

VIVA ENERGY AUSTRALIA LTD

Expression of Interest (EOI)

For

BRAND AND VISUAL IDENTITY (BVI) IMPROVEMENT AND MAINTENANCE PROGRAMME

**This Expression of Interest is confidential and proprietary to
Viva Energy Australia Ltd**

Expression of Interest



Viva Energy Australia Ltd

INTRODUCTION

Viva Energy Australia Ltd (The Company) is seeking Expressions of Interest (EOI) from suitably qualified organisations to be pre-qualified for its 2015-2016 Brand and Visual Identity (BVI) Improvement and Maintenance Programme.

The BVI programme will consist of the works packages detailed within this EOI that will be undertaken at nominated petrol stations across Viva Energy's Shell Branded Australian Retail Network. The Retail Network consists of 878 sites nationally, with 644 of these making up the Coles Express Alliance (CEXP), 209 Dealer Owned (DO) and 25 unmanned Commercial Road Transport/Truckstops (CRT). The classification breakdown of sites by state, type and geographical location is set out as follows:

	NSW			VIC			QLD			WA			SA			TAS			ACT			NT		
	CEXP	DO	CRT	CEXP	DO	CRT	CEXP	DO	CRT	CEXP	DO	CRT	CEXP	DO	CRT	CEXP	DO	CRT	CEXP	DO	CRT	CEXP	DO	CRT
Metro	101			138			77			52			31			15			15			1		
Regional	94	63		38	64		43	32		16	21		13	17			7					10	5	
Remote			6			2			8			4			2			2						1
TOTALS	264			242			160			93			63			24			15			17		

Notes:

- Metro sites are estimated to be within 120km of a CBD or major regional centre
- Regional sites are estimated between 120km and 400km of a CBD or major regional centre
- Remote sites are estimated as greater than 400km of a CBD or major regional centre
- The above breakdown is for informational purposes pertaining to this EOI only and classifications may vary from those set out.

A Contractor may be offered all or part of the work consistent with the BVI programme depending on the Contractor's capability, availability, safety performance and commercial performance.

The attached vendor EOI Response Form provides potential vendors the opportunity to demonstrate its experience, skills and capabilities that it can offer as a solution to Viva Energy's proposed programme of works. Viva Energy and its Programme Management Company (PMC) Meinhardt will evaluate the EOI responses to prepare the future tender shortlist.

It is anticipated that the tender document for this works package will be made available to the shortlisted vendors in Q1, 2015, with works planned to begin in Q2, 2015 running through to the end of September 2016.

The information submitted in this EOI will form part of the contract documents between Viva Energy and the Contractor.

The information provided is preliminary in nature for Viva Energy to assess Contractors suitability for the specified works. Viva Energy reserves the right to change the preliminary scope.

Please note that the information you provide is regarded as strictly "**Commercial in Confidence**" for Viva Energy. The EOI, reference drawings and other related information may only be shared with persons within your organisation and cannot be disclosed to 3rd Parties without Viva Energy's written consent. Please further note that your response to this EOI does not guarantee shortlisting for the tender or the award of any future business to your company. Finalisation of the tender shortlist is solely at the discretion of Viva Energy. There will *not* be any contract between us unless a formal contract is signed by the duly authorised person(s) of your company and Viva Energy Australia Ltd.

PROJECT PRELIMINARIES

Viva Energy's retail alliance with Coles Express is an important component of the BVI programme with Coles Express being a key stakeholder in 73% of the retail network. As such Contractors will be expected to allow for management & coordination with Coles Express stores to ensure that the project is delivered in an efficient and professional manner and where possible minimise the impacts to the operational site.

