



Campeyn Group & United Lifts Service Agreement

Facilities Maintenance Contract

Summary	Details
Service	Lift Maintenance
Start Date	5/03/18
End Date	5/03/19
Annual Cost	\$20,200.00 +GST

Details of the Service Agreement

Overview

The purpose of this Service Agreement is to ensure a comprehensive service delivery to Campeyn Group. By working for Campeyn Group the contractor is by extension representing Campeyn Groups delivery of the contract with Council. Therefore, the contractor must ensure that all obligations outlined in this Service Agreement are met.

United Lifts will provide the services to Campeyn Group as set out below and, on the terms, and conditions. By signing this Service Agreement, United Lifts agrees to Campeyn Group's trading terms and conditions.

Detailed Specifications of Service in line with regulatory compliance

8x Passenger Lifts and 4x Personal Transportation
(Here in after called "Equipment")

Located at: Cardinia Shire Council Sites (See Attached Document)

Service Outline

2. **United** shall unless otherwise herein stated:

- a) Provide suitably trained and supervised technicians to service and maintain the lift installation as often as is necessary to maintain the Equipment in a proper condition.
- b) Provide service attendance at the Premises at times agreed upon by the **OWNER** and **United** provided that except for the purpose of Clause 3 hereof (stoppages and malfunctions), **United** technicians shall not be obliged to attend to the Equipment outside **United** normal working hours (8.00 am to 5.00 pm on weekdays) or during statutory or award public holidays.
- c) Ensure that the standard of service provided is such that both frequency and duration of breakdowns and emergency shutdowns are kept to a minimum.
- d) Examine and lubricate regularly as required all parts of the Equipment which need such attention.
- e) Inspect the Equipment for worn, burnt, broken or otherwise unserviceable components.
- f) Repair, amend, adjust, replace or renew, as appropriate all parts of the Equipment when such is the result of fair wear and tear and provided the Equipment has been operated in a correct manner by or for the **OWNER**.
- f) Keep in a clean and tidy condition:
 - i) Equipment in machine room and secondary floor
 - ii) Internal surfaces of the lift well enclosure including ledges and beams
 - iii) Lift pits

Other than accumulated rubbish originating from outside such areas.

- g) Without limiting any other provision hereof, perform periodic safety inspections as are required by statute or regulations in existence at the date hereof and either cause any new legal requirements in respect of the Equipment to be complied with or at least advise the **OWNER** of any new requirements.
- h) Stock such spare parts as are considered reasonably necessary for the adequate performance of this contract.
- i) Report to the **OWNER** whenever it may be necessary to shut down the Equipment to allow **United** to perform any extensive work necessary.

3. **United** shall attend to all stoppages and malfunctions as expeditiously as is reasonably practicable having regards to the stoppage or malfunction after the receipt of calls reported by or for the **OWNER** at any time (day or night) and such attendance shall be without any charge to the **OWNER**, when such stoppage or malfunction arises in the course of the Equipment being operated normally and in a correct manner by or for the **OWNER**. If the attendance is required outside **United**'s normal working hours, only such adjustment and minor temporary repairs will be effected as can be carried out by the attending **United** employees, and other work will be carried out during **United**'s normal working hours on the next business day. When the reported nature of a stoppage or malfunction is not detrimental to the safety of persons nor of any significant effect on the

service provided by the Equipment, then attendance to the same shall be carried out during the next visit to the Premises pursuant to Clause 2 hereof (routine maintenance). The **OWNER** undertakes to immediately inform

United of any Equipment

OWNER, its servants and agents has either constructive or actual knowledge of such malfunction.

malfunction as soon as the

Exclusions:

5. Exclusions from Comprehensive Service

United SHALL NOT BE responsible for the maintenance of:

- a) Electric light and power mains and switchgear on the supply side of the subject Equipment main circuit breaker
- b) Enclosure of lift wells (including internal surfaces, ledges, beams and sills thereof) motor and sheave rooms, access doors, windows, locks thereto, etc..
- c) Motor or machine room ventilation, fire fighting equipment, etc..
- d) Lift pit sump pumps or other Equipment installed so as to remove water from lift pits or machinery areas.
- e) Fusion of electric motors
- f) Landing door panels or frames architraves, transoms and sills;
- g) Car superstructures and material on the internal surfaces thereof and including floor to floor coverings, door panels, plenum chambers, light diffusers, removable ceiling and panels, handrails and other architectural features and accessories.
- h) Light, globes/tubes and fittings for the lighting of lift cars, escalators and moving walks, balustrades, lift wells, pits and machinery enclosures.
- i) Telephone, piped music, communication, audio/video and security equipment also any wiring thereto external to the lift well, machine or sheave rooms.
- j) Caissons, cylinders, and buried piping on hydraulic lifts, other than normal wearing parts and seals.
- k) Balustrades, handrails, skirtings, step chains, decking and other panels or floor plates of escalators and moving walks.
- l) Faceplates of lift car, enclosure or other push button and indicator panels.
- m) Any additions, alterations or amendments to any of the Equipment undertaken after the date of execution of this contract which is not supplied and installed by **United**.

