



Cleaning Services  
For  
Shire of Leonora Offices and Facilities

Scope of Works for the Engagement of Cleaning Services

**REQUEST FOR QUOTATION**

February 2018

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# CONTENTS

<b>1.0 INTRODUCTION .....</b>	<b>4</b>
<b>2.0 SCOPE OF WORK .....</b>	<b>4</b>
GENERAL REQUIREMENTS.....	4
<b><i>ADMINISTRATION OFFICE</i> .....</b>	<b>5</b>
DAILY REQUIREMENTS .....	5
BI-WEEKLY REQUIREMENTS .....	6
WEEKLY REQUIREMENTS.....	6
MONTHLY REQUIREMENTS .....	6
QUARTERLY REQUIREMENTS.....	6
ANNUAL REQUIREMENTS .....	6
<b><i>INFORMATION CENTRE / LIBRARY</i> .....</b>	<b>7</b>
DAILY REQUIREMENTS .....	7
BI-WEEKLY REQUIREMENTS .....	8
WEEKLY REQUIREMENTS.....	8
MONTHLY REQUIREMENTS .....	8
QUARTERLY REQUIREMENTS.....	8
ANNUAL REQUIREMENTS.....	8
<b><i>AIRPORT TERMINAL</i> .....</b>	<b>9</b>
DAILY REQUIREMENTS .....	9
BI-WEEKLY REQUIREMENTS .....	9
WEEKLY REQUIREMENTS.....	10
MONTHLY REQUIREMENTS .....	10
QUARTERLY REQUIREMENTS.....	10
<b><i>RECREATION CENTRE / GYM</i> .....</b>	<b>11</b>
DAILY REQUIREMENTS (THREE TIMES PER WEEK, PLUS ADDITIONAL FOR LARGE FUNCTIONS) .....	11
BI-WEEKLY REQUIREMENTS .....	12
WEEKLY REQUIREMENTS.....	12
MONTHLY REQUIREMENTS .....	13
QUARTERLY REQUIREMENTS.....	14
ANNUAL REQUIREMENTS .....	14
<b><i>DEPOT OFFICE / CRIB ROOM</i> .....</b>	<b>15</b>

WEEKLY REQUIREMENTS.....	15
MONTHLY REQUIREMENTS .....	16
QUARTERLY REQUIREMENTS.....	16
ANNUAL REQUIREMENTS.....	16
ADDITIONAL CLEANING REQUIREMENTS .....	16
<b>3.0 CONSUMABLES.....</b>	<b>16</b>
<b>4.0 LOCATION ADDRESSES .....</b>	<b>17</b>
<b>5.0 CONTRACT TERM.....</b>	<b>17</b>
<b>6.0 CONDITIONS OF ENGAGEMENT .....</b>	<b>17</b>
<b>7.0 SITE INSPECTION .....</b>	<b>17</b>
<b>8.0 PAYMENT SCHEDULE.....</b>	<b>17</b>
<b>9.0 HOURS OF CLEANING .....</b>	<b>17</b>
<b>10.0 SELECTION CRITERIA .....</b>	<b>17</b>
<b>11.0 PRICING SCHEDULE.....</b>	<b>19</b>
<b>12.0 BREAKING CONTRACT .....</b>	<b>19</b>
<b>13.0 SUBMISSIONS.....</b>	<b>19</b>

## 1.0 INTRODUCTION

The Shire of Leonora is seeking a suitably qualified and experienced Cleaning Contractor to provide cleaning services for the Shire of Leonora:

- Administration Office
- Information Centre / Library
- Leonora Airport
- Recreation Centre and Gym
- Depot Offices, crib room and toilets

for a three month period.

## 2.0 SCOPE OF WORK

This is a contract for cleaning services for Shire of Leonora facilities, that include the Shire of Leonora Administration Office, Recreation Centre/Gym, Information Centre/Library, Depot, and Airport for a three month period.