Hence, the following minimum expectations are noted below for reference;

- The Contractor shall be responsible for the initiation of the order of the Works and its continuity in relation to the structures;
- Installation of equipment to Viva Energy design and specifications;
- The Contractor shall be responsible for management and coordination of Viva Energy nominated Specialist Sub-Contractors;
- The Specialist Sub-contractors and others employed by the Contractor in carrying out work on the Site shall be required to conform to the Principal's project requirements and the discipline of the Project as imposed by the Contractor;
- The basic relationship between the Contractor and the other specialist sub-contractors and others shall be of mutual co-operation to ensure the continuous progress of all sections of the Works without delay or interruption;
- The Contractor shall allow specialist sub-contractors and others and their employees the use of general facilities on the site;
- Cranes, hoists and suitable areas securely locked for temporary storage of fittings, etc. shall also be made available by special arrangement between Contractor and Specialist Sub-contractor;
- The Contractor shall allow for transporting, receiving, hoisting, stacking, erecting and fixing materials in accordance with the Agreement;
- It is the Contractor's responsibility to ensure that, in addition to items of work specifically mentioned in the relevant Works Contract, each trade shall assist, make good for and arrange work sequence with every other, in such a manner as to promote the best interests of the Site specific Project as a whole;
- No Trade or Specialist sub-contractor shall complete the unfinished work of any other Trade or Specialist sub-contractor;
- All work required to be carried out by licensed operators shall be performed only by persons so licensed and the Contractor is responsible to ensure that such licences are current and appropriate;
- The Contractor shall provide quotations to Meinhardt's BVI Project Manager for site specific scope of works prior to the works being undertaken;
- The Contractor shall provide regular works updates and schedule projects as awarded with Meinhardt's BVI Project Manager;
- The Contractor shall provide site specific close out and documentation to Meinhardt's BVI Project Manager within 48 hours of the works being completed;

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- The Contractor will be responsible for **all coordination between the key stakeholders on the Site** including but not limited to:
 - i. The coordination and management of all matters in relation to Project Health Safety, Security and Environment (HSSE) including:
 - a. The training and induction of all personnel visiting or working on the Site (including the Contractor's staff, the Contractor's Specialist Sub-contractors staff, the Principal's contractors and visitors); and
 - b. Ensuring that all personnel visiting or working on the site are using the correct personal protective equipment (PPE) for the work being undertaken.
 - ii. The coordination and management of all matters in relation to industrial relations;
 - iii. All deliveries, materials handling and safe storage of materials including the delivery, handling and storage of plant and equipment provided by the Principal's contractors;
 - iv. Site access and Site security; and
 - v. Temporary utilities for the subcontractors and any nominated Specialist Contractors.

PROJECT HSSE

The Contractor is required to **submit weekly HSSE Summary Reports** to the Meinhardt BVI Project Manager. As a minimum, the Contractor's HSSE report must include the following statistics:

- a. Near miss/potential incidents;
- b. Incidents;
- c. Lost-time injuries;
- d. Environmental near misses;
- e. Environmental incidents;
- f. Security breaches;
- g. Total hours worked on-site;
- h. Kilometres driven by contractor and sub-contractors.

The Contractor is required to confirm that the following documents have been provided to and approved by the **Meinhardt BVI Project Manager** prior to commencement of any Works on a Site:

- a. HSSE Policies;
- b. Environmental Management Plan;
- c. Toolbox meeting requirements;
- d. Site specific organisational structures;
- e. Work Place Clearance Group (WPCG)
- f. Viva Energy accreditation;
- g. Viva Energy Part A and Part B Inductions;
- h. Coles accreditation;
- i. Coles Express Inductions;
- j. Site access;
- k. Levels of permitting;
- l. Risk assessment framework;
- m. Completed Job Safety Analyses (JSA's)/Safe Work Method Statements (SWMS);
- n. Reporting formats;
- o. Auditing methodology;
- p. Review methodology;
- q. Standard forms; and
- r. Viva Energy standard documents.

All documents will need to be reviewed by Meinhardt HSSE Team and BVI Project Manager prior to the commencement of any site works/project activities.

SCOPE OF WORKS OUTLINE

Part 1 – Shell Retail Visual Identity (RVI) Signage and Shell Retail Visual Identity Evolution (RVI-E) Signage Works

Viva Energy has two types of signage in its Shell Branded Australian network; RVI signage installed at sites prior to 2006 and RVI-E signage installed at a large number of sites from 2006 onwards. Some sites in the network are a hybrid of the two due to various programme roll outs conducted over the last 9 years.

