DIT Project Procurement & Contracts

Prequalification Application Form Supply/Placement of Bituminous Materials

Edition: September 2023

# General

INSTRUCTIONS

Companies (Applicants) wishing to apply for prequalification for the Supply / Placement of Bituminous Works with the Department for Infrastructure and Transport (DIT) must fill out this Application Form and attach the information requested.

* Complete the Application Form and save as a .docx or .pdf file (without these instruction pages).
* save the attachments as .pdf files. Where the files are small, they should be combined so that an absolute maximum of 20 files in total are submitted. Strictly follow the numbering system in this form when preparing the attachments.

**Submitting the Application**

Applications must:

1. include all documentation outlined in this Application Form, together with any other supporting technical or financial information.

1. include file names which clearly indicate the applicable section numbers of this application that are addressed in the file.
2. be marked:

**DIT Prequalification Application**

**Attention: Team Leader, Prequalification and Tender Management.**

1. be emailed to [DIT.Prequal@sa.gov.au](mailto:DPTI.Prequal@sa.gov.au) or compiled on a USB memory device and posted to **GPO Box 1533, ADELAIDE SA 5001**
2. Applicants must nominate an authorised person as a single point of contact on the application for the business seeking to become prequalified. The authorised person must be capable of acting on behalf of the business to provide all information required for the application. The Department will not liaise with anyone who is not authorised to act for the Applicant.

Edition December 2022

**Do not** submit a hard copy.

# Enquiries may be directed to [DIT.Prequal@sa.gov.au](mailto:DPTI.Prequal@sa.gov.au) or phone (08) 7133 1263.

# Contractors Licence Requirement

It is a mandatory requirement for DIT Prequalification, that the applicant has a relevant South Australian Builders Licence.

The Department, in consultation with Consumer and Business Services (CBS), has determined the company licence must be unconditionally noted with any of the following conditions:

*•* ***“CIVIL CONSTRUCTION”***

***• “ANY BUILDING WORK”***

***• “PAVING”***

It is also a mandatory requirement for any nominated supervisor under the company licence to also be endorsed with any of the above listed conditions.

Applicants who are unable to satisfy the licencing requirements will not achieve DIT Prequalification.

Should you require assistance with obtaining the required licence please contact Consumer and Business Services (CBS) on any of the details below:

• [https://www.cbs.sa.gov.au/work-business-licences#](https://www.cbs.sa.gov.au/work-business-licences)

• Email: [occupational@sa.gov.au](mailto:occupational@sa.gov.au)

