



REQUEST FOR TENDER

Request for Tender:	For the cleaning of the Shire of Merredin Administration Offices, Council Chambers and Function Room, Cummins Theatre, Library and associated function rooms and toilet facilities, Depot, Tip Site, Visitors Centre, and public amenities at the Visitor Centre, Apex Park, Njaki Njaki Aboriginal Community Reserve and Burracoppin
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RFT Number:	RFT04-2021/22
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Deadline:	<i>10:00AM AWST, 3rd May 2022</i>
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Tender documents availability and lodgement.	<p>Tender documents are available from https://www.tenderlink.com/merredin/</p> <p>Tender submissions must be lodged via the electronic tender box on the Tenderlink Portal at https://www.tenderlink.com/merredin/</p>
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SUBMISSIONS ARE TO BE RECEIVED VIA THE ABOVE ELECTRONIC TENDER BOX BY THE CLOSING TIME AND DATE.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

TENDERS SUBMITTED DIRECTLY TO THE SHIRE BY MAIL, FACSIMILE OR ELECTRONIC MAIL WILL NOT BE ACCEPTED.

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1 Conditions of Tendering

1.1 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments: The documents you attach as part of your Tender.

Contractor: Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, including the executors or administrators, successors and assignments of such person or persons, corporation or corporations.

Deadline: The deadline for lodgement of your Tender as detailed on the front cover of this Request.

General Conditions of Contract: Means the General Conditions of Contract for the Supply of Goods and Services or Works provided in Part 2.

Offer: Your offer to supply the Requirements.

Principal: *Shire of Merredin*

**Request OR RTF
OR Request for
Tender** This document.

Requirement: The Goods and Services requested by the Principal.

Selection Criteria: The Criteria used by the Principal in evaluating your Tender.

Special Conditions: The additional contractual terms.

Specification: The Statement of Requirements that the Principal requests you to provide if selected.

Tender: Completed Offer form, Response to the Selection Criteria and Attachments.

Tenderer: Someone who has or intends to submit an Offer to the Principal.

Tenderlink: Means the web-based portal to be used for downloading Tender documents and raising queries in the online forum during the Tender Open Period. This medium operates through the website <https://www.tenderlink.com/merredin/>

Tender Open Period: The time between advertising the Request and the Deadline.

Part 1 READ AND KEEP THIS PART

1.2 Tender Documents

This Request for Tender is comprised of the following parts:

Part 1 – Conditions of Tendering (*read and keep this part*).

Part 2 – Statement of Requirement includes Specification and any plans/drawings (*read and keep this part*).

Part 3 – General Conditions of Contract (*read and keep this part*).

Part 4 – Special Conditions of Contract (*read and keep this part*).

Part 5 – Tenderer’s Offer (*complete and return this part*).

Separate Documents

- a) Addenda and any other special correspondence issued to Tenderers by the Principal.
- b) Any other policy or document referred to but not attached to the Request.

1.3 How to Prepare Your Tender

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements;
- c) Complete and return the Offer (Part 3) in all respects and include all Attachments;
- d) Make sure you have signed the Offer form and responded to all of the Selection Criteria; and
- e) Lodge your Tender before the Deadline.

1.4 Contact Persons

Tenderers should not rely on any information provided by any person other than the person listed below:

Name:	<i>Peter Zenni</i>
Telephone:	<i>(08) 9041 1611</i>
Email:	<i>emds@merredin.wa.gov.au</i>

1.5 Requests for Clarification

Tenderers may submit a written request for clarification on any part of the RFT documents prior to lodgement of their Tender. Written clarifications must be made using the online forum on the tender details page of Tenderlink and may be subject of an addendum to this Request.

No requests for information or clarification to the RFT Documents will be accepted later than seven (7) days prior to the Deadline of this Request.

1.6 Prequalification Requirements

Not Applicable.

1.7 Deposits for Requests

Not Applicable.

1.8 Tender Briefing/Site Inspection

Attendance at this meeting *is* mandatory.

Tenderers are requested to attend a *Tender Briefing and Site Inspection* on *Wednesday 20th April 2022 at 10:00am AWST*.

The location of the meeting is *the Shire of Merredin Council offices, Cnr King and Barrack Streets, Merredin*.

The *Tender Briefing and Site Inspection* will provide Tenderers with the opportunity to clarify any uncertainties with the contact person prior to the closing of the tender.

Please confirm with the contact person *Mr Peter Zenni* via email emds@merredin.wa.gov.au your attendance at this meeting no later than *Monday 18th April 2022*.

1.9 Lodgement of Tenders and Delivery Method

The Response must be lodged by the Deadline. The closing time for this Request is (10:00AM AWST, 3rd May 2022).

The time nominated in the Deadline of this Request is determined on the Western Australian (WA) time zone, Australia, in accordance with Standard Time Act 2005 (WA), and any Act of the Parliament of Western Australia amending the application of Standard Time.

The response is to be:

- (a) Lodged in full via the Tenderlink Portal – LATE or PARTIAL RESPONSES WILL NOT BE ACCEPTED;
- (b) Have all pages numbered consecutively, and the response must include an index;
- (c) Have NO embedded documents within the response;
- (d) Include the completed Offer Form and Price Schedule

The Principal's preferred format for the submission is a single PDF file readable by Adobe Acrobat (PDF) or Microsoft Office 2010 applications.

All electronic submission files should be clearly named with the Principal's Tender Number and the Tenderer's Name.

Tenderers are responsible for ensuring that they have completed the lodgement of their tender document(s) correctly. Tenderers will receive a successful lodgement email notification from Tenderlink to confirm the tender submission has been successfully submitted to the Principal's electronic Tender box.

Tenderers must ensure that they have allocated a sufficient amount of time in order to upload their Tender to Tenderlink and resolve any potential technical issues prior to the Request deadline.

Tenders that are not finished uploading to Tenderlink prior to the Tender deadline, will not be accepted for evaluation.

The Principal is not able to provide Tenderlink technical support and takes no responsibility for difficulties or technical issues experienced by the Tenderer whilst uploading their Tender. If the Tenderer requires assistance with using the Tenderlink website, they are to use the online help tools available on the Tenderlink Dashboard, or alternatively contact the Tenderlink Help Desk on 1800 233 533 or via email to support@tenderlink.com.

1.10 Rejection of Tenders

A Tender will be rejected without consideration of its merits in the event that:

- a) It is not submitted before the Deadline; or
- b) It is not submitted at the place specified in the Request; or
- c) It may be rejected if it fails to comply with any other requirements of the Request.

No web links or hyperlinks will be considered as part of any submission.

1.11 Late Tenders

Tenders received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Request;

will not be accepted for evaluation.

1.12 Acceptance of Tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

The Tender documents together with the acceptance of the tender shall constitute the Contract between the Shire and the successful Tenderer.

1.13 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All Tenderers will be given particulars of the successful Tenderer or be advised that no Tender was accepted.

1.14 Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of sixty (60) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

Notwithstanding that, there may have been negotiations in respect of any tender in the meantime. A tenderer may withdraw his tender at any time after the expiration of sixty (60) days from the date of closing tenders but shall not withdraw his tender prior to the expiration of such period.

1.15 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

1.16 Alternative Tenders

All Alternative Tenders must be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases be clearly marked "**Alternative Tender**".

The Principal may in its absolute discretion reject any Alternative Tender.

Any printed "General Conditions of Contract" contained within a Tender will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

1.17 Tenderers to Inform Themselves

Tenderers will be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

Negotiations shall be carried out in good faith.

Failure by the Tenderer to have done all or any of the above shall not relieve the successful Tenderer of its obligations to perform the proposed Contract in accordance with the terms of the proposed Contract.

1.18 Alterations

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

The Tenderer shall not vary the work under this Tender unless directed in writing by the Shire. The Shire may request the Tenderer to give a detailed quotation of the proposed variation supported by evidence of cost.

Any costs or charges payable in respect of any variation shall be agreed upon by the Shire.

If the Shire agrees to the variation, prices will be based on the rates usually charged by the Tenderer under this Tender. If variations are requested for the convenience of the Tenderer, the variation may be granted at no extra time nor cost to the Shire.

1.19 Risk Assessment

The Principal may have access to and give consideration to:

- a) any risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract. The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

1.20 Evaluation Process

This is a Request for Tender.

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.
- b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated (e.g. tendered prices) and other relevant whole of life costs are considered.
- c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

1.21 Selection Criteria

The Contract may be awarded to a *sole* Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender rank the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.22 Compliance Criteria

These criteria are detailed within *Part 5* of this document and will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Tender from consideration.

1.23 Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within *Part 5* of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

It is essential that Tenderers address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

1.24 Value Considerations

Value for money is a key Council policy objective to ensure that when purchasing goods or services, the Shire achieves the best possible outcome for every dollar spent by assessing the costs and benefits to the Shire and the community, rather than simply selecting the lowest price offered.

In assessing the costs and benefits to the Shire and the community "Buy Local" Policy considerations are also taken into account.

The Weighted Price method is used where price is considered to be crucial to the outcome of the contract. The price is then assessed with quality. Include any items that may affect any pricing outcomes (e.g. Regional Price Preference Policy).

Criteria	Weighting
Tendered Price	50%

1.25 Regional Price Reference (optional)

Tenderers for the contract may be afforded a preference in accordance with Regulation 24(A-G) of *the Local Government (Functions and General) Regulations* and the Principal’s Regional Preference Policy (3.13) dated 17 March 2017. The Policy stipulates that:

Where possible and within reasonable limits set out herein, the Shire of Merredin will support local and regional business and industry by providing price preference to local and regional suppliers tendering for contracts with Council.

Policy

A regional tenderer is defined under Section 24B(2) of the Local Government (Functions and General) Regulations 1996. A supplier of goods or services who submits a tender is regarded as being a regional tenderer if:

- a) That supplier has been operating a business continuously out of premises in an appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or
- b) Some or all of the goods or services are to be supplied from regional sources.

The Shire of Merredin recognizes the following two Regions for price preferences:

Region 1 – which is defined as a business or industry located within the District of the Shire of Merredin; and

Region 2 – which is defined as a business or industry located within the Districts of the Shire of Kellerberrin, Nungarin, Westonia, Narembeen, Yilgarn and Bruce Rock.

Part 1 READ AND KEEP THIS PART

The regional price preference to be given to either a Region 1 or Region 2 tenderer or supplier of a quotation are outlined below and represents at which the regional tender's price bids or quotations would be reduced for the purpose of assessing the tender or quotations.

Region 1:

A preference may be given to a regional tenderer or supplier of a quotation from "region 1" by assessing the tender or quote from that regional tenderer as if the price bids were reduced by:

1. 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000;
2. 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000; or
3. 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Although goods or services that form part of a tender or quotation submitted by a regional tenderer may be:

1. wholly supplied from regional sources; or
2. partly supplied from regional sources, and partly supplied from non-regional sources, only those goods or services identified in the tender or quotation as being from regional sources may be included in the discounted calculations that form part of the assessments of a tender or quotation when a regional price preference policy is in operation.

Despite the allowed percentage preferences, price is only one of the factors to be assessed when the local government is to decide which of the tenderers or quotations it thinks would be most advantageous to the local government to accept.

