



REQUEST FOR TENDER
DOCUMENTATION

Request for Tender:

CLEANING OF COUNCIL FACILITIES, INGLEWOOD

RFT Contract Number:

1819/80

Closing Time & Date

12 Noon
WEDNESDAY, 24th APRIL 2019

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1. GENERAL CONDITIONS OF TENDERING

1.1. Tender Form

Tenderers MUST complete the Tender Form provided and lodge it in accordance with the requirements. All schedules and supporting information must be completed and submitted with the tender.

Every Tender shall set forth the full given names, family names and address of the Tenderer and when the Tender is in the name of a Firm, the names in full and addresses of each member of the Firm, and when the Tender is by a Company the name of the Company and the address of the registered office of the Company.

1.2. Acceptance of Tender

The Principal shall not be bound to accept the lowest or any Tender, nor will the Principal be responsible for, or pay for, expenses or losses, which may be incurred by any Tenderer in the preparation of the Tender.

Any Tender, which does not comply in every respect with the requirements of the Tender Documents, may be rejected.

1.3. Withdrawal of Submitted Tender

Tenders shall be valid for 60 days from the final date for accepting submitted tenders.

A Tenderer may withdraw a submitted tender, by notice of withdrawal in writing to the Chief Executive Officer, at any time after the expiration of 60 days from the final date for accepting tenders, but shall not withdraw his tender prior to the expiry of such period.

1.4. GST

Tender prices shall be inclusive of GST.

1.5. Tender Submissions

Tenders must be submitted on the forms provided, each of which shall be signed by the Tenderer. All information called for on the forms shall be inserted in the respective places provided.

1.5.1 Lodgement

Tender submissions must be lodged on or before the closing time of **12:00 noon on Wednesday, 24th April 2019**, at the Public Offices of the Goondiwindi Regional Council.

Goondiwindi Regional Council may extend the Closing Time at its discretion.

Request for Tender will not be opened publicly and schedule of rates will not be made available.

The completed Tender Submission shall be enclosed in a sealed envelope clearly marked:

“RFT 1819/80 - Cleaning of Council Facilities, Inglewood”

Tender documentation shall be lodged:

(a) By post to:

Goondiwindi Regional Council
LMB 7
INGLEWOOD QLD 4387

OR

(b) By hand delivery to:

The office of the Goondiwindi Regional Council located at:

- i) 4 McLean Street, Goondiwindi;
- ii) High Street, Texas; or
- iii) 18 Elizabeth Street, Inglewood.

OR

(c) By email to:

tenders@grc.qld.gov.au

Submissions received by facsimile or telephone will not be considered.

1.5.2 Late Submissions

Tenders lodged or received by Council after the stated closing time will be deemed to be a late submission. A late submission will only be admitted for evaluation at Council's discretion.

1.5.3 Contact Person

Enquiries regarding this Request for Tender (RFT) may be directed to:

Name: Teresa Pfingst
Department: Corporate and Community Services
Phone: 07 4671 7400
Email: Mail@grc.qld.gov.au

1.6 Document Fee

The Charge for the Tender Document is **Nil**.

1.7 Separable Portions

The whole of the works specified may not necessarily be let in one contract where there is more than one schedule in the Schedule of Prices. Where there is more than one schedule in the Schedule of Prices, Council reserves the right to accept a Tender for the whole of the works, or accept separate Tenders for any one or more of the sections of the works (separate schedules).

1.8 Time for Completion

Refer to Schedule (A) for details regarding access to the building for cleaning purposes.

1.9 Tenderer to be Informed

Tenderers are required to make all necessary enquiries to satisfy themselves that they understand the conditions of the tender (i.e. scope of contract/duties). The Principal will not be liable for any claim on the ground of insufficient information.

1.10 Inspection of Premises

Inspections of the premises are available on request and will be conducted at a mutually suitable date and time prior to the closing date for tender submissions. Council asks that should any tenderers have questions following an inspection, they submit them via email to mail@grc.qld.gov.au to enable any clarification given, to be shared with subsequent tenderers in order to maintain an open and transparent tender process.

1.11 Verbal Advice

The Principal shall not be bound by any verbal advice given or information furnished by any officer of the Principal in respect of the Contract but shall be bound only by written advice or information furnished by the Principal.

1.12 Notification

The successful Tenderer shall be notified in writing of the acceptance of his Tender subject to the conditions stated in the General Conditions of Contract.

1.13 Notice to Tenderer

Every notice to be given to a Tenderer shall be posted to the Tenderer's address given in the Tender, and such point shall be deemed to be good service of such notice, and time mentioned in such notice or in these conditions for doing any act shall be reckoned from the time of posting the notice.

