



**REQUEST FOR QUOTE**

**CLEANING SERVICES**

**NORTHERN GOLDFIELDS REGIONAL OFFICE AND ADMINISTRATION CENTRE**

The Shire of Leonora is calling for quotes for Cleaning Services at the new Northern Goldfields Regional Office and Administration Centre.

Copies of the Scope of Works are available from the Shire of Leonora Administration Office, 16 Tower St Leonora between the hours of 8am to 4:30pm Monday to Friday (closed public holidays) up to and including 2 June 2017. A Copy is also available on the Shires website at [www.leonora.wa.gov.au](http://www.leonora.wa.gov.au) under Public Document Centre.

For more information contact Simone deBeen on 0417 953 747 or email [admin@kaleng.com.au](mailto:admin@kaleng.com.au).

Submissions on the Cleaning Services can be submitted by emailing [admin@leonora.wa.gov.au](mailto:admin@leonora.wa.gov.au) or posted to the Chief Executive Officer at the Shire of Leonora, Administration Office, PO Box 56, Leonora WA 6438 or lodged in person at the Administration Office, 16 Tower St Leonora. Submissions must be received by 2:00pm Friday 2 June 2017.

Jim Epis

Chief Executive Officer



Cleaning Services  
For  
Norther Goldfields Regional Office and Administration  
Centre

Scope of Works for the Engagement of Cleaning Services

**REQUEST FOR QUOTATION**

May 2017

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## 1.0 INTRODUCTION

The Shire of Leonora is seeking a suitably qualified and experienced Cleaning Contractor to provide cleaning services for the Northern Goldfields Regional Office and Administration Centre (NGROAC) for a one year period.

## 2.0 SCOPE OF WORK

This is a contract for cleaning services for the NGROAC for a one year period.

### GENERAL REQUIREMENTS

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The works to be performed under this Contract shall consist of but not necessarily limited to the following cleaning requirements:

- Contractor must supply own vehicle and all tools and cleaning equipment required to carry out the works. This includes but not limited to gloves, vacuum cleaners, brooms, mops, blowers, buckets, cleaning clothes and scourers etc.
- The Shire to supply all cleaning products and consumables such as toilet paper and soap on request.
- All work to be performed so as to achieve hygienic standards and the reduction of the risk of transmittal of disease and infection.
- The Contractor shall report any property damage, blockages, graffiti or malfunctioning lights in the Communications book daily.
- Erect "Toilet Cleaning" signs prior to any works
- Remove erected signs on completion of works
- The Contractor shall clean all external doors, windows, window
- The Contractor's staff must be trained in the handling and disposal of human and hazardous waste.
- Appropriate warning signage or other markers shall be provided by the Contractor for pedestrian slip hazards.

### DAILY REQUIREMENTS

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- **Public Toilets to be cleaned**
  - Inspect for damage and clean all pans with disinfectant – clean inside the bowl using a toilet brush then flush clean.
  - Clean seats and cisterns by spraying disinfectant and wipe clean.
  - Clean all exterior porcelain surfaces
  - Remove any debris from urinal drain
  - Clean waterless urinals as per specifications

- Clean sinks by spraying disinfectant solution and wiping clean ensuring drain is clean of debris.
- Clean any dirty marks off cubical partitions and doors, walls & sink splash areas etc and wipe clean.
- All bench tops to be wiped clean
- Hand Dryers to be wiped clean
- Spray and Wipe clean all mirrors
- All hand rails to be cleaned
- Replenish soap dispensers
- Sweep floors
- Mop floors and all skirtings using disinfectant and hot water.
- Replenish toilet rolls
- Empty bins
- Check and remove any cobwebs present
- Clean Baby Change Tables with disinfectant
- **Front Entrance**
  - Front entrance doors to be cleaned
  - Ensure all clean and tidy and free of rubbish
- **Kitchen & Tea Room**
  - Floors to be vacuumed/swept and mopped where required
  - All benches/surfaces to be wiped over and cleaned
  - Fridge door to be wiped over and cleaned
  - Microwave to be wiped over inside and out
  - Check and wipe over stove
  - Cupboard doors to be wiped over and cleaned
  - Any dishes to be washed and put away
  - All furniture to be wiped over and cleaned
  - Bins Emptied
- **Families Interview Room**
  - All furniture to be wiped over and cleaned
  - Doors to be wiped over and cleaned
  - Bin Emptied and any rubbish removed from floors
- **Small Families Breakout Courtyard**
  - Floors to be swept
  - Surfaces wiped over
  - Bins emptied
- **Meeting Rooms**
  - Furniture wiped over
  - Doors wiped over
  - Bins Emptied and any rubbish removed from floors

