



REQUEST FOR TENDER
DOCUMENTATION

Request for Tender:

CLEANING OF COUNCIL FACILITIES, TEXAS

RFT Contract Number:

1819/106

Closing Time & Date

12 Noon
WEDNESDAY, 24th APRIL 2019

TABLE OF CONTENTS

1.	GENERAL CONDITIONS OF TENDERING	3
1.1.	Tender Form	3
1.2.	Acceptance of Tender	3
1.3.	Withdrawal of Submitted Tender.....	3
1.4.	GST.....	3
1.5.	Tender Submissions	3
1.5.1	Lodgement	3
1.5.2	Late Submissions.....	4
1.5.3	Contact Person	4
1.6	Document Fee	4
1.7	Separable Portions	4
1.8	Time for Completion.....	4
1.9	Tenderer to be Informed	4
1.10	Inspection of Premises.....	4
1.11	Verbal Advice.....	5
1.12	Notification	5
1.13	Notice to Tenderer	5
1.14	Tender Evaluation Criteria	5
1.15	Referees	5
1.16	Code of Tendering	5
1.17	Insurance	5
1.18	Conditions of Contract(s).....	6
1.18.1	Duties.....	6
1.18.2	Supply of Cleaning Materials	6
1.18.3	Immunisation.....	6
1.18.4	Term.....	6
1.18.5	Commencement Date	6
1.18.6	Additional Service Requests	6
1.18.7	Payment.....	6
1.18.8	Complaint Resolution.....	6
1.18.9	Reporting Requirements	7
1.18.10	Compliance with Relevant Legislation.....	7
2.	TENDER FORM.....	8
3.	SCHEDULE (A) – Facility Location and Cleaning Days	9
4.	SCHEDULE (B) – List of Cleaning Duties and Frequency of TASKS:.....	10
4.1	Cleaning Checklist – Texas Cultural Centre*	10
4.2	Cleaning Checklist – Texas Sports Complex.....	14
4.3	Cleaning Checklist – Texas Memorial Hall	17
5	SCHEDULE (C) – Schedule of Rates	20
	Separable Portion	21
6	Schedule (D) – Location and Cleaning Days for Texas Public Toilet Facilities	22
7	Schedule (E) – Cleaning Checklist for Inglewood Public Toilet Facilities	24
8	Schedule (F) – Schedule of Rates	25

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 1819/106 - Cleaning of Council Facilities, Texas”

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:	TEXAS CULTURAL CENTRE
Address:	48 High Street, Texas Qld 4385
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 12.00 noon to 1.00pm each day
Access to Building:	<p>i) Library / Office Areas / Kitchen</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) Art Gallery</p> <ul style="list-style-type: none"> ▪ Please note that while the Art Gallery IS NOT included in the cleaning contract, access to the building for cleaning purposes will be available outside of any scheduled functions/events held in the Art Gallery / 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:	TEXAS SPORTS COMPLEX
Address:	off Middleton Street, Texas Qld 4385
Cleaning Days:	Two (2) Days per week – Mondays and Thursdays
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 Texas Sports Complex. 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:	TEXAS MEMORIAL HALL
Address:	50 High Street, Texas Qld 4385
Cleaning Days:	Three (3) Days per Week – Monday, Wednesday and Thursday
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 Texas Memorial Hall. Council will provide a monthly calendar to the Cleaner to facilitate the weekly cleaning schedule.
Comments:	Cleaning Tasks relate to the UPSTAIRS AREAS of the building only. The Downstairs Areas of the Building are NOT included in this contract.
Refer Section 4.3 for FLOOR PLAN showing building layout.	

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

4.1 Cleaning Checklist – Texas Cultural Centre*

The following checklist sets out the cleaning duties and frequency of tasks for the Texas Cultural Centre Building, 48 High Street Texas.

*Please note: the Art Gallery **IS NOT** included in the Cleaning Contract.