1.14 Tender Evaluation Criteria

Tenders will be assessed on the following criteria:

- **Level of Service / Capability** (30%) – ability to provide the necessary cleaning service to meet the requirements of the contract.
- **Local Supplier** (10%) – Council strongly supports those suppliers who reside within the regional area and is prepared to give due consideration where supply is offered, quality is commensurate with other suppliers and price is realistic after delivery is accounted for (*per Council's Procurement Policy GRC-0004*).
- **Financial Benefit** (60%) – overall value for money.

1.15 Referees

Tenderers are required to provide details of two (2) referees who may be contacted by the Tender Evaluation Panel to provide confirmation of the claims made in the Tender in respect to the capacity of your organisation to deliver the proposed service.

REFEREES DETAILS		
	Referee 1	Referee 2
Organisation Name:		
Contact Person:		
Position:		
Phone:		
Relationship Details / Services Provided:		

1.16 Code of Tendering

Attention is drawn to the Standard Code of Tendering AS 4120-1994, the provisions of which will be observed in awarding this Contract. A copy of this code may be obtained from this Office upon request.

1.17 Insurance

The successful Contractor will maintain in force at its own expense during the term of the contract public liability and products insurance in the name of the Contractor for not less than \$10,000,000.

A copy of the insurance certificate of currency is to be provided to Council before the commencement of work or the delivery of services under contract and annually thereafter.

1.18 Conditions of Contract(s)

The conditions of the contract(s) shall be:

1.18.1 Duties

Refer to **Schedule (A)** for a list of nominated Cleaning Days for each of the Council facilities included in the tender document.

Refer to **Schedule (B)** for the list of cleaning duties and frequency of tasks.

1.18.2 Supply of Cleaning Materials

- a) Council will purchase bulk-cleaning products from an approved supplier and make available to the cleaner a reasonable amount of cleaning products required for the job i.e. disinfectant, cleaning cloths, etc.
- b) Council will supply all paper products, soap and urinal blocks.
- c) The Tenderer will supply their own cleaning equipment i.e. vacuum cleaner, broom, mop, bucket, hose, water pressure cleaner (e.g. gurney), etc.

1.18.3 Immunisation

Prior to the commencement of the contract the Cleaner is required to provide evidence to Council that, he/she has been vaccinated for Hepatitis A & Hepatitis B.

1.18.4 Term

The contract will be for a **fixed 3-year period**, to **31st July 2022**. The agreement may be terminated by either party with the giving of 2 months' notice.

1.18.5 Commencement Date

The commencement date for the contract shall be **1st August 2019**.

1.18.6 Additional Service Requests

Additional servicing of the facility/s outside the agreed duties checklist requires approval by an authorised Council representative.

In the instance where extra cleaning of the facility is deemed necessary, the hourly call-in fee / rate nominated in the Schedule of Rates located under Schedule (C) of the Tender Document will be applied. The fee/rate nominated should be inclusive of the travel component (cost to travel to and from the site) which relates to any such additional service request.

1.18.7 Payment

Payment will be made monthly following submission of an invoice by the appointed contractor. Each monthly invoice shall be one-twelfth (1/12) of the amount tendered in Schedule (C) and/or Schedule (F), plus any call-ins. Each call-in should be listed separately on the invoice with the date/s clearly identified.

1.18.8 Complaint Resolution

Should the Council receive any complaints in relation to the conduct of works, the cleaner will be notified in writing. Should Council consider the standard of works to be unsatisfactory, Council may ask the cleaner to show cause as to why the contract should not be terminated. Council reserves the right to terminate this contract without regard to

the minimum notice period referred to at Item 1.18.4 in the event that a complaint may not be resolved.

1.18.9 Reporting Requirements

Any defects or damage identified at the facility/s should be reported immediately to Council by phone / email at the time of identification. Where possible, photographs of the damage should be taken and forwarded to Council for records and reporting purposes.

1.18.10 Compliance with Relevant Legislation

- a) It is a condition of the Cleaning Contract that the successful tenderer meet any requirements under the *Contract Cleaning Industry (Portable Long Service Leave) Act 2005*.
- b) It is a condition of the Cleaning Contract that the successful Tenderer (Supplier) acknowledge their obligations under the *Work Health and Safety Act 2011* to provide a safe place and a safe system of work so as not to place at risk the Supplier's own employees as well as other workers and the general public at the workplace. The Supplier must comply with all relevant enactments, associated *Work Health and Safety Regulations 2011*, Standards, Codes of Practices and Goondiwindi Regional Council WH&S policies and procedures, which are in any way applicable to the Cleaning Contract, or the performance of the services under the Cleaning Contract.

I have read the **GENERAL CONDITIONS OF TENDERING** set out above and understand that the conditions contained therein will form part of the Contract.