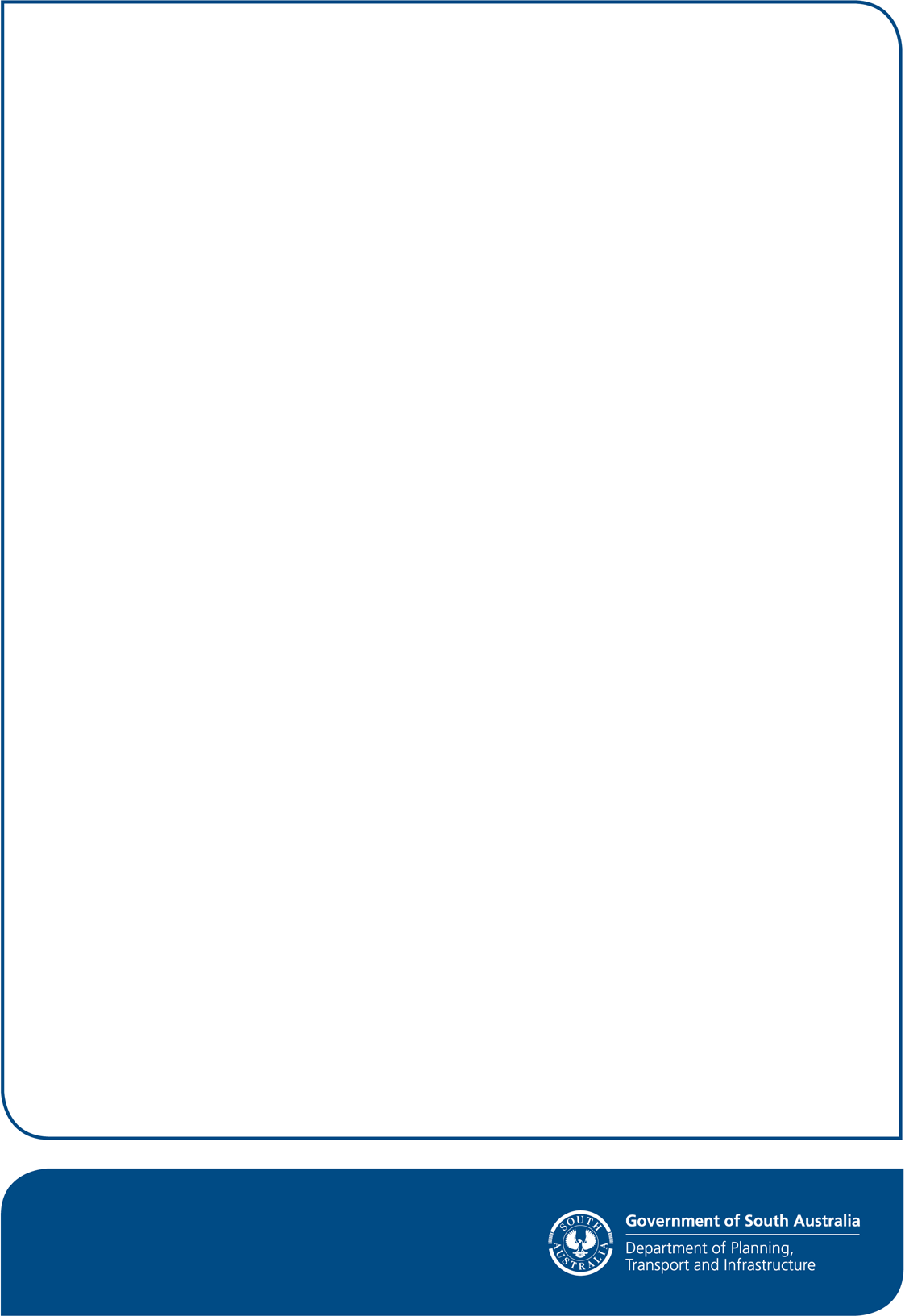
• Phone on 131 882 (and press option 4)

# decorativePublication of Details

Once prequalified, the contact details provided in this Application Form will be published on the following internet site: [https://www.dit.sa.gov.au/contractor\_documents/prequalification](https://www.dpti.sa.gov.au/contractor_documents/prequalification).

