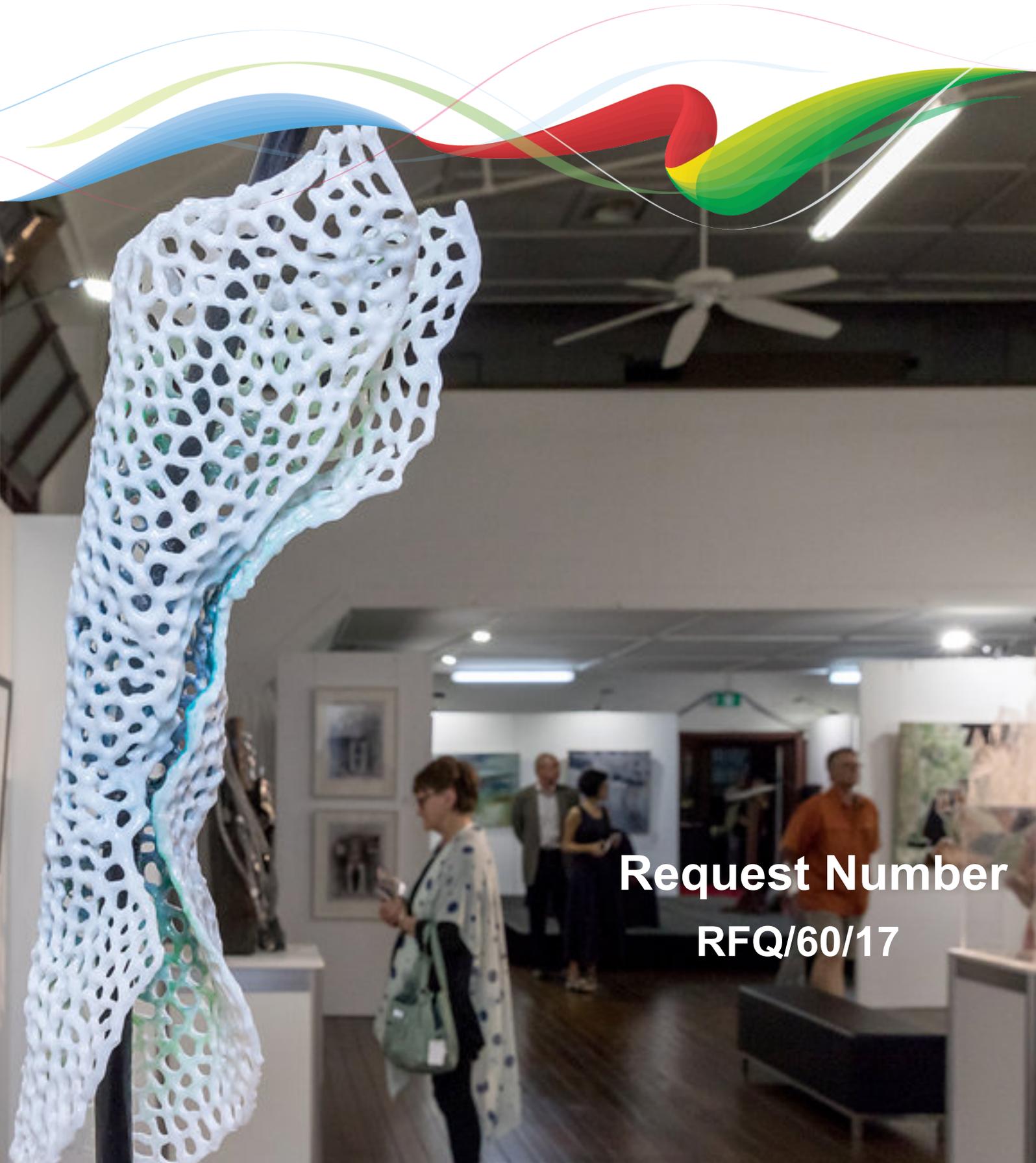


Request for Quote for Art Curator Services



Request Number
RFQ/60/17

Deadline:

Monday 27 November 2017 at 2:00 pm AWST

Address for Delivery

Hand Delivery

Over the front counter and addressed to:
Chief Executive Officer
City of Armadale
7 Orchard Avenue
ARMADALE WA 6112

Or posted to:

Chief Executive Officer
City of Armadale
Locked Bag 2
ARMADALE WA 6992

Or by email to info@armadale.wa.gov.au.