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

2. TENDER FORM**PLEASE COMPLETE THIS FORM USING BLOCK LETTERS**

Name of person, firm or company tendering:-	<hr/> <hr/> <hr/>
Address:-	<hr/> <hr/> <hr/>
Contact Details:-	<p><i>Name of Contact Person (if different to above):-</i></p> <hr/> <p><i>Telephone:-</i> _____</p> <p><i>Facsimile:-</i> _____</p> <p><i>E-mail Address:-</i> _____</p>
If the tenderer is a Firm, the full names & addresses of the individual members of the Firm must be stated here:-	<hr/> <hr/> <hr/> <hr/>
Date:-	Dated this _____ day of _____ 2019
Signature:-	Signature of Tenderer:- _____

3. SCHEDULE (A) – Facility Location and Cleaning Days

Facility Name:	INGLEWOOD CUSTOMER SERVICE OFFICE / CIVIC CENTRE
Address:	18 Elizabeth Street, Inglewood Qld 4387
Cleaning Days:	Daily Monday to Friday
Opening Hours:	Monday to Friday from 8:30am to 4:30pm <u>Please Note:</u> the Office is closed for lunch from 12.30pm to 1.30pm each day
Access to Building:	<p>i) Upstairs Office / Library / Visitor Information Centre Areas</p> <ul style="list-style-type: none"> ▪ Access to these areas for cleaning purposes will be available from 6pm to 7am Monday-Thursday and from 5pm Friday to 7am Monday, to minimise potential interruption from staff working back late and meetings/functions that may be scheduled for early evenings. Council will provide details/dates (where possible) of any planned meetings or functions to be held in these areas, which may impact the nominated times listed above. <p>ii) Civic Centre / Kitchen Areas</p> <ul style="list-style-type: none"> ▪ Please note that access to the building for cleaning purposes will be available outside of any scheduled venue hire dates for functions/events in the Civic Centre / Kitchen Areas. Council will provide a monthly calendar to the Cleaner to facilitate the weekly cleaning schedule.
Comments:	<u>Note:</u> If Council fails to provide notice and a meeting/function has not ended by the time the cleaner has completed all other required cleaning duties, the cleaners shall not be required to wait nor shall he/she be required to return at a later time to clean the area in question.
Refer Section 4.1 for FLOOR PLAN showing building layout.	
Facility Name:	INGLEWOOD MCINTYRE SPORT CENTRE
Address:	53 Chilcott Street, Inglewood Qld 4387
Cleaning Days:	Weekly - once per week
Opening Hours:	As per the booking calendar (to be supplied by Council)
Access to Building:	Access to the building for cleaning purposes will be available outside of any scheduled venue hire dates for functions/events at the Macintyre Sports Centre. Council will provide a monthly calendar to the Cleaner to facilitate the weekly cleaning schedule.
Comments:	
Refer Section 4.2 for FLOOR PLAN showing building layout.	
Facility Name:	INGLEWOOD COUNCIL WORKS DEPOT
Address:	Killen Street, Inglewood Qld 4387
Cleaning Days:	Weekly - once per week
Opening Hours:	Gates Open 6am; Gates Closed at 4pm
Access to Building:	Access to the building for cleaning purposes will be available during opening hours from 8am to 3pm Monday-Friday .
Comments:	
Refer Section 4.3 for Photographs of the facility.	

4. SCHEDULE (B) – List of Cleaning Duties and Frequency of TASKS:

4.1 Cleaning Checklist – Inglewood Customer Service Office / Civic Centre Building

The following checklist sets out the cleaning duties and frequency of tasks for the Inglewood Customer Service Office / Civic Centre Building, 18 Elizabeth Street Inglewood.

INGLEWOOD CUSTOMER SERVICE OFFICE / CIVIC CENTRE BUILDING							
GENERAL Purpose Cleaning Tasks							
* Weekly - tasks to be completed during the clean conducted between 5pm Friday and 7am Monday. ** Monthly - to be completed during the first week of EACH MONTH *** Quarterly - to be completed during the first week of FEB, MAY, AUG & NOV # 6 Monthly - To be completed in the first week of FEB & AUG ## Annually - to be completed during the first week in FEB	Daily	Weekly*	Monthly**	Quarterly***	6 Monthly#	Annual##	Additional Comments
FLOORS							
VINYL/TILES/TIMBER:							
Sweep and remove all litter in Zones 1 & 2 including internal stairwells	X						
Sweep and remove all litter in Zone 3 including stage area/change rooms		X					
Mop ALL floor areas in Zones 1 & 2 with tiles/vinyl flooring	X						Using an approved disinfectant
Mop entire floor areas in Zone 3 including stage area/change rooms		X					Using an approved disinfectant
Mop ALL internal stairs		X					
Detail edges and corners (remove build up) where needed			X				
EXTERNAL CONCRETE AND TILES:							
Sweep concrete entrances to the building (directly in front of entry doors up to approx. 3m ² area) <i>Library, Visitor Information Centre, Elizabeth Street entry & Courtyard entry</i>		X					Council will maintain all other concreted areas.
Clean external courtyard concrete area using blower vac or hose, as appropriate to conditions							
CARPET:							
Vacuum high traffic areas in Zone 1 (marked in red)	X						
Vacuum full carpet area in Zones 1 & 2		X					
Spot clean small stains and spills in Zones 1 & 2	X						As you see them; and using a damp cloth only
Spot clean small stains and spills in Zones 1 & 2				X			Using Stain Remover and Extraction Process
<i>PLEASE NOTE: Full clean of ALL carpets and material covered chairs in Zone 3, will be carried out annually under a separate arrangement.</i>							
SURFACES							
WALLS & DOORS:							
Spot clean all surfaces including switches and skirting boards and remove cobwebs in ALL Zones		X					
Main entry doors to the building to be cobwebbed internally and externally (using reach poles) to approx. 1 metre each side of doorway <i>Library, Visitor Information Centre, Elizabeth Street entry & Courtyard entry</i>					X		