- **Conference Room**
  - Furniture wiped over
  - Bins Emptied and any rubbish removed from floors
- **Managers Office**
  - Bins Emptied
- **Conference Small**
  - Bins Emptied
- **IT/Store**
  - Clean on request
- **Reception**
  - Furniture wiped over
  - Counter/Surfaces to be wiped over and cleaned
  - Bins Emptied and any rubbish removed from floors
  - Ensure area is neat and tidy
- **Lounge**
  - Bins Emptied and rubbish removed from floors
  - Spot clean walls
  - Wipe over all furniture
  - Clean doors
  - Ensure area is neat and tidy
- **Internet Room**
  - Furniture wiped over and cleaned
  - Doors to be wiped over and cleaned
  - Bins Emptied and rubbish removed from floors
- **Printer Room & Printer Store**
  - Furniture/benches wiped over and cleaned
  - Doors to be wiped over and cleaned
  - Bins Emptied and rubbish removed from floors
- **Passage & Corridor**
  - Make sure all rubbish removed from floors
- **Courtyard and Meeting Space**
  - Sweep or blow floor space
  - Empty Bins
  - Clear away any rubbish from floors
  - Spot clean seats and surfaces

## BI-WEEKLY REQUIREMENTS

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- Commercial Bins to be put out for collection on Monday and Thursdays

## WEEKLY REQUIREMENTS

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- All Carpets to be vacuumed
- Sweep and mop all tiled floor areas
- Spray and wipe any glass windows/dividers
- Wipe down desks (if they are clear, do not move any paperwork or items)
- Clean floors of Toy Library
- Wipe over door of Toy Library

## MONTHLY REQUIREMENTS

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- Wipe over all phones and hand sets
- Wipe over all computer screens

## QUARTERLY REQUIREMENTS

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- Exhaust Fans to be cleaned
- All louvers and vents to be cleaned
- Clean all skirting boards

## ADDITIONAL CLEANING REQUIREMENTS

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- From time to time the Manager of the Northern Goldfields Regional Office and Admin Centre may require additional cleaning and when these additional services are required. The hourly rate offered in the Contractors Schedule of Prices will apply.

### 3.0 CONSUMABLES

- Toilet rolls and hand towels are to be filled with the appropriate replacement stock to be supplied by the Principal.
- Soap dispensers are to be cleaned and filled with the appropriate product, to be supplied by the Principal.
- Bins are to be emptied, sanitized and bin liners replaced. Bin liners will be supplied by the Principal.

### 4.0 DRAWINGS AND ATTACHMENTS

The following have been provided to assist the contractor and will form part of the contract:

- Floor Plan of Northern Goldfields Regional Office and Admin Centre

## 5.0 CONTRACT TERM

The term of the contract shall be for a one (1) year period.

## 6.0 CONDITIONS OF ENGAGEMENT

It is proposed that the appointment of a Contractor will be formalised by a Shire of Leonora Purchase Order.

The Quotation shall include all costs incurred by the Contractor.

## 7.0 SITE INSPECTION

A site inspection will be held at 60 Tower St, Leonora on the 23 May 2017 at 10:30am. All contactors interested in putting in a submission must attend the site inspection to be eligible.

## 8.0 PAYMENT SCHEDULE

Payments will be made upon satisfactory completion of the woks and within 30 days of receipt of an invoice.

## 9.0 HOURS OF CLEANING

Cleaning to be carried out after hours to be agreed with Principal in writing.

## 10.0 SELECTION CRITERIA

Quotations will need to meet the minimum requirements of this brief and will be assessed on the bases of best value to the City when considered against the following criteria:-

1. Qualifications and experience.
2. References
3. Demonstrate understanding of Safe Work Practices in relation to PPE, Sharps Handling & Health & Safety in general.
4. Insurance Cover, Public Liability 20M and Worker's Compensation.
5. Capacity to carry out the works on an ongoing basis.

## 11.0 PRICING SCHEDULE

The contractor shall complete the Schedule of Prices:-

Item No	Item Description	Tendered Amount inc GST
1	General Cleaning monthly total	\$
2	Hourly Rate Weekdays	\$
3	Hourly Rate Weekends	\$
4	Hourly Rate Public Holidays	\$
5	Call Out Fees	\$

## 12.0 BREAKING CONTRACT

Either party may break the contract at any time by providing ninety (90) days written notice of their intentions.

## 13.0 SUBMISSIONS

Contractors interested in undertaking the cleaning service should submit a brief written proposal addressing the Selection Criteria and the Schedule of Rate.