The responsibility for submitting a Quotation in the correct manner before the Deadline rests solely with the Respondent.

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CONDITIONS OF RESPONDING

1.1 Contact Persons

Respondents should not rely on any information provided by any person(s) other than the following nominated officer:

Name	Kelly Jennings
Telephone	08 9394 5187
Email	kjennings@armadale.wa.gov.au

1.2 Lodgement of Responses and Delivery Methods

Your response must be lodged by the deadline of this request. The deadline is stated behind the front cover of this request.

Your response can be:

- a) delivered by hand over the front counter at the Principal's Offices, City of Armadale Administration Building, 7 Orchard Avenue ARMADALE WA 6112; or
- b) delivered by post to the Chief Executive Officer, City of Armadale, 7 Orchard Avenue ARMADALE WA 6112; or
- c) submitted by email to info@armadale.wa.gov.au

Please note that:

- a) **The Principal accepts no liability for Responses not received in full.**
- b) **The responsibility for submitting a Response in the correct manner before the deadline rests solely with the Respondent.**

1.3 Evaluation Process

Your response will be evaluated using information you have provided as part of your Response.

- a) Responses are checked for completeness and compliance with the conditions of contract set by the Principal. Responses that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.

- b) Responses are assessed against the Selection Criteria. Contract costs are evaluated (e.g. submitted prices) and other relevant whole of life costs are considered.
- c) The most suitable Responses may be short listed and may also be required to clarify their Response.

A contract may then be awarded to a sole or multiple Respondents whose Response is considered the most advantageous to the Principal.

1.4 Rejection of Responses

A Response will be rejected without consideration of its merits in the event that:

- a) The Response is not submitted before the Deadline;
- b) The Response is not submitted at the place specified in the Request; or
- c) The Response fails to comply with any other requirements in this Request.

1.5 Acceptance of Responses

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part.

The Principal is not bound to accept the Response with the highest score or lowest price and may reject any or all Responses received.

1.6 Precedence of Documents

Where there is any inconsistency in any of the Request documentation, the order of precedence shall be:

1. This Request.
2. Specifications.
3. Conditions of Contract.



1.7 Respondents to Inform Themselves

Respondents will be deemed to have:

- a) Examined this Request and any other information available in writing to Respondents for the purpose of preparing a Response;
- b) Examined all further information relevant to the risks, contingencies and other circumstances having an effect on their Response which is obtainable by the making of reasonable enquiries;
- c) Satisfied themselves as to the correctness and sufficiency of their Response.
- d) Acknowledged that the Principal may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith; and
- e) Satisfied themselves they have a full set of the Request documents and all relevant attachments.

1.8 Canvassing of Officials

If a Respondent, whether personally or by agent, canvasses any of the Principal's Councillors or officers (as the case may be) with a view to influencing the acceptance of any Response made by it or any other Respondent, then regardless of such canvassing having any influence on the acceptance of such Response, the Principal may, at its absolute discretion, omit the Response from consideration.

1.9 Costs of Responding

The Principal will not be liable for payment to the respondent for any costs, losses or expenses incurred by the respondent in preparing their response.



SPECIFICATIONS

2.1 PROJECT DESCRIPTION

The prestigious Minnowarra Art Awards are held annually by the City of Armadale to showcase the work of many of Western Australia's finest artists. Since its inception in 1997, the Minnowarra Art Awards have developed a reputation for quality and diversity, and has been recognised as one of the premier Art Awards in WA. Presented by the City of Armadale, this 16 day exhibition is and includes both acquisition and monetary prizes.

The City of Armadale Art Collection was established in the 1980's and now encompasses around 150 artworks, housing a variety of works that reflect a connection to the City of Armadale or, compliments and enhances the current scope and value of the collection. The City takes pride in displaying its art collection to the public through the venues available and is currently investigating other display and public engagement opportunities.

The Art Curator will assist the City's staff to deliver a high quality Minnowarra Art Awards that enhances the image of the city and its standing within the greater arts community. This includes advice on the Artist Entry process, assistance in engaging suitable artists and judges for the Art Awards, selection of exhibiting artworks/artists, managing the receipt and installation of the artwork, advising the City of potential sponsorships, promotional or additional prize opportunities, assisting in increasing awareness and attendance to the exhibition's functions and general opening days through floor talks and professional development sessions, managing the collection of the artworks and provide recommendations for improving the Art Awards going forward.