Region 2:

A preference may be given to a regional tenderer or supplier of a quotation from "region 2" by assessing the tender or quote from that regional tenderer as if the price bids were reduced by:

1. 5% - where the contract is for goods or services, up to a maximum price reduction of \$25,000;
2. 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of \$25,000; or
3. 5% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$250,000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Although goods or services that form part of a tender or quotation submitted by a regional tenderer may be:

1. wholly supplied from regional sources; or
2. partly supplied from regional sources, and partly supplied from non-regional sources, only those goods or services identified in the tender or quotation as being from regional sources may be included in the discounted calculations that form part of the assessments of a tender or quotation when a regional price preference policy is in operation.

Despite the allowed percentage preferences, price is only one of the factors to be assessed when the local government is to decide which of the tenderers or quotations it thinks would be most advantageous to the local government to accept.

In considering any RFT or formal RFQ submission, price is only one of the factors to be assessed when Council is to decide which of the suppliers it thinks would be the most advantageous to it.

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.26 Price Basis

The price basis for the goods and/or services offered under this Request are to be Fixed Lump Sum for the Contract. Tendered prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must include manufacture/procure, delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.27 Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of the Tender will become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process PROVIDED that the Tenderer be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.28 Canvassing of Officials

If the Tenderer, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors Officers (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

1.29 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in *Part 5* and whose execution appears on the Offer Form in *Part 5* of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

1.30 Costs of Tendering

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

1.31 Tender Opening

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted the Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held on or as soon as practicable after the Deadline at *the Shire of Merredin Council offices, Cnr King and Barrack Streets, Merredin.*

1.32 In House Tenders

The Principal *does not intend* to submit an In House Tender.

2 Statement of Requirements

2.1 Introduction

The Principal is seeking tenders for the cleaning of the Shire of Merredin Administration Offices, Council Chambers and Function Room, Cummins Theatre, Library and associated function rooms and toilet facilities, Depot, Tip Site, Visitors Centre, and public amenities at the Visitor Centre, Apex Park, Njaki Njaki Aboriginal Community Reserve and Burracoppin in accordance with the specifications, conditions of tender and conditions of contract for a two (2) year period, with an option for a further one (1) year.

2.2 Background Information

The Shire Merredin is rich in natural assets encompassing a wide range of unique areas, each with their own character. The Shire of Merredin has a population of approximately 3,365 people across the communities of Merredin, Korbel, Goomarin, Hines Hill, Nangeenan, Burracoppin, Nukarni, Nokanning, Tandegin and Muntadgin.

The Shire of Merredin is situated in the Eastern Wheatbelt, approximately 257 km from Perth via the Great Eastern Highway.

It covers an area of approximately 3,372 square kilometres and is a prosperous grain growing and sheep producing area.

The Shire of Merredin has previously utilised the services of a Contract cleaners and is satisfied with the advantages that contract arrangements provide over permanent employees.

A full statement of the services required under the proposed contract appears in clause 2.5 of this document.

2.3 Definitions

Below is a summary of some of the important defined terms used in this Part:

Clean	Means to carry out the work under the Contract by either vacuuming, sweeping, wet mopping, scrubbing, polishing etc, to remove from the surfaces cleaned, all dirt, grime, marks and stains without damaging the surfaces
Buff/Polish	After buffing/polishing, all vinyl and hard floor/surfaces shall have an even uniform gloss restored across the entire surface with scuffmarks removed
Degrease	After degreasing (through the use of chemicals and scrubbing), all tiled and other hard floor surfaces shall be void of grease, grime, marks, stains and other visible matter. All matter is to be removed without damaging the floor surfaces
Dust	After dusting is completed, all surfaces shall be free of visible dust, dirt and build-up (especially in corners and edges) to leave a clean, dry uniform appearance
Mop	On completion of damp mopping, the surfaces shall be free of all marks and dirt, visibly clean and without streaks
Polish Furniture	After polishing, furniture shall be free of dust and marks and will be cleaned with a uniform high sheen for lasting protection
Remove	After cobweb removal all surfaces shall be visibly clean

Part 2 READ AND KEEP THIS PART

Cobwebs	
Empty & Replace Liners	After emptying, rubbish bins shall be free of dirt and litter. Liners requiring replacement shall be replaced with a size compatible to that of the bin
Sanitise	To carry out the work under contract by either treating required surfaces with very hot clean water (75°C or above) for at least 1 min or applying chemical sanitiser as directed on the label. Note: some sanitisers are toxic and must be rinsed off, some sanitisers are food safe (in relation to kitchen surfaces) and do not require rinsing off
Seal Vinyl Floors	After sealing the vinyl floor (minimum 3 coats), the finish shall be uniform across the surface, slip resistant and in a condition that will protect the floor in line with manufacturers' recommendations
Spot Clean Carpet	After spot cleaning of carpet, the surface shall be free of marks, dirt, spots (including substances such as chewing gum, blue tac etc) and residue cleaner, leaving a visibly clean finish with uniform appearance in line with manufacturers' recommendations
Spot Clean Walls (painted)	On completion of spot cleaning on painted walls, the surfaces shall be free of marks, dust, residue cleaner and be visibly clean with a uniform appearance
Spot Clean Glass	After spot cleaning, all marks and dirt on glass shall be removed leaving the surface visibly clean and unmarked. (Internal glass only to a height of two (2) metres)
Spot Vacuum / Vacuum	After vacuuming is complete, carpets shall be free of all visible litter, dust, dirt and build-up (especially on edges) ensuring a clean uniform appearance
Stripping Floors	After stripping vinyl and other hard surfaces the floor shall be free from dirt, scuff marks, old sealer/polishes and other residues
Sweep	After sweeping, all surfaces shall be free of visible dust, loose dirt and litter which shall be collected and disposed of in an approved rubbish bin
Spray Buff	On completion of spray buffing, all vinyl surfaces shall have an even shine that is free from scuffmarks with a slip resistant finish. In accordance with AS3661-1993 Part I – Requirements and AS3661 Part 2 - Guide to the Reduction of Slip Hazards

2.4 Scope of Work

Cleaning of the premises listed below, except those areas listed as exclusions. The extent of the Contract is Floor and General Cleaning. All premises are within the Shire of Merredin.

Building	Address	Officer	Contact
Administration	Cnr King & Barrack Street, Merredin	Executive Manager Development Services	9041 1611 emds@merredin.wa.gov.au
Council Chambers / Function Room	Cnr King & Barrack Street, Merredin	Executive Manager Development Services	9041 1611 emds@merredin.wa.gov.au
Cummins Theatre	Bates Street, Merredin	Venue Manager	9041 3295 cumminstheatre@merredin.wa.gov.au
Regional Library and associated function rooms and toilet facilities	Coronation Street, Merredin	Venue Manager	9041 1222 library@merredin.wa.gov.au
Visitor Centre	Barrack Street, Merredin	Venue Manager	9041 1666 visitor@merredin.wa.gov.au
Depot	Telfer Avenue, Merredin	Executive Manager Engineering Services	90411 611 emes@merredin.wa.gov.au
Tip Site	Chandler-Merredin Road, Merredin	Executive Manager Engineering Services	90411 611 emes@merredin.wa.gov.au
Apex Park Public Toilets	Apex Park Barrack Street, Merredin	Executive Manager Development Services	9041 1611 emds@merredin.wa.gov.au
Visitor Centre Public Toilets	Barrack Street, Merredin	Executive Manager Development Services	9041 1611 emds@merredin.wa.gov.au
Burracoppin Public Toilets	Gt Eastern Highway, Burracoppin	Executive Manager Development	9041 1611 emds@merredin.wa.gov.au

Part 2 READ AND KEEP THIS PART

		Services	
Njaki Njaki Public Toilets	Njaki Njaki Aboriginal Community Reserve (adjacent to Merredin Peak)	Executive Manager Development Services	9041 1611 emds@merredin.wa.gov.au

2.5 Detailed Specification

2.5.1 Description of Works

The works comprise of the total floor cleaning, general cleaning, total carpet cleaning/shampooing and all other work included in the Scope of Works and associated Cleaning Schedule Checklists.

2.5.2 Frequency

The work required in this Specification is based on a “frequency clean” principle. Some areas are required to be cleaned daily weekly, monthly, and six monthly. These are detailed in the relevant cleaning frequency checklists.

2.5.3 Hours of Work

The following designated premises shall be cleaned seven (7) days per week, **including** during any gazetted public holidays;

- Apex Park Public Toilets
- Visitor Centre Public Toilets

The following designated premises shall be cleaned five (5) days per week, Monday to Friday, with the exception of any gazetted public holidays on which the premises are not open for business;

- Administration Building

The following designated premises shall be cleaned two (2) days per week;

- Regional Library and associated function rooms and toilet facilities
- Njaki Njaki Public Toilets
- Burracoppin Public Toilets
- Depot
- Visitor Centre
- Council Chambers/Function Room
- Cummins Theatre

Cummins Theatre may also have a need to be serviced on the weekends (Saturday and Sunday), depending on venue bookings.

The following designated premises shall be cleaned one (1) day per week;

- Tip Site

The following facilities are to be cleaned before 7am or after 5pm (external of normal work hours for Shire employees) - Administration Offices, Council Chambers and Function Room, Library and associated function rooms and toilet facilities and Visitor Centre.

The following facilities can be cleaned during normal office hours – Depot, Tip Site and public amenities at the Visitor Centre, Apex Park, Burracoppin and Njaki Njaki Aboriginal Community Reserve.

The following facilities, via prior negotiation with the relevant venue manager, can occur during normal office hours – Cummins Theatre.

Any additional work required by the Shire of Merredin on an occasional or permanent basis over and above that highlighted in this clause will require negotiation and agreement by both parties via exchange of correspondence, with such agreement not being unreasonably withheld.

2.5.4 Exclusions

Exclusion areas include Plant Rooms, Administration Strong Room, any Switch Room, Gardener's Store.

Additional exclusion areas may be added/removed as determined by the Shire.

2.5.5 Toiletries

The Contractor shall refill the toilet paper, tissue, paper towel, and liquid soap dispensers to ensure that they contain an adequate supply of product as required from stock supplied by the Shire of Merredin.

A separate toilet roll, and paper towel shall be provided in each area as a spare supply.

2.5.6 Materials

The Contractor shall include the cost of bin liners for personal waste bins and kitchen tidy bins in the amount tendered for this Contract. All other materials necessary for the cleaning of the premises, in accordance with the Specification, shall be supplied by the Contractor (excluding bin liners, kitchen tidy bin liners as mentioned above).

2.5.7 Special Requirements

The Contractor shall apply polish and sealer where and when required after cleaning of hard floor surfaces to protect the floor surfaces and maintain a high standard of finish to the floor surfaces. (Minimum requirement for polish and sealer to be applied is twice per year to maintain a high standard of finish to the floor surface).

The Contractor shall strip and seal all vinyl floors:

1. the first within six (6) months of the commencement date of the Contract; and
2. each following sixth (6th) month period within the term of Contract.

All stainless-steel surfaces are to be cleaned only with non-abrasive cleanser.