### GENERAL REQUIREMENTS

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

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

## **ADMINISTRATION OFFICE**

### **DAILY REQUIREMENTS**

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- **Toilets / Bathrooms**
  - Inspect for damage and clean all pans with disinfectant – clean inside the bowl using a toilet brush then flush clean.
  - Clean seats and cisterns by spraying disinfectant and wipe clean.
  - Clean all exterior porcelain surfaces
  - Remove any debris from urinal drain
  - Clean urinals with disinfectant
  - Clean sinks by spraying disinfectant solution and wiping clean ensuring drain is clean of debris.
  - Clean any dirty marks off cubical partitions and doors, walls & sink splash areas etc and wipe clean.
  - All bench tops to be wiped clean
  - Hand Dryers to be wiped clean
  - Spray and Wipe clean all mirrors
  - All hand rails to be cleaned
  - Replenish soap dispensers
  - Sweep floors
  - Mop floors and all skirtings using disinfectant and hot water (only if required daily, minimum standard required is weekly).
  - Replenish toilet rolls
  - Empty bins
  - Check and remove any cobwebs present
- **Front & Rear Entrance**
  - Front & rear entrance doors to be inspected and cleaned if required (minimum standard is weekly)
  - Ensure entrances are clean and tidy and free of rubbish
  - Empty ashtrays at rear entrance
- **Kitchen & Tea Room**
  - Floors to be vacuumed/swept and mopped where required (minimum standard is weekly)
  - All benches/surfaces to be wiped over and cleaned
  - Fridge door to be wiped over and cleaned
  - Microwave to be wiped over inside and out
  - Check and wipe over stove
  - Cupboard doors to be wiped over and cleaned
  - Any dishes to be washed and put away
  - All furniture to be wiped over and cleaned

- Bins Emptied
- **Council Chambers**
  - Furniture inspected and wiped over as required (minimum standard is weekly)
  - Bins Emptied and any rubbish removed from floors
- **Offices**
  - Bins Emptied
  - Empty Shredder
- **Storeroom / Records Storage Area**
  - Clean on request

## BI-WEEKLY REQUIREMENTS

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

## WEEKLY REQUIREMENTS

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- All Carpets to be vacuumed
- Sweep and mop all tiled floor areas
- Spray and wipe any glass windows/dividers
- Brasso entrance door handles
- Wipe down furniture in Council chambers
- Wipe down desks (if they are clear, do not move any paperwork or items)
- Wipe over doors and walls where marks are evident
- Dust window ledges & skirting boards
- Wipe over power points
- Remove any cobwebs
- Tea towels to be washed

## MONTHLY REQUIREMENTS

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

## QUARTERLY REQUIREMENTS

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- Reorder cleaning supplies (i.e. submit purchase order request)
- Unpack cleaning goods onto shelves

## ANNUAL REQUIREMENTS

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- Exhaust fans to be cleaned
- Defrost fridge/freezer
- Wipe out kitchen cupboards

## **INFORMATION CENTRE / LIBRARY**

### **DAILY REQUIREMENTS**

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- **Toilets / Bathrooms**
  - Inspect for damage and clean all pans with disinfectant – clean inside the bowl using a toilet brush then flush clean.
  - Clean seats and cisterns by spraying disinfectant and wipe clean.
  - Clean all exterior porcelain surfaces
  - Remove any debris from urinal drain
  - Clean urinals with disinfectant
  - Clean sinks by spraying disinfectant solution and wiping clean ensuring drain is clean of debris.
  - Clean any dirty marks off cubical partitions and doors, walls & sink splash areas etc and wipe clean.
  - All bench tops to be wiped clean
  - Hand Dryers to be wiped clean
  - Spray and Wipe clean all mirrors
  - All hand rails to be cleaned
  - Replenish soap dispensers
  - Sweep floors
  - Mop floors and all skirtings using disinfectant and hot water (only if required daily, minimum standard required is weekly).
  - Replenish toilet rolls
  - Empty bins
  - Check and remove any cobwebs present
- **Front & Rear Entrance**
  - Front & rear entrance doors to be inspected and cleaned if required (minimum standard is weekly)
  - Ensure entrances are clean and tidy and free of rubbish
- **Kitchen & Tea Room**
  - Floors to be vacuumed/swept and mopped where required (minimum standard is weekly)
  - All benches/surfaces to be wiped over and cleaned
  - Fridge door to be wiped over and cleaned
  - Microwave to be wiped over inside and out
  - Check and wipe over stove
  - Cupboard doors to be wiped over and cleaned
  - Any dishes to be washed and put away
  - All furniture to be wiped over and cleaned

- Bins Emptied
- **Library**
  - Inspect furniture and wipe over if required (minimum standard is weekly)
  - Bins Emptied and any rubbish removed from floors
- **Other**
  - Bins Emptied
- **Storeroom / Records Storage Area**
  - Clean on request

## BI-WEEKLY REQUIREMENTS

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

## WEEKLY REQUIREMENTS

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- All Carpets to be vