



Cleaning Services For The Shire of Wandering

Scope of Works for the Engagement of Cleaning Services

REQUEST FOR QUOTATION
RFQ 02-24

July 2024

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The Shire of Wandering is seeking a suitably qualified and experienced Cleaning Contractor to provide cleaning services for Shire owned buildings and amenities for a one year period. At the sole discretion of Council the contractor may be offered an extension for a further 12 months.

1.0 INTRODUCTION

This is a contract for cleaning services for the Shire of Wandering buildings and amenities for a one year period.

2.0 SCOPE OF WORKS

GENERAL REQUIREMENTS

The works to be performed under this Contract shall consist of but not necessarily be 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, buckets, cleaning cloths and scourers etc.
- Cost to include insurance, vehicle and all operating costs, cleaning PPE, cleaning equipment and cleaning products.
- Shire of Wandering will supply consumables such as toilet paper, paper hand towels, soap and rubbish bags.
- 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, missing items, blockages, graffiti or malfunctioning lights to the Shire office daily.
- Erect "Cleaning in Progress" signs prior to any works
- Remove erected signs on completion of works
- The Contractor shall clean all external and internal doors and windows
- 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.

Public Toilets Watts Street, Wandering – one room male, one room female, one room accessible

Daily Requirements:

- Clean all pans with disinfectant – clean inside the bowl using a toilet brush then flush clean
- Clean seats by spraying disinfectant and wipe clean
- Clean all exterior porcelain surfaces
- Remove any debris from urinal drain
- Clean sinks by spraying disinfectant solution and wiping clean ensuring drains are clean of debris
- Clean taps and handles with disinfectant, including in Accessible toilet shower
- Clean any dirty marks off cubical doors, walls and sink splash areas etc and wipe clean
- All bench tops to be wiped clean
- All hand rails to be cleaned in Accessible toilet
- Wipe light switches clean
- Replenish soap dispensers
- Replenish hand towels
- Replenish toilet rolls
- Sweep floors
- Mop floors and all skirtings (tiles) using disinfectant and hot water
- Empty bins
- Check and remove any cobwebs present
- Report any damage (including to locks on doors), missing items or supply needs to Shire Office

The supplies cupboard is located in the toilet block. When supplies are running low please advise Shire Office

Wandering Caravan Park Ablutions, Cheetaning Street Wandering – one room male, one room female, one room accessible

Daily Requirements:

- 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 and sinks
- Clean sinks by spraying disinfectant solution and wiping clean ensuring drain is clean of debris.
- Clean any dirty marks off cubical doors, walls and sink splash areas etc and wipe clean.
- All bench tops to be wiped clean
- Clean all mirrors
- All hand rails to be cleaned
- All taps, handles and fittings to be cleaned
- Replenish soap dispensers
- Sweep floors
- Mop floors and all skirtings using disinfectant and hot water
- Replenish soap dispensers
- Replenish hand towels
- Replenish toilet rolls
- Empty bins
- Check and remove any cobwebs present
- Sweep and wipe clean benches inside showers
- Report any damage, missing items or supply needs to Shire Office

The supplies are located in the fire shed which is situated at the caravan park. This is also where linen and towels are located as well as the washing machine and dryer.

Wandering Caravan Park Camp Kitchen, Cheetaning Street Wandering

Daily Requirements:

- Clean all benches with disinfectant
- Clean sinks by spraying disinfectant solution and wiping clean ensuring drain is clean of debris.
- All taps, handles and fittings to be cleaned
- Replenish soap dispenser
- Wipe fridge and freezer door
- Wipe inside of fridge and freezer if required
- Sweep floors
- Mop floors and all skirtings using disinfectant and hot water
- Replenish hand towels
- Empty bins
- Check and remove any cobwebs present
- Wipe over kettle and toaster
- Wipe inside and outside of microwave oven
- Check washing machine is empty and wipe internally and externally if required
- Wipe down tables
- Dust tv and tv cabinet
- Wipe over all remote controls
- Report any damage, missing items or supply needs to Shire Office

Twice Yearly Requirements:

- Sliding doors and windows to be cleaned twice per calendar year (report to office if they require cleaning more often)
- Defrost freezer if required

Wandering Caravan Park Cabins – two cabins

Daily Requirements (on check out – 10am)

The Cabins can be booked online or through the Shire Office. The cleaning contractor will be emailed when a booking is made or cancelled so they are aware of check in and out details.