2.5.8 Product Information – Occupational Health, Safety and Welfare

The Contractor shall provide a list of products intended for use in the maintenance of this Contract and shall provide Material Safety Data Sheets for them. The Product List and Material Safety Data Sheets shall be given to the Chief Executive Officer or nominee prior to the commencement date of the Contract. The Contractor shall place copies of Material Safety Data Sheets in the allocated Cleaners Room for inspection at all times.

Part 2 READ AND KEEP THIS PART

Where products vary from those originally listed, the Contractor shall provide a new list and Material Safety Data Sheets to the Chief Executive Officer or nominee and on-site Cleaners' room immediately the variation occurs.

All surfaces should be cleaned in accordance with the manufacturers' written specifications of the respective materials.

2.5.9 Daily Cleaning Requirements

The Contractor shall:

1. vacuum **ALL** carpeted areas;
2. spot clean stains on all floors;
3. clean (including sanitise) and damp mop all hard floor surfaces in public areas to maintain a high standard in accordance with manufacturers recommendations for all floor coverings;
4. clean and damp mop all vinyl and hard floor surfaces to maintain a high standard;
5. empty and wipe out, as required, all waste paper and rubbish bins and replace bin liners where necessary;
6. remove all rubbish from the building, place in rubbish bins/receptacles provided;
7. clean and sanitise all shower cubicles and change room areas;
8. wash all toilet pans, toilet seats and urinals with an approved sanitiser removing all residue;
9. clean, polish and sanitise all hand basins, chrome fittings, urinals, pans and all mirrors;
10. spot clean all wall tiles and dividing walls, wet mop and sanitise toilet floors and shower cubicles;
11. damp wipe and sanitise the reception counter in all administration areas of all relevant buildings;

2.5.10 Weekly Cleaning Requirements

The Contractor shall:

1. sweep clean all outside and entry areas on the first working day of each week;
2. clean and machine buff all vinyl floor surfaces on the first working day of each week, maintaining the required standard of this Contract;
3. spot clean all walls, panelled and glass partitions, glass doors, wooden doors and kitchen cupboard doors from floor level to a height of two (2) metres;
4. clean dust from desks, sanitise and spot clean to remove marks. **Note:** Cleaners must not read, move or otherwise interfere with any items or papers left on desks;
5. clean and sanitise all telephone handsets; and
6. clean and sanitise all light switches.

2.5.11 Fortnightly Cleaning Requirements

The Contractor shall:

1. clean chairs showing signs of dust and grease

2.5.12 Monthly Cleaning Requirements

The Contractor shall:

1. remove all dust, cobwebs, smudges and smears from doors, walls, internal and external elevations including internal/external window frame work of the building;
2. clean windows and ledges. On completion the window grooves must be free of dust, sand, dead insects and debris leaving surfaces clean; and
3. clean surrounds to doors, internal and external doors.

Note: Polished panelled surfaces may only be wiped with soft, clean cloths or dusters.

2.5.13 Six (6) Monthly Cleaning Requirements

The Contractor shall degrease all kitchen floors, bathroom floors, toilet floors and all other tiled areas.

Note: All surfaces should be cleaned in accordance with the manufacturers written specifications of the respective material.

2.5.14 Annual Cleaning Requirements

Refer to the cleaning schedule checklists for details of annual cleaning requirements per venue/facility.

2.5.15 Progress Payments

1. The Contract payments shall be based on the average calendar monthly amount for the Contract and *the Shire shall pay within 30 days of the satisfactory completion of each calendar month's work.*
2. The Shire shall pay adjustments to the Contract payment for once off variations to the Contract with the first possible calendar months payment following the satisfactory completion of the varied work.
3. The Shire shall pay adjustments to the Contract payment for continuing variations to the Contract based on the average calendar monthly amount for the varied work. The Shire shall pay adjustments to the Contract with the first calendar months payment following the satisfactory completion of the varied work.

2.6 Implementation Timetable

The contract shall be for a two (2) year period with an option of a further one (1) year for the Shire of Merredin Administration Offices, Council Chambers and Function Room, Cummins Theatre, Library and associated function rooms and toilet facilities, Depot, Tip Site, Visitors Centre and public amenities at the Visitor Centre, Apex Park, Burracoppin and Njaki Njaki Aboriginal Community Reserve.

The works comprise of the total floor cleaning, general cleaning, total carpet cleaning/shampooing and all other work included in the Scope of Works and associated Cleaning Schedule Checklists.

2.7 List of Applicable Documents

Cleaning Schedule Checklists are attached to this Request for Tender document. These specify the cleaning frequency and must be adhered to by the Contractor as part of the finalised contract.

2.8 Service Levels

Cleaning Schedule Checklists are attached to this Request for Tender document. These specify the cleaning frequency and must be adhered to by the Contractor as part of the finalised contract.

The Contractor shall perform all work under this Contract to the complete satisfaction of the Chief Executive Officer or nominee.

2.9 Inspection

The Chief Executive Officer or nominee may carry out inspections of the works at any time.

The Contractor shall rectify deficiencies identified during those inspections within 24 hours of notice thereof from the Chief Executive Officer or nominee, except where otherwise directed by the Chief Executive Officer or nominee, in writing.

Should the Contractor fail to remedy the defects or deficiencies listed in the notice within the required time the Chief Executive Officer on behalf of the Shire may terminate the Contract by giving seven (7) days' notice in writing to the Contractor.

2.10 Satisfactory Performance of Work

If the Contractor does not perform the work or any part thereof pursuant to the Contract to the satisfaction of the Chief Executive Officer or nominee, the Shire may exercise any or all of the following options:

1. perform the work not carried out to the satisfaction of the Chief Executive Officer or nominee. Any monies expended by the Shire under this sub-paragraph shall be recoverable from the Contractor and may be deducted from any monies payable to the Contractor under the Contract;
2. assess the fair and reasonable cost of performance of the work in respect of which default has been made and deduct that sum from any monies payable to the Contractor under the Contract;
3. withhold any payments under the Contract until such time as the work or any part thereof has been carried out to the satisfaction of the Chief Executive Officer; or
4. inspection will occur approximately once a month. When required standard is not acceptable for more than two locations, the following penalties apply:

Required Standard	Penalties
One (1) location not acceptable	10%
Two (2) to three (3) locations not acceptable	15% payment reduction for that occasion
Four (4) to five (5) locations not acceptable	25% payment reduction for that occasion
Six (6) to seven (7) locations not acceptable	50% payment reduction for that occasion
Eight (8) locations not acceptable	No payment will be made for that occasion
Where more than six (6) locations fail there shall be a joint inspection of the whole work area to address the cause of the failure	

2.11 Personnel and Equipment

The Contractor shall, to the satisfaction of the Chief Executive Officer or nominee, provide adequate supervision, employ and maintain during the whole term of the Contract, a sufficient number of competent and efficient staff, appliances and equipment necessary for the due carrying out of the provisions of the Specification and Scope of Works.

The Contractor's representative shall have sufficient command of the English language and of relevant technology terminology, to be able to read, converse and receive instructions in English.

The Contractor shall, without cost to the Shire, make a duly senior representative available as and when directed by the Chief Executive Officer or nominee to receive instructions with respect to the Contract. Failure to do so shall entitle the Shire to terminate the Contract.

3 General Conditions of Contract

This Contract shall be deemed to have incorporated the General Conditions of Contract Suite AS 4000. In particular Australian Standards for:-

- (a) AS4000-1997- General Conditions of Contract
- (b) AS4901-1998 Subcontract conditions

3.1 Insurances

3.1.1 Public Liability and Property Damage

The Contractor shall at its own risk carry out the Contract in accordance with every condition and in doing so shall comply with the provisions of any Statute, Regulation and the requirements of the Council.

The Contractor shall take out a Public Liability Insurance Policy to the value of twenty million dollars (\$20,000,000).

The Contractor shall take out Workers Compensation Insurance cover to the value of ten million dollars (\$10,000,000).

3.1.2 Contractor's General Responsibility

The Contractor shall at its own risk carry out the Contract in accordance with every condition, and in so doing shall comply with the provisions of any Statute, Regulation and the requirements of the Shire.

The Contractor shall provide at its own cost and expense all labour, materials, plant equipment, and everything necessary for the proper and complete performance of this Contract.

The Contractor shall provide the names of the proprietors of the business, and where the business is a limited company the names of the Directors in writing to the Chief Executive Officer within seven (7) days of request.

The Contractor shall submit for approval by the Chief Executive Officer, and, prior to the event, any proposed changes in proprietorship of the firm or organisation and/or the sale of your business or part thereof whilst the Contract is in force.

The Contractor shall not without previous consent of the Chief Executive Officer, in writing, assign or sublet any part of the Contract.

The General Requirements contained within the Cleaning Standard, Cleaning Frequency Schedule, Definition of Terms and General requirements shall be read in conjunction with Contractors General Responsibility.

3.1.3 Indemnity

The Contractor agrees to indemnify and keep indemnified the Shire against:

1. all claims for injury, loss or damage suffered in person or property by any person or body arising out of the performance of the Contract by the Contractor; and
2. against all liability for costs, charges and expenses, incurred by the Shire in respect of the claim of any such person or body.

3.2 Period of Contract, Annual Review and Termination

The contract shall be in force from the date of execution of the Contract documentation. The contract shall be for a two (2) year period with an option of a further one (1) year for the Shire of Merredin Administration Offices, Council Chambers and Function Room, Cummins Theatre, Library

and associated function rooms and toilet facilities, Depot, Tip Site, Visitors Centre and public amenities at the Visitor Centre, Apex Park, Burracoppin and Njaki Njaki Aboriginal Community Reserve.

At the sole discretion of the Shire, a renewal of the Contract for a further period may be re-negotiated.

If the parties to the Contract cannot re-negotiate on cost basis an agreement within one month prior to the expiration of the first twelve (12) month and each consecutive twelve (12) month period of Contract, the Contract shall end.

Subject to the Contractor complying with the last paragraph on each annual review date, each price, with effect from that Annual Review Date will be reviewed so that it is the price represented by A in the following formula:

$$A = CV + (CV \times 0.9 \times IP)$$

A is the price with effect from the Annual Review Date.

IP is the percentage increase from the last Annual Review Date in the sum of the weekly award rate of pay of the labour who are primarily engaged in providing the Services granted by the appropriate Commonwealth or State authority, Australian Industrial Relations Commission or Western Australian Industrial Relations Commission together with any other legislated or statutory increases in worker's Compensation Superannuation and Payroll Tax payments payable with respect to that labour.

CV is the Price immediately preceding the Annual Review Date.

The Contractor may no later than two (2) months prior to each Annual Review Date by notice to the Shire review each Price in accordance with this Clause.

3.2.1 Termination of Contract

If the whole of the premises to be cleaned under the contract are vacated, the contract may be terminated by the Shire upon giving to the Contractor two (2) weeks' notice in writing.

Either party to the Contract may terminate the Contract at any time by giving four (4) weeks' notice to the other party.

On termination of the Contract for whatever reason the Contractor is to return all sets of keys within one working day to the Chief Executive Officer or nominee.

4 Special Conditions of Contract

4.1 Trespass

The Contractor shall not commit any act or trespass in the carrying out of this Contract, and shall effectively protect persons, adjoining properties and the owners thereof against loss, damage or injury whether to property or to person.