Any faults noted during our inspection relating to the above, will immediately be communicated to the **OWNER** or his representative.

Contractor Details

Details of Contractor	Details
Company	United Lifts



Name

ABN 81082447658

Address 3/260 Hyde Street Yarraville
3013

Company Contact Caroline Wallbank 0412611018

Company Contact Number / Email info@unitedlifts.com.au (03) 9687-9099
caroline@unitedlifts.com.au

Pricing

Annual Cost: \$20,200.00 + GST

Reactive service charge cost:

Normal Working Hours: 7:30am – 5pm Monday to Friday

Emergency Call Out's between 5pm – 7:30am

After Hours \$150 x 4 = \$600

Monday – Friday: \$150 Call Out plus \$120 Per Hour

Saturday: \$250 Call Out Plus \$120 Per Hour

Sunday: \$350 Call Out Plus \$120 Per Hour

Payment and Invoicing Terms

By signing this agreement, you are adhering to Campeyn Group's payment terms of 45 days end of month.

The contractor shall only invoice documentation has been provided.

Campeyn Group once all relevant

The contractors invoice must include the following:

- 1) Business Name
- 2) Campeyn Group Call Number
- 3) Campeyn Group Purchase Number
- 4) Site
- 5) Brief description of works
- 6) Number of hours worked (quantified)
- 7) Cost broken down to Ex GST, GST, Inc GST

All invoices are to be sent to accounts@campeyngroup.com.au

Schedule (if applicable)

See appendix specified at the end of this document.

The service shall be between:

Client Manager Representative of Campeyn Group



(Signature)



(Full Name)



(Date)

Authorised Representative of United Lifts



(Signature)

Service Account Manager

(Position)

Caroline Wallbank

(Full Name)

29/03/2018

(Date)

Terms and Conditions

1.1 Payment Terms

For large jobs/ quoted/ project works/ scheduled maintenance/ Emergency works the terms are 45 days EOM from invoice date. If an invoice is submitted at the end of the month, the payment terms are 45 days.

All invoices must be submitted to accounts@campeyngroup.com.au for processing. All queries in relation to accounts are to be made to accounts@campeyngroup.com.au

2.1 Inductions

All contractors that are to work on a Campeyn Group work site must be inducted via Campeyn Group's online induction platform.

2.1.1 Contractor Details

This includes personal details, emergency contacts, disclosing medical illness risks, disclosing any pre-existing injuries that may affect the works being completed for Campeyn Group.

2.1.2 Compliance

At a minimum a contractor must have a driver's licence, relevant trade licences police and working with children's check before commencing any work with Campeyn Group. All contractors must have their working with children's check on them at all times.

All contractors must also provide public liability information.

Any vehicles being utilised to complete Campeyn Group's services must contain an in-date fire extinguisher, fully stocked first aid kit and tested and tagged tools.

All contractors on site must wear long sleeve shirts with a collar and long pants down to ankles.

All contractors on site must wear steel cap boots.

Facial piercings are not to be worn during work hours.

Keys may be allocated to subcontractors to access sites. These keys must be signed out at the office and returned at the end of trade. If a key is lost the office must be notified ASAP.

A site is not to be attended without approval from the site contact.

Contractors must wear Campeyn Group distributed ID Cards at all times.

Contractors must ensure that Campeyn Group distributed ID Cards are visible at all times.

Any damage caused by any contractor is the contractor's responsibility to repair at their own cost.

If emergency services are called to a site due to the contractor not isolating alarms etc then this cost is forwarded to the contractor.

2.1.3 OH&S

All contractors are required to complete an OHS Campeyn induction that details procedures for injury reporting, requirements for completing pre-works SWMS for all jobs and details Campeyn Group policies.

3.1.1 Reporting

The contractor must:

- Use Pronto for all jobs.
- Maintain records and log books
- Completed and send service reports for all sites completed in the month
- Report to Campeyn Group in the first week of the new month on all works completed in the last month as per the appendix of works
 - Reporting of services must be reported via the reporting/excel requirements as provided by Campeyn Group
- Defects are to be reported in Excel with the sites and recommendations listed



- SWMS for all works must be provided
- Pictures of reactive works before and after must be provided
- Parts for work on scheduled maintenance jobs shall be called through to Campeyn Group's office to request a new P/O to invoice the cost of these under
- Any WorkCover inspections is solely the contractor's responsibility and any fines / notices and results are to be recorded to Campeyn