In addition to the Minnowarra Art Awards, the Art Curator will be the preferred contractor to assist the City with the City's Art Collection as required. This may include being an active member on the City of Armadale Art Acquisition Panel, providing professional advice and reviewing the current Art Collection Policy and processes.

2.2 Curator's Responsibilities

2.2.1 Minnowarra Art Awards

- (a) To promote the Minnowarra Art Awards to their networks to attract suitable contacts to exhibit in and attend the exhibition.
- (b) To assess all artist entries and provide a shortlist of artists, for approval by the City, that will be invited to exhibit in the awards.
- (c) To provide a shortlist of suggested judges suitable for the judging panel to the City officers and appoint judges once they have been approved.
- (d) To advise the City on potential commercial sponsorship and promotional opportunities for the awards.
- (e) To recommend potential invitees to the Opening function.
- (f) To manage the receipt, installation and de-installation of artwork, ensuring that the exhibition is displayed professionally, thereby, providing a high quality art awards event that enhances the image of the City.



- (g) To attend meetings with City officers both in the lead up period and a debriefing meeting following the event.
- (h) To recommend and facilitate a program of floor talks and professional development sessions with community groups and or potential buyers.
- (i) To adhere to all deadlines, as identified, in order to facilitate the event.
- (j) To provide a detailed annual report at the completion of each year of your responsibilities as the Minnowarra Art Awards Curator.

2.2.2 Art Collection

To be the preferred contractor for the City of Armadale Art Collection as curatorial requirements arise, this could include:

- (a) To review the City's Art Collection policy and processes recommend any changes or updates.
- (b) To assist the City with recommendations to the acquisition of artwork, both at the Minnowarra Art Awards and when the Art Acquisition Panel requires, that will enhance the value and prestige of the collection.
- (c) To recommend opportunities to display the City's Art Collection, whether it is a showcase of artwork, production of a catalogue or lending/display opportunities around the City.

2.2.3 Other

- (a) Provide public liability insurance for no less than \$10 Million (\$10,000,000) in respect of any one occurrence and for an unlimited number of claims.

2.3 The City of Armadale is Responsible for

2.3.1 Minnowarra Art Awards

- (a) To provide a suitable venue for the Art Awards exhibition.
- (b) To undertake administrative tasks for all aspects of the awards, including designing and emailing artist entries, invitations, receipting moneys, promotional collateral, artwork labels etc.
- (c) To obtain commercial sponsorship of the awards where possible.
- (d) To widely promote the awards.
- (e) To be responsible for collecting and collating Artist Entries for curatorial selection.
- (f) To prepare and print the Awards catalogue.
- (g) To issue invitations to the Art Awards exhibition opening event.
- (h) To provide the documentation required to appoint judges for the judging panel.
- (i) To arrange for the supply and delivery of all equipment required to conduct the Awards Exhibition, including display boards, lighting and plinths.
- (j) To provide adequate security and supervision of the Art Awards Exhibition for the full duration of the exhibition.
- (k) To manage the sale of artworks as per the agreed procedure. This includes receiving monies for the sale of any artworks, and arranges payment to the artists, minus commission.



- (l) Make alternative arrangements for any uncollected artworks noting that the City does not have proper storage facilities for the artworks and is unable to accept responsibility for any damage to any uncollected artwork(s) that may be left of the premises after the designated collection times.
- (m) To pay the agreed contract fee to the Curator as per the payment schedule.
- (n) To financially underwrite the event.
- (o) To provide adequate insurance for the awards, including Public Liability insurance cover for members of the public viewing the award.

2.3.2 Art Collection

- (a) Where appropriate the City will provide access and availability of all artworks ensuring that artworks are available for valuation.
- (b) Provide consultation, if and as required, with the Art Acquisition Panel, Manager Community Development and relevant Officers, subject to availability.
- (c) Where appropriate provide access to the City's Art Collection Register and any collation of records of artworks currently within the City's TRIM Record System.
- (d) Provide the City's Art Collection policy and processes for review, if and when required.



2.4 Project Milestones

Minnawarra Art Awards	
Proposed Date	Task
December 2017	Art Curator appointed
January 2018	Artist Entries opened Judges appointed
February 2018	Artist Entries closed Artists shortlisted & invited to exhibit
March 2018	Final artwork images and artist statements due for catalogue production
May 2018	Artwork delivery and installation (7 – 10 May 2018) Judging of artworks (10 May 2018) Opening Night (11 May 2018) Exhibition open (12 – 27 May 2018) Public Program - Floor talks, professional development sessions etc Artwork collection (27 – 28 May 2018)
June 2018	Final Curator report due

The project milestones above are an estimation and can be negotiated at the time of appointment.



