastle
Short description of work completed	Wall Restabilisation and internal wall linings
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes X No If Yes, provide details:
Client	Owner/ Insurance
Project Value	\$800,000.00
Engagement Value	
Start Date	Post Earthquake repairs
End Date	
National Code of Practice Applied? Y/N	Y
Heritage	Engagement 2
Name Of Engagement	Customs House, Newcastle
Short description of work completed	Restabilisation of external walls and internal wall linings
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes X No If Yes, provide details:
Client	Asset Services (Federal Government)
Project Value	\$2,000,000.00
Engagement Value	
Start Date	Post Earthquake repairs
End Date	
National Code of Practice Applied? Y/N	Y
Heritage	Engagement 3
Name Of Engagement	Air Force Club, Newcastle
Short description of work completed	Roof repairs and internal walls
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes X No If Yes, provide details:
Client	Owner/Insurance
Project Value	\$1,000,000.00
Engagement Value	
Start Date	Post Earthquake repairs
End Date	
National Code of Practice Applied? Y/N	N
Civil / Infrastructure Works	Engagement 1
Name Of Engagement	N/A
Short description of work completed	
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client	
Project Value	
Engagement Value	
Start Date	
End Date	
National Code of Practice Applied? Y/N	

Civil / Infrastructure Works	Engagement 2
Name Of Engagement	N/A
Short description of work completed	
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client	
Project Value	
Engagement Value	
Start Date	
End Date	
National Code of Practice Applied? Y/N	
Civil / Infrastructure Works	Engagement 3
Name Of Engagement	N/A
Short description of work completed	
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Client	
Project Value	
Engagement Value	
Start Date	
End Date	
National Code of Practice Applied? Y/N	

Residential/Accommodation	Engagement 1
Name Of Engagement	DADHC Group Home, Argenton
Short description of work completed	Construction of a new group home
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide details:
Client	NSW Public Works
Project Value	\$1,064,248.00 incl. GST
Engagement Value	\$888,800.00 incl. GST
Start Date	06/03/2009
End Date	12/02/2010
National Code of Practice Applied? Y/N	Y
Residential/Accommodation	Engagement 2
Name Of Engagement	ADHC Group Villas, Bonnells Bay
Short description of work completed	Construction of villas
Were premises/area occupied during this engagement? (for Capital Works Building only)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide details:
Client	NSW Public Works
Project Value	\$1,458,530.00 incl. GST
Engagement Value	\$1,341,450.00 incl. GST
Start Date	20/06/2010
End Date	31/05/2011
National Code of Practice Applied? Y/N	Y
Residential/Accommodation	Engagement 3
Name Of Engagement	Stockton Centre
Short description of work completed	Construction of 4 new cottages
Were premises/area occupied during this	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

engagement? (for Capital Works Building only)	If Yes, provide details:
Client	NSW Public Works
Project Value	\$2,886,525.00
Engagement Value	\$2,382,600.00
Start Date	26/04/2006
End Date	08/03/2007
National Code of Practice Applied?	Y

National Code of Practice

For further information on the National Code of Practice suppliers should refer to the following:

www.deewr.gov.au/WorkplaceRelations/Policies/BuildingandConstruction/Pages/default.aspx

Part 4 – Insurances

Suppliers to provide insurance details. A full copy of each policy must be provided if requested by the University.

Insurance Type	Requirements	Policy No.	Expiry Date	Cover Value
Public and Product Liability	Minimum \$20 million unlimited in aggregate	22-0114559CAR	30/06/12	\$ 20M
Workers Compensation	As required under Statutory Obligations	1NF0010142 GWC154	30/06/12	\$ As required
Professional Indemnity (Where required by Project Risk)			/ /	\$

Part 5 – Quality Management System

A satisfactory response to this section is required before an application will be considered

Please list 3rd party certification of Quality Management System.

Does your firm operate a Quality Management System? Yes No

If answering 'Yes' to the above question, please provide further details below

Please list 3rd party certification of Quality Management System

Name of Certification	Year Obtained	Expiry		
AS/NZS ISO9001-2008	2010	24/05/2013		
If your company is not 3rd party certified to AS/ANZ ISO 9001:2008, indicate if the following have been obtained, and by what means:	Yes / No	External Training or Qualification	Internal Process	
Awareness of pertinent standards and codes of practice.				
Commitment to continuous improvement of Quality Management System performance.				
Procedures for monitoring the supplier Quality Management System performance and for investigation and corrective action in the event of any non-conformance, including for subcontractors.				

Part 6 – Occupational Health Safety & Welfare System (OHS & W)

A satisfactory response to this section is required before an application will be considered

Please list 3rd party certification of OHS&W System.

Does your firm operate an OHS & W System?