4.2 Health and Safety

The Contractor shall ensure that ladders, scaffolding and all other equipment used in the performance of the Contract are safely stored away in an orderly fashion from access by unauthorised persons when not in use. Equipment unable to be stored in the Contractor's/nominated store is to be removed from the site immediately.

All work carried out under this Contract shall comply with the *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022* as amended.

The Contractor must ensure that all hand-held or portable electrical equipment, used by the Contractor's staff and operated from a fixed electrical socket, are protected by a portable residual current device, approved by Worksafe WA and connected between the electrical socket and the electrical equipment. The cost of any residual current device required pursuant to this Clause is the sole responsibility of the Contractor and to be included in the tender price.

4.3 Equipment and Materials

The Contractor shall ensure that all equipment and materials are of commercial grade quality and operators have a complete understanding of equipment and materials used such that optimum cleaning standards are achieved.

At all times machinery such as vacuum cleaners, polishing machines, scrubbing machines etc, including electrical leads and attachments are to be maintained in an efficient and safe condition.

At all times equipment such as mops, mop buckets, sweeping tools, squeegees etc are to be maintained in an efficient and safe condition. Mops are to be cleaned after each use and are not to be left in dirty water.

Dusting cloths are to be of a non-lint variety and are to be replaced or washed clean to ensure efficient use. If lambs wood dusters are used, these are to be regularly shaken free of dust and replaced when worn out.

Detergents and disinfectants are to have the lowest pH factor compatible with the use for which they are intended.

Carpet spotting materials are to be of a nature compatible with the mark or stain which is to be removed.

All vinyl polishes and sealers are to be of a slip resistant type.

The Contractor shall not, without the prior approval of the Chief Executive Officer or nominee, store any poisonous, explosive, corrosive or flammable liquids, gas, oil or dangerous substance upon the premises to be cleaned.

The Contractor shall not dispose of or discharge onto the ground or into any drain, industrial wastes, chemicals, radioactive material, petroleum or petroleum products, polluted water or refuse without written approval of the Chief Executive Officer or nominee.

4.4 Storage

Where the specification provides any room to the Contractor for storage of materials, equipment is to be used in the performance of the Contract.

The area is made available to the Contractor, on the understanding that Shire employees will also have access to the room and the Shire will accept no responsibility for the loss or damage of any material or equipment stored therein by the Contractor. All storage shall be in accordance with the relevant Acts and Regulations for the storage of inflammable liquids and poisons.

4.5 Awards and Industrial Agreements

With respect to all work done in Western Australia under the Contract, the Contractor shall observe, perform and comply in all material respects to all relevant Industrial Awards, Industrial Agreements and Orders of Competent Courts or Industrial Tribunals applicable to the work done under the Contract.

Failure by the Contractor to comply with the above paragraph shall entitle the Chief Executive Officer by notice in writing to the Contractor to forthwith terminate the Contract, but without prejudice to any other rights or remedies of the Shire.

4.6 Variation in Area to be Cleaned

The Chief Executive Officer may, at any time, by notice in writing to the Contractor, vary the portions of the premises to be cleaned under the Contract. In the event of any such variation, the Contract price shall be varied by an amount agreed upon between the Shire and the Contractor. Where agreement cannot be reached, an independent arbiter may be appointed to resolve the issue.

4.7 Non-scheduled Work

The Contractor may be called on to supply and install materials and labour that are not listed within the scheduled items. These items will be determined by negotiation, in advance or will be covered by the agreed hourly rate, as tendered. No non-scheduled work excluding emergency work shall be carried out until an agreement in writing in respect of the cost is made.

4.8 Emergency Work

The Contractor may be directed to carry out emergency work outside the normal working hours on Saturdays, Sundays or public holidays. Emergency work will be commenced within a time negotiated with the Chief Executive Officer or nominee.

The Contractor shall provide an after-hour phone number to the Chief Executive Officer or nominee for contact outside normal working hours.

4.9 Recording Attendance

The Contractor shall ensure that each person employed for the cleaning service signs in an Attendance Book upon entering and leaving the premises, and that each such person records the actual times at which he/she enters and leaves the premises. During such time if the Attendance Book is not available the Contractor shall record by other means the actual times at which each person enters and leaves the premises.

4.10 Conditions to be Observed by the Contractor

The Contractor shall ensure that all Contract Personnel will be thoroughly and regularly trained in the specific requirements of their respective duties, which includes Australian Qualifications Framework Levels being achieved.

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The Contractor shall make the Contract Personnel familiar with all contents and conditions of this Contract, which are relevant to them.

The Chief Executive Officer shall be provided at all times with the names of the Contract Personnel and their duty roster.

All staff employed on site shall have a national police clearance, to the satisfaction of the Chief Executive Officer or nominee.

Neither the Contractor nor the Contract Personnel shall consume or store alcoholic beverages in or around the Shire's Buildings.

All the Shire's buildings are non-smoking areas and as such all Contract Personnel shall abide by this requirement while on those premises.

All Contract Personnel employed on site shall wear a personal photo identification badge of a type approved by the Chief Executive Officer or nominee. The badge shall be worn at all times on the premises.

The Contract Personnel will not bring their family, children, relatives or friends onto any premises while undertaking the services of this Contract.

The Contractor shall provide a Supervisor who shall regularly supervise the Contract Personnel and ensure that the Cleaning Services are carried out in the manner prescribed.

The Supervisor shall be available for contact during normal office hours Monday - Friday and at times specified by the Chief Executive Officer or nominee. The Supervisor shall regularly liaise with the Chief Executive Officer or nominee on the performance and state of the premises.

The Supervisor's duties shall include:

1. discussion of any cleaning matters with the Chief Executive Officer or nominee;
2. attend to the training of new or replacement Contract Personnel in accordance with procedures;
3. maintain regular checks of the cleaning services for the purpose of supervision and/or training;
4. ensuring that all Contract Personnel are available to undertake their prescribed duties;
5. ensuring that equipment is used only in the correct manner; and
6. undertaking other such duties as may be required by the Chief Executive Officer from time to time other than those specified within the Schedule.

In addition to the above requirements, the Contractor shall be conversant with all cleaning services, Contract Personnel and be available for consultation with the Chief Executive Officer or nominee.

4.11 Economy

The Contractor shall use no more power, water or gas than is reasonably necessary for the efficient cleaning of the premises and shall ensure that all electric lights, water and gas taps and appliances are turned off immediately after use.

Hypodermic Syringes

The procedure relating to collecting and disposing of used or discarded hypodermic syringes is as follows:

1. Personnel assigned the task of picking up needles should be vaccinated against Hepatitis B;
2. Sharp-safe containers will be supplied for the disposal of syringes. Used or discarded hypodermic syringes **must not** be placed in the Shire rubbish bins;

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3. Tongs should be used to pick up or collected discarded syringes. PVC or similar safety gloves should be worn, but these are not impervious to syringes;
4. Do not try to put the plastic protective cover back on the syringe if it has fallen off;
5. The disposal of sharps must not incorporate cutting, bending or other manipulation causing aerosols or the spattering of contaminated fluids;
6. Syringes should not be clipped, bent, broken, recapped or otherwise manipulated by hand;
7. The disposal container should be carried to the syringe, do not carry the syringe to the container;
8. The Shire's representative will issue replacement containers; and
9. Breach of the above conditions may result in immediate termination of the Contract.

5 Tenderer's Offer

5.1 Form of Tender

The Chief Executive Officer
Shire of Merredin
Merredin Administration Centre
Corner King & Barrack Streets
MERREDIN WA 6415

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to RFT04-2021/22 – Provision of Cleaning Services

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to sixty (60) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

Signature of Witness: _____ Name of Witness: _____

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Position of Witness: _____

Does any conflict of interest or potential conflict of interest exist? Yes No

If yes, specify the conflict: _____

I/We agree to enter into a legal contract/agreement for this Tender Yes No

5.2 Selection Criteria

5.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b) <i>Complete Tenderer’s Offer</i>	Yes / No
c) <i>Complete Pricing Schedule</i>	Yes / No
d) <i>References</i> - Attach details of your referees, provide a minimum of two (2). You should give examples of work provided to verify skills and experience where possible.	Yes / No
e) <i>Regional Price Preference Policy</i> - Advise of regional address if you have a shop front within the Shire of Merredin, or Districts of the Shire of Kellerberrin, Nungarin, Westonia, Narembeen, Yilgarn and Bruce Rock, for consideration of applying the Regional Price Preference to your submission.	Yes / No
f) <i>Home Occupation/Home Based Business</i> - Advise if you are operating from a residential address. If operating from a Residential address supply a copy of the current Home Occupation or Home Based Business Licence	If Yes - Copy of Licence supplied Yes / No <input type="checkbox"/> <input type="checkbox"/>
g) Compliance with the Specification contained in the Request.	Yes / No
h) Compliance with attendance at any mandatory Tender briefing or site inspection.	Yes / No
i) Previous Contracts with Local Government Authorities - Advise if you have previously withdrawn from a Contract issued by a Local Government Authority, either after advice of award of the Contract but prior to signing of the Contract documentation or after execution of the Contract.	Information Supplied Yes / No <input type="checkbox"/> <input type="checkbox"/> Have you withdrawn from a LGA Contract? Yes / No <input type="checkbox"/> <input type="checkbox"/>

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j) Risk Assessment	Yes / No
<p>Tenderers must address the following information in an attachment and label it “Risk Assessment”:</p> <ul style="list-style-type: none"> i) <i>An outline of your organisational structure inclusive of any branches and number of personnel.</i> ii) <i>If companies are involved, attach their current ASC company extracts search including latest annual return.</i> iii) <i>Provide the organisations directors/company owners and any other positions held with other organisations.</i> iv) <i>Provide a summary of the number of years your organisation has been in business.</i> v) <i>Attach details of your referees. You should give examples of work provided for your referees where possible.</i> vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal.</i> vii) <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i> viii) <i>Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.</i> ix) <i>Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.</i> x) <i>Are you presently able to pay all your debts in full as and when they fall due?</i> xi) <i>Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes please provide details.</i> xii) <i>Provide details of disputes and claims history for your organisation and its Related Bodies Corporate (if applicable) over the last 5 years.</i> xii) <i>Provide details of disputes and claims history for your organisation and its Related Bodies Corporate (if applicable) over the last 5 years.</i> xiii) <i>In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</i> <p>The insurance requirements for this Request are stipulated in Part 3 of this Request. Tenderers are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If the Tenderer holds “umbrella Insurance” please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within seven (7) days of</p>	

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acceptance.	
<p>k) Covid-19 Protocols</p> <p>The Western Australian government has issued several public health orders and directions in relation to COVID-19 management and for various occupations and workforces to be vaccinated against COVID-19. Information may be found at: https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-mandatory-vaccination. The information published regarding health orders and directions for the management of COVID-19 is subject to change, and tenderers are requested to update themselves accordingly for the duration for the contract term.</p> <p>The information requested below will not be point scored in the assessment of your submission, however successful appointment to contract is contingent upon the tenderer (inclusive of but not limited to all subcontractor and project personnel and any/all partner entities) agreeing to confirm compliance with all laws, health orders, directions and vaccination requirements as advised by the Western Australian Government in relation to COVID-19 management.</p> <p>Please confirm your acceptance of the above-mentioned requirement:</p>	Yes / No

5.2.2 Qualitative Criteria

Before responding to the following qualitative criteria, Tenderers must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Tender;
- b) Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Tenderers are to address each issue outlined within a qualitative criterion.