CONDITIONS OF CONTRACT

P A R T 3

3.1 Term of Contract

The Contract will be in force for an initial period of twelve (12) months commencing 1 December 2017 and expiring 30 November 2018. However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract by written notice to the Contractor. Subject to the satisfactory performance of the Contract, the Principal may consider extending the contract further for two (2) 12 monthly periods or part thereof. Such extension of this Contract shall be in accordance with the same terms and conditions including price schedule, or negotiated annual price adjustments up to but not exceeding changes in the Consumer Price Index for the Perth Capital City as published by the Australian Bureau of Statistics for the preceding twelve months and shall be at the discretion of the Principal.

Subject to the above, the Contractor shall notify the Principal, in writing, at least 120 days prior to the date of expiry of this Contract expressing its intention to be considered for any annual adjustment of rates or the renewal of the Contract.

3.2 Price Basis

All prices for services offered under this Request must be fixed for the term of the Contract. **Submitted prices MUST exclude Goods and Services Tax (GST).**

Unless otherwise indicated, submitted prices must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges as relevant. Any charge not stated in the Response as being additional will not be allowed as a charge for any transaction under the Contract.

3.3 Insurances

Without limiting its obligations and responsibilities, the Contractor and its subcontractor(s) (if applicable) shall take out the following insurance policies for the entire period of the Contract:

- a) A **Public Liability Insurance** policy that is to provide a minimum limit of liability of not less than AUD\$10,000,000 (\$10 million) in respect of death, property damage and bodily injury.
- b) A **Professional Indemnity Insurance** that is to provide a minimum limit of liability of not less than \$5,000,000 (\$5 million).

Respondents are to supply evidence of their insurance coverage including insurer, expiry date, value and type of insurance. A copy of the Certificate of Currency is to be provided to the Principal within seven (7) days of acceptance.

3.4 Contracts Disclosure

The Principal may publicly disclose:

- a) The identity of the Contractor;
- b) The Value of the Contract; and
- c) A general description of the goods and / or services under the Contract.

Documents and other information relevant to the Contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court Order

3.5 Freedom of Information

The Contractor acknowledges that:

- a) The Contract documents; and
- b) Information held or compiled by the Principal in relation to the Contract or the goods and / or services supplied under the contract,

are subject to the *Freedom of Information Act 1992*.



3.6 Payments

All payments made by the Principal to the Contractor shall be by way of electronic funds transfer (EFT) into the Contractor's nominated financial institution, details of which shall be provided by the Contractor within seven (7) days following acceptance of the Contract by the Principal.

3.7 Failure to Provide Goods and Supply Services

Where the Contractor is unable or fails (for whatever reason) to provide the Goods and/or Services in accordance with this Contract, the Principal may, for as long as determined by the Principal (acting reasonably) and without being liable in any way to the Contractor (including for that part of the Contract Price which relates to the relevant Goods and/or Services), obtain or acquire such goods and services as it requires from a third party.

3.8 Conditions of Contract

Quotations will be deemed to have been made on the basis of and to incorporate the General Conditions of Contract for General Service Consultants, refer to attachment A.



RESPONDENT'S OFFER

4.1 Form of Response

The Chief Executive Officer
City of Armadale
7 Orchard Avenue
ARMADALE WA 6112

I/We:

Of:

ABN/GST Status:

ACN (if any):

Telephone Number:

Email Address:

In response to RFQ/60/17 – Art Curator 2018

agree that _____ bound by, and will comply with, this Request and its associated schedules, attachments and all documentation in accordance with the Conditions of Responding contained in this Request, signed and completed.

The submitted price is valid up to ninety (90) days from the date of the Deadline for Responses, unless extended on mutual agreement between the Principal and Respondent in writing.

_____ agree that there will be no cost payable by the Principal towards the preparation or submission of this Response, irrespective of its outcome.

The submitted consideration is as provided under the schedule of rates in the prescribed format and submitted with this Response.

