

APPENDIX D – MINUTES OF SUBCONTRACT PRE-LETTING MEETING

The purpose of the meeting is to ensure the obligations of the proposed Subcontract are clearly understood by both parties. It provides an opportunity for both parties to discuss and agree issues that are important to the delivery of a successful project.

Contractor:

Contract Title:

Contract No.:

Site Address:

Phone No.:

Attending: a)

b)

c)

Venue:

Contractor Representatives:

Office:

Mobile:

Site:

Mobile:

Safety:

Mobile:

Subcontract Trade:

Subcontractor:

Name:

Address:

Phone No.:

Fax No.:

Email:

Attending: a) _

b)

c)

Date:

Subcontractor Representatives:

Office:

Mobile:

Site:

Mobile:

Safety:

Mobile:

Sub Contract Details

Submitted Tender Value: \$ _____ (excl GST)	Agreed Subcontract Sum: \$ _____ (excl GST)
Confirmation specific conditions have been agreed (as attached): _____	
Scope of subcontract works:	
<p>Subcontractor clarifications not covered in Subcontract Specific Conditions:</p> <p>Where responsibility for an item below is assigned to the Subcontractor in "Subcontract General Conditions", any change should be clearly defined in the "Special Conditions" section of the "Subcontract Specific Conditions".</p> <p>Numbers in brackets refer to relevant clauses in "Subcontract General Conditions".</p>	

Work Items		Responsibility		Comments
No.	Item	Contractor	Sub-contractor	
1.	Set out grid lines and floor levels			
2.	Set out from grid lines and provide datums			
3.	Provide offices, workshops, storage and containers (5.4.2)			If 5.4.2 does not apply, detail in "Special Conditions" section of "Specific Conditions"
4.	Provide lunch room and toilets (5.4.2)			If 5.4.2 does not apply, detail in "Special Conditions" section of "Specific Conditions"
5.	Unloading of materials and plant			
6.	Distribution of materials to working area			
7.	Scaffolding (fixed or mobile) up to 3 metre platform height (5.5) (extent & duration must be agreed prior to erection)			
8.	Scaffolding above a 3 metre platform height (5.5) (extent & duration must be agreed prior to erection)			
9.	Use of personnel hoist (5.6)			
10.	Use of tower crane (5.6)			
11.	Crane booking system (5.6) (unscheduled or late deliveries may be rejected)			
12.	Special hoisting facilities (i.e. crane / hoist / forklift) (5.6)			
13.	Site lighting (background, safety and task specific lighting)			
14.	Power for hand tools only – 240V (leads by Subcontractor)			
15.	Additional power requirements (e.g. 3 phase)			
16.	Water supply point on each floor (hoses by Subcontractor)			
17.	Fume extraction			
18.	Mark out holes and chases and supply drawings of these			
19.	Cutting holes and chases (adequate notification required)			
20.	Clean area of work on a daily basis (5.8)		Yes / No	If 5.8 does not apply, detail in "Special Conditions" section of "Specific Conditions"
21.	Removal of debris, waste and packaging to designated bins (5.8)		Yes / No	If 5.8 does not apply, detail in "Special Conditions" section of "Specific Conditions"

Work Items		Responsibility		Comments
No.	Item	Contractor	Sub-contractor	
22.	Final clean on completion of Subcontract Works (5.8)		Yes / No	If 5.8 does not apply, detail in "Special Conditions" section of "Specific Conditions"
23.	Protect work in progress (5.1)		Yes / No	If 5.1 does not apply, detail in "Special Conditions" section of "Specific Conditions"
24.	Protect work until practical completion (5.1)			
25.	Establish & agree approved quality assurance check sheet (5.11.1)			
26.	Attendance on all progress, technical and safety meetings (5.15.1)			
27.	Work permits for all non-residents entering site			
28.	Samples and prior material approvals			

29.	Issues With Methodology / Quality / Design / Specification a) _____ b) _____ c) _____		
30.	Technical Alternatives Innovative suggestions for delivering the specified works, or providing cost or performance advantage (for consideration by the Contractor or Principal)		
31.	Alternative Materials or Products (5.12) Material or product substitution suggested by the Subcontractor because of availability or supply issues (for consideration by the Contractor or Principal)		
32.	Site Access Will be as follows: (deliveries need to be coordinated with site team to prevent congestion and delays)		
33.	Subcontractor to provide detailed weekly returns on labour and others?	Yes /	No
34.	Subcontractor to advise if they propose to subcontract any work?	Yes /	No
	A list of proposed Subcontractors to be supplied and prior approval from Contractor required		
35.	Level of supervision to be provided:		
36.	Completion of the Subcontract works: a) Approximate Commencement Date: b) Programme (construction programme issued at meeting and key dates agreed) c) Working Hours on Site: <div style="margin-left: 40px;"> additional hours can be worked with prior agreement, but only while a Contractor's representative is present 7.00am – 6.00pm Monday – Thursday 7.00am – 5.00pm Saturday 7.00am – 5.00pm Friday </div>		

37.	Shop Drawings Number of copies and drawing size for each submission: Shop drawing review and approval period:	
38.	Design Obligations	Yes / No
39.	Safety The Subcontractor must comply with the Contractor's health and safety policy and, where relevant, the Principal's health and safety policy. The Subcontractor must provide the following: <ul style="list-style-type: none"> • Subcontractor's health and safety policy • Site specific safety plan • Site specific task analysis • How Subcontractor will conduct hazard inspections • Plant and equipment records (i.e. maintenance, and weekly inspections) • All mobile plant and equipment must be fitted with roll over protections and safety belts • Training and competency records of all staff • All personnel will be required to have a current Site Safe Passport or equivalent • All personnel are required to use appropriate personal protection equipment • Material safety data sheets of hazardous materials (where applicable) Subcontractor safety meeting to review the above information must be conducted before commencement of Subcontract Works Subcontractor representative to action: _____ By when: _____	
40.	The Subcontractor confirms that all terms and conditions in their quotation are deleted, except those included in the Specific Conditions of Subcontract	Yes / No
41.	The Subcontractor confirms that their price includes allowance for complying with the provisions of the Head Contract including the specification and drawings	Yes / No
42.	The Subcontractor confirms acceptance of the Subcontract conditions without modification. The signed agreement must be returned before any payment is made	Yes / No
43.	The Subcontractor agrees to work within the Contractor's quality assurance procedures (5.11)	Yes / No
44.	The Subcontractor's rates and margins on variations have been submitted and agreed	Yes / No
45.	Any other matters a) b) c)	
46.	These minutes accurately record our discussion. Dated: _____	

SIGNED by the CONTRACTOR:

SIGNED by the SUBCONTRACTOR:

Position

Position