<p>A. Relevant Experience</p> <p>Tenderers must address the following information in an attachment and label it “Relevant Experience”:</p> <p><i>(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</i></p>	<p>Weighting</p> <p>10%</p>	
<ul style="list-style-type: none"> a) <i>Provide details of similar work.</i> b) <i>Provide scope of the Tenderer’s involvement including details of outcomes.</i> c) <i>Provide details of issues that arose during the project and how these were managed.</i> d) <i>Provide details of the Tenderer’s performance to timelines and budgets under any contract with the Principal in the last 5 years and the performance of each of its Related Bodies Corporate (if applicable).</i> e) <i>Demonstrate competency and proven track record of achieving</i> 	<p>“Relevant Experience”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

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<i>outcomes.</i> f) <i>Project reference sheet.</i>		
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B. Key Personnel Skills and Experience Tenderers must address the following information in an attachment and label it “ Key Personnel Skills and Experience ”: <i>(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</i>	Weighting 10%	
a) <i>The Tenderer’s role in the performance of the Contract.</i> b) <i>Curriculum vitae of key staff inclusive of membership to any professional or business association, qualifications etc.</i>	“Key Personnel”	Tick if attached <input type="checkbox"/>
Supply any other relevant details in an attachment and label it “ Key Personnel Skills and Experience ”.		

C. Tenderer’s Resources Tenderers must address the following information in an attachment and label it “ Tenderer’s Resources ”: <i>(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</i>	Weighting 15%	
a) <i>Plant, equipment and materials.</i> b) <i>Any contingency measures or backup of resources including personnel (where applicable).</i> c) <i>OHS Survey.</i> d) <i>Safety Record.</i> e) <i>Resources Schedule.</i>	“Tenderer’s Resources”	Tick if attached <input type="checkbox"/>
As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “ Tenderer’s Resources ”.		

D. Demonstrated Understanding Tenderers must address the following information in an attachment and label it “ Demonstrated Understanding ”: <i>(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)</i>	Weighting 10%	
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Part 5 COMPLETE AND RETURN THIS PART

<p>a) <i>A project schedule/timeline (where applicable).</i></p> <p>b) <i>The process for the delivery of the Goods/Services.</i></p> <p>c) <i>Training processes (if required); and</i></p> <p>d) <i>Demonstrated understanding of the Scope of Work.</i></p>	<p>“Demonstrated Understanding”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply details and provide an outline of your proposed methodology in an attachment labelled “Demonstrated Understanding”.</p>		

<p>E. Sustainability</p> <p>Attach a document of maximum 2 A4 pages in length that addresses the following (half page summary for each criterion) and label it “Sustainability”.</p>	<p>Weighting</p> <p>5%</p>	
<p>a) Environmental Management</p> <p>Provide commentary on how your organisation and the solutions being offered minimise its impact on the environment. This may include any environmental standards (such as policies, procedures, environmental management systems) as well as actions taken (such as recycling, carbon neutral activities, energy efficiency, technologies implemented, product design and behaviour change initiatives).</p> <p>b) Ethical Leadership and Supply Chain Practice</p> <p>Comment on any assessment of ethical leadership in your supply chain and contracted parties. This may include human rights impacts in the sourcing and transit of raw materials and supply chain transparency (tracing key products and materials to ensure ethical sourcing).</p> <p>c) Community Participation and Benefits</p> <p>Provide commentary on initiatives to support Aboriginal Business and indigenous community, local trade support, Australian manufacturing, and community benefit (e.g. Corporate philanthropy or employment development programs for Corporate Social Responsibility such as disability enterprise or special needs).</p> <p>d) Workplace Practices</p> <p>Provide commentary on how your organisation ensures its staff are treated fairly and their safety assured. This may include non-discrimination (equal opportunity policies and diversity programs), fair remuneration, working hours, and regular employment (versus use of casual and temporary staff). This may also include Employer of Choice initiatives and safe work methods.</p>	<p>“Sustainability”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

<p>F. Price Consideration</p>	<p>Weighting</p> <p>50%</p>	
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Part 5 COMPLETE AND RETURN THIS PART

The Weighted Cost Criteria method is used where price is considered to be crucial to the outcome of this tender process. The Tendered price is given the following weighting and will be assessed in conjunction with the Compliance Criteria, Qualitative Criteria detailed in Part 5. – Tenderer's Offer of this Request for Tender.

Tick if attached

5.3 Price Information

5.3.1 Price Basis

Are you prepared to offer a fixed price?

Yes / No

5.3.2 Price Schedule

Schedule of Rates – Goods and Services

Tenderers are required to identify the **total** cost (including GST) per facility to complete the cleaning requirements as detailed in the Cleaning Schedule Checklists.

Building/Facility	No. of hours to complete cleaning (per annum)	Hourly rate (including GST)	Total Cost (per annum) (including GST)
Administration Centre			
Council Chambers & Function Room			
Cummins Theatre			
Library, function rooms and toilet facilities			
Depot			
Tip Site			
Visitor Centre			
Public Amenities at Visitor Centre			
Public Amenities at Apex Park			
Public Amenities at Njaki Njaki Aboriginal Community Reserve			
Public Amenities at Burracoppin			
TOTALS			

Currently a member of the Master Cleaner's Guild?

Yes No

If yes, provide the relevant Membership Number:

If yes, provide the date conferred:

I/We confirm the above and following amounts include GST

Yes

Part 5 COMPLETE AND RETURN THIS PART

The Shire reserves the right to consider tenders invalid if the Schedule of Rates provided is not completed satisfactorily.

The total number of hours worked per week shall not be reduced below the tendered amount without the prior written approval of the Shire.

I/We declare that the above (and following) information is true and accurate:

Signature of Authorised Signatory: _____	Name of Authorised Signatory: _____
Position of Authorised Signatory: _____	Date: _____

Part 5 COMPLETE AND RETURN THIS PART

Schedule of Rates (including GST) / Continued.....

Based on the Contract Cleaners Award (1986) or a Registered Workplace Agreement, the Contactor is to provide the following information:

1. DIRECT COSTS

(A) Wages: Based on 52 weeks, quote on full time or part time rates (including Public Holidays and Annual Leave

Classification (indicated type of Labour)	No. of cleaners	Hours per day	Hours per week	Hourly rate of pay	Weekly rate of pay	Period of weeks pa	Total wages per annum
Supervisor / Leading Hand							
Full time cleaners							
Part time cleaners							
Sub-total							
Casual/relief cleaners							

Total Wages per annum **(A) \$** _____

(B) Allowances:

1)a Toilet	Up to 7	_____	per day	x52 weeks	\$ _____
1)b	More than 8	_____	per day	x52 weeks	\$ _____
1)c	Min 2hrs per day	_____	per day	x52 weeks	\$ _____
2)a Shift (split)				x52 weeks	\$ _____
2)b Shift work				x52 weeks	\$ _____
3)a Supervision Leading Hand				x52 weeks	\$ _____
4) Leave Loading	17.5% loading		weekly pay	x4x17.5%	\$ _____
4)a Plus 4 weeks	to cover cleaning for 52 weeks				\$ _____
5) Sick Pay					\$ _____
6) Penalties	to be specified				\$ _____
7) Long Service Leave					\$ _____

Total Allowances per annum **(B) \$** _____

1. SUBTOTAL: DIRECT COSTS PER ANNUM (A+B) (1) \$ _____

2. INDIRECT COSTS

A Payroll Tax	Basis	_____	%	=	\$ _____
B Workers Compensation	Basis	_____	%	=	\$ _____
C Public Liability	Basis	_____	%	=	\$ _____
D Superannuation Guarantee Charge	9.5% for employee with payroll up to \$1m				\$ _____

SUBTOTAL: INDIRECT COSTS PER ANNUM (A+B+C+D) \$ _____

3. OTHER COSTS

A Materials					\$ _____
B Depreciation and Machinery					\$ _____
C Administration Overheads / Profit Margin					\$ _____
D Other (to be specified)					\$ _____

SUBTOTAL: OTHER COSTS PER ANNUM (A+B+C+D) \$ _____

DIRECT AND INDIRECT AND OTHER COSTS PER ANNUM	
4. TOTAL CLEANING COST PER ANNUM (1+2+3)	\$ _____
FIXED FOR A PERIOD OF TWELVE (12) MONTHS	

Part 5 COMPLETE AND RETURN THIS PART

Schedule of Rates (including GST) / Continued.....

In addition to the above, Tenderers are to provide separate rates for each of the following fixed for a period of twelve (12) months.

Additional cleaning all-inclusive hourly rate:

- 1. Full time cleaner – day rates \$ _____ per hour
- 2. Full time cleaner – night rates \$ _____ per hour

Currently a member of the Master Cleaner’s Guild? Yes No

If yes, provide the relevant Membership Number:

If yes, provide the date conferred:

I/We confirm the above and following amounts include GST Yes

The Shire reserves the right to consider tenders invalid if the Schedule of Rates provided is not completed satisfactorily.

I/We declare that the above information is true and accurate:

Signature of Authorised Signatory: _____ Name of Authorised Signatory: _____

Position of Authorised Signatory: _____ Date: _____

Part 5 COMPLETE AND RETURN THIS PART

5.3.3 Information to be provided by the Tenderer

The following information is to be completed and returned as part of the tender submission. Where there is insufficient space Tenderers are to attach a separate document whilst making reference to the attachment at the point of the relevant question.

General Information

Financial Capacity

Are the Tenderers financial statements audited? Yes No

Tenderers are to supply copies of financial statements for the previous three (3) years, audited or unaudited (i.e. Profit & Loss, Balance Sheet

Copies of financial statements attached? Yes

Memberships

Provide details of your membership to any Industry Associations (other than Master Cleaners Guild)

Name: _____	Name: _____
Address: _____	Address: _____
Membership number: _____	Membership number: _____
Date conferred: _____	Date conferred: _____

Credit References

Provide details of a minimum of two (2)

Name: _____	Name: _____
Address: _____	Address: _____
Contact: _____	Contact: _____
Phone: _____	Phone: _____

Employee Criteria

(a) Total number of employees

Full Time _____ Perm Part Time _____ Casual _____

(b) Superannuation

Company: _____

Address: _____

Policy Number: _____

Expiry Date: _____

Tenderers are to supply a copy of the Certificate of Currency

Copy of Certificate of Currency attached? Yes

(c) Full details of Employee Training Programs including past, current and future financial commitments indicating the Australian Qualification levels being achieved

Part 5 COMPLETE AND RETURN THIS PART

(d) State your Industrial Relations Policy in relation to awards and workplace agreements. Full details must be provided of any Workplace Agreement plus a copy of its registration

Copy of Certificate of Currency attached? Yes

Environmental Considerations

(a) Please state what recycling program your organisation has in place, giving details of recycled products.

(b) Do any of the cleaning agents or processes that you propose to use contain chlorofluorocarbons? Yes No

If yes, please provide a statement giving details of the content and/or process.