INGLEWOOD CUSTOMER SERVICE OFFICE / CIVIC CENTRE BUILDING

GENERAL Purpose Cleaning Tasks

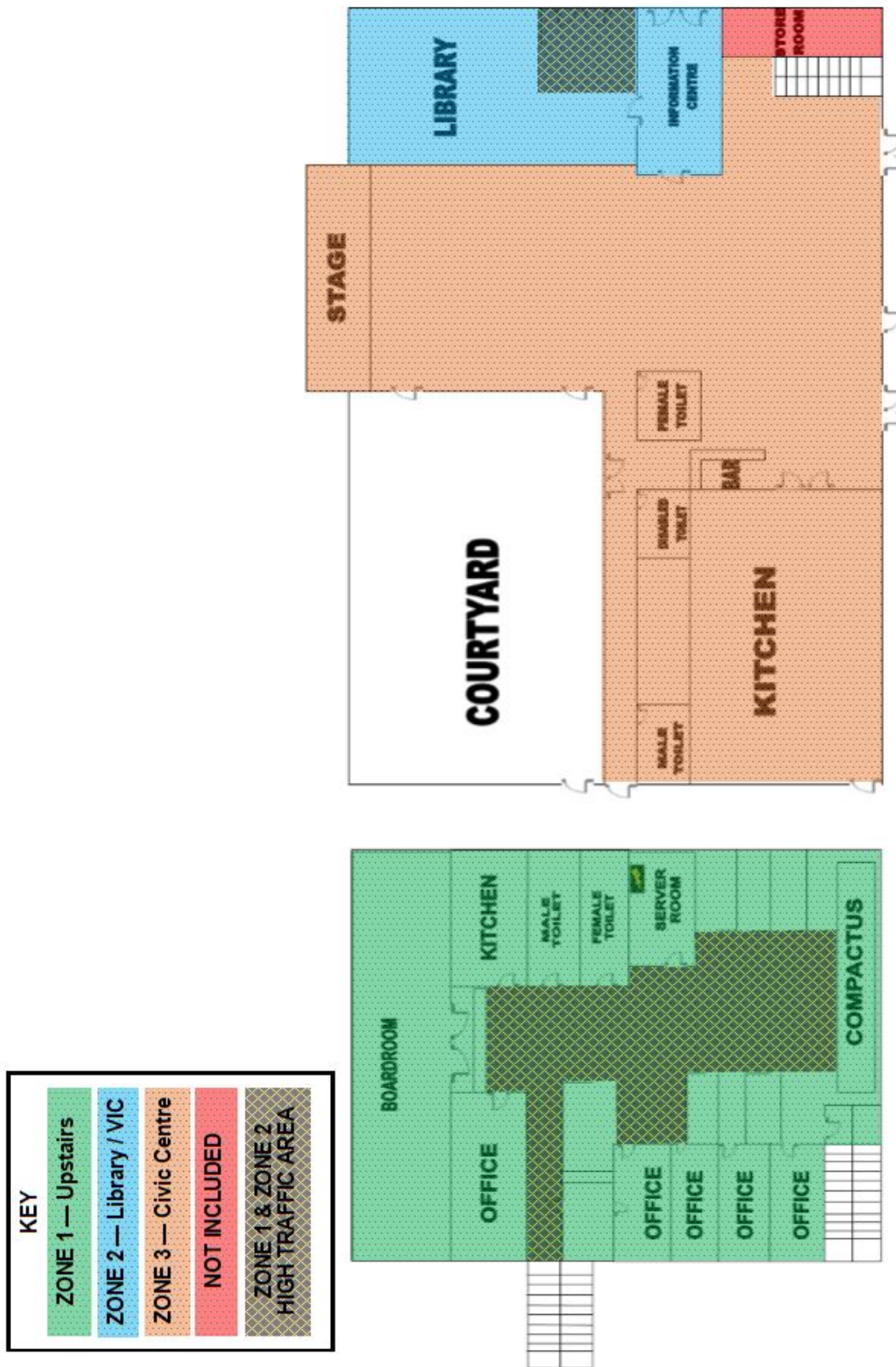
* Weekly - tasks to be completed during the clean conducted between 5pm Friday and 7am Monday. ** Monthly - to be completed during the first week of EACH MONTH *** Quarterly - to be completed during the first week of FEB, MAY, AUG & NOV # 6 Monthly - To be completed in the first week of FEB & AUG ## Annually - to be completed during the first week in FEB	Daily	Weekly*	Monthly**	Quarterly***	6 Monthly#	Annual##	Additional Comments
GLAZING:							
Spot clean main entry doors and adjacent fixed glass panels (internal and external surfaces) in the Library, Visitor Information Centre, Elizabeth Street entry & Courtyard entry <u>and</u> Upstairs Reception area.	X						
Full clean main entry doors and adjacent fixed glass panels (internal and external surfaces) as per above.		X					
Spot clean all other internal glass surfaces to 3.2 metres in ALL Zones		X					
Full clean of all internal glass surfaces to 3.2 metres in ALL Zones						X	
Cleaning of window sills, tracks and window frames						X	
<u>PLEASE NOTE:</u>							
i. <i>The cleaning of all EXTERNAL glass, other than the glass at the main entry doors (i.e. Library, Visitor Information Centre, Elizabeth Street entry & Courtyard entry), will be carried out annually under a separate arrangement.</i>							
ii. <i>The internal surface of the window above the internal stairs will also be done under a separate arrangement.</i>							
OTHER:							
Dry dust vertical blinds and curtains						X	
Dry dust material covered chairs in Zone 3			X				
Dry dust the accessible surfaces of cabinet and cupboard tops, shelving, partition tops, furniture, artwork, photo frames, honour board, projector screens, etc.						X	<u>Note:</u> Accessible surfaces, means the surface that can be accessed without the need to move/remove any items from cupboard tops, shelving, bookcases, etc.
Damp dust all exposed fittings, lights, clocks, air conditioning units, etc. in ALL Zones						X	
TOILETS (UPSTAIRS / DOWNSTAIRS / STAGE AREA):							
Empty and clean waste receptacles both inner and outer surfaces and replace the bin liner if required	X						Excluding female hygiene bins
Clean and disinfect all toilet bowls, toilet seats, hand basins and urinals	X						
Clean and disinfect external surfaces of toilet pedestals and hand basins		X					
Clean all bright metal surfaces, including taps, pipes, door handles, supports, etc.	X						
Vacuum ceiling vents in toilet facilities, if applicable					X		
Clean and wipe down vanity tables and clean mirrors	X						

