

Request for Tender Details	
Title	Request for Tender - Electrical Panel Contractors 20251128
Issue Date	19/01/2026

Closing Time and Lodgement Details	
RFT Closing Date	9/02/2026
RFT Closing Time	5:00pm
Lodgement Instructions	Lodge via email: ldarshaka@ctw.nsw.gov.au

Nominated Contact Details	
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1. INTRODUCTION

1.2 Central Tablelands Water (CTW)

Central Tablelands Water (CTW) is a County Council responsible for supplying potable water to approximately 16,000 people across Blayney, Cabonne, and Weddin Shire Councils. Our infrastructure includes Lake Rowlands 4.5GL dam, over 650km of piping (trunk & reticulation), 46 reservoirs, 33 pumping stations, and 2 water treatment plants.

Given the vast and varied electrical equipment essential for our daily operations, we require competent, qualified, and innovative electrical contractors to maintain and upgrade our systems as needed.

CTW seeks submissions from suitably qualified electricians to be included on a list of recognised panel contractors. Inclusion on this list does not guarantee the contractor of any work from Council during the period. However, being included on the panel will provide governance oversight and efficacy in engaging with the electrical contractor as required.

For the tender to be considered for inclusion on our contractor panel, please provide detailed information about your organisation and staff to demonstrate your capability, capacity, and willingness to contribute to the delivery of critical water infrastructure.

1.3 Purpose of this RFT

CTW is seeking suitably qualified, experienced, and appropriately licensed electrical contractors to establish a Panel Contract for the provision of electrical services.

The objectives of this Request for Tender are to:

- **Engage qualified contractors** who are trade-certified electricians, competent to deliver services in compliance with AS/NZS 3000 and all other relevant legislation, codes, and standards.
- **Deliver comprehensive electrical services** including routine maintenance, repairs, and servicing of electrical and control equipment across CTW facilities.
- **Provide technical expertise and professional advice** on system upgrades, improvements, and future planning.
- **Collaborate effectively with CTW staff**, consultants, and other contractors to ensure efficient project and service delivery.
- **Offer responsive support** including after-hours and emergency services when required.
- **Demonstrate value for money** and align with Council's procurement objectives in the delivery of services.
- **Undertake a broad scope of electrical tasks**, ranging in scale and complexity, from minor works requiring a minimum of one hour to major projects exceeding the \$250,000 local government tender threshold.

1.4 Type of Contract

- Panel Contract
- Term: 3 Years + option for 2-year extension
- Engagement: Work allocated based on capability, response times, pricing, availability, and CTW operational needs.

2. SCOPE OF SERVICES

2.1 General Overview

The ideal contractors will have technical and supportive staff to provide electrical services to support CTW assets and operations, including water treatment plants, pump stations, reservoirs, SCADA systems, offices, depots and distribution infrastructure.

2.2 Typical Services Required

The contractor may be required to provide, but not limited to, the following services:

A. Electrical Maintenance & Repairs

- Fault finding, diagnosis and rectification
- Routine maintenance of motors, pumps, switchboards and control panels
- Replacement or repair of cables, conduits, switchgear and electrical components
- Emergency call-out services and after-hours repairs

B. Electrical Installations

- Installation of new electrical systems for pump stations, telemetry huts, chlorination systems and treatment plants and control system components
- Installation of switchboards, MCCs, VSDs, soft starters and lighting systems
- Upgrades to existing electrical infrastructure

C. SCADA, Telemetry & Instrumentation

- Installation and maintenance of field instrumentation and equipment
- Support for RTUs, PLCs, sensors and communication equipment
- Troubleshooting telemetry failures and integration issues
- Ability to undertake design, programming PLCs, or commitment to work with SME consultants or contractors.

D. Testing, Commissioning & Reporting

- Compliance testing and certification
- Thermal imaging of electrical equipment
- Test results, condition reports and incident reports
- Verification of earthing, protection systems and safety devices

E. Asset Protection & Safety

- Look-out/tag-out procedures
- Confined space and high-risk area compliance
- Safe isolation and electrical safety management

F. After-hours services

- Due to the nature of CTW operations, which run continuously 24 hours a day, 365 days a year, there may be occasions where electrical works are required to be carried out outside of standard business hours. While such requirements are not expected to be frequent or routine, the Contractor must be able to provide after-hours services or overtime support when necessary to ensure continuity of operations and to maintain required levels of service.

In some instances, it may be operationally preferable or more efficient for certain tasks to be completed after hours, or for the Contractor to extend work beyond normal hours rather than returning the following day. The Contractor is therefore expected to demonstrate flexibility in their service delivery approach and ensure the availability of appropriately qualified personnel to undertake such works when requested.

All after-hours or overtime works will be coordinated with Council staff and must be undertaken in a manner that minimises disruption to CTW's ongoing operations.

3. CONTRACTOR REQUIREMENTS

3.1 Licensing & Qualification

Contractors must hold:

- Current NSW Electrical Contractor License
- All electrical workers must hold appropriate Electrical Trade Qualifications including accreditation for Level 2 works if required.
- Additional certifications for:
 - Confined space entry
 - Working at heights
 - High voltage switching

First Aid and CPR3.2 Company and Personnel Requirement

- Minimum 5 years industry experience
- Demonstrated experience in water utility or industrial electrical environments
- Adequate staffing and resourcing levels
- Compliance with relevant Australian Standard (AS/NZS 3000, AS/NZS 3100 etc.)

3.3 Work Health & Safety

Contractors must comply with:

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2025 (NSW)
- CTW WHS policies and safe work procedures

Contractors shall:

- Provide general Safe Work Method Statement (SWMS) for all relevant tasks
- Use appropriate PPEs
- Maintain a WHS Management Plan
- Report incidents and near misses immediately to CTW.