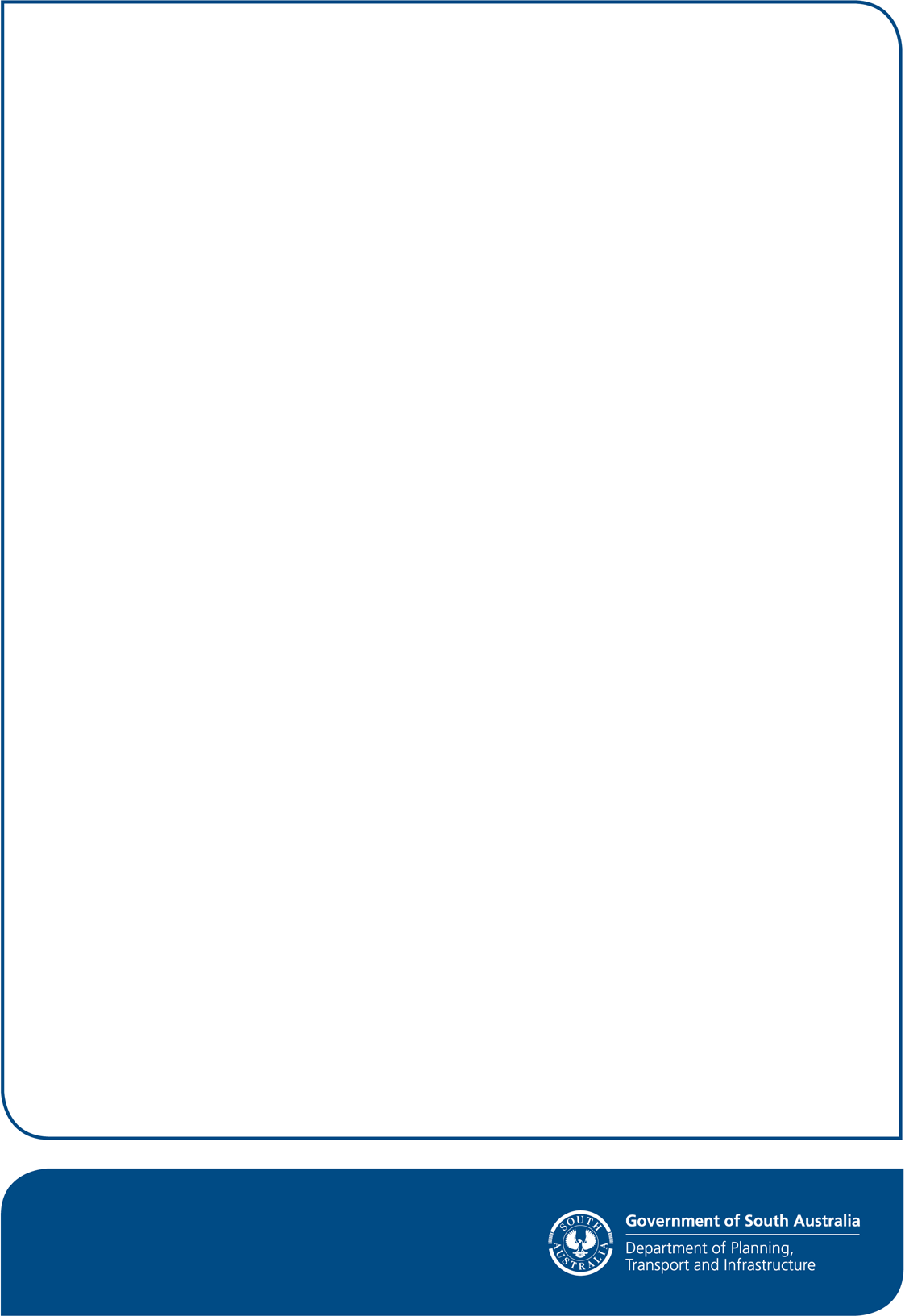
It is Applicant’s responsibility to ensure that the contact details provided are up to date.

Contractors must be registered on the SA Tenders and Contracts internet site ([https://www.tenders.sa.gov.au](https://www.tenders.sa.gov.au/) ) to receive invitations to tender.



|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | …………………………………………………………………… | | |
| **Company Numbers:** | **ABN**……………………………**ACN**…………….……….… | | |
| **Address of Registered Office** | ……………………………………………………………… | | |
| **Place of Business in South Australia (if relevant)** | ……………………………………………………………… | | |
| **Postal Address**  **Email** | …………………………………………………………………  ………………………………………………………………… | | |
| **South Australian Contractors Licence**  **(Attach a copy of licence)** | **Licence No.** | **Licence Conditions**  Civil  Any Building  Paving | **Expiry Date** |
| **Management Systems - Certificates** | **OH&S - ISO45001** | **QMS - ISO 9001** | **EMS - ISO 14001** |
| **FSC Accreditation** | **Submitted YES/NO (may be required for tenders)** | | |
| **Return to Work SA Certificate** | **Submitted YES/NO (please select)** | | |
| *The above email address should be a company mailbox, not a personal email address. To receive invitations to tender, you must be registered with SA Tenders and Contracts. Please ensure that the contact details submitted to SA Tenders and Contracts remain current.*  **Contact Details for Prequalification Matters** | | | |
| **Contact Person** | ………………………………………………………………… | | |
| **Position in Company** | ………………………………………………………………… | | |
| **Telephone** | ………………………………………………………………… | | |
| **Mobile** | ………………………………………………………………… | | |
| **Email** | ………………………………………………………………… | | |

|  |  |
| --- | --- |
| **Agree to comply with the DIT Master Specification at all times:** | **YES / NO** |
| **Refer:** [**https://dit.sa.gov.au/contractor\_documents/masterspecifications**](https://dpti.sa.gov.au/contractor_documents/masterspecifications) | |

**Prequalification Class being applied for (please indicate)**

|  |  |  |
| --- | --- | --- |
| Asphalt: |  | A1 - Placement Only |
|  |  | A1 - Supply & Place |
| Asphalt (Complex): |  | A2 - Supply Only |
|  |  | A2 - Supply & Place |
| Spray Seal: |  | S1 – Spray Seal Surfacing |
|  |  | S2 – Complex Spray Seal Surfacing |
| Shape Correction: |  | C1 – Thin Shape Correction |
|  |  | C2 – Complex Thin Shape Correction |