INGLEWOOD CUSTOMER SERVICE OFFICE / CIVIC CENTRE BUILDING

GENERAL Purpose Cleaning Tasks

* Weekly - tasks to be completed during the clean conducted between 5pm Friday and 7am Monday. ** Monthly - to be completed during the first week of EACH MONTH *** Quarterly - to be completed during the first week of FEB, MAY, AUG & NOV # 6 Monthly - To be completed in the first week of FEB & AUG ## Annually - to be completed during the first week in FEB	Daily	Weekly*	Monthly**	Quarterly***	6 Monthly#	Annual##	Additional Comments
Replenish toilet stocks (supplied by Council)	X						
KITCHEN / LUNCH ROOM (UPSTAIRS):							
Wipe benches and kitchen table	X						
Clean cupboard doors				X			
Thoroughly clean sinks		X					
Clean <u>external</u> surfaces and fittings of refrigerator, microwave, dishwasher, etc.					X		
KITCHEN / BAR AREA / SUPPER ROOM (DOWNSTAIRS):							
Wipe benches and kitchen table		X					
Clean cupboard doors				X			
Thoroughly clean sinks		X					
Clean <u>external</u> surfaces and fittings of refrigerators, microwaves, dishwasher, stove, etc.			X				Spot clean as required
OFFICE FURNITURE:							
Spot clean all furniture in Zones 1 & 2, including the reception counter (front & top) and tables and chairs in the boardroom.	X						
Full clean all furniture in Zones 1 & 2 (as per above) plus accessible surfaces in reception area.				X			<u>Note:</u> Accessible surfaces, means the surface that can be accessed without the need to move/remove any items from cupboard tops, shelving, bookcases, etc.
<u>PLEASE NOTE:</u> Desks and the working surfaces of workstations and the reception counter are the responsibility of staff and are not required to be cleaned as part of this contract.							
Boardroom Timber Table - apply a protective coating to table top (using approved products) and cob-web underneath					X		
RUBBISH:							
Empty waste/garbage containers and replace bin liner if required in boardroom, kitchen, and staff rubbish bin points	X						Staff rubbish points - there are bins in three locations for staff to empty their office bins into.
Remove waste to wheelie bins behind building	X						
Put out wheelie bins for collection and return to the courtyard area	Bin collection day is Wednesday (bins need to be out prior to 6am the morning of collection)						
REPORT DEFECTS OR DAMAGE:							
Report any significant defects or damage to Council	To be reported as they arise						

- Refer Floor Plan below, showing layout of Inglewood Customer Service Office / Civic Centre Building areas – specifically Zones 1, 2 & 3.