TEXAS CULTURAL CENTRE BUILDING (excluding Art Gallery)							
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 from floors, including external stairs / landing area off kitchen and boardroom	X						
Spot clean small stains and spills from floors, as/where necessary	X						
Mop ALL floor areas with tiles/vinyl flooring		X					Using an approved disinfectant
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>High Street entrance & Kitchen external entry point</i>		X					Council will maintain all other concreted areas.
Clean external courtyard concrete area using blower vac or hose, as appropriate to conditions							
CARPET:							
Spot clean small stains and spills	X						
Vacuum full carpet area		X					
Spot clean small stains and spills				X			Using Stain Remover and Extraction Process
PLEASE NOTE: Full clean of ALL carpets will be carried out annually under a separate arrangement.							
SURFACES							
WALLS & DOORS:							
Spot clean all surfaces including switches and skirting boards and remove cobwebs		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>High Street entrance, Library entrance & Kitchen external entry point</i>					X		
GLAZING:							
Clean Internal and External Glass on Street Facing Windows – Library and Art Gallery				X			

TEXAS CULTURAL CENTRE BUILDING (excluding Art Gallery)

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
Spot clean main entry doors and adjacent fixed glass panels, (internal and external surfaces) <i>High Street entrance and Library entrance.</i>	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		X					
Full clean of all internal glass surfaces to 3.2 metres						X	
Cleaning of window sills, tracks and window frames						X	
<u>PLEASE NOTE:</u> <i>The cleaning of all EXTERNAL glass, other than the glass at the main entry doors and the street facing windows (i.e. front of building) will be carried out annually under a separate arrangement.</i>							
OTHER:							
Dry dust vertical blinds and curtains						X	
Dry dust the accessible surfaces of cabinets including fire hose reel cabinets and cupboard tops, shelving, partition tops, artwork (EXCLUDES art gallery) and photo frames, TV's 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.						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					
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						
Replenish toilet stocks (supplied by Council)	X						
KITCHEN / LUNCH ROOM:							
Wipe benches and kitchen table	X						
Clean cupboard doors				X			
Thoroughly clean sinks		X					

TEXAS CULTURAL CENTRE BUILDING (excluding Art Gallery)

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
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Clean <u>external</u> surfaces and fittings of refrigerator, microwave, dishwasher, etc.					X		Spot clean as required
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Full clean oven and stove top						X	
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OFFICE FURNITURE:

Spot clean all furniture, including the reception counter (front & top) and tables and chairs in the boardroom.	X						
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Full clean all furniture (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.
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<i>PLEASE NOTE: 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.</i>							
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RUBBISH:

