



REQUEST FOR QUOTE

CLEANING SERVICES FOR COUNCIL FACILITIES

IN ST MARYS

CLOSING DATE 17th August 2018

Inquiries should be made to:

Kristina Freshney
Works Support Officer
Break O'Day Council
32-34 Georges Bay Esplanade
St Helens TAS 7216
Telephone: 63767900
E-mail: kristina.freshney@bodc.tas.gov.au



1 GENERAL

Break O'Day Council is seeking quotes from interested individuals/parties to provide cleaning services at Council owned public facilities within the St Marys Township.

The successful Contractor shall be required to:

- Provide cost effective programmed cleaning services at Councils public facilities within the St Marys Township which include public toilets, sporting facilities, the town hall and works depot.
- Provide additional on-call cleaning as required. On-call cleaning will be separately charged and does not form part of the main contract.
- Replace consumables e.g. toilet paper, hand towels etc. as required. Council will supply these consumables.
- Report maintenance, vandalism and graffiti issues to Council's Works Department.

2 GENERAL INFORMATION

Proponents shall provide the following information:

- A brief profile (resume) of proposed key personnel who will be dealing with Council Officers in relation to the provision of services.
- Details of previous experience relevant to services required to undertake this contract.
- Details of referees who can provide comment relating to the applicants experience similar to that required under this contract.
- Completion of Schedule 2.
- Signed "Briefing Acknowledgement" of having read and being able to comply with the requirements of Council's Contractor Health and Safety Handbook – Version 15 (attachment 1).

3 PROVISION OF SERVICES

Schedule 1 outlines the services to be provided under the contract.

Schedule 2 provides a guide to the hours required to complete the service outlined in Schedule 1.

The total hours outlined in Schedule 2 will form the basis of a fortnightly invoice from the contractor however it will be at the discretion of the Contractor to distribute the total hours between all facilities to ensure the facilities are kept in a clean and tidy manner. The scope of work specified in Schedule 1 is expected to be completed in 43 hours per fortnight.

Other cleaning may be requested by Council's Works Department from time to time and is to be charged at the hourly on-call rate quoted by the contractor in this EOI. In the event of such a request both parties must agree to the estimated hours involved prior to the work being commenced.

The successful contractor shall submit fortnightly claims for 43 hours of work completed, and provided the work is certified by the Works Department, council shall pay the amount within 14 days.

Spot checks will be completed by the Works Department on a regular basis and notification given to the Contractor of any additional cleaning required. The contractor will be required to make every effort to resolve any issues identified from such spot checks with no further cost to Council if it is deemed that this is as a result of the contractor not having fulfilled the requirements set out in Schedule 1 .

Contractor Health & Safety Handbook

The contractor must familiarise themselves with Council's Contractor Health & Safety Handbook - Version 15 (Attachment 1) and ensure that they are able to comply with the requirements of the handbook including:

- Workplace Health & Safety Requirements
- General Health and Safety
- Hazardous Works
- Emergency Management
- Conduct
- Liabilities and Insurances

Plant, Equipment etc.

The contractor shall provide and maintain throughout the term of the contract sufficient plant and equipment to carry out the works and services herein specified in a thorough and efficient manner including but not limited to gloves, mops, brooms, buckets, sponges and rags.

Council will supply toilet paper, hand towels, soap, disinfectants and garbage bags.

Products supplied by Council as listed above will be delivered to the store room at the public amenities block at the overnight camping area/rec ground and it is up to the contractor to access requirements for other facilities from there.

The contractor is responsible for supply and maintenance of their vehicle plus all fuel costs.

Disposal of waste

The contractor will be exempt from paying fees at the St Marys Waste Transfer Station for rubbish disposal directly associated with services provided under the contract.

Term of Contract

It is Council's intention to enter into a contract with a successful contractor for a period of 2 years.

Schedule 1.

1 St Marys Town Hall

Weekly

- Clean and disinfect toilet bowl, seat, cistern/flush mechanism and hand rails.
- Clean and disinfect urinal and check/replace deodorant buttons.
- Clean and disinfect hand basin(s); splash back(s), bench tops and tap ware.
- Clean and disinfect paper holders.
- Restock all toilet paper and hand towel.
- Empty waste bins.
- Visual check for hazards and damage and report to Council as identified.
- Wash floors.
- Pick up litter in and around the outside of the building.
- Clean/wipe out fridge, oven and all other kitchen items.
- Clean and disinfect the kitchen sink, clean kitchen bench tops and cupboards/shelves.
- Clean mirrors and surrounds.
- Vacuum carpet.
- Clean door handles and push plates.

