

Title	Develop contracts for construction and demolition waste		
Level	5	Credits	15

Purpose	<p>This unit standard is for people working in the resource recovery industry.</p> <p>People credited with this unit standard are able to: determine the objectives and scope of contracts relating to construction and demolition waste; develop request for tender documents for contracts relating to construction and demolition waste; administer tenders for contracts relating to construction and demolition waste; and negotiate a contract for construction or demolition waste.</p>
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Classification	Resource Recovery > Resource Recovery - Construction and Demolition
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Available grade	Achieved
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Guidance Information

- References relevant to this unit standard include:
 local authority requirements for disposal at cleanfill sites;
 Reducing Waste on Building Sites BRANZ bulletin 523 available at <http://www.branz.co.nz>;
 The New Zealand Waste Strategy: Reducing Harm, Improving Efficiency 2010
 Ministry for the Environment, available at <http://www.mfe.govt.nz>;
 REBRI (Resource Efficiency in the Building and Related Industries) guidelines for
 reducing building material wastes, reports, and contract specifications for waste
 management, available at <http://www.branz.co.nz/REBRI>.
- Definition
Company procedures mean the documented methods for performing work activities
 and include health and safety, environmental, and quality management.

Outcomes and performance criteria

Outcome 1

Determine the objectives and scope of contracts relating to construction and demolition waste.

Performance criteria

- 1.1 Objectives for the contract are determined by consultation.
- Range consultation with – potential client, consultants, supplier. may include but is not limited to – meeting before the tender documents are finalised to clarify the objectives of the contract and to clarify client needs.
- 1.2 The scope meets the client’s specified objectives.
- Range objectives – budget, location, time, waste minimisation outcomes, quality of recovered resources.
- 1.3 The scope identifies constraints, procedural considerations, administration, and legal compliance.
- Range includes but is not limited to – tags, alternative tenders, evaluation procedures, partnering arrangements, resource consents, contract records.
- 1.4 The scope identifies technical requirements and specifications relating to construction or demolition waste minimisation and resource recovery.
- Range equipment type and capacity, employee training, certification, residual waste disposal method.
- 1.5 The scope determines the method of seeking tenders for a contract in accordance with specified objectives.
- Range methods may include – open, advertising at large, registration and short-listing of tenderers, invitation to tender.
- 1.6 The evaluation method is determined in relation to the size, nature, and expected value of contract.
- Range includes but is not limited to taking account of the cost of – audit, contract supervision.
- 1.7 Tender period allocated allows sufficient time for prospective tenderers to prepare a complying tender and, if the client allows them, alternative tenders.

Outcome 2

Develop request for tender documents for contracts relating to construction and demolition waste.

Performance criteria

- 2.1 Request for tender documents outline the roles and responsibilities of those involved in the contract.
- Range may include but is not limited to – contact details, partnering.
- 2.2 Request for tender documents prescribe procedures for receiving, recording, opening, and evaluating tenders in accordance with the scope.
- Range includes but is not limited to – documentation of evaluation, advising results of the tender process to all tenderers.
- 2.3 Request for tender documents prescribe procedures for handling calculation errors, tags, incomplete documentation, alternative tenders, and late tenders in accordance with the scope.
- 2.4 Request for tender documents outline schedule of payments and basis of payment that are explicit and unambiguous.
- 2.5 Request for tender documents specify requirements for contract records in accordance with the scope and company procedures.
- Range may include but is not limited to – copies of contract, meeting records, variations, notifications.
- 2.6 Request for tender documents are evaluated for clarity and accuracy of specifications, conditions of contract, and procedures for submission.
- Range the documents do not contain contradictory or irrelevant information.

Outcome 3

Administer tenders for contracts relating to construction and demolition waste.

Performance criteria

- 3.1 Invitations to tender are called for in accordance with the scope.
- Range includes but is not limited to – advertising method.
- 3.2 Briefing meeting is conducted during tender period that explains contract requirements to tenderers and provides them with the opportunity to ask questions.
- 3.3 All communications with tenderers during tender period comply with the request for tender documents.
- 3.4 Notices to tenderers are issued to all tenderers in response to ongoing review and/or tenderers' questions.

- 3.5 Administration ensures that written records are kept of communications with tenderers.

Outcome 4

Negotiate a contract for construction or demolition waste.

Performance criteria

- 4.1 Negotiations are conducted and the agreement is finalised in a manner which promotes goodwill and complies with legislation and commercial requirements.
- 4.2 Any concessions made are such that the contract remains consistent with the objectives and scope.
- 4.3 Contract specifies terms of performance in accordance with legal requirements and the scope.
- Range includes but is not limited to – actions for any breach of performance, release from engagement, provision for contingencies, review.
- 4.4 Contract specifies the price, standards, time, quantity, quality, control, consultation, disputes procedure, and other terms as required.
- Range other terms may include but are not limited to – finance terms, interest rates, warranty terms, service support, guarantees.
- 4.5 Contract is fully and accurately documented in a format acceptable to both parties.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 October 2007	31 December 2025
Rollover and Revision	2	28 March 2019	31 December 2025
Review	3	24 April 2025	31 December 2025

Consent and Moderation Requirements (CMR) reference

0014

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.