Empty waste/garbage containers and replace bin liner if required in boardroom, kitchen, and staff rubbish bins	X						
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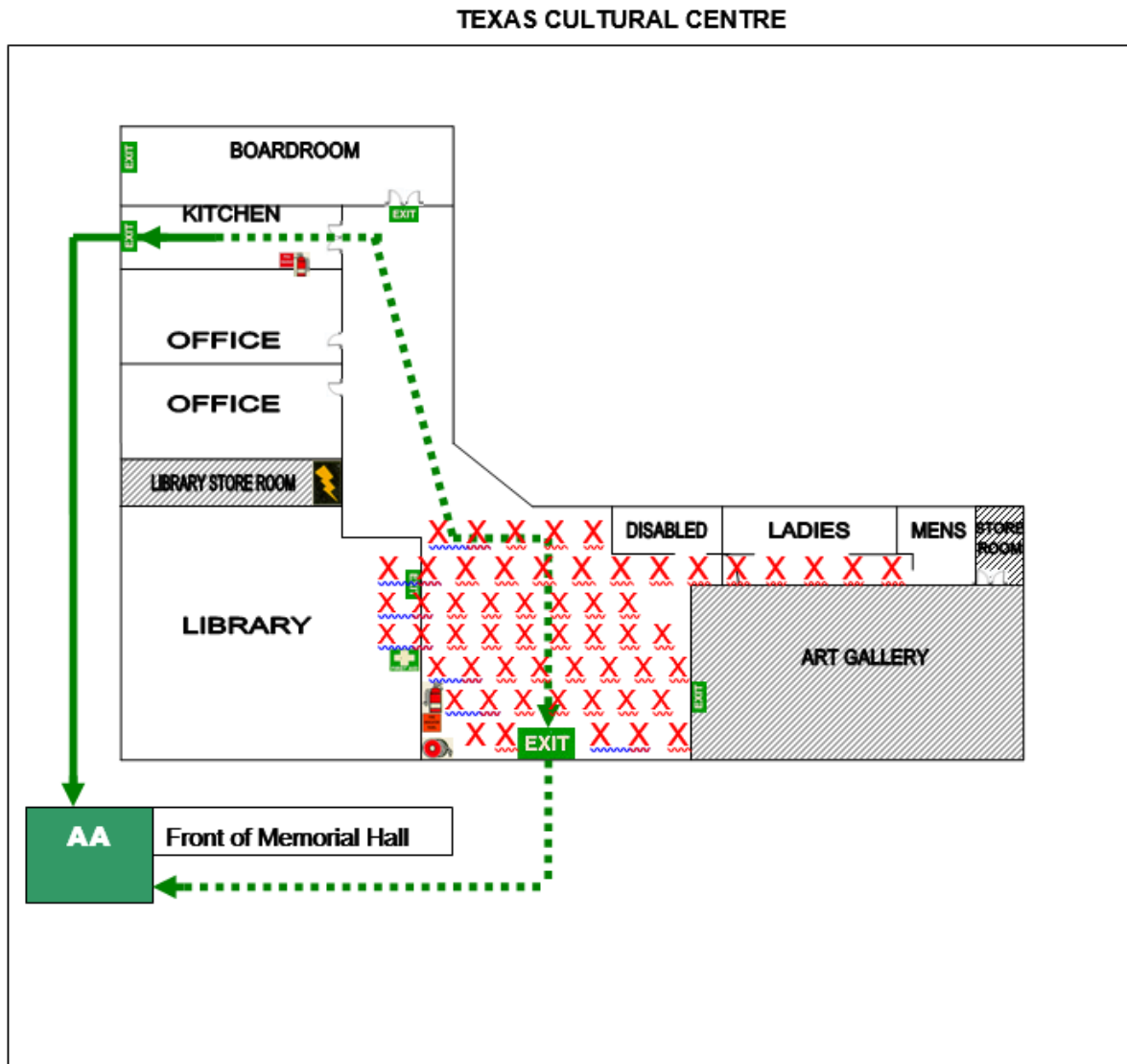
Remove waste to wheelie bins behind building	X						
--	---	--	--	--	--	--	--

Put out wheelie bins for collection and return to the 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						
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Refer Floor Plan below, showing layout of the Texas Cultural Centre Building.



Areas NOT included in contract

High Traffic Areas

	FIRE HOSE REEL		FIRE INDICATOR PANEL
	EXIT		ASSEMBLY AREA
	EXTINGUISHER		SWITCH BOARD
	PATH OF EXIT		FIRST AID
	MAIN PATH		FIRE BLANKET
	ALTERNATE PATH		

Approx. Floor Area to be cleaned = 282m²

4.2 Cleaning Checklist – Texas Sports Complex

The following checklist sets out the cleaning duties and frequency of tasks for the Texas Sports Complex located off Middleton Street, Texas.