- Change linen when guests check out. This includes pillow cases, sheets and doona covers, towels including tea towels
 - Wash all linen – washing machine located in the fire shed building located at the caravan park
 - Check there is spare linen, towels, pillows and doona in the wardrobe in each bedroom to supply the fold out couch in the lounge room and that all items are clean and presentable
 - Clean all toilet 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
 - Clean sinks by spraying disinfectant solution and wiping clean ensuring drain is clean of debris.
 - Clean any dirty marks off doors, walls and sink splash areas etc and wipe clean.
 - All bench tops to be wiped clean
 - Wipe table top and chairs
 - Clean all mirrors
 - All hand rails to be cleaned
 - Replenish soaps and kitchen supplies – tea, coffee, milk, sugar etc if required
 - Sweep floors
 - Mop floors and all skirtings using disinfectant and hot water
 - Replenish toilet rolls
-

Wandering Caravan Park Cabins – two cabins (CONTINUED)

- Empty bins
- Check and remove any cobwebs present
- Sweep front porch areas
- Wipe down outside table and chairs
- Report any damage, missing items or supply needs to Shire Office

Monthly Requirements

- Run empty dishwasher with cleaning tablet inside

Quarterly Requirements

- Doonas to be washed on gentle cycle.

Wandering Community Resource Centre (CRC) Building at 18 Watts Street, Wandering

Weekly Requirements:

- Empty all bins - including recycling
- Wipe all tables, benches and desks down
- Clean all toilet pans with disinfectant – clean inside the bowl using a toilet brush then flush clean
- Clean seat and cistern by spraying disinfectant and wipe clean
- Clean basin
- All taps, handles and fittings to be cleaned
- Clean kitchen sink and surrounding wall tiles
- Fill hand towel dispenser in toilet
- All carpets to be vacuumed
- Sweep and mop all tiled floor areas
- Sweep and mop front entrance to building (concrete) and the wooden entry to CRC area
- Clean entry doors/glass and surround
- Under benches in kitchen area to be swept and mopped
- Report any damage, missing items or supply needs to Shire Office

Monthly Requirements

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

Quarterly Requirements

- Exhaust Fans to be cleaned
- Clean all skirting boards

Wandering Shire Office and Council Chambers at 22 Watts Street, Wandering

Weekly Requirements:

- Empty all bins - including recycling
- Wipe all tables, benches and desks down
- Clean all toilet 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 basins
- Clean kitchen sinks, bench tops and surrounding wall tiles
- Fill hand towel dispensers in toilets
- Sweep and mop kitchen and bathroom floors and area between Council chambers and kitchen
- Sweep and mop front entrance of Shire office, reception area
- Vacuum carpeted floors
- Clean cupboard doors and fridge / freezer doors if required
- Wipe down desks in Chambers
- Wipe table in adjoining kitchen
- All taps, handles and fittings to be cleaned
- Empty dishwasher if it contains clean dishes (Shire Chambers)
- Report any damage, missing items or supply needs to Shire Office

Monthly Requirements

- Wipe over all phones and hand sets
- Wipe over all computer screens (do we want these two done?)

Quarterly Requirements

- Clean all skirting boards

Shire Depot Lunch Room and Toilet at 32 Watts Street, Wandering

Weekly Requirements:

- Empty all bins
- Wipe all tables and benches down
- Clean all toilet pans with disinfectant – clean inside the bowl using a toilet brush then flush clean
- Clean kitchen sink, bench tops and surrounding wall tiles
- All taps, handles and fittings to be cleaned
- Sweep and mop floors
- Report any damage, missing items or supply needs to Shire Office

Codjatotine Tourist Rest Bay Toilet Facilities on the Wandering Pingelly Road

Twice Weekly Requirements:

