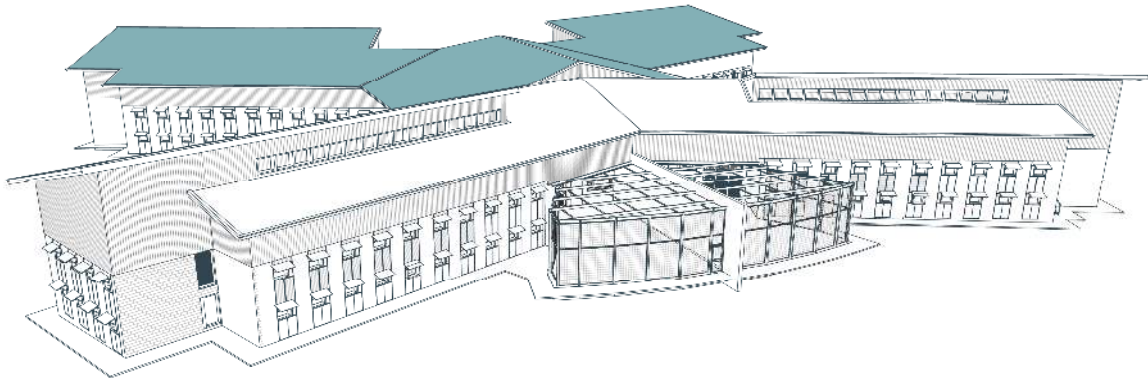


Townsville Correctional Centre Capacity Uplift Project (TCC CUP)



Working with us – Procurement and tender readiness



Overview

CPB Contractors Pty Limited has been engaged as the Managing Contractor for Stage 1 of the Townsville Correctional Centre Capacity Uplift Project (TCC CUP) by the Department of Housing and Public Works (DHPW), the Principal, to provide design and construction management services.

The existing TCC is a high security correctional facility for males, located on Dwyer Street in Stuart, Townsville. It currently accommodates mainstream prisoners, protection prisoners, and a low custody centre. The centre is managed by Queensland Corrective Services (QCS) and focuses on rehabilitation through offender development programs and purposeful activities. The Capacity Uplift Project works generally comprise of the design and construction of new buildings and infrastructure upgrades to the TCC.

The Main Works comprises of:

SP1 - Prototype Cells

Prototype cell adjacent to dog squad to be delivered as baseline reference cell for 200 cell accommodation.

The services scope includes the installation of electrical, mechanical, hydraulic, fire detection, and electronic security systems (both active and passive components) to reflect the appearance and layout of the final design.

SP2 - New 200 Cells (400 bed) Secure Accommodation Building (Block S)

Construction of a new 200 cell, 400 bed accommodation building consisting of 4 wings of 50 cells/100 beds each, with central services core/officer's posts.

The services scope will include, but not limited to Electrical Services, Mechanical Services, Hydraulic Services, Security Services, Communication Services, Fire Services and Fire Engineering.

SP3 - New Satellite Medical (Block M)

New satellite medical building for use by the secure north cohort. Unit to primarily service secure cohort, including the new 200 cell/400 beds population increase.

The services scope will include, but not limited to Electrical Services, Mechanical Services, Hydraulic Services, Security Services, Communication Services, Fire Services and Fire Engineering.

SP3 - New Industries Laundry (Block W)

Establishing a new laundry building (complete with FF&E) to accommodate operational requirements for the whole centre and commercial enterprise.

The services scope will include, but not limited to Electrical Services, Mechanical Services, Hydraulic Services, Security Services, Communication Services and Fire Services.

SP4 - Staff Dining & Minor Kitchen Upgrades (Block K)

Expansion to the staff dining area and upgrades to the existing kitchen to increase capacity to accommodate the increase in staff numbers and cohort population kitchen/food needs. Refurbishment is to account for a cook, chill, reheat and serve methodology, including associated fixtures, fittings and equipment.

The services scope will include, but not limited to Electrical Services, Mechanical Services, Hydraulic Services, Security Services, Communication Services and Fire Services.

SP4 - Existing Built Stores Refurbishment (Block B)

Provide an expansion and upgrade to the existing bulk stores to support the increase prisoner population.

The services scope will include, but not limited to Electrical Services, Mechanical Services, Hydraulic Services, Security Services, Communication Services and Fire Services.

SP4 - Prisoner Processing Expansion (Block P)

The existing prisoner property function to increase efficiency of function. With a significant uplift in population, a baggage conveyor solution is proposed to utilise the roof space for storage.