TEXAS SPORTS COMPLEX							
GENERAL Purpose Cleaning Tasks							
	Per Visit	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 and bar area/undercover areas 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						
Clean all bright metal surfaces, including taps, pipes, door handles, supports, etc.	X						

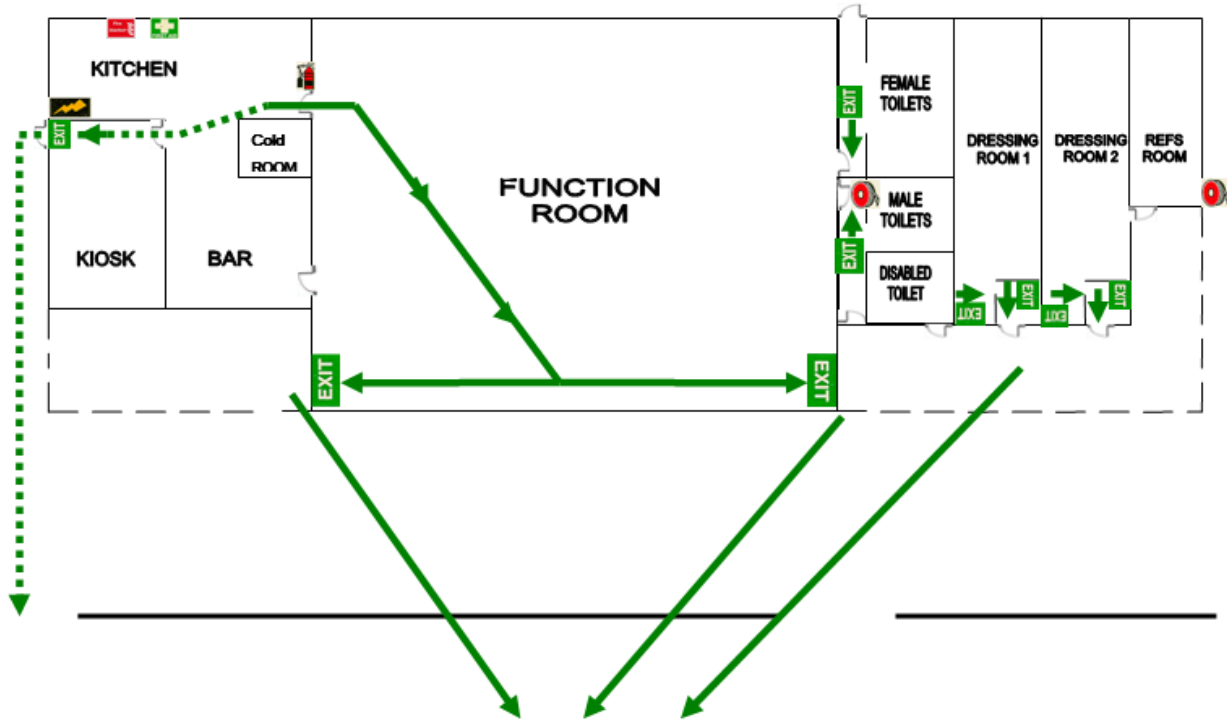
TEXAS SPORTS COMPLEX

GENERAL Purpose Cleaning Tasks

	Per Visit	Weekly	Monthly	Quarterly	6 Monthly	Annual	Additional Comments
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		
Full clean ovens and stove tops						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 Texas Sports Complex areas.

TEXAS SPORTING COMPLEX



AA Sporting Field

	EXIT		ASSEMBLY AREA
	EXTINGUISHER		SWITCH BOARD
	PATH OF EXIT		FIRST AID
	MAIN PATH		FIRE HOSE REEL
	ALTERNATE PATH		FIRE BLANKET

Floor Area to be cleaned – approx. 615m²

Breakdown:

- o INSIDE Areas **480m²** plus
- o UNDERCOVER Areas **135m²**

4.3 Cleaning Checklist – Texas Memorial Hall

The following checklist sets out the cleaning duties and frequency of tasks for the Texas Memorial Hall located in 50 High Street, Texas.