Fortnightly

- Disinfect spray/wipe all ledges and horizontal surfaces below 2 metres.
- Check for and remove any spiders and cobwebs.

Monthly

- Clean doors and surrounds.
- Clean entrance door glass.

Quarterly

- Clean/wash windows (inside only).

2 Public Toilets behind Library

Daily

- Unlock toilets each morning by 7am (subject to advice by Works Dept).
- Lock toilets each evening between 7 and 8pm (subject to advice by Works Dept).
- Pick up litter surrounding toilet block.
- Clean and disinfect toilet bowl, seat, cistern/flush mechanism and hand rails.
- Clean behind toilets.
- Clean and disinfect toilet paper and hand towel holders.
- Clean and disinfect hand basins, splash backs and tap ware.
- Restock all toilet paper and hand towel holders.
- Empty waste bins.
- Visual check for hazards and damage and report to Council as identified.

Weekly

- Wash floors.
- Clean mirrors and surrounds.

Fortnightly

- Disinfect spray/wipe all ledges and horizontal surfaces below 2 metres.
- Check for and remove any spiders and cobwebs.
- Wash interior walls.

Monthly

- Clean light fittings.
- Clean ceilings.
- Wash exterior walls.

3 Public BBQ at Library Park

Daily

- Check BBQ daily including the surrounding structure and keep in a clean and tidy condition based on usage.
- Pick up litter in surrounding area.

Weekly

- Clean BBQ at least once a week.
- Clean picnic table and benches.

Monthly

- Remove and clean fat trays as required.

4 Public Amenities Block at the overnight camping area/rec ground

Daily

- Pick up litter surrounding the amenities block.
- Clean and disinfect toilet bowls, seats, cisterns, flush mechanisms and hand rails.
- Clean behind toilets.
- Clean and disinfect toilet paper and hand towel holders.
- Clean and disinfect hand basins, splash backs and tap ware.
- Clean down each shower cubicle, removing soap scum from walls.
- Restock all toilet paper and hand towel.
- Empty waste paper bins.
- Visual check for hazards or damage and report to Works Dept.

Weekly

- Wash floors.
- Clean Shower heads.

Fortnightly

- Disinfect spray/wipe all ledges and horizontal surfaces below 2 metres.
- Check for and remove all spiders and cobwebs.
- Wash interiors walls.

Monthly

- Clean light fittings.
- Clean ceilings.
- Wash exterior walls.

5 Football Clubroom including Change room, Kitchen, Toilets and Showers

This applies to whole of the building.

The facility is mostly utilised from April to July for football and September to March for cricket.

Weekly

- Clean and disinfect toilet bowls, seats, cisterns, flush mechanisms and hand rails.
- Clean and disinfect urinal and check / replace deodorant buttons.
- Clean and disinfect hand basins, splash backs, bench tops and tap ware.
- Clean and disinfect paper holders.
- Clean mirrors and surrounds
- Clean/wash kitchen bench top(s) and cupboards.
- Check the fridge, oven and other kitchen items.
- Restock all toilet paper and hand towel holders
- Empty paper waste bins.
- Visual check for hazards/damage.
- Dust Mop/wash floor.
- Pick up litter in and around building.

Fortnightly

- Disinfect spray/wipe all ledges and horizontal surfaces below 2 metres.
- Check for and remove any spiders/cobwebs.
- Clean door handles and push plates.

Monthly

- Clean doors and surrounds.
- Clean entrance door glass.

Quarterly

- Wash windows (inside).

6 ST MARYS COUNCIL DEPOT BUILDING

Weekly

- Clean and disinfect toilet bowl, seat, and cistern/flush mechanism.
- Clean and disinfect hand basins, splash backs, bench tops and tap ware.
- Clean and disinfect paper holders.
- Restock all toilet paper and hand towel holders.
- Empty waste paper bins.
- Dust mop/wash floor.
- Clean/wipe out fridge, oven and other appliances.
- Clean and disinfect the kitchen sink, clean kitchen bench top and cupboards/shelves.

Fortnightly

- Check for and remove any spiders/cobwebs.

Schedule 2.

SCOPE OF WORKS

The scope of works is expected to be completed in, on average, 43 hours per fortnight and will form the basis of the fortnightly invoice.

BUILDING	TOTAL HOURS PER FORTNIGHT	RATE (\$/Hour Inc. GST)	TOTAL \$
St Marys Town Hall	6		
Public Toilets behind library	10		
BBQ at library park	2		
Public amenities block at overnight camping area/rec ground	16		
Football clubrooms	6		
St Marys Depot	3		
On-call rate	N/A		N/A