Dated

Signature of authorised signatory of Respondent: _____

Name of Authorised Signatory:

Position:



4.2 Respondent's Response

The following guidance has been provided to assist you with your Response. Where it is necessary to provide additional information, please ensure that all documentation is clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

4.2.1 Referees

Each Respondent must submit referees and include at least the following details:

	Referee 1	Referee 2
Services provided		
Value (approximate)		
Date Started		
Date Completed		
Client/Contractor		
Contact Name		
Contact Position		
Telephone Number		
Additional Information		

Respondents must contact referees and obtain their consent before nominating them as a referee.

4.2.2 Conflicts of Interest

Will any actual, potential or perceived conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes/No
If Yes, please supply information including details of any actual or potential conflict of interest and the way in which any conflict will be dealt with. Respondents are to outline their attitude towards acting for other parties in Contracts or disputes involving the City.	

4.2.3 Insurances

Provide copies of your Insurance Certificates as requested in clause 3.3. in "Attachment 1 - Insurances".	Tick if attached <input type="checkbox"/>
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4.3 Selection Criteria

Please note that it is essential that Respondents address each of the selection criteria.

Before responding to the following qualitative criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume the evaluation panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Respondents are to address each issue outlined within a qualitative criterion.

<p>A) Relevant Experience - 40 % weighting</p> <p>Describe your experience in completing/supplying similar Requirements. Applicants must, as a minimum, address the following information:</p> <ol style="list-style-type: none"> (a) Provide details of similar projects; (b) Provide scope of the Applicant's involvement including details of outcomes; (c) Provide details of issues that arose during the project and how these were managed; <p>Supply details in an attachment and label it "Attachment 2 – Relevant Experience"</p>	<p>Tick if attached</p> <input type="checkbox"/>
<p>B) Key Personnel skills and experience - 20 % weighting</p> <p>Applicants should provide as a minimum information of designated personnel to be allocated to this project, such as:</p> <ol style="list-style-type: none"> (a) Curriculum vitae including qualifications; (b) Demonstration of active networks that can be leveraged to promote quality submissions of Artist Entries and attendance to the Awards. <p>Supply details in an attachment and label it "Attachment 3 – Key Personnel".</p>	<p>Tick if attached</p> <input type="checkbox"/>
<p>C) Demonstrated Understanding - 20 % weighting</p> <p>Applicants should provide a brief to outline the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover may include</p> <ol style="list-style-type: none"> (a) A project schedule/timeline; (b) Methodology and processes. <p>Supply details and provide an outline of your proposed methodology in an attachment labelled "Attachment 4 – Demonstrated Understanding".</p>	<p>Tick if attached</p> <input type="checkbox"/>
<p>D) Tendered Price - 20 % weighting</p>	<p>Tick if attached</p> <input type="checkbox"/>



4.4 Price Information

Respondents **must** complete the following “Price Schedule”. Before completing the price schedule, Respondents should ensure they have read this entire Request.

4.4.1 Price Schedule

Service Description	Anticipated hours of service	Service rate (Ex GST)	GST component	Total Price (Inc. GST)
Project meetings at the City of Armadale (x3) 1. Initial project meeting to review timelines 2. Project meeting to run through final details and public program 3. Debrief meeting post exhibition	3.0			
Advise on Artist Entry form	1.5			
Research potential judges	3.0			
Finalise and confirm judges	3.0			
Promote Artist Entries through personal networks	2.0			
Local art community consultation (includes preparation)	4.0			
Selection of successful artworks	6.0			
Receipt and installation of artworks, adjusting exhibition furniture and placing labels (an assistant will be provided)	10.0			
Presence at judging	2.0			
Presence at Opening	3.0			
De-installation, wrapping and collection of artworks	4.0			
Curators debrief report	4.0			
Hourly rate for Collection curatorial services	1.0			
TOTAL				
Optional Services				
Public Program: (provide itemised suggestions)				
Additional meetings requested by the City	1.0			



- **The Principal offers no guarantee of quantities of the services required. Additional services may be required under this contract and will be negotiated on an individual basis.**
- **The anticipated hours forecasted in the price schedule above are for guidance only. The total price quoted is fixed for each task albeit tasks may take less/more time.**
- **All quotes are to be inclusive of associated costs such as travel and overheads.**



Appendix A – Statement of Purchasing Ethics



CITY OF Armadale Statement of Purchasing Ethics

Overview

This Statement of Purchasing ethics is a guide for all providers of goods and services who conduct or who intend to conduct business with the City of Armadale.