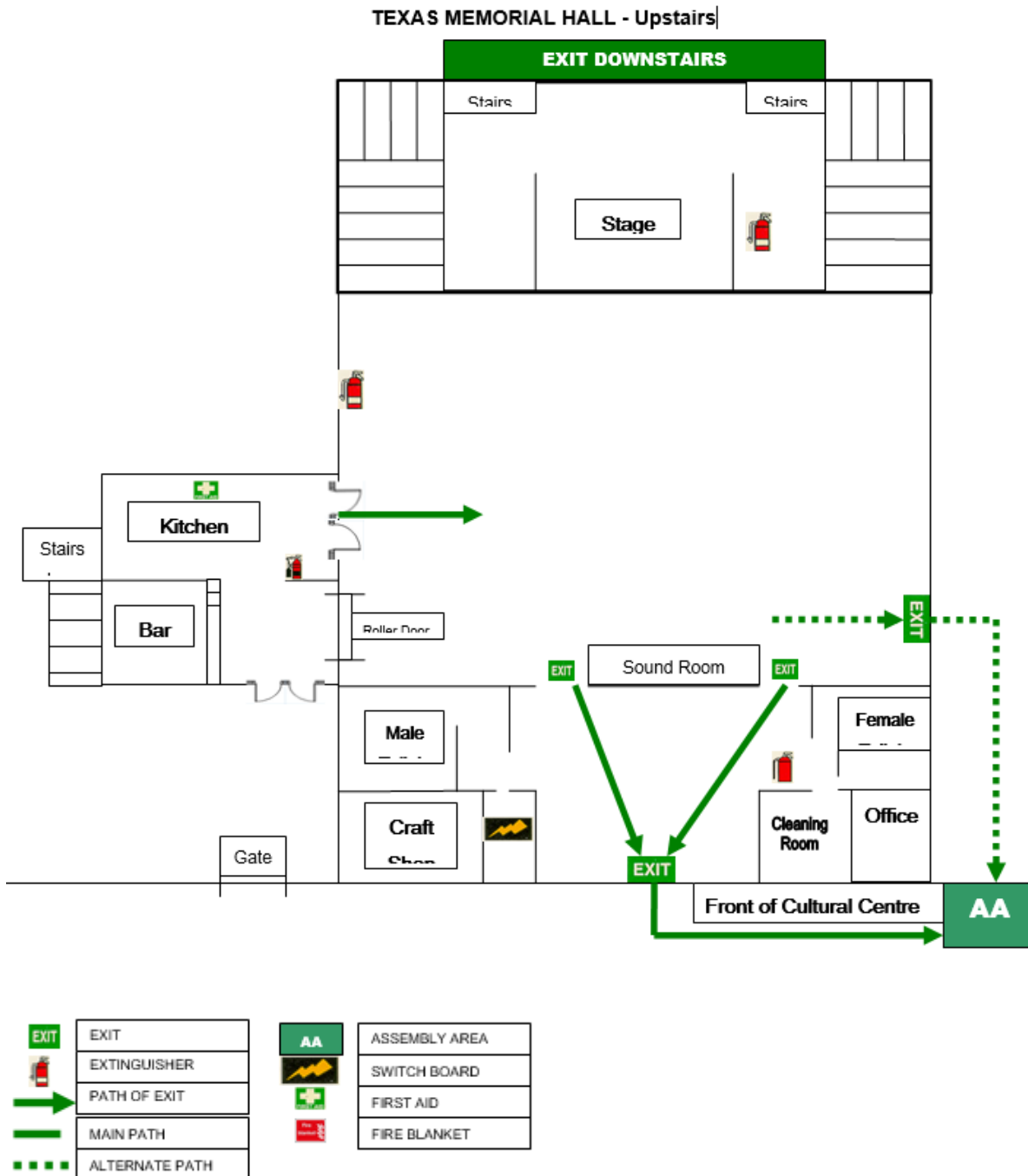
TEXAS MEMORIAL HALL							
GENERAL Purpose Cleaning Tasks							
Cleaning Tasks relate to the UPSTAIRS AREAS of the building <u>ONLY</u> . The Downstairs Areas of the Building are NOT included in this contract.	Per Visit	Weekly	Monthly	Quarterly	6 Monthly	Annual	Additional Comments
FLOORS							
VINYL/TILES/TIMBER:							
Sweep and remove all litter in foyer, dance floor and toilets	X						
Sweep and remove all litter in kitchen, bar, stage and other areas not covered under "per visit". <i>These areas to be done on a Monday (weekly)</i>		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 and undercover area adjacent to the bar, 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						