Quality Assurance Certification (preference may be given in evaluation)

Status: _____

AS Number: _____

Certifying Body: _____

Expiry Date: _____

Tenderers are to supply a copy of the Certificate of Currency

Copy of Certificate of Currency attached? Yes

Operational Approach

(a) Detail your experience in handling specialised contract requirements i.e. computer rooms, tile floors, carpet cleaning, concrete floors, food preparation areas, syringe control etc

(b) Provide details of three (3) similar contracts currently held

Company Name	Contact	Phone No.

(c) Provide details of management capabilities, relevant qualifications, courses attended and Australian Qualifications Levels.

5.3.4 Annexure to Australian Standard General Conditions of Contract

The following table is intended for easy reference to Clauses that may have been deleted, amended or added to Australian Standard AS4000-1997.

1. The following Clauses have been deleted from the General Conditions in AS4000-1997:

PART A

- (a) Annexure Part A Clauses including and commencing with:
 “Date for Practical Completion” including Separable Portions section”
- (b) Clause 5.5 Interest on Security and Retention Monies

PART B

1. The following Clauses have been deleted from the General Conditions of Contract AS4000-1997:

Bill of Quantities	2.2, 2.3
Separable Portions	4(c)
Security	5.1 to 5.6
Defective Work	29.3(b)
Timing	29.5
Assessment	34.4
Extension of Time	34.5
Practical Completion	34.6
Liquidated Damages	34.7
Bonus for Early Practical Completion	34.8
Delay Damages	34.9
Payment	37.1, 37.2, 37.4, 37.5, 37.6
Principals Default	39.7 (a)(i)(ii), (iii) and (b)
Termination by Frustration	40(a) (c)

2. The following Clauses have been amended and differ from the corresponding Clauses AS4000-1997:

- 29.3(b) Defective Work “8 days” replaced by “4 hours”
- 27 Cleaning up – paragraph two (2) “within 14 days” replaced with “within 4 hours”

Part 5 COMPLETE AND RETURN THIS PART

5.3.5 Attachment - Cleaning Checklists

Tenderers are to refer to the following checklists in order to complete their tender submission.

Cleaning Schedule Checklists have been reviewed and understood	Yes <input type="checkbox"/>
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RFT04-2021-22

Provision of Cleaning Services

Cleaning Checklists

Tenderers are to note the following information in relation to these checklists:

1. D means daily, W means weekly, M means monthly, Q means quarterly, and A means annually;
2. These checklists will form the basis of the works required at each facility and will be considered the minimum standard required;
3. These checklists are to be read and understood in conjunction with the tender specifications;
4. The checklists will be signed off in respect to standard of service by the relevant staff member for each facility;
5. These checklists will not be amended without the written authority of the Shire of Merredin

General Cleaning Specifications

Public Amenities (Visitors Centre, Apex Park)

Week Commencing:

Shire Personnel Responsible (Signature):

Frequency	Duty	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Cleaner Sign	Cleaner Manager Sign	Comments
D	Ensure all floors are cleaned and sanitised (mopping)										
D	Ensure urinal is clean and sanitised										
D	Ensure toilet bowls are clean and sanitised										
D	Ensure cisterns are clean and operational										
D	Ensure sinks are clean and sanitised										
D	Ensure all wall tiles are clean										
D	Ensure all lights are clean and working										
M	Ensure all windows are clean & serviceable										
D	Ensure all bins are clean and emptied										
D	Ensure toilet paper is available										
D	Ensure toilet paper holders are full										
D	Ensure deodoriser blocks are used										
W	Ensure all cobwebs are removed										

General Cleaning Specifications

Public Amenities (Burracoppin, Njaki Njaki)

Week Commencing:

Shire Personnel Responsible (Signature):

Frequency	Duty	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Cleaner Sign	Cleaner Manager Sign	Comments
2x W	Ensure all floors are cleaned and sanitised (mopping)										
2x W	Ensure urinal is clean and sanitised										
2x W	Ensure toilet bowls are clean and sanitised										
2x W	Ensure cisterns are clean and operational										
2x W	Ensure sinks are clean and sanitised										
2x W	Ensure all wall tiles are clean										
2x W	Ensure all lights are clean and working										
M	Ensure all windows are clean & serviceable										
2x W	Ensure all bins are clean and emptied										
2x W	Ensure toilet paper is available										
2x W	Ensure toilet paper holders are full										
2x W	Ensure deodoriser blocks are used										
W	Ensure all cobwebs are removed										



The Contractor shall take all necessary precautions to ensure that at no time do the keys of the premises leave the possession of the Contractor or employees of the Contractor and shall further ensure that under no circumstances are duplicate keys cut without the express written permission of the Shire.

The toilets shall be open to the public between the hours of 7am and 6pm. The contractor shall lock and unlock the toilets to comply with these opening times.

The Contractor shall from time to time as required:

1. Strip and remove dirt accumulation from all grout and the tiled floored areas as often as shall be necessary to maintain a clean and high appearance.
2. Keep all lights, light fittings, mirrors, internal glass and entry door glass serviceable.
3. Maintain all chrome and brass fittings in good clean condition.
4. Check on all lighting on the Shire premises and at such times as shall be necessary replace globes and tubes in the lighting on the Shire premises with globes and tubes supplied by the Shire.
5. Check and attend to the switching off of all light and power switches and to the turning off of all water taps on the Shire premises and also to the closing and locking of all exterior doors and windows before vacating the premises on each occasion at the end of each day after 6pm.
6. Immediately report to the Building Maintenance Officer any accidental or other damage or want of repair to any part of the Shire premises.

Administration Office

Week commencing:

Shire personnel responsible signature:

Kitchen		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Cleaner Sign	Cleaner Manager Sign	Comments
D	Ensure all benches are cleaned and sanitised										
D	Ensure sink is cleaned and sanitised										
D	Ensure serving benches are cleaned and sanitised										
D	Ensure floor is swept and chemically sanitised by mopping										
D	Ensure all rubbish is removed										
D	Ensure Microwave Oven is cleaned and sanitised										
M	Ensure all exhaust fans are clean										
M	Ensure all lights are clean and working										
D	Ensure tiles around serving areas are clean										
D	Ensure paper towel holder is full										
2xA	Ensure windows are clean and serviceable										
W	Ensure all cobwebs are removed										
M	Ensure all door frames and doors are clean										
D	Ensure all bins are clean and emptied										

D	Ensure all food preparation area is cleaned and sanitised except sink area – staff obligation to maintain this area										
W	Ensure all storage shelving is cleaned and sanitised										
M	Ensure all window sills are clean										
Corridor/Offices											
M	Ensure air conditioning is serviceable and clean including grills										
M	Ensure all skirting boards are clean										
M	Ensure all door frames and doors are clean										
M	Ensure all pictures/trophies are clean										
M	Ensure all lights are clean and working										
W	Ensure all cobwebs are removed										
M	Ensure all windows are clean & serviceable										
D	Ensure all carpets are vacuumed										
D	Report if carpet needs shampooing										
A	Shampoo carpet in January										
M	Ensure all window sills are clean										
M	Ensure all honour boards are clean										
M	Ensure wall ornaments are clean										
M	Ensure any cabinets are clean (inside and outside)										

M	Ensure exit signs are clean											
M	Ensure phone is cleaned and sanitised											
D	Ensure floor mats are clean and serviceable											
2x A	Ensure fire extinguisher is clean											
D	Ensure all bins are clean and emptied											
D	Ensure all rubbish is removed											
Toilets												
D	Ensure all floors are cleaned and sanitised (mopping)											
D	Ensure urinal is cleaned and sanitised											
W	Ensure all wall tiles are clean											
D	Ensure benches are clean and sanitised											
D	Ensure cisterns are clean and operational											
M	Ensure all lights are clean and working											
M	Ensure all windows are clean & serviceable											
M	Ensure all fly screens are clean											
M	Ensure exhaust fan is clean and operational											
D	Ensure hand towel dispenser is clean and operational											
M	Ensure all refuse & sanitary bins are cleaned and empty and disposal envelopes provided											
D	Ensure all mirrors are clean											
D	Ensure toilet paper is available											
D	Ensure paper towel holders are full											
D	Ensure deodoriser blocks are used											



General											
M	Ensure all windows/doors lock properly										
D	Ensure power box is locked										
M	Ensure all cobwebs are removed										
W	Ensure all walls are free from dirt										
D	Ensure all bins are clean and emptied										
D	Report any issue in the Cleaners book										

The Contractor shall take all necessary precautions to ensure that at no time do the keys of the premises leave the possession of the Contractor or employees of the Contractor and shall further ensure that under no circumstances are duplicate keys cut without the expressed written permission of the Shire.

The Contractor shall from time to time as required:

1. Strip and remove dirt accumulation from all grout and the tiled floored areas as often as shall be necessary to maintain a clean and high appearance.
2. keep all lights, light fittings, mirrors, internal glass, entry door glass.
3. Maintain all chrome and brass fittings in good clean condition.
4. Check on all lighting on the Shire premises and at such times as shall be necessary replace globes and tubes in the lighting on the Shire premises with globes and tubes supplied by the Shire.
5. Check and attend to the switching off of all light and power switches and to the turning off of all water taps on the Shire premises and also to the closing and locking of all exterior doors and windows before vacating the premises on each occasion at the end of each day after 6pm.
6. Immediately report to the Building Maintenance Officer any accidental or other damage or want of repair to any part of the Shire premises.

Chamber, Executive Lounge, Kitchen and Toilets

Week commencing: _____

Shire personnel responsible signature:

Kitchen		Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Cleaner Sign	Cleaner Manager Sign	Comments
2x W	Ensure all benches are cleaned and sanitised										
2x W	Ensure sinks are cleaned and sanitised										
2x W	Ensure mobile tray is clean and sanitised										
2x W	Ensure floor is swept and chemically sanitised by mopping										
2x W	Ensure all rubbish is removed										
2x W	Ensure Microwave Oven is cleaned and sanitised										
M	Ensure stove and ovens are clean and sanitised										
M	Ensure all exhaust fans are clean										
M	Ensure all lights are clean and working										
2x W	Ensure tiles around serving areas are clean										
2 x W	Ensure urn is empty, cleaned & turned off										
2x A	Ensure windows are clean and serviceable										

2xA	Ensure fly screens are clean and serviceable											
M	Ensure all cobwebs are removed											
M	Ensure all door frames and doors are clean											
2x W	Ensure bins are clean and serviceable											
2x W	Ensure all bins are emptied											
W	Ensure all food preparation area is cleaned and sanitised											
M	Ensure all storage shelving is cleaned and sanitised											
M	Ensure all window sills are clean											
Cool Room												
W	Ensure cool room floor is swept and chemically sanitised by mopping											
W	Ensure cool room shelving is clean											
M	Ensure cool room walls are clean											
M	Ensure all lights are clean & working											
Function Room/Civic Lounge												
M	Ensure air conditioning is serviceable and clean including grills											

