EXPRESSION OF INTEREST (EOI):

PREFERRED TRADE CONTRACTORS 2026

**Background**

Patterson River is seeking expressions of interest from trade businesses to be approved suppliers of services for 2026. Services include general maintenance, emergency works and planned works. Approved suppliers will be on a list of a small number of go-to companies, and it does not result in exclusive access to required works. By being an approved supplier, all inductions and OHS requirements can be completed in advance of any works.

Patterson River Secondary College is a large secondary school located in Seaford, Victoria (Bayside / South-East Melbourne). The school has 1300 students and is situated on approximately 15 acres next to Seaford Wetlands and Patterson Lakes.

The College was built in 1968 and has a mix of new, refurbished and old buildings. While the school has 2 full-time maintenance and grounds staff, we require significant trade engagement each year for both maintenance and minor new works.

Our annual maintenance budget is approximately $350,000, with approximately $180,000 spent on external trades. The school completes further major and minor works which follow other procurement processes.

**Section 1: Business Details**

Business/Trading Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ABN / ACN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of employees: \_\_\_\_\_

**Section 2: Services Offered**

Please indicate the trade services you provide (tick all that apply):

☐ Electrical

☐ Plumbing

☐ Carpentry

☐ Air Conditioning / Refrigeration

☐ Painting

☐ Landscaping

☐ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide a brief description of your services and relevant experience:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Provide a brief explanation of how your organisation responds to and handles different types of works (urgent, planned etc):

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**Section 3: Compliance & Qualifications**

Working With Children Check (WWCC) for all contractors: ☐ Yes ☐ No

Working With Children Check (WWCC) for some contractors: ☐ Yes ☐ No

Public Liability Insurance (minimum $20M): ☐ Yes ☐ No

WorkCover / Workers Compensation Insurance: ☐ Yes ☐ No

Registered on SAM4Schools: ☐ Yes ☐ No

Other Relevant Certifications (e.g. licenses, accreditations):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 4: Financial Rates**

* What is your standard hourly rate during normal business hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What is your out of hours rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Call out rate or any other charges beyond your hourly rate: \_\_\_\_\_\_\_\_\_\_\_

**Section 5: Sustainability / procurement.** Please provide a response to how your organisation aligns with government environmental policies (eg waste reduction, sustainable procurement etc).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 6: Local content / social engagement.** Please provide a response to how your organisation engages with local community (eg apprentices, work experience, supporting disadvantaged groups etc).

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**Section 7: Health, Safety & Risk**

Do you have Safe Work Method Statements (SWMS) relevant to your trade? ☐ Yes ☐ No

Do your contractors have Working at Heights qualifications? ☐ Yes ☐ No

Outline your organisation’s approach to safety when working in school environments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Section 8: Experience in Educational Settings**

Has your company previously worked in schools? ☐ Yes ☐ No

If yes, please provide details (school names, type of work, year):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Section 9: References**

1. Name/Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Work Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name/Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Work Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 10: Declaration**

I hereby declare that the information provided is true and correct. I understand that submission of this Expression of Interest does not guarantee engagement as a preferred contractor by Patterson River Secondary College.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed EOI’s can be emailed to [patterson.river.sc@education.vic.gov.au](mailto:Patterson.river.sc@education.vic.gov.au). Any questions regarding the EOI or the school can be directed to Daniel Dew via [daniel.dew@education.vic.gov.au](mailto:daniel.dew@education.vic.gov.au) / 03 8770 6700.

Expressions of Interest must be submitted COB Monday 13 October, following which the school will be in contact with any further information or questions that are required prior to determining approved contractors for 2026.