It outlines the City's ethical standards and our expectation that providers of goods and services will comply with these standards.

Enquiries

For any questions regarding this statement or the City's purchasing practices please contact us by any of the following:

Phone: (08) 9394 5000

Fax: (08) 9394 5184

Email:
info@armadale.wa.gov.au

Postal Mail:
Locked Bag 2
Armadale WA 6992

In Person:
7 Orchard Ave Armadale WA

Key Principles

Ethics and Integrity

The City and its employees shall observe the highest standards of ethics and integrity when undertaking purchasing activities and act in an honest and professional manner that supports the City's positive standing within the community.

Efficient and Effective Purchasing

The City is committed to maintaining efficient, effective, economical and sustainable purchasing standards in all purchasing activities that withstand probity.

Transparency and Accountability

All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.

Value for Money

Value for money is the overarching principle when procuring goods and services to ensure the best possible outcome is achieved.

Whilst pricing will always be an important criteria, equally so are whole of life costs, quality standards, financial viability, capacity of provider and service response times.

Sustainability

The City is committed to selecting providers that promote and deliver positive environmental and social outcomes and where appropriate we shall endeavour to design specifications to take advantage of goods, services and/or processes that deliver these initiatives.

Sustainability will be balanced against value for money outcomes.

What you can expect from the City

The City will:

- Deal with all providers in a fair, honest and ethical manner and with courtesy and dignity
- Endeavour to protect commercial-in-confidence information
- Avoid any conflicts of interest (whether perceived or not)
- Assist providers with the City's procurement process including the provision of accurate and timely information equally to all.
- Never seek gifts or other personal benefits
- Be accountable and act in the public interest
- Use resources effectively and efficiently

What the City requires of you

The City will ask providers to:

- Comply with all applicable legislation
- intended to influence the conduct of their duties
- Understand the City's policies, guidelines and standards relating to purchasing
- Not discuss City business or information in the media without prior approval from the City
- Provide accurate, reliable and timely advice and information when required
- Assist the City to prevent unethical practices by reporting any such practices you become aware of.
- Declare actual or perceived conflicts of interests
- Take all reasonable steps to prevent disclosure of confidential City information
- Act with integrity and openness
- Not to offer Councillors, employees or agents of the City inducements or incentives



Appendix B – Record Keeping Management Practice



Record Keeping Management Practice

Overview

This Record Keeping Management Practice is a guide for all providers of goods and services who conduct or who intend to conduct business with the City of Armadale.

It outlines the City's practice for recordkeeping and our expectation that providers of goods and services will comply with this practice.



Enquiries

For any questions regarding this management practice please contact us by any of the following:

Phone: (08) 9394 5000

Fax: (08) 9394 5184

Email:
info@armadale.wa.gov.au

Postal Mail:
Locked Bag 2
Armadale WA 6992

In Person:
7 Orchard Ave Armadale WA

Key Principles

Scope

This practice applies to all records created or received by City of Armadale employees including contractors performing outsourced services regardless of their physical format, storage location or date of creation. Compliance ensures all corporate records are maintained effectively to ensure a full and accurate history of the City's business dealings.

What is a Record?

Any Record that has recorded information and includes anything on which there is writing or Braille; a map, plan, diagram or graph; a drawing, picture, graphic work or photograph; anything from which images, sounds or writings can be reproduced and anything on which information has been stored or recorded magnetically or electronically. This includes emails. (*State Records Act 2000*)

Non-Records

Non-Records are generally available in the public domain and do not form part of a business process.

Creation of Records

All contractors will create full and accurate records, in the appropriate format, of the City's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Custodianship of Records

Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the City of Armadale.

Appraisal, Retention and Disposal of Records

All records kept by the City will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Commission.

What does the City require of you

Contractors Requirements

Contractors must keep accurate, complete and current written records in respect of the Contract, including:

- The type of goods or services, including the separate tasks, supplied to the City on each day during the term;
- The time that the Contractor spent providing the goods or services on each day during the term; and
- The name, job status and title of all personnel who provided the goods or services or were responsible for supervising the provision of the goods or services.

The Contractor must also:

- Comply with the directions of the City in relation to the keeping of records whether those directions relate to the period before or after the expiry of the term.
- Keep all records for at least 7 years after final payment under the Contract or after the expiry of the term, whichever is the later; or termination of the Contract.
- Permit the City reasonable access to all records created or received in their custody or control of the Contractor used in the performance of the contract.



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