M	Ensure all skirting boards are clean											
M	Ensure all door frames and doors are clean											
M	Ensure all honour boards are clean											
M	Ensure all pictures/trophies are clean											
M	Ensure all lights are clean and working											
M	Ensure all cobwebs are removed											
2xA	Ensure all windows are clean & serviceable											
2xA	Ensure all flyscreens are clean											
2 x W	Ensure all carpets are vacuumed and clean											
M	Report if carpet needs shampooing											
2xA	Ensure that carpet is shampooed											
M	Ensure all curtain runners are operating											
M	Ensure all window sills are clean											
M	Ensure clock is clean and operational											
W	Ensure all tiles in bar area are floor is swept and chemically sanitised by mopping											
Bar												
W	Ensure benches are clean and sanitised											
W	Ensure glass cleaner is clean & operational											
W	Ensure drip tray is cleaned and sanitised											
2x W	Ensure floor is swept and chemically sanitised by mopping											
M	Ensure all lights are clean and working											

M	Ensure all cobwebs are removed											
2x W	Ensure refuse bins are emptied											
Chambers												
M	Ensure all door frames and doors are clean											
2 x W	Ensure carpet is vacuumed and clean											
W	Ensure all lights are clean and working											
M	Ensure air conditioner is clean & operational											
2x W	Ensure all tables and chairs are clean and serviceable											
M	Ensure all curtain runners are operational											
2x A	Ensure windows are clean and serviceable											
M	Ensure clock is clean and operational											
M	Ensure all cobwebs are removed											
Foyer												
M	Ensure all honour boards are clean											
M	Ensure clock is clean and operational											
M	Ensure trophy cabinet is clean (inside and outside)											
M	Ensure exit signs are clean and operational											
2x A	Ensure windows are clean and serviceable											
W	Ensure all skirting boards are clean											
W	Ensure all door frames and doors are clean											

M	Ensure window sills are clean										
M	Ensure all lights are clean and working										
M	Ensure all curtain runners are operational										
D	Ensure floor mats are clean and serviceable										
D	Ensure floors are swept										
2x A	Ensure fire extinguisher is clean										
M	Ensure all cobwebs are removed										
Toilets											
2x W	Ensure all floors are swept and chemically sanitised by mopping										
2x W	Ensure urinal is clean and sanitised										
W	Ensure all wall tiles are clean and sanitised										
2x W	Ensure benches are clean and sanitised										
2x W	Ensure cisterns are clean and operational										
M	Ensure all lights are clean and working										
2x A	Ensure all windows are clean & serviceable										
2x A	Ensure all fly screens are clean										
M	Ensure exhaust fan is clean and operational										
2x W	Ensure all refuse & sanitary bins are cleaned and empty and disposal envelopes provided										
2x W	Ensure toilet paper is available										



2x W	Ensure paper towel holders are full										
2x W	Ensure all bins are clean and emptied										
W	Ensure deodoriser blocks are present in urinal										

The Contractor shall take all necessary precautions to ensure that at no time do the keys of the premises leave the possession of the Contractor or employees of the Contractor and shall further ensure, that under no circumstances are duplicate keys to be cut without the expressed written permission of the Shire.

The Contractor shall from time to time as required:

1. Strip and remove dirt accumulation from all grout and the tiled floored areas as often as shall be necessary to maintain a clean and high appearance.
2. Keep all lights, light fittings, mirrors and internal glass properly cleaned.
3. Maintain all chrome and brass fittings in good clean condition.
4. Check on all lighting and plumbing on the premises and at such time as shall be necessary, report any breakage, leaking or non-functioning fixtures to the Shire’s Building Maintenance Officer.
5. Check and attend to the switching off of all light and power switches and to the turning off of all water taps on the premises and also to the closing and locking of all exterior doors and windows before vacating the premises on each occasion at the end of each day after 6pm.

Cummins Theatre

Week commencing: _____

Shire personnel responsible signature:

Kitchen		Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Cleaner Sign	Cleaner Manager Sign	Comments
M	Ensure exit lights are clean										
A	Ensure fire extinguisher is clean										
2x W	Ensure all benches are cleaned and sanitised										
2x W	Ensure sink is cleaned and sanitised										
2x W	Ensure serving benches are cleaned and sanitised										
2x W	Ensure floor is swept and chemically sanitised by mopping										
2x W	Ensure all rubbish is removed										
W	Ensure fridge is clean (inside & outside)										
W	Defrost fridge if required										
2x W	Ensure Microwave Oven is cleaned and sanitised										
W	Ensure all exhaust fans are clean										
W	Ensure all lights are clean and working										
2x W	Ensure tiles around serving areas are clean										
2x W	Ensure urns/kettles are empty, cleaned & turned off										

2x W	Ensure paper towel holder is full											
W	Ensure windows are clean and serviceable											
W	Ensure all cobwebs are removed											
W	Ensure all door frames and doors are clean											
2x W	Ensure bins are clean and serviceable											
2x W	Ensure all food preparation area and storage shelving is cleaned and sanitised											
W	Ensure all window sills are clean											
Cool Room												
2x W	Ensure cool room shelving is clean											
2x W	Ensure cool room walls are clean											
2x W	Ensure floor is swept and chemically sanitised by mopping											
W	Ensure all lights are clean & working											
W	Ensure windows are clean											
W	Ensure all cobwebs are removed											
W	Ensure all door frames and doors are clean											
2x W	Ensure cool room floor is clean											
Storage Room												
W	Ensure floor is swept and chemically sanitised by mopping											
M	Ensure all lights are clean & working											
M	Ensure windows are clean											
M	Ensure fly screens are clean											
M	Ensure all cobwebs are removed											

M	Ensure all door frames and doors are clean												
M	Ensure window ledges are clean												
W	Ensure floor is clean and vacuumed												
Costume Room													
2x W	Ensure white board is clean												
M	Ensure all lights are clean & working												
M	Ensure all cobwebs are removed												
M	Ensure all door frames and doors are clean												
Tivoli Room													
2x W	Ensure air conditioning is serviceable and clean, including grills												
M	Ensure all skirting boards are clean												
W	Ensure all door frames and doors are clean												
W	Ensure all pictures/trophies are clean												
W	Ensure all lights are clean and working												
M	Ensure all cobwebs are removed												
M	Ensure all windows are clean & serviceable												
M	Ensure all flyscreens are clean												
W	Ensure window ledges are clean												
2x W	Ensure tiled floor is swept and chemically sanitised by mopping												
2x W	Ensure all carpets are vacuumed and clean												
W	Report if carpet needs shampooing												

M	Ensure all curtain runners are operating											
M	Ensure all windows are cleaned											
W	Ensure exit signs are clean and operational											
Bar												
2x W	Ensure fridge (shelves & glass) is clean											
2x W	Ensure benches are clean											
2x W	Ensure glass cleaner is clean & operational											
2x W	Ensure bins are empty											
2x W	Ensure floor is swept and chemically sanitised by mopping											
W	Ensure all lights are clean and working											
M	Ensure all cobwebs are removed											
2x W	Ensure refuse bins are emptied											
Theatre Hall												
W	Ensure all skirting boards are clean											
W	Ensure all door frames and doors are clean											
2x W	Ensure carpet is vacuumed and clean											
2x W	Ensure that red chair area is clean; carpet vacuumed and swept under the chairs											
2x W	Ensure that all of the chairs are clean and serviceable.											
W	Report if the chairs need shampooing or if they are damaged											
W	Ensure lights are clean and working											

W	Ensure air conditioner is clean and operational											
2x W	Ensure tables and chairs are clean and serviceable											
M	Ensure all curtain runners are operational											
M	Ensure windows are clean and serviceable											
M	Ensure piano is clean											
M	Ensure all cobwebs are removed											
2x W	Ensure that the orchestra pit is vacuumed											
2x W	Ensure that the wood floor is swept and chemically sanitised by mopping											
W	Report any damage to the flooring											
W	Ensure all door closers are clean and operational											
2x W	Ensure that any tables and chairs are clean and report any damages or faults											
Foyer												
W	Ensure exit signs are clean and operational											
M	Ensure windows are clean and serviceable											
M	Ensure that all of the skirting boards are clean											
W	Ensure all door frames and doors are clean both inside and outside											
W	Ensure all lights are clean and working											
2x W	Ensure carpet is vacuumed and clean											

Office & Store													
W	Ensure all lights are clean and working												
2x W	Ensure carpet is vacuumed and cleaned												
M	Ensure that the windows and window frames are clean on the outside as well as the inside												
2x A	Ensure that the fire extinguisher is clean												
2x W	Dust and clean all surfaces												
M	Ensure all cobwebs are removed												
Toilets													
2x W	Ensure floors is swept and chemically sanitised by mopping												
2x W	Ensure urinal is clean and sanitised												
2x W	Ensure all wall tiles are clean and sanitised												
2x W	Ensure benches are clean and sanitised												
2x W	Ensure cisterns are clean, sanitised and operational												
W	Ensure all lights are clean and working												
W	Ensure exhaust fan is clean and operational												
2x W	Ensure all refuse & sanitary bins are cleaned and empty and disposal envelopes provided												
2x W	Ensure all mirrors are clean												
2x W	Ensure toilet paper is available												
2x W	Ensure paper towel holders are full												
2x W	Ensure deodoriser blocks are available												

Back Stage												
W	Ensure all lights are clean and working											
2x W	Ensure all carpet is vacuumed											
2x W	Ensure non-carpeted floor is swept and chemically sanitised by mopping											
M	Ensure all curtain runners are operational											
M	Ensure all skirting boards are clean											
W	Ensure exit lights are clean and operational											
2 x A	Ensure fire extinguisher is clean											
2x W	Ensure all mirrors are clean											
W	Report any damage											
2x W	Ensure bathroom floor is swept and chemically sanitised by mopping											
2x W	Ensure sink and mirror are clean, sanitised											
2x W	Ensure hand towel dispenser is full											
2x W	Ensure that shower wall is clean and sanitised											
Stage Area												
M	Ensure all curtain runners are operational											
M	Ensure all skirting boards are clean											
2x W	Ensure floor is swept and chemically sanitised by mopping											
M	Ensure ledge is cleaned (as required)											
M	Ensure roller doors are clean & serviceable											
W	Ensure exit lights are clean											

2x A	Ensure fire extinguisher is clean												
M	Ensure all door closers are clean and operational												
W	ensure all door frames and doors are clean												
Stage Toilets													
2x W	Ensure floor is swept and chemically sanitised by mopping												
2x W	Ensure toilets are cleaned, and sanitised												
W	Ensure all lights are clean and working												
M	Ensure all windows are clean & serviceable												
M	Ensure exhaust fan is clean and operational												
2x W	Ensure all refuse & sanitary bins are cleaned and empty and disposal envelopes												
2x W	Ensure all mirrors are clean												
2x W	Ensure paper towel holders are full												
2x W	Ensure toilet paper is available												
2x W	Ensure deodoriser blocks are available												



The Contractor shall take all necessary precautions to ensure that at no time the keys of the premises leave the possession of the Contractor or employees of the Contractor and shall further ensure that under no circumstances are duplicate keys cut without the expressed written permission of the Shire.