Approx. Floor Area to be cleaned = 1,100m²

4.2 Cleaning Checklist – Inglewood MacIntyre Sports Centre

The following checklist sets out the cleaning duties and frequency of tasks for the Inglewood MacIntyre Sport Centre located at 53 Chilcott Street, Inglewood.

INGLEWOOD MACINTYRE SPORTS CENTRE						
GENERAL Purpose Cleaning Tasks						
	Weekly*	Monthly**	Quarterly***	6 Monthly#	Annual##	Additional Comments
FLOORS						
VINYL/TILES:						
Sweep and remove all litter	X					
Mop entire floor areas	X					Using an approved disinfectant
Detail edges and corners (remove build up) where needed		X				
EXTERNAL CONCRETE:						
Clean external concrete entrances, walkways <u>and</u> bar area using blower vac or hose, as appropriate to conditions; and remove all waste	X					
SURFACES						
WALLS & DOORS:						
Spot clean all surfaces including switches and skirting boards and remove cobwebs	X					
Dust wall surfaces			X			
GLAZING:						
Spot clean all partition glass, glass doors and internal and external window surfaces		X				
Full clean ALL glass doors (internal & external surfaces)			X			
Full clean ALL glass windows (internal & external surfaces)					X	
Cleaning of window sills, tracks and window frames			X			
OTHER:						
Dry dust the accessible surfaces of cabinet and cupboard tops, shelving, furniture, photo frames, etc.				X		<u>Note:</u> Accessible surfaces, means the surface that can be accessed without the need to move/remove any items from cupboard tops, shelving, etc.
Damp dust all exposed fittings, lights, fans, clocks, etc.					X	
TOILETS:						
Empty and clean waste receptacles both inner and outer surfaces and replace the bin liner if required	X					Excluding female hygiene bins
Clean and disinfect all toilet bowls, toilet seats, hand basins and urinals	X					
Clean and disinfect external surfaces of toilet pedestals and hand basins	X					

INGLEWOOD MACINTYRE SPORTS CENTRE						
GENERAL Purpose Cleaning Tasks						
	Weekly*	Monthly**	Quarterly***	6 Monthly#	Annual##	Additional Comments
Clean all bright metal surfaces, including taps, pipes, door handles, supports, etc.	X					
Clean mirrors	X					
Replenish toilet stocks (supplied by Council)	X					
KITCHEN:						
Wipe benches and kitchen table	X					
Clean cupboard doors			X			
Thoroughly clean sinks	X					
Clean <u>external</u> surfaces and fittings of refrigerators and microwaves				X		
BAR AREA:						
Clean and wipe over bar and benches	X					
Damp clean door area of Cold Room			X			
DRESSING ROOMS / COMMENTATORS BOX / REFS ROOMS:						
➤ <i>Winter Months (Footy Season) ONLY</i>						
Sweep and remove all litter	X					
Mop entire floor areas	X					Using an approved disinfectant
Detail edges and corners (remove build up) where needed		X				
Clean and wipe over bench seating and tables	X					
RUBBISH:						
Empty waste/garbage containers and replace bin liner if required	X					
Remove waste to point of disposal	X					
Put out wheelie bins for collection and return to bin stand						Bin collection day is Wednesday (bins need to be out prior to 6am the morning of collection)
REPORT DEFECTS OR DAMAGE:						
Report any significant defects or damage to Council						To be reported as they arise

Refer Floor Plan below, showing layout of Inglewood Macintyre Sports Centre areas.



Approx. Floor Area to be cleaned = 320m²

4.3 Cleaning Checklist – Inglewood Works Depot (Office Areas & Toilets)

The following checklist sets out the cleaning duties and frequency of tasks for the Council DEPOT Office Areas and Toilet Facilities located in Killen Street, Inglewood.

