

REQUEST FOR TENDER

BUILDING INFORMATION

Strata Plan Number

Address

Number of Lots

Facilities:

☐

Pool

☐

Lift/s

☐

Playground

☐

Common
accessible
rooftop

☐

Other

Number of lifts

Notes

TENDER CONTACT DETAILS

Contact Name :

Email :

Position :

Mobile Number :

TENDER RETURN DETAILS

Due Date :

Email tender to :

Services to be included in base management fee

ADMINISTRATION

- Maintain strata roll and minute book electronically.
- Maintain correspondence file electronically.
- Compile, store, and maintain records and documents electronically.
- Record and retain notices under sections 22, 258 and 259 of the Act.
- Issue on-line password letter and other relevant documentation upon the change of ownership of a lot.
- Issue minutes of delegated performance.
- Maintain common seal.
- Affix common seal as instructed.
- Attend to routine electronic, written and oral communication.

MEETINGS

- Prepare, print and post/email notices of annual general meeting.
- Prepare, print and post/email notices of X strata committee meetings annually.
- Attend X strata committee meetings annually, commencing between the hours of 8.00am & 6.00pm for a duration of 2 hours.
- Attend annual general meetings commencing between the hours of 8.00am & 6.00pm for a duration of 2 hours.
- Prepare and distribute minutes of annual general meetings.
- Prepare and distribute minutes of strata committee meetings
- Arrange venues for all meetings.
- Arrange and facilitate online pre-meeting voting or tele/videoconference attendance.

FINANCIAL

- Establish and maintain the trust trading account and other investment accounts at the agent's preferred banker.
- Statutory monthly bank reconciliation.
- Generation and distribution of levies.
- Provision of electronic payment facility for payment of levies.
- Receipt and banking of all monies.
- Maintenance of receipts journal.
- Process invoices on behalf of owners corporation.
- Check invoices for correct status and documentation.
- Print and post cheque and/or remittance advise for the payment of all legal liabilities of the owners corporation.
- Pay disbursements and expenses incurred in connection with Genesis Strata Management Pty Ltd management of the scheme.
- Maintain general ledger of expense transactions.
- Provide on-line statutory reconciled accounts including balance sheet, statement of income and expenditure and account summary daily (up to 48 hours post actual).
- Prepare administrative fund budget and capital works budget.
- Manage administrative fund and capital works fund.
- Process bi-annual Section 39 report as per the Property, Stocks and Business Agents Act 2002 (NSW).
- Issue monthly building status report.
- Ensure the scheme complies with current GST legislation, securing relevant ABN and other registrations as required, checking tax invoice details.
- Prepare and sign income tax return as public officer of the owners corporation for lodgement as tax agent.
- Ensure any income tax liability is paid.
- Check and rectify any accounting anomalies upon takeover of management.
- Provide additional financial reports either on a regular (monthly or quarterly) or ad-hoc basis.
- Assist auditor by providing accounts and records for audit if required.
- Open and operate term deposit investment account with agent's preferred bank.

Services to be included in base management fee

INSURANCE

- Instruct insurer broker to obtain insurance quotations and distribute to the committee for instructions.
- Arrange insurance valuation as instructed and increase insurance cover to match valuation.
- Obtain alternative quote(s) for insurance renewal as required (maximum of three).
- Renew insurances according to committee instructions.
- Prepare and lodge routine (being a claim where no costs assessor is appointed) insurance claims.

REPAIRS & MAINTENANCE

- Arrange for the attendance of appropriately qualified trades persons and service providers, that have satisfied the agent as to their bonafides and are registered on the agent's trades database, to do routine repair and maintenance of the owners corporation that falls within the definition of standard work as per the WHS Act and Regulations 2011.
- Arrange for the attendance of appropriately qualified trades persons and service providers, that have satisfied the agent as to their bonafides and are registered on the agent's trades database, for the repair and maintenance of the owners corporation property that in the reasonable opinion of the agent such repair exceeds \$2,000 but is less than \$5,000 and that falls within the definition of standard work as per the WHS Act and Regulation 2011.
- Arrange for alternative quotes for the repair and maintenance of common property as directed by the strata committee.
- Arrange necessary building inspections and reports as required by the owners corporation.

OTHER

- Arrange for completion and lodgement of annual Workcover plant registration.
- Arrange for completion and lodgement of annual fire audit and statement.
- Arrange for completion and lodgement of WH&S inspections and reports.
- Arrange for completion and lodgement of lift risk and hazard audit.
- Arrange for a 10-year capital works fund forecast and 5-year updates.
- Compile and maintain an approved contractor and service provider database.
- Compile and maintain a register of annual service contracts and agreements.
- Compile and maintain a register of all plant and essential assets as required by Workcover NSW.
- Engage and brief specialist consultants and experts on behalf of the owners corporation.
- Coordination of compliance requirements such as lift maintenance, fire systems management, window safety, pool/spa registration and other requirements regulated by Government

Tendering Agencies are to provide the following information

Business name:

Trading name name:

Corporate Licence number:

Licensee name:

Please provide details of hourly rates for additional charges

Item	Charge (inclusive of GST)	Unit
Hourly Rates*		
Senior Accounts / Finance Personnel		Per hour
Brief and supervise legal action on arrears		Per hour
Senior Management/Principal/Director		Per hour
Senior Strata Manager		Per hour
Strata Manager		Per hour
Assistant/Trainee Strata Manager		Per hour
Accounts Staff		Per hour
Administrative Staff		Per hour
Asset Maintenance Staff		Per hour

Tendering Agencies are to provide the following information

Pi Insurer:

Policy number:

Policy limit:

Connected parties: please disclose any connections to related companies including but not limited to insurance brokerage, building management, building and trades services the company or any or its Directors have.

Please include the following documentation with your tender:

- Agency agreement including disclosure of all additional fees and commission arrangements.
- An example AGM notice.
- A brief CV of the proposed strata manager who will manage the community.
- A brief statement as to what differentiates your agency from others.

Please answer the following questions

How many lots and communities, on average does each manager in your company manage?

How many staff are there in the business or branch that will manage the community?

Do you have an owners portal and do you charge owners to access community documents?