TEXAS MEMORIAL HALL

GENERAL Purpose Cleaning Tasks

Cleaning Tasks relate to the UPSTAIRS AREAS of the building <u>ONLY</u> . The Downstairs Areas of the Building are NOT included in this contract.	Per Visit	Weekly	Monthly	Quarterly	6 Monthly	Annual	Additional Comments
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						
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		
Full clean ovens and stove tops						X	
BAR AREA:							
Clean and wipe over bar and benches		X					
Damp clean door area of Cold Room				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 Texas Memorial Hall areas.



Floor Area to be cleaned – approx. 634m²

Breakdown:

- INSIDE Areas **600m² plus**
- UNDERCOVER & Pebble Crete Areas **34m²**

5 SCHEDULE (C) – Schedule of Rates

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

- Texas Cultural Centre, 48 High Street Texas
- Texas Sports Complex located off Middleton Street, Texas
- Texas Memorial Hall, 50 High Street Texas

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 Texas Public Toilet Facilities

Facility Name:	ALL ABILITIES PARK PUBLIC TOILETS – BROADWAY EAST STREET, TEXAS
Address:	Broadway East Street, Texas Qld 4385
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.
Photographs of facility:	
Toilet Amenities:	<ul style="list-style-type: none"> ▪ Disabled / Unisex Toilet – 1 x pedestal; 1 x hand basin, 1 x baby change table ▪ External wall of toilet block – 1 x hand basin

Facility Name:	LIONS PARK PUBLIC TOILETS – CORNER OF AVON / HIGH STREETS, TEXAS
Address:	Corner Avon / High Streets, Texas Qld 4385
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.
Photographs of facility:	
Toilet Amenities:	<ul style="list-style-type: none"> ▪ Male: 2 x pedestals, 1 x 1.2m urinal, 1 x hand basin ▪ Female: 2 x pedestals, 1 x hand basin ▪ Disabled Unisex Shower: 1 x pedestal, 1 x hand basin, 1 x shower ▪ Disabled Parents Room: 1 x Pedestal, 1 x hand basin, 1 x baby change table

Facility Name:	APEX PARK PUBLIC TOILETS, INGLEWOOD-TEXAS ROAD, TEXAS
Address:	Apex Park, Inglewood-Texas Road, Texas Qld 4385
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.
Photographs of facility:	
Toilet Amenities:	<ul style="list-style-type: none"> ▪ Male: 1 x pedestal, 1 x hand basin ▪ Female: 2 x pedestals, 1 x hand basin

Facility Name:	TEXAS CEMETERY PUBLIC TOILETS – OFF MIDDLETON STREET, TEXAS
Address:	Texas Cemetery - off Middleton Street, Texas Qld 4385
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 the Public Toilet Facilities located in Inglewood.

TEXAS Public Toilet Facilities							
GENERAL Purpose Cleaning Tasks:							
	Daily / Per Visit	Weekly	Fortnightly	Monthly	Quarterly	Annual	Additional Comments
GENERAL CLEANING:							
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						
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							

8 Schedule (F) – Schedule of Rates

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

- All Abilities Park Public Toilets – Broadway East Street, Texas
- Lions Park Public Toilets – Corner Avon / High Streets, Texas
- Apex Park Public Toilets – Apex Park, Inglewood-Texas Road, Texas
- Texas Cemetery Public Toilets – Off Middleton Street, Texas

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: _____