The services scope will include, but not limited to Electrical Services, Mechanical Services, Hydraulic Services, Security Services, Communication Services, Fire Services, Fire engineering and Prisoner Property System.

SP4 - Bin Storage

Provide a new bin store and wash area between the Workshops and Block U in response to the increased waste associated with increased prisoner population.

SP4 - Service Capacity Upgrades

The site's existing electrical and mechanical infrastructure requires upgrades and replacements

SP4 - Specials Purpose Cells (Block D)

Provide a New Special Purpose Unit co-located with and as a major extension to the existing Detention Unit Block D.

The services scope will include, but not limited to Electrical Services, Mechanical Services, Hydraulic Services, Security Services, Communication Services, Fire Services and Fire Engineering.

SP5 - Electronic Security Expansion

This includes all Sitewide Electronic Security Services (ESS) upgrades that do not already form part of other critical scope, to enhance security and functionality. This scope relates to electronic security upgrades across the site that are not contemplated in another scope.

Key upgrades required to be completed are expected to include, though not limited to Contraband detection, Security system upgrades, Gatehouse Detection System, Electronic Key safes and New Trunked two-way Radio System

Positive partnerships with our subcontractors and suppliers deliver reciprocal benefits – often starting with shared behaviours, values and objectives so that we have the right frameworks for them to flourish.

As a trusted major project partner, CPB Contractors prioritises sustainability in all supply chain and procurement activities. We recognise and embrace our responsibility to provide positive social, economic and environmental outcomes for the suppliers we work alongside. More information on CPB Contractor's collaborative approach to procurement can be found here, [Supply Chain and Procurement](#).

Included in the following is key information that can assist the potential subcontractors/vendors to get tender ready for the upcoming project packages:

Procurement

Overview

Our procurement objectives:

- Achieve Value for Money (VFM)
- Ensure the timely procurement of high-quality construction services for the Program
- Ensure that the procurement process is conducted in a transparent and fair manner, in accordance with the Queensland Procurement Policy, <https://www.forgov.qld.gov.au/finance-procurement-and-travel/procurement/procurement-resources/procurement-policies-and-frameworks/queensland-procurement-policy-2026>.
- Identify opportunities that will maximise local industry involvement (LICP) and Indigenous participation (IPP)
- Encourage participation from a diverse range of subcontractors, including Small Medium Size Enterprises (SME's) and Indigenous businesses.

Early Works procurement has been undertaken with further procurement to commence for the balance of the project works.

Our procurement approach involves broadening the spectrum of participating businesses through a combination of Trade Packages and combining smaller Trade Packages into Works Packages, which will then be offered to mid-tier builders that have shown interest in participating in the project.

Forms of Subcontract

We will use CPB standard subcontracts which will be supplied as part of tender packs. These include:

- Minor Works & Services Contract
- Works Contract
- Supply Contract
- Service Contract

Procurement Methods

Packages will be released to the market for the balance of the projects works. CPB Contractors uses an industry procurement and vendor management platform Felix. A Help Guide for the platform is available here, <https://help.felix.net/s/>.

Selective Offer

Where suppliers that have met pre-established criteria are invited to offer. Unless stated otherwise, all packages will be tendered using the Selective Offer method.

Steps as follows:

- Potential supplier/vendors to register and confirm packages of interest through Felix as follows:
- **Suppliers/Vendors not currently in Felix** by scanning the QR Code or URL Link below to create a free account and select the packages of interest.
- **Suppliers/Vendors currently on Felix** are not required to use the QR Code or URL Link and are to email felix.procurement@cpbcon.com.au and provide the email address associated with the supplier/vendors email account. CPB will then provide access to the TCCCUP Felix procurement site to allow the supplier/vendor to complete the registration process.
- Tenders will be issued to registered suppliers/vendors via Felix including all tender documents, site inspection details and closing date.
- All Tender addendums and tender clarifications will be issued via Felix and all Tender RFIs are to be submitted through Felix.
- Suppliers/vendors submit Tender via Felix.



- All post tender clarifications are issued and responded to in Felix.
- Confirmation of award and unsuccessful tenderers via Felix following successful execution of sub

Felix Registration URL,

https://cpbcon.felix.net/panel_registration/townsville_correctional_centre_cup_eoi.

Tendering minimum requirements

The minimum tender requirements are as follows:

- Public Liability & Workcover Insurances
- Construction Risk Insurance and, where required, Professional Indemnity Insurance
- QBCC Licence (as applicable for scope)
- Plans – Safety, Quality, Environment, Indigenous and Local Participation including Training
- Proposed Teams including level of commitment, experience and availability
- Methodology and Programs to demonstrate understanding of works and ability to meet program
- Demonstrated experience with similar types of construction in operational environments.