**Details supporting this application for Prequalification are attached.**

**In submitting this application I agreed to comply with the DIT Conditions of Prequalification (refer:** [**https://www.dit.sa.gov.au/contractor\_documents/prequalification**](https://www.dpti.sa.gov.au/contractor_documents/prequalification)**).**

**Signed:** …………………………………….. **Date:** ………………..……………..



**Please provide the information listed in the column “INFORMATION TO BE SUBMITTED BY APPLICANT” in the following table:**

***These columns for DIT use only***

## SUBJECT INFORMATION TO BE SUBMITTED BY APPLICANT MINIMUM REQUIREMENT

**For A1, S1 and / or C1**

**MINIMUM REQUIREMENT**

**For A2, S2 and / or C2**

**Meets Requirement?**

**(Yes / No)**

1. **COMPANY STRUCTURE**

**Meets Requirement?**

**(Yes / No)**

Outline of company structure and ownership For information only. For information only.

Organisational Chart showing key personnel, including Company Directors, Operations Managers, Project Managers, key professional staff, & key site supervisory staff.

For information only. For information only

1. **INSURANCE** Evidence of Insurance Policies and certificates of currency $10,000,000 Public Liability insurance. $10,000,000 Public Liability insurance.

## COMPANY PERSONNEL AND

CV’s for key staff, clearly setting out levels of experience / qualifications in (at the minimum the bituminous industry including:

*Note: the following requirements only apply to staff nominated to work on DIT projects:*

## COMPETENCY

* + experience/capability on projects of similar complexity and value to the category being applied for;
  + experience in traffic management in accordance with AS 1742.3 for light and heavy traffic conditions;
  + completion of a course in “Work Zone Traffic Management”;
  + Any evidence of training ie relevant to the area, including training plans.

Senior manager has at least 5 years experience in the bituminous industry or similar.

Adequate professional and technical resources available, commensurate with size of organisation.

Key Professional Staff have more than 3 years professional experience in the bituminous industry.

Number of experienced Supervisors appropriate for size of contracts undertaken by company.

Senior manager has at least 7 years experience in the bituminous industry or similar.

Adequate professional and technical resources available, commensurate with size of organisation.

Key Professional Staff have more than 5 years professional experience in the bituminous industry.

Number of experienced Supervisors appropriate for size of contracts undertaken by company.

Senior supervisors have at least 3 years experience in the bituminous industry or similar.

Senior supervisors have at least 5 years experience in the bituminous industry or similar.

Permanent Staff have appropriate experience for their positions

Permanent Staff have appropriate experience for their positions

## COMPANY WORK HISTORY

Details of completed relevant contracts in the last 3 years, including:

* + Project Name & Description;
  + Contract type;
  + Client Name and contact details of a Referee;
  + Date for Practical Completion;
  + Detail the conditions of contract used by the company for its subcontracts, and the extent of their use;
  + Details of asphalt mixes registered with DIT (A1 and A2 only);
  + Details of level of experience with the supply, manufacture and application of various binder types ie (PMB’s, Crumb Rubber, Emulsions etc);
  + Date of Practical Completion and relevant details if the Date for Practical Completion was not met;
  + Initial and final Contract Sum..

Evidence of successful completion of relevant bituminous contracts over the past 3 years.

Evidence of successful completion of bituminous contracts in medium traffic conditions.

Satisfactory knowledge / understanding of DIT specifications or equivalent

Evidence of successful completion of bituminous contracts over the past 3 years as follows:

* + Exceeding $75,000 if already Prequalified to A1, S1 or C1,
  + Exceeding $400,000 if not Prequalified to A1, S1 or C1.

Evidence of successful completion of bituminous contracts in heavy traffic conditions (eg arterial roads).

Evidence of successful completion of contracts with liaison with local business / community.