- Clean pan with disinfectant – clean inside the bowl using a toilet brush then flush clean
- Clean seat by spraying disinfectant and wipe clean
- All hand rails to be cleaned
- Sweep floors including entrance
- Mop floors and all skirtings using disinfectant and hot water
- Replenish toilet rolls
- Empty bin
- Check that locks are working and if not report to the Shire Office
- Report any damage, missing items or supply needs to Shire Office

Pumphreys Bridge Camping Area Toilet Facilities on the Wandering Narrogin Road

Two separate buildings, each containing 1 x women's and 1 x men's facilities

Twice Weekly Requirements:

- 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 sinks by spraying disinfectant solution and wiping clean ensuring drain is clean of debris
- Clean any dirty marks off cubical doors, walls and sink splash areas etc and wipe clean
- All taps, handles and fittings to be cleaned
- Sweep floors including entrance
- Mop floors and all skirtings using disinfectant and hot water
- Replenish toilet rolls
- Check and remove any cobwebs present

Wandering Community Centre at 11 Down Street, Wandering

Weekly and as required including before and after events

- 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 sinks by spraying disinfectant solution and wiping clean ensuring drain is clean of debris
- Clean any dirty marks off doors, walls and sink splash areas etc and wipe clean
- All bench tops to be wiped clean
- All taps, handles and fittings to be cleaned
- Wipe over kettle if required
- Clean all mirrors
- All hand rails and other rails to be cleaned
- Replenish soap dispensers
- Sweep and mop floors, using disinfectant and hot water, including store room and entrances
- Vacuum carpeted areas including stage
- Clean all light switches
- Wipe down cupboard doors if required
- Wipe down oven and fridge/freezer doors if required
- Replenish toilet rolls
- Replenish hand towels
- Ensure there is soap available in pump containers
- Empty bins
- Check and remove any cobwebs present
- Clean baby change table in ladies shower area with disinfectant
- Check that locks are working and if not report to the Shire Office
- Report any damage, missing items or supply needs to Shire Office

Twice Yearly Requirements:

- Sliding doors and windows to be cleaned twice per calendar year (report to office if they require cleaning more often)
- Defrost freezer if required

Additional Cleaning Requirements

From time to time the CEO may request 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 Shire.
- Soap dispensers are to be cleaned and filled with the appropriate product, to be supplied by the Shire.
- Bins are to be emptied, sanitised and bin liners replaced. Bin liners will be supplied by the Shire.

4.0 SITE INSPECTIONS

Site inspections can be arranged if required, please contact as per details in Item 13 below to book in a time.

5.0 CONTRACT TERM

The term of the contract shall be for a one (1) year period. At the sole discretion of Council the contractor may be offered an extension for a further 12 months.

6.0 CONDITIONS OF ENGAGEMENT

It is proposed that the appointment of a Contractor will be formalised by a Shire of Wandering Purchase Order. The Quotation shall include all costs incurred by the Contractor.

7.0 PAYMENT SCHEDULE

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

8.0 HOURS OF CLEANING

Cleaning to be carried out after business hours.

9.0 SELECTION CRITERIA

Quotations will need to meet the minimum requirements of this brief and will be assessed on the basis of best value to the Shire 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 \$20,000,000 and Worker's Compensation.
5. Capacity to carry out the works on an ongoing basis.

10.0 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	\$

11.0 BREAKING CONTRACT

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

12.0 SHIRE CODE OF CONDUCT

The successful contractor and all its employees will be expected to sign and uphold the Shire of Wandering's Staff Code of conduct.

13.0 SUBMISSIONS

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

Submissions must be received no later than 4:00pm Thursday 1 August 2024. Submissions must be marked "Cleaning Services – Shire of Wandering". Late Submissions will not be accepted:-

Emailed to reception@wandering.wa.gov.au

or posted to Chief Executive Officer
Shire of
Wandering,
Administration
Office
22 Watts Street
Wandering WA 6308

or lodged in person at Administration Office,
22 Watts
Street
Wandering
WA 6308

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

Name: Lisa Boddy
Telephone: 08 66828 1800
Email: lisa.boddy@wandering.wa.gov.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.