Safety and Health

Safety Essentials Overview

The Safety Essentials set out the minimum requirements for all CPB Contractors' people to manage critical safety risks on the project. They are the seven areas that give rise to serious injury if they are not clearly understood and managed.

The Safety Essentials apply to contractors, subcontractors and their employees.

The Safety Essentials support and reinforce CPB's systems and processes. Importantly, they do not represent every risk that potentially exists on a project. Nothing substitutes the need for everyone to proactively manage risk every day, and in every task they undertake.

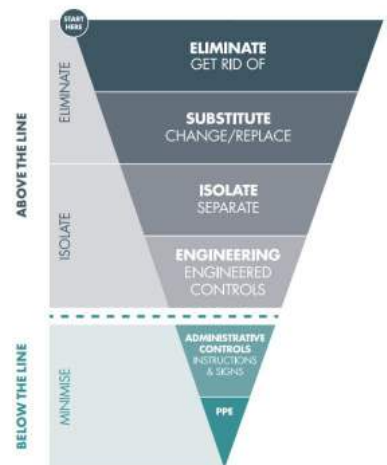
Safety Essential consist of:

- Work at Heights.
- Working Near Live Traffic.
- Working with Live Services.
- Mobile Cranes and Lifting Operations.
- Electrical Work.
- Working in and Around Mobile Plant.
- Working with Temporary Works.

An overview of the above Safety Essentials can be found here, [CPB Safety Essentials](#).

Hierarchy of control

Every effort must be made to eliminate the need to perform a task involving one of the Safety Essentials – commencing from the safety in design processes to managing the Safety Essentials risk. Where a task involving one of the Safety Essentials cannot be eliminated, all options to use one or more identified Safety Essentials control(s) – 'Above the Line' controls – must be exhausted before relying on a 'Below the Line' control as the primary control. Use of Above the Line controls within each of the Safety Essentials is expected as they eliminate, substitute, isolate or engineer out the risk from causing harm.



Exceptions to the Safety Essentials

In circumstances where an Above the Line solution cannot be implemented as a primary control for the task, a Safety Essentials Exception must be approved by the relevant Business Unit General Manager before the activity commences. Where a Safety Essentials Exception is granted, increased supervision must also be given to the task while it is being performed.

Mandatory requirements

The Safety Essentials have a series of mandatory requirements – controls or actions that must be in place or present throughout any work involving one of the Safety Essentials. All mandatory requirements must be managed through the project Safety & Health Management Plan and the SHE Risk Register.

Quality principles

Much like our Safety Essentials, these Principles serve as the cornerstone of our approach to delivering high-quality projects to our clients.

Our construction sectors consist of individuals with diverse responsibilities and skill sets.

Guided by our six Quality Principles and supported by our subcontractors, we, as a team, are dedicated to delivering high-quality work and continuously striving for improvement.

It's everyone's responsibility to create a great Quality Culture by demonstrating the following behaviours:

- Pride - be proud of you & your teams' workmanship
- Accountable - do what you say & hold others to that standard
- Collaborative - work together to get the best outcome
- Communication - provide clear, direct and be open & honest
- Respect - understand and actively listen to other's point of view

More information on CPB's Quality Principles can be found here, [CPB Quality Principles](#).

Plant registration

TCCCUP uses a Digital Plant System – ChekRite to ensure all plant and equipment used on our site meets our compliance requirements.

ChekRite manage plant and equipment inspections, compliance, and safety for CPB subcontractors and provides online Portal Access and apps for use on mobile devices.

The ChekRite system enables the subcontractor to:

- Complete Asset Onboarding/ Off Hiring (Full process from collation to inspection and approval)
- Track Plant & Equipment

The online registration is to be completed and submitted once a subcontract has been executed on TCCCUP.

Once a company has registered and received log in credentials the URL link below to the 'CPB Supplier Help Guide' will guide the subcontractor through the steps involved in the digital asset onboarding process here, [CPB Supplier Guide - ChekRite Help Guides & Documentation](#).

Completion of the 'Submitting an Asset to a Project' section of this guide will enable you to get your assets approved for a project. The 'Supplier Video Guide' is a comprehensive overview of the system and processes, and it also included a 'Quick Start Video Guide'. There is also a tutorial available in the ChekRite Portal that should be completed before doing anything else:

It is a project requirement that only plant approved by the project via ChekRite is permitted on site therefore subcontractors must allow adequate time for the required review of documentation and inspections of plant and assets.