Submissions must be received no later than 2:00pm Friday 2 June 2017. Submissions must be marked "Cleaning Services – Northern Goldfields Regional Office and Admin Centre". Late Submissions will not be accepted:-

Emailed to [admin@leonora.wa.gov.au](mailto:admin@leonora.wa.gov.au)

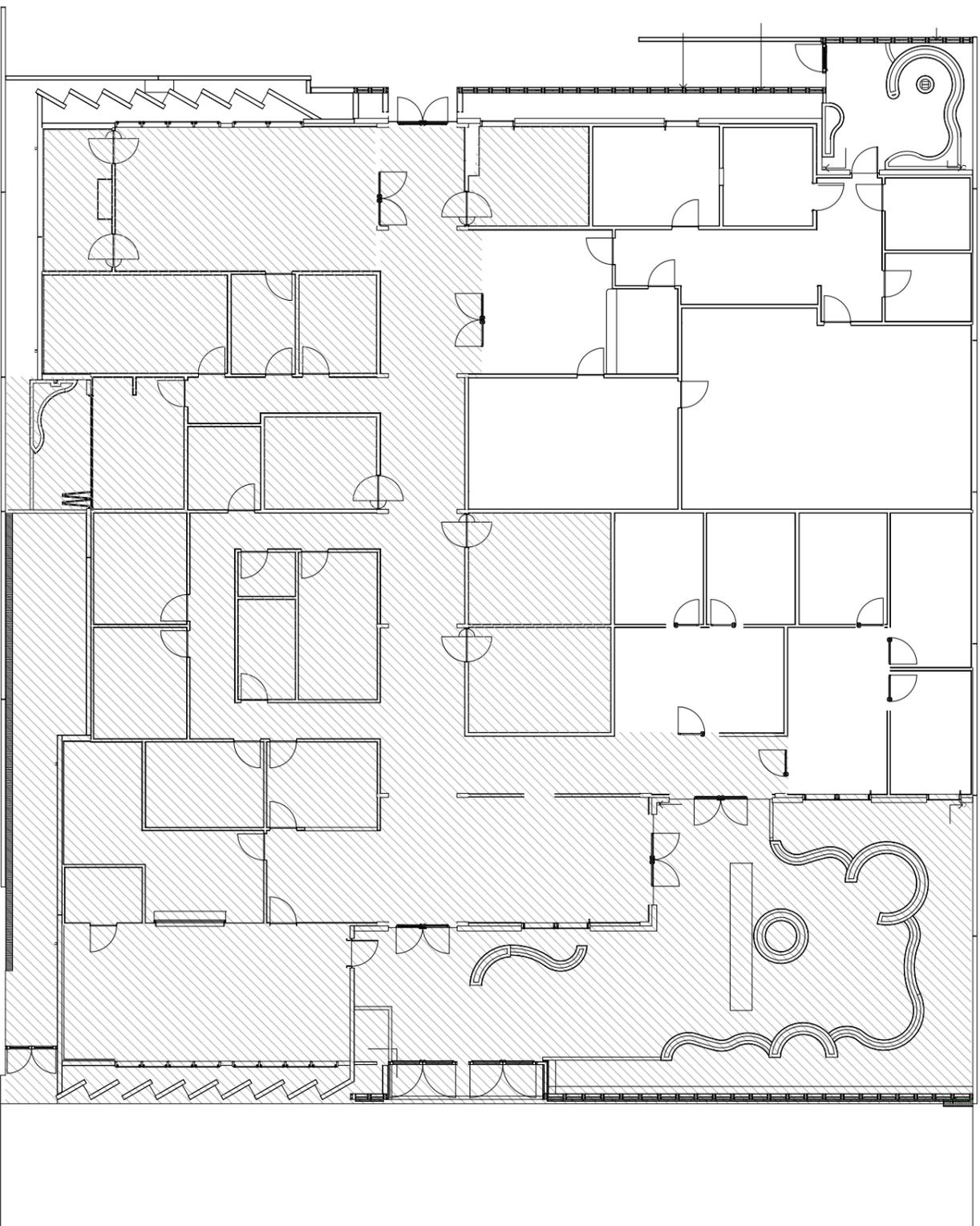
or posted to  
Chief Executive Officer  
Shire of Leonora,  
Administration Office,  
PO Box 56,  
Leonora WA 6438

or lodged in person at  
Administration Office,  
16 Tower St  
Leonora

All enquiries should not rely on any information provided by any person other the Shires consultant as listed below:

Name: Simone de Been  
Telephone: 0417953747  
Email: [admin@kaleng.com.au](mailto:admin@kaleng.com.au)

Any requests for information or clarification should be in writing and directed to the Contact Person nominated in this Request in the first instance.



FLOOR PLAN  
1:200



LEGEND  
AREA TO BE CLEANED