INGLEWOOD COUNCIL WORKS DEPOT - Office Areas & Toilet Facilities						
GENERAL Purpose Cleaning Tasks:						
<ul style="list-style-type: none"> ▪ Stores Office ▪ Supervisors Office / Lunch Room (Donga) ▪ Workshop/Office Toilet Facilities 	Weekly	Fortnightly	Monthly	Quarterly	Annual	Additional Comments
OFFICE AREAS:						
Sweep/Vacuum floor and remove all litter	X					
Mop entire floor	X					
Full clean entry doors (both surfaces)			X			
Spot clean all surfaces including partition glass, glass doors and internal surface of windows			X			
Cleaning of sills, tracks and window frames			X			
Remove cobwebs from inside all office areas & toilet facilities			X			Cob-webbing of other areas carried out under a separate arrangement
Dry dust the accessible surfaces of cabinet and cupboard tops, shelving, partition tops, furniture, artwork & photo frames, etc.				X		<u>Note:</u> Accessible surfaces, means the surface that can be accessed without the need to move/remove any items from cupboard tops, shelving, etc.
Damp dust all exposed fittings, lights, clocks, air-conditioning units, etc.				X		
LUNCH ROOMS:						
Wipe benches and kitchen table	X					
Clean cupboard doors			X			
Thoroughly clean sinks	X					
Clean <u>external</u> surfaces and fittings of refrigerators and microwaves				X		
TOILETS:						
Clean and disinfect all toilets, hand basins and showers (<i>where applicable</i>) including all associated exposed fittings	X					
Clean and wipe down vanity tables and clean mirrors (<i>where applicable</i>)	X					
Clean all bright metal surfaces, including taps, pipes, door handles, supports, etc.	X					
Spot clean all other surfaces, including marks from door partitions, walls, etc.	X					
Empty and clean waste receptacles both inner and outer surfaces and replace bin liners, if required	X					Excluding female hygiene bins
Replenish toilet stocks (supplied by Council), if required	X					
Sweep and mop floors using disinfectant (supplied by Council)	X					
Remove cobwebs from inside buildings			X			Cob-webbing of other areas carried out under a separate

INGLEWOOD COUNCIL WORKS DEPOT - Office Areas & Toilet Facilities						
GENERAL Purpose Cleaning Tasks:						
	Weekly	Fortnightly	Monthly	Quarterly	Annual	Additional Comments
<ul style="list-style-type: none"> ▪ Stores Office ▪ Supervisors Office / Lunch Room (Donga) ▪ Workshop/Office Toilet Facilities 						
						arrangement
RUBBISH:						
Empty waste/garbage containers and replace bin liner if required	X					
Remove waste to point of disposal	X					
OUTDOOR UNDERCOVER SEATING AREA:						
Clean external concrete of outdoor undercover area using blower vac or hose, as appropriate to conditions; and remove all waste	X					
Clean and wipe over seating and tables	X					
REPORT DEFECTS OR DAMAGE:						
Report any defects or damage to Council	To be reported as they arise.					
ADDITIONAL COMMENTS						

Refer photographs below, showing layout of facilities at Inglewood Works Depot



Photo 1 - Council Works Depot (Inglewood Stores Office)



Photo 2 - Council Works Depot (Inglewood Supervisors Office/Lunchroom Donga)



Photo 3 - Council Works Depot (Outdoor Undercover Seating Area)

Approx. (Combined) Floor Area to be cleaned = 120m²

5 SCHEDULE (C) – Schedule of Rates

Schedule of Rates for the cleaning of ALL of the facilities listed below:

- Customer Service Office / Civic Centre Building, 18 Elizabeth Street Inglewood
- MacIntyre Sport Centre located at 53 Chilcott Street, Inglewood
- Council DEPOT, Office Areas and Toilet Facilities, located in Killen Street, Inglewood

1st YEAR – 12 month period from 01/08/2019 to 31/07/2020	PRICE (ex. GST)	GST	TOTAL PRICE (incl. GST)
Total Tender Price <i>Per annum</i>	\$	\$	\$
Call-in fee for Additional Service Request <i>Price per hour</i>	\$	\$	\$

2nd YEAR – 12 month period from 01/08/2020 to 31/07/2021	PRICE (ex. GST)	GST	TOTAL PRICE (incl. GST)
Total Tender Price <i>Per annum</i>	\$	\$	\$
Call-in fee for Additional Service Request <i>Price per hour</i>	\$	\$	\$

3rd YEAR – 12 month period 01/08/2021 to 31/07/2022	PRICE (ex. GST)	GST	TOTAL PRICE (incl. GST)
Total Tender Price <i>Per annum</i>	\$	\$	\$
Call-in fee for Additional Service Request <i>Price per hour</i>	\$	\$	\$

Name of Tenderer: _____

Signature of Tenderer: _____


Date: _____

Separable Portion


Please reference Section 1.7 of the General Conditions of Tendering for details regarding Separable Portions.


- ❖ Schedules D, E and F relate to the Cleaning of Inglewood Public Toilet Facilities ONLY.