Processing of plant and equipment registration will not commence until asset has been submitted to the project, via the mobile ChekRite app. subcontractors should allow a minimum of 2-3 days per asset for full processing, including review of documentation and allow time for a physical verification inspection to performed by a CPB authorised 3rd Party Plant Representative, engaged by the subcontractor, before they are required on site. The subcontractor's administrator will be notified by email once an asset is approved for use on site.

Site Access requirements

Access to the Townsville Correctional Centre is strictly controlled to ensure the safety, security, and operational integrity of the facility. All personnel, vehicles, tools, equipment, and materials must be subject to formal approval, verification, and control processes prior to entry.

No person, vehicle, tool, equipment, or material shall enter the Correctional Centre unless it has been approved, verified, and recorded.

All personnel movements typically will be walking only as vehicles are approved by exception for deliveries of plant, materials and or equipment.

Access to the Centre is managed through a structured system of approval, coordination, verification and recording.

The Contractor shall:

- Comply with all correctional facility security protocols, procedures and legislative requirements.
- Ensure all personnel obtain the required security approvals prior to attendance, including Form 27A applications (minimum 10 working days) for short term visits (1 day only) and Criminal History Checks (minimum 6 weeks and up to 12 weeks where additional review is required) for all inducted workers (greater than 1 day access required).
- Submit all access requests through the approved process, including the Proposed Visitor List (PVL), Application for Access (AFA) and Daily Access Schedule, as applicable.
- Allow sufficient time (3 hours) to ensure personnel complete all required inductions, including QCS Custodial Awareness Training and site-specific inductions prior to unescorted access being granted.
- Allow sufficient time for security clearance processing, induction bookings and access approvals when planning works.
- Allow sufficient time for daily prestart prior to Access to the Centre (0.5hours)
- Allow sufficient time for the daily Access to the Centre including tool and personnel checks via approved security screening points (0.5 hours for each entry / egress)
- Comply with gatehouse (sallyport) entry, dimensional aspects, search, identification and verification requirements.
- Comply with all escort, movement control and restricted-area access requirements as directed by QCS.
- Declare, register and reconcile all tools, equipment, materials and vehicles entering and leaving the Centre.
- Provide secure storage and maintain strict control of tools, equipment, consumables and sensitive items whilst on site.
- Declare and obtain approval for cameras, IT equipment and other restricted items prior to entry.
- Coordinate all daily deliveries, vehicle movements and visitor access in advance (minimum 10 working days), including escort arrangements where required. Confirm dimensions within sallyport and route.
- Identify and submit Impact Notices using CPB provided template, for any activity that may affect correctional operations, security systems, access routes, escorts, live services or other operational functions, within the required review periods below.

Impact Notice Type	Applies to	Review Period
Disruption Notice (DN)	Non-service-related disruptions (access, movement, space, noise, security controls)	3 weeks
Service Impact to Operations (SIO)	Impacts to live services or systems (security, fire, power, comms, hydraulics, BMS)	6 weeks
Specific Migration / Cutover Plan (CDRP)	System migrations, cutovers, security transitions	6 weeks

- Ensure no impacted works proceed until all required approvals have been obtained.

Prohibited Items

All electronic smart devices including but not limited to laptops, phones and smart watches are not permitted within the Centre unless approved.

Smoking related products including tobacco, smokeless tobacco products, matches, lighters and e-cigarettes are prohibited items, and are therefore not allowed on the grounds/reserve of any corrective services facility including, farm paddocks, car parks, walkways, visits processing, laydown area, etc.

Inductions

CPB Contractors utilises an Enterprise Protection Platform (EPP) 'Ideagen Workforce Safety' (previously known as 'Damstra') to effectively manage and electronically record subcontractor workforce compliance by:

- Ensuring the workforce are appropriately trained and capable of carrying out their work safely and efficiently.
- Providing a one stop shop for tracking employee competencies, qualifications and compliance with site rules and requirements.
- Managing Companies, People, Access, from the one integrated platform
- Providing the ability to see all employee and company details in the one platform.
- Including the ability to carry competency information, induction completion, license fee and employee profile information in one place.

All subcontractors will be required to engage Ideagen Workforce Safety to enable them to register to be compliant and allow sufficient time to complete the online induction process (2-4 hours per individual).

Once a company has registered and received log in credentials the URL link below to the 'Home page' will guide the subcontractor through the steps involved in the electronic record subcontractor workforce compliance process. Link to [Home Page - Ideagen Workforce Safety \(pka Damstra Technology\)](#).