The Scope of Works for this part will therefore include but not be limited to the following:

- Application and coordination with relevant Local Authorities (Councils) to gain Building Consent and / or Construction Certificates prior to works commencing;
- Completion of quotations for site specific scope of works;
- Modifications to existing Shell RVI and RVI-E signage as required;
- Removal of existing RVI and RVI-E signage and disposal as required;
- Arrange and manage the transportation of new Viva Energy supplied RVI-E signage to site from designated Warehouse / Depot;
- Installation of exterior site signage including canopy fascia, red bar and Shell pecten/logo, entrance and exit signs, Site Indicator (SI) signs, highway signs and other standalone signs, spreaders, column mounted numbers, leaderboards, no entry boards, poster frames, fuel dispenser decals and all other associated signage;
- Commissioning and testing of new RVI-E signage as per site specific scope;
- Completion of installation/QA checklists prior to handover of site;
- Provide regular installation updates and schedule sites as awarded; and
- Provide certification of all installations (Electrical and Structural), quality assurance and project and site specific closeout and documentation.

Viva Energy through its Programme Management Company (PMC) Meinhardt will provide appointed Contractors with the following:

- Supply of all Shell signage and associated decals;
- DA/Planning Approvals for new SI signs and fascia;
- Engineering designs for SI sign footings and fascia elements as required;
- Programme/Project scheduling including tracking and reporting; and
- Site specific Installation Pack including existing conditions information.

Part 2 – Miscellaneous Site Painting

The Scope of Works for this part will include but not be limited to the:

- Preparation, materials supply and painting of site elements as required, to ensure consistency with Shell BVI requirements;
Elements may include but not be limited to:
 - o Sales Building exterior including shop fascia, sides and rear;
 - o Canopy undersides and columns;
 - o Canopy fascia;
 - o Curbs;
 - o External light and CCTV poles;
 - o Forecourt surfaces and site pavement, pathways, parking bays and steps as required;
 - o Fuel and gas vent pipes;
 - o Above ground LPG vessels and enclosures;

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- Bollards, including hooped bollards;
- External fire extinguisher, hose reel and manifest boxes;
- Exterior walls, fencing and permanent barricading;
- External hand wipes/glove dispensers.

Part 3 – Miscellaneous Site Cleaning

The Scope of Works for this part will include but not be limited to the:

- Cleaning of site elements as required to ensure consistency with Shell BVI;
Elements may include but not be limited to:
 - Air and Water Units including associated signage, poster frames;
 - Canopy undersides and columns, including signage and poster frames;
 - Canopy lighting, CCTV fittings;
 - Curbs;
 - Drainage and grate clearing/cleaning;
 - External light and CCTV poles;
 - Exterior site signage including canopy fascia, fascia signage, red bar and Shell pecten/logo, entrance and exit signs, Site Indicator (SI) signs, highway signs and other standalone signs, spreaders, column mounted numbers, leaderboards, no entry boards, poster frames, decals and all other associated signage;
 - Fuel and gas vent pipes;
 - Fuel delivery fill points;
 - Landscaping and gardens general rubbish and debris;
 - Exterior walls, fences, permanent barricading;
 - Bollards, including hooped bollards;
 - Pumps/dispensers including pump bodies/livery, dial faces, paintwork, nozzles, hoses;
 - External fire extinguishers, hose reels and manifest boxes;
 - Emergency shut off switches;
 - External hand wipes/glove dispensers;
 - Forecourt surfaces and site pavement, pathways and steps as required;
 - Above ground LPG vessels and enclosures.

Part 4 – Miscellaneous Site Civil Remediation Works

The Scope of Works for this part will include but not be limited to:

- Provision of all materials and labour to undertake miscellaneous site civil remediation works to ensure consistency with Shell BVI:
Elements may include but not be limited to:
 - Curbs;
 - Drainage and grates;
 - Exterior walls, fences and permanent barricading;
 - Forecourt surfaces and site concrete, pathways and steps as required;
 - Repair or replacement of canopy lights and other associated electrical components;
 - Removal of unwanted landscaped items.

1. INSTRUCTIONS

Responding to the Expression of Interest (EOI)

Please complete and return the Vendor Response Form by 4pm AEDT, Friday 13th February 2015 by electronic mail to our contact at the address listed below. Any query must be addressed directly to the same focal point.

BVI Project Manager
Meinhardt Australia Pty Ltd
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Email: vivaenergy.bviprogramme@meinhardtgrou.com
Tel: (03) 8676 1351