The Contractor shall from time to time as required:

1. Strip and remove dirt accumulation from all grout and the tiled floored areas as often as shall be necessary to maintain a clean and high appearance.
2. Keep all lights, light fittings, mirrors, internal glass, entry door glass.
3. Maintain all chrome and brass fittings in good clean condition.
4. Check on all lighting on the Shire premises and at such times as shall be necessary replace globes and tubes in the lighting on the Shire premises with globes and tubes supplied by the Shire.
5. Check and attend to the switching off of all light and power switches and to the turning off of all water taps on the Shire premises and also to the closing and locking of all exterior doors and windows before vacating the premises on each occasion at the end of each day after 6pm.
6. Immediately report to the Building Maintenance Officer, any accidental or other damage or want of repair to any part of the Shire premises.

Depot

Week commencing: _____

Shire personnel responsible signature:

Kitchen		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Cleaner Sign	Cleaner Manager Sign	Comments
2xW	Ensure all benches are clean and sanitised										
2xW	Ensure sink is clean and sanitised										
2xW	Ensure serving benches are clean and sanitised										
2xW	Ensure floor is swept and chemically sanitised by mopping										
2xW	Ensure all rubbish is removed										
M	Ensure fridge is clean and sanitised (inside & outside)										
A	Defrost fridge if required										
2xW	Ensure Microwave Oven is clean and sanitised										
M	Ensure all exhaust fans are clean										
M	Ensure all lights are clean and working										
W	Ensure tiles around serving areas are clean										
W	Ensure urns/kettles are empty, cleaned & turned off										
W	Ensure paper towel holder is full										

M	Ensure windows are clean and serviceable											
W	Ensure all cobwebs are removed											
W	Ensure all door frames and doors are clean											
2xW	Ensure bins are clean and serviceable											
W	Ensure all window sills are clean											
Toilets												
2xW	Ensure floor is swept and chemically sanitised by mopping											
2xW	Ensure urinal is clean and sanitised											
2xW	Ensure all wall tiles are clean and sanitised											
2x W	Ensure benches are clean and sanitised											
2xW	Ensure cisterns are clean and operational											
W	Ensure all lights are clean and working											
W	Ensure all windows are clean & serviceable											
2xW	Ensure all refuse & sanitary bins are cleaned and empty and disposal envelopes provided											
W	Ensure all mirrors are clean											
2xW	Ensure toilet paper is available											
2xW	Ensure paper towel holders are full											
W	Ensure deodoriser blocks are present in urinal											



General											
M	Ensure all cobwebs are removed										
M	Ensure all walls are free from dirt										

The Contractor shall take all necessary precautions to ensure that at no time do the keys of the premises leave the possession of the Contractor or employees of the Contractor and shall further ensure that under no circumstances are duplicate keys cut without the express written permission of the Shire.

The Contractor shall from time to time as required:

1. Strip and remove dirt accumulation from all grout and the tiled floored areas as often as shall be necessary to maintain a clean and high appearance.
2. Keep all lights, light fittings, mirrors, internal glass, entry door glass, notice board glass properly cleaned.
3. Maintain all chrome and brass fittings in good clean condition.
4. Check on all lighting and plumbing on the premises and at such time as shall be necessary, report any breakage, leaking or non-functioning fixtures to the Shire’s Building Maintenance Officer.
5. Check and attend to the switching off of all light and power switches and to the turning off of all water taps on the said premises and also to the closing and locking of all exterior doors and windows before vacating the premises on each occasion at the end of each day after 6pm.
6. Immediately report to the Building Maintenance Officer any accidental or other damage or want of repair to any part of the premises.

Library

Week commencing:

Shire personnel responsible signature:

Kitchen		Mon	Tue	Wed	Thur	Fri	Sat	Sun	Cleaner Sign	Cleaner Manager Sign	Comments
2x W	Ensure all benches are clean and sanitised										
2x W	Ensure sink is clean and sanitised										
2x W	Ensure serving benches are clean & sanitised										
2x W	Ensure all rubbish is removed										
M	Ensure fridge is clean and sanitised (inside & outside)										
M	Ensure Microwave Oven is clean and sanitised										
M	Ensure all lights are clean and working										
W	Ensure tiles around serving areas are clean										
W	Ensure urns/kettles are empty and turned off & cleaned										
M	Ensure windows are clean and serviceable										
W	Ensure all cobwebs are removed										

W	Ensure all door frames and doors are clean											
2x W	Ensure bins are emptied											
W	Ensure all window sills are clean											
Public Area, Offices & Function Rooms												
Q	Ensure air conditioning is serviceable and clean including grills											
Q	Clean outside windows											
W	Ensure all skirting boards are clean											
W	Ensure all door frames and doors are clean											
M	Ensure all lights are clean and working											
M	Ensure all cobwebs are removed											
M	Ensure all windows are clean & serviceable											
2x W	Ensure all carpets are vacuumed and clean											
M	Report if carpet needs shampooing											
W	Ensure all window sills are clean											
W	Ensure wall ornaments are clean and operational e.g., clock											
W	Ensure exit signs are clean											
2x W	Ensure all rubbish is removed											

2x W	Ensure floor mats are clean and serviceable											
2x A	Ensure fire extinguisher is clean											
2 x W	Ensure all bins are emptied											
Toilets (Public and Staff/Disabled)												
2x W	Ensure all floors are clean and sanitised											
2x W	Ensure all wall tiles are clean and sanitised											
2x W	Ensure benches are clean and sanitised											
2x W	Ensure cisterns are clean and operational											
2x W	Ensure paper towel holders are full											
2xW	Ensure urinal is clean and sanitised											
M	Ensure all lights are clean and working											
W	Ensure all windows are clean & serviceable											
M	Ensure all fly screens are clean											
2x W	Ensure all mirrors are clean											
2x W	Ensure toilet paper is available											
2x W	Ensure bins are emptied											
2x W	Ensure all rubbish is removed											



The Contractor shall take all necessary precautions to ensure that at no time do the keys of the premises leave the possession of the Contractor or employees of the Contractor and shall further ensure that under no circumstances are duplicate keys cut without the express written permission of the Shire.

The Contractor shall from time to time as required:

1. Strip and remove dirt accumulation from all grout and the tiled floored areas as often as shall be necessary to maintain a clean and high appearance.
2. Keep all lights, light fittings, mirrors, internal glass, entry door glass, notice board glass properly cleaned.
3. Maintain all chrome and brass fittings in good clean condition.
4. Check on all lighting and plumbing on the premises and at such time as shall be necessary, report any breakage, leaking or non-functioning fixtures to the Shire's Building Maintenance Officer.
5. Check and attend to the switching off of all light and power switches and to the turning off of all water taps on the premises and also to the closing and locking of all exterior doors and windows before vacating the premises on each occasion at the end of each day after 6pm.
6. Immediately report to the Building Maintenance Officer any accidental or other damage or want of repair to any part of the premises.



Tip Site

Week commencing: _____

Shire personnel responsible signature:

Office		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Cleaner Sign	Cleaner Manager Sign	Comments
W	Ensure all benches are clean and sanitised										
W	Ensure floor is swept and chemically sanitised by mopping										
W	Ensure all rubbish is removed										
W	Ensure bins are emptied										
W	Ensure Microwave Oven is clean and sanitised										
M	Ensure all lights are clean and working										

M	Ensure windows are clean and serviceable										
W	Ensure all cobwebs are removed										
W	Ensure all door frames and doors are clean										
W	Ensure bins are clean and serviceable										
W	Ensure all window sills are clean										

Toilets											
W	Ensure floor is swept and chemically sanitised by mopping										
w	Ensure all rubbish is removed										
W	Ensure all wall tiles are clean and sanitised										
W	Ensure benches are clean and sanitised										
W	Ensure cisterns are clean and operational										
W	Ensure all lights are clean and working										
W	Ensure all windows are clean & serviceable										
W	Ensure all refuse & sanitary bins are cleaned and empty and disposal envelopes provided										
W	Ensure all mirrors are clean										
W	Ensure toilet paper is available										
W	Ensure paper towel holders are full										

General											
M	Ensure all cobwebs are removed										
M	Ensure all walls are free from dirt										

The Contractor shall take all necessary precautions to ensure that at no time do the keys of the premises leave the possession of the Contractor or employees of the Contractor and shall further ensure that under no circumstances are duplicate keys cut without the express written permission of the Shire.

The Contractor shall from time to time as required:

7. Strip and remove dirt accumulation from all grout and the tiled floored areas as often as shall be necessary to maintain a clean and high appearance.
8. Keep all lights, light fittings, mirrors, internal glass, entry door glass, notice board glass properly cleaned.



9. Maintain all chrome and brass fittings in good clean condition.
10. Check on all lighting and plumbing on the premises and at such time as shall be necessary, report any breakage, leaking or non-functioning fixtures to the Shire's Building Maintenance Officer.
11. Check and attend to the switching off of all light and power switches and to the turning off of all water taps on the said premises and also to the closing and locking of all exterior doors and windows before vacating the premises on each occasion at the end of each day after 6pm.
12. Immediately report to the Building Maintenance Officer any accidental or other damage or want of repair to any part of the premises.

Visitors Centre

Week commencing:

Shire personnel responsible signature:

Kitchen/ Visitors Centre		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Cleaner Sign	Cleaner Manager Sign	Comments
2xW	Ensure floor is swept and chemically sanitised by mopping										
2xW	Ensure all rubbish is removed										
M	Ensure all lights are clean and working										
2xW	Ensure paper towel holder is full										
2xA	Ensure windows are clean and serviceable										
2xA	Ensure all cobwebs are removed										
W	Ensure a broom is available for cleaning										
M	Ensure all door frames and doors are clean										
W	Ensure bins are clean and serviceable										
M	Ensure all window sills are clean										
Passageway/Offices											
M	Ensure all skirting boards are clean										



W	Ensure floor mats are clean and serviceable											
M	Ensure fire extinguisher is clean											

Toilets												
2x W	Ensure floor is swept and chemically sanitised by mopping											
W	Ensure all wall tiles are clean and sanitised											
2x W	Ensure cisterns are clean and sanitised											
M	Ensure all lights are clean and working											
M	Ensure all windows are clean & serviceable											
M	Ensure all fly screens are clean											
W	Ensure hand dryer is clean and operational											
M	Ensure all refuse & sanitary bins are cleaned and empty and disposal envelopes provided											
W	Ensure all mirrors are clean											
2x W	Ensure toilet paper is available											
2x W	Ensure all rubbish is removed											
2x W	Ensure paper towel holders are full											



The Contractor shall take all necessary precautions to ensure that at no time do the keys of the premises leave the possession of the Contractor or employees of the Contractor and shall further ensure that under no circumstances are duplicate keys cut without the express written permission of the Shire.

The Contractor shall from time to time as required:

1. Strip and remove dirt accumulation from all grout and the tiled floored areas as often as shall be necessary to maintain a clean and high appearance.
2. Keep all lights, light fittings, mirrors, internal glass, entry door glass.
3. Maintain all chrome and brass fittings in good clean condition.
4. Check on all lighting on the Shire premises and at such times as shall be necessary replace globes and tubes in the lighting on the Shire premises with globes and tubes supplied by the Shire.
5. Check and attend to the switching off of all light and power switches and to the turning off of all water taps on the Shire premises and also to the closing and locking of all exterior doors and windows before vacating the premises on each occasion at the end of each day after 6pm.
6. Immediately report to the Building Maintenance Officer any accidental or other damage or want of repair to any part of the Shire premises.