3.4 Electrical Legislation

Contractors must comply with the following legislation, noting this is not exhaustive and the contractor is responsible to adhere to any relevant legislation required to undertake the activities they will be involved in.:

- Electricity (Consumer Safety) Act 2004
- Electricity supply Act 1995 (Level 2 ASP)
- AS/NZS 3000: Wiring Rules
- AS/NZS 3760: In-service safety inspection and testing of electrical equipment and RCDs
- AS/NZS 4836: Electrical Safety

4. CONTRACT MANAGEMENT

4.1 Notification of Works

Wherever possible, council will give the contractor adequate notice of the need for the service. The following notification times are included as a guide only.

Description of Work	Notification Period
For unplanned or emergency works required to maintain operational capability (e.g. Circuit breaker failure for pumping station)	As soon as practicable
Schedule maintenance or minor works expected to be completed within one day, but not urgent (e.g. Minor electrical checks)	Up to 1 week advance
Works requiring multiple days at a fixed location (e.g. pump station upgrades)	At least 1 week in advance

4.2 Requisition Procedure

Description of Work	Procedure
Minor or Emergency Works	<ul style="list-style-type: none"> • CTW will provide email or verbal approval to proceed • This is to be followed up with a purchase order, noting an estimated value
Larger and significant works	<ul style="list-style-type: none"> • CTW will request a Quotation • Purchase order will be raised and acknowledgement to proceed • Terms and conditions will be included if not started

5. PRICING & FINANCIAL REQUIREMENTS

5.1 Pricing Schedule

Tenderers must complete the included pricing schedule covering:

- Hourly Rates of each person (normal hours, after hours, weekend, emergency)
- Travel Charges
- Equipment and plant hire
- Material mark-up percentage.

5.2 Invoicing

Invoices must be:

- Itemised
- Referencing job numbers and site locations
- Submitted within 14 days of work completion

5.3 Price Adjustments

The Contractor reserves the right to adjust the prices quoted in this Expression of Interest (EOI) in response to significant changes in the cost of materials, labour, or other relevant factors. Any price adjustments must be communicated in writing to the Client at least 30 days in advance of the effective date. The Contractor will provide detailed documentation supporting the need for any price increase, including but not limited to, supplier invoices, labour rate changes, and other relevant cost data. CTW reserves the right to review and negotiate any proposed price adjustments.

Price adjustments will be based on the Consumer Price Index (CPI) for all groups in New South Wales, as published by the Australian Bureau of Statistics.

6. EVALUATION CRITERIA

6.1 Acceptance of Tender

As this is a tender to be included in a panel contractor list, the evaluation is based on the contractor complying with the mandatory requirements identified in the returnable schedules.

The principal is not bound to accept the lowest, or any tender. CTW reserves the right for future contractors meeting the criteria of the tender to be included in the prequalified panel of contractors.

6.2 Sub-contracting

The contractor is not to subcontract out any of the works without written permission from an authorised officer of CTW. Any agreement for the contractor to engage a subcontractor must be undertaken in accordance with any clause within this tender, or other State and Federal legislation.

6.3 Termination of Tender

Either party may terminate this agreement by providing 30 days written notice to the other party. In the event of termination, the Contractor shall be compensated for all work performed up to the date of termination, including any materials purchased or expenses incurred. CTW shall pay the Contractor for any completed work, no other fee will be paid associated with the termination.

If the Contractor fails to perform any of its obligations under this agreement, the Client may terminate the agreement immediately upon written notice. In such cases, the Contractor shall only be entitled to payment for work satisfactorily completed up to the date of termination.

7. SUBMISSION REQUIREMENTS

Please include completed tender Schedules 1-5 (on separate sheets) detailed below, provided in the separate Schedule word document.

Council will consider the experience, capability, capacity, costs and willingness to work collaboratively with CTW. Contractors are encouraged to address these elements in their submission.

Your submission also acknowledges the need for contractors' staff to hold a construction white card and be agreeable to undertaking any site inductions that may be required.

SCHEDULE 1: TENDER FORM AND PRICING

The Form is provided in the Schedule Document and needs to be completed and returned with the other schedule documents.

SCHEDULE 2: CAPABILITY AND CAPACITY

The Contractors must provide a cover letter that clearly outlines their capabilities, the types of electrical work they are competent to undertake, and evidence of relevant licences and qualifications.

Whilst not being required to be on-call, the Contractor should provide commentary on their ability to work after hours should the need arise.

The cover letter should detail the contractor's NSW Electrical Licence number, any Accredited Service Provider (ASP) authorisations (if applicable), and demonstrate compliance with statutory requirements under the Electricity (Consumer Safety) Act and WHS legislation. Additionally, contractors should summarise their industry experience, including similar projects completed, and highlight key personnel qualifications to confirm technical competency and adherence to Australian Standards.

SCHEDULE 3: SAFETY SYSTEM

The contractor is to provide details of their safety system that will be used whilst working on any CTW projects or sites. A general SWMS or procedures used to identify risks / hazards, and the controls must be submitted with the contractor's submission.

SCHEDULE 4: SUMMARY OF INSURANCES

The contractor is to provide details of each insurance policy (with the quotation) it holds relevant to the works to be conducted with CTW. The mandatory requirements are listed in the table below, please add to this your other relevant insurances you hold and maintain.

SCHEDULE 5: STATEMENT OF INTEGRITY

Certifies that the offer made is without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment and is in all respect fair and without collusion or fraud. The contractor agrees to abide by all conditions of this offer.