Satisfactory knowledge / understanding of DIT specifications or equivalent

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| --- | --- | --- |
|  | | ***These columns for DIT use only*** |
|  | If these contracts are not for DIT or another State Road Authority,  provide evidence of knowledge and understanding of DIT specifications | Demonstrated ability to manage work as a prime contractor Demonstrated performance in managing and fair dealing with plus some level of experience in subcontracting. sub-contractors.  Appropriate scheduling systems in place and staff with Appropriate scheduling systems in place and staff with scheduling expertise. scheduling expertise.  Staff have undertaken appropriate training, including AAPA Supervisors and Staff have undertaken appropriate training, competency based training for critical processes and White including AAPA competency based training for critical  Card training. processes and White Card training..  No requirements Satisfactory understanding and approach to Partnering  Certified quality system to recognised a standard (e.g CCF IMS Certified quality system to AS / ISO 9001 or AS / ISO 9001)  Certified EMS to recognised a standard (e.g CCF IMS or Certified EMS to AS 14001 AS / ISO 14001)  Certified WHS management system to recognised a standard Certified WHS management system to AS 45001 (e.g CCF IMS or AS / ISO 45001)  Satisfactory certification Satisfactory certification  A satisfactory response to any an Infringement Notice under A satisfactory response to any an Infringement Notice under the WHS Act and evidence that Corrective Action has been the WHS Act and evidence that Corrective Action has been implemented implemented. |
| **(5) SUBCONTRACTORS** | Details of approach to managing subcontractors |
| **(6) SCHEDULING SYSTEMS** | Outline of the scheduling systems used by the company for programming of the works |
| **(7) TRAINING** | Outline of the company’s training plan to ensure that personnel have the appropriate skills and records of training. |
| **(8) PARTNERING** | The company’s policy on partnering including your understanding of partnering, and what your company can contribute to a partnering relationship. |
| **(9) QUALITY**  **MANAGEMENT** | Copy of certification of quality management system; |
| **(10) ENVIRONMENTAL MANAGEMENT** | Copy of certification of environmental management system (EMS). |
| **(11) WORK HEALTH & SAFETY (WHS/OH&S)** | Copy of certification of WHS management system. |
| Return to Work (Workcover) Registration Number, Certificate of Currency for Workers Compensation and a copy of the annual Return to Work (Workcover) renewal notification. |
| If an Infringement Notice under the WHS Act has been issued in the last 2 years, details of the Notice and evidence that Corrective Action has been implemented. |

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| **APPLICATIONS FOR A1 AND A2**  **Plant, Technical Resources and Systems to Meet Part R27 Requirements for Asphalt Production (not required if prequalification for placement only is being sought)** | | | | | |
| **SUBJECT** | **INFORMATION TO BE SUBMITTED BY APPLICANT** | **MINIMUM REQUIREMENT FOR A1** |  | **MINIMUM REQUIREMENT FOR A2** |  |
| **(12) ASPHALT PRODUCTION –**  **PLANT & RESOURCES** | Detailed description of major plant, facilities, and other resources to demonstrate compliance with the requirements specified. (information is  to include age of plant, capacity, dimensions, last calibration etc.). | Track record & capacity to successfully manage the procurement of Aggregate and Bitumen. |  | Track record & capacity to successfully manage the procurement of Aggregate and Bitumen |  |
| Demonstrated capacity to sample aggregates and bitumen and |  | Demonstrated capacity to sample aggregates and bitumen and |  |
|  | Details of the testing facility, including evidence of accreditation, for the | provide audit samples to required standards | provide audit samples to required standards |
|  |  |  |  |
|  | test methods required in the DIT Master Specification. | Type, size and performance of plant appropriate for size of | Type, size and performance of plant appropriate for size of |
|  |  | contracts undertaken by company. | contracts undertaken by company. Capacity to add RAP into |
|  |  |  | Asphalt mixes. |
|  |  | Demonstration capacity to sample asphalt and provide audit |  | Demonstration capacity to sample asphalt and provide audit |  |
|  |  | samples to required standards. | samples to required standards. |
|  |  | Laboratory Facility:   * accredited with NATA for relevant tests, * Ability to prepare asphalt mix designs for dense mixes. |  | Laboratory Facility:   * accredited with NATA for relevant tests, * Ability to prepare asphalt mix designs for dense and other specialist mixes. |  |
|  |  | Appropriate asphalt aggregate and bitumen transport |  | Appropriate asphalt aggregate and bitumen transport |  |
|  |  | equipment. | equipment. |
| **(13) ASPHALT PRODUCTION - SYSTEMS** | Copy of Process Control documentation, including procedures, Inspection and Test Plans, Corrective Action Requests, audit results and Quality Records. | Process Control Procedures to include:   * Charting of Production Test Results, * Plant Capability analysis. |  | Process Control Procedures to include:   * Plant Schematic Diagram, * Mixing process Schematic, * Selection, documentation and real time charting of critical elements, * Calibration of plant incoming materials to target outputs, * Demonstration that plant meets DIT requirements, * Plant Capability analysis. * Mix Design Procedures * Manufacture of Mixes Procedures |  |