6 Schedule (D) – Location and Cleaning Days for Inglewood Public Toilet Facilities

Facility Name:	MEMORIAL PARK PUBLIC TOILETS – ELIZABETH STREET, INGLEWOOD
Address:	Elizabeth Street, Inglewood Qld 4387
Cleaning Days:	Daily – Monday to Sunday
Opening Hours:	24/7
Access to facility:	This public toilet facility is open to the public 24/7. Advisory cleaning signs should be displayed when cleaning is in progress.
Photograph of facility:	
Toilet Amenities:	<ul style="list-style-type: none"> ▪ Male: 1 x pedestal, 1 x urinal, 1 x hand basin ▪ Female: 2 x pedestals, 1 x hand basin

Facility Name:	LIONS PARK PUBLIC TOILETS – ALBERT STREET, INGLEWOOD
Address:	Albert Street, Inglewood Qld 4387
Cleaning Days:	Daily – Monday to Sunday
Opening Hours:	24/7
Access to facility:	This public toilet facility is open to the public 24/7. Advisory cleaning signs should be displayed when cleaning is in progress.
Photograph of facility:	
Toilet Amenities:	<ul style="list-style-type: none"> ▪ Male: 1 x pedestal, 1 x urinal, 1 x hand basin ▪ Female: 2 x pedestals, 1 x hand basin ▪ Disabled: 1 x pedestal, 1 x hand basin, 1 x change table

Facility Name:	INGLEWOOD AERODROME PUBLIC TOILETS – AERODROME ROAD, INGLEWOOD
Address:	Aerodrome Road, Inglewood Qld 4387
Cleaning Days:	Weekly - Once per week
Opening Hours:	24/7
Access to facility:	This public toilet facility is open to the public 24/7. Advisory cleaning signs should be displayed when cleaning is in progress.
Photograph of facility:	
Toilet Amenities:	1 x pedestal, 1 x hand basin

Facility Name:	INGLEWOOD CEMETERY PUBLIC TOILETS – OFF TOBACCO ROAD, INGLEWOOD
Address:	Inglewood Cemetery - off Tobacco Road, Inglewood Qld 4387
Cleaning Days:	Weekly - Once per week
Opening Hours:	24/7
Access to facility:	This public toilet facility is open to the public 24/7. Advisory cleaning signs should be displayed when cleaning is in progress.
Photograph of facility:	
Toilet Amenities:	1 x pedestal, 1 x hand basin (disabled access)

7 Schedule (E) – Cleaning Checklist for Inglewood Public Toilet Facilities

The following checklist sets out the cleaning duties and frequency of tasks for all nominated Public Toilet Facilities located in Inglewood.

INGLEWOOD Public Toilet Facilities

GENERAL Purpose Cleaning Tasks:

	Daily / Per Visit	Weekly	Fortnightly	Monthly	Quarterly	Annual	Additional Comments
GENERAL CLEANING:							
Clean and disinfect all toilets and hand basins including all associated exposed fittings	X						
Clean and wipe down vanity tables and clean mirrors (<i>where applicable</i>)	X						
Clean all bright metal surfaces, including taps, pipes, door handles, supports, etc.	X						
Spot clean all other surfaces, including marks from door partitions, walls, etc.	X						
Empty and clean waste receptacles both inner and outer surfaces and replace bin liners, if required	X						Excluding female hygiene bins
Replenish toilet stocks (supplied by Council), if required	X						
Sweep and mop floors using disinfectant (supplied by Council)	X						
RUBBISH:							
Remove waste to point of disposal	X						
General clean-up of premises and immediate surrounds	X						
WALLS:							
Dust wall surfaces		X					
Wash all walls, including ceilings and doors					X		
Cob-web inside and outside of facility				X			
OTHER TASKS:							
Sweep concrete entrances	X						
REPORT DEFECTS OR DAMAGE:							
Report any defects or damage to Council	To be reported as they arise.						
ADDITIONAL COMMENTS							
Ensure facilities are fully stocked prior to weekends e.g. toilet paper, soap, etc.							

8 Schedule (F) – Schedule of Rates

Schedule of Rates for the cleaning of the Inglewood Public Toilet Facilities listed below:

- Memorial Park Public Toilets – Elizabeth Street, Inglewood
- Lions Park Public Toilets – Albert Street, Inglewood
- Inglewood Aerodrome Public Toilets – Aerodrome Road, Inglewood
- Inglewood Cemetery Public Toilets – Off Tobacco Road, Inglewood

1st YEAR – 12 month period from 01/08/2019 to 31/07/2020	PRICE (ex. GST)	GST	TOTAL PRICE (incl. GST)
Total Tender Price <i>Per annum</i>	\$	\$	\$
Call-in fee for Additional Service Request <i>Price per hour</i>	\$	\$	\$

2nd YEAR – 12 month period from 01/08/2020 to 31/07/2021	PRICE (ex. GST)	GST	TOTAL PRICE (incl. GST)
Total Tender Price <i>Per annum</i>	\$	\$	\$
Call-in fee for Additional Service Request <i>Price per hour</i>	\$	\$	\$

3rd YEAR – 12 month period 01/08/2021 to 31/07/2022	PRICE (ex. GST)	GST	TOTAL PRICE (incl. GST)
Total Tender Price <i>Per annum</i>	\$	\$	\$
Call-in fee for Additional Service Request <i>Price per hour</i>	\$	\$	\$

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____