Yes No

If answering 'Yes' to the above question, please provide further details below

Name of Certification	Year Obtained	Expiry
NSW Government OHSMS (4 th Edition)	2011	08/08/2014

If your company is not 3rd party certified indicate if the following have been obtained, and by what means:	Yes / No	External Training or Qualification	Internal Process
Documented OHS&W Policy & System.			
Awareness of pertinent standards and codes of practice.			
Commitment to continuous improvement of OHS&W performance.			
Procedures for monitoring OHS&W performance and for investigation and corrective action in the event of an environmental non-conformance, including for subcontractors.			

Any reportable incidents or infringement notices under the OHS&W Act has been issued in the last 2 years, and evidence that corrective action has been implemented.

Part 7 – Systems & Software, Accreditations, & Professional Memberships

The UoN seeks information relating to systems and software (internal or industry standard) utilised by the Supplier and a list of systems accreditations and professional memberships held by the Supplier.

Systems & Software

-Small Business Server – Microsoft Windows Small Business Standard Edition – 6 User CALs
-MYOB Account Right Premier Accounting Program
-Buildsoft Estimating Program
-Microsoft Project
System and software maintained by S.O.S. Computers.

Accreditations

AS/NZS ISO9001-2008 – Quality Management System
NSW Government Occupational Health and Safety Management Systems Accreditation No: DFS 11-00149

Professional Memberships

Newcastle Master Builders Association

Part 8 – Equal Opportunities

Does your organisation have a documented equal opportunities policy, to avoid discrimination?

Yes No

Part 9 – Environmental Management Systems

Does your organisation use Environmentally Sustainable practices and/or Design methodology? Yes No

Please briefly provide details of your firms Environmentally Sustainable practices and/or Sustainable Design methodology below (maximum 200 words):

Brief Description: R.T. Parker Pty Ltd prepares an Environmental Management Plan for each project awarded. The plan provides for the management of potential environmental issues for each project and outlines how the requirements of the specification have been addressed. The Plan is based on AS/NZS ISO 14001:2004 Environmental Management System guidelines.

Our system addresses many of the Environmental Management Processes listed below.

Environmental Management Certification

	Date received (dd/mm/yyyy)	Inspecting Agency	Registration Number
We have ISO 14001 certification		N/A	
We plan to get ISO 14001 certification within one (1) year	Date inspection is scheduled (dd/mm/yyyy)	N/A	

Environmental Management Processes

Category	Evaluation Standard	Evaluation
Corporate Philosophy/Policies	1) We have a corporate philosophy regarding environmental conservation	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2) We have established an environmental policy, and pledge both to continually strive for improvement and to prevent pollution	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3) We pledge to respect all applicable laws and regulations in our environmental policy	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4) We will ensure that all our employees comply with our environment policy and will do all we can to enable third parties to establish environmental policies as well.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Planning	5) We have established environmental conservation targets and objectives	<input type="checkbox"/> Yes <input type="checkbox"/> No
	6) We have a plan for achieving our environmental conservation targets and objectives	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organisation	7) We have clearly established individual and organisational roles for meeting our targets	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evaluation System	8) We control and evaluate the following and strive for improvement,	<input type="checkbox"/> Yes <input type="checkbox"/> No
	i) Air pollution	<input type="checkbox"/> Yes <input type="checkbox"/> No
	ii) Water pollution	<input type="checkbox"/> Yes <input type="checkbox"/> No
	iii) Noise and vibrations	<input type="checkbox"/> Yes <input type="checkbox"/> No
	9) We do not use substances whose use is forbidden by law	<input type="checkbox"/> Yes <input type="checkbox"/> No
	10) We have reduced our use and disposal of voluntarily regulated substances	<input type="checkbox"/> Yes <input type="checkbox"/> No
	11) We control our use and disposal of voluntarily regulated substances	<input type="checkbox"/> Yes <input type="checkbox"/> No
	12) We dispose of waste properly	<input type="checkbox"/> Yes <input type="checkbox"/> No
	13) We conserve energy (electricity, natural gas, fuel, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	14) The relevant regulatory authorities have not issued us any warnings or subjected us to any penalties in the past three (3) years	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disclosure of Information	15) We have a product assessment system (for evaluation of our products' compatibility with the environment	<input type="checkbox"/> Yes <input type="checkbox"/> No
	16) We publish or provide information on our environment conservation policies	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 10 – Design and Construct Capability (where applicable)

Does your organisation have a Design and Construct capability?

Yes No

Please briefly provide details of your firms Design and Construct capability below (maximum 200 words):

R.T. Parker Pty Ltd has the capability to undertake Design and Construct projects. We have established relationships with various external consultants who we would engage to assist with any required design process.

Part 11 – Sign Off

Suppliers are required to sign and return the Qualified Supplier Application. The signature must have appropriate authority within their organisation and can attest that information supplied is accurate. A digitally signed document or image of the signature will suffice.

Signature	
Print Name	BRIAN PARKER
Role	JOINT MANAGING DIRECTOR
Date	8 DECEMBER 2011