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| **APPLICATIONS FOR A1 AND A2**  **Plant, Technical Resources and Systems to meet Part R28 Requirements for Asphalt Placement** | | | | | |
| **SUBJECT** | **INFORMATION TO BE SUBMITTED BY APPLICANT** | **MINIMUM REQUIREMENT FOR A1** |  | **MINIMUM REQUIREMENT FOR A2** |  |
| (14) **ASPHALT PLACEMENT -**  **PLANT & RESOURCES** | Detailed description of major plant, facilities, and other resources to demonstrate compliance with the requirements specified. (information is  to include age of plant, capacity, dimensions, last calibration etc.). | Type, size and performance of pavers and compaction plant appropriate for size of contracts undertaken by company. |  | Type, size and performance of pavers and compaction plant appropriate for size of contracts undertaken by company. |  |
| Track record & capacity to successfully managing cold planing |  | Type, size and performance of planers appropriate for size of |  |
|  | Details of the testing facility, including evidence of accreditation, for the | resources. | contracts undertaken by company. |
|  |  |  |  |
|  | test methods required in the DIT Master Specification. | Track record & capacity to successfully manage coring | Satisfactory coring capacity and accredited laboratory with |
|  |  | resources. | NATA for relevant tests. |
|  |  | Appropriate equipment for transportation of asphalt & plant. |  | Appropriate equipment for transportation of asphalt & plant. |  |
|  |  | Track record & capacity to successfully manage the |  | Track record & capacity to successfully manage the |  |
|  |  | procurement of bitumen and blended bitumen. | procurement of Bitumen, including source and transportation |
|  |  |  | system. |
|  |  | (optional) Capability to blend bitumen including capacity of plant to blend (i.e volume) and quality control systems in place (control on the blending) for:   * Polymer modified bitumen * Primes and primer binders * Emulsions * Crumb Rubber and * Multigrade. |  | Capability to blend bitumen including capacity of plant to blend (i.e volume) and quality control systems in place (control on the blending) for:   * Polymer modified bitumen * Primes and primer binders * Emulsions * Crumb Rubber and * Multigrade. |  |
|  |  | No, type, size and performance of plant appropriate for size of |  | No, type, size and performance of plant appropriate for size of |  |
|  |  | contracts undertaken by company | contracts undertaken by company |
|  |  | Track record & capacity to successfully manage bitumen |  | Laboratory Facility accredited with NATA for bitumen and |  |
|  |  | testing. | aggregate tests. |
|  |  | Appropriate plant and track record of successfully placing |  | Appropriate plant and track record of successfully placing |  |
|  |  | geofabric during the seal process | geofabric during the seal process |
| (15) **ASPHALT PLACEMENT - SYSTEMS** | Copy of Process Control documentation, including procedures, Inspection and Test Plans, Corrective Action Requests, audit results and Quality Records. | Process Control Procedures to include:   * Testing Plan Procedures * Placement of Mixes Procedures * Insitu Testing Procedures * Reporting to DIT |  | Process Control Procedures to include:   * Testing Plan Procedures * Placement of Mixes Procedures * Insitu Testing Procedures * Reporting to DIT |  |

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| **APPLICATIONS FOR S1 AND S2**  **Plant, Technical Resources and Systems to meet Part R26 Requirements for the Application of Sprayed Bituminous Surfacing** | | | | | |
| **SUBJECT** | **INFORMATION TO BE SUBMITTED BY APPLICANT** | **MINIMUM REQUIREMENT FOR S1** |  | **MINIMUM REQUIREMENT FOR S2** |  |
| (16) **SPRAY SEAL – PRODUCTION AND PLACEMENT** | Detailed description of major plant, facilities and other resources to demonstrate compliance with the requirements specified”. (information is to include age of plant, capacity, dimensions, last calibration etc.).  Details of the testing facility, including evidence of accreditation, for the test methods required in the DIT Master Specification. | Track record & capacity to successfully manage the procurement of bitumen and blended bitumen. |  | Track record & capacity to successfully manage the procurement of Bitumen, including source and transportation system. |  |
| Capability and quality control systems in place to source binders for:   * Polymer modified bitumen * Primes and primer binders * Emulsions * Crumb Rubber and * Multigrade. |  | Capability to source and blend binders including capacity of plant to blend (i.e volume) and quality control systems in place (control on the blending) for:   * Polymer modified bitumen * Primes and primer binders * Emulsions * Crumb Rubber and * Multigrade. |  |
| No, type, size and performance of plant appropriate for size of contracts undertaken by company |  | No, type, size and performance of plant appropriate for size of contracts undertaken by company |  |
| NATA accredited laboratory facility used for bitumen and aggregate tests. |  | NATA accredited laboratory facility used for bitumen and aggregate tests. |  |
| Appropriate plant and track record of successfully placing geofabric during the seal process |  | Appropriate plant and track record of successfully placing geofabric during the seal process |  |
| **(17) SPRAY SEAL – SYSTEMS** | Copy of Process Control documentation, including procedures, Inspection and Test Plans, Corrective Action Requests, audit results and Quality Records. | Contract/specification review pre-tender.  Compliance with AAPA Code of Practice for the Supply and Delivery of Polymer Modified Binders  Purchase, handling and supply of input materials including:   * Aggregate * Bitumen * Modified binders * Adhesion Agent * Geotextile   Critical aspects of process, including but not limited to:   * Seal inspection and design * Aggregate loading, precoating & spreading * Binder Spraying * Management of the site * Geotextile application |  | Contract/specification review pre-tender.  Compliance with AAPA Code of Practice for the Supply and Delivery of Polymer Modified Binders  Purchase, handling and supply of input materials including:   * Aggregate * Bitumen * Modified binders * Adhesion Agent * Geotextile   Critical aspects of process, including but not limited to:   * Seal inspection and design * Aggregate loading, precoating and spreading * Binder Spraying * Management of the site * Geotextile application |  |

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| **APPLICATIONS FOR C1 AND C2**  **Plant , Technical Resources and Systems to meet Part R29 Requirements for the for the Supply and Application of Bituminous Slurry/Micro Surfacing** | | | | | |
| **SUBJECT** | **INFORMATION TO BE SUBMITTED BY APPLICANT** | **MINIMUM REQUIREMENT FOR C1** |  | **MINIMUM REQUIREMENT FOR C2** |  |
| (18) **SHAPE**  **CORRECTION – PRODUCTION AND PLACEMENT** | Detailed description of major plant, facilities and other resources to demonstrate compliance with the requirements specified”. (information is  to include age of plant, capacity, dimensions, last calibration etc.). | No, type, size and performance of plant appropriate for size of contracts undertaken by company |  | No, type, size and performance of plant appropriate for size of contracts undertaken by company |  |
| Evidence of ability to undertake mix design of thin surfacing |  | Evidence of ability to undertake mix design of thin surfacing |  |
|  | Details of the testing facility, including evidence of accreditation, for the | treatments to appropriate standards/guidelines | treatments to appropriate standards/guidelines |
|  |  |  |  |
|  | test methods required in the DIT Master Specification. | Track record & capacity to successfully manage bitumen | Laboratory Facility accredited with NATA for bitumen and |
|  |  | testing. | aggregate tests. |
|  |  | Track record & capacity to successfully manage the |  | Track record & capacity to successfully manage the |  |
|  |  | procurement of materials including binders and aggregates. | procurement and distribution of materials including binder and |
|  |  |  | aggregates |
|  |  |  | Information on any blending capacity to produce binders |
|  |  |  | including history of past results |
| (19) **SHAPE**  **CORRECTION – SYSTEMS** | Copy of Process Control documentation, including procedures, Inspection and Test Plans, Corrective Action Requests, audit results and Quality Records. | Procedures that cover the following: Mix design  Purchase and supply of input materials including:   * Aggregate * Bitumen * Modified binders * Additives   Manufacture including processes to ensure compliance with mix design. |  | Procedures that cover the following: Mix design  Purchase and supply of input materials including:   * Aggregate * Bitumen * Modified binders * Additives   Manufacture including processes to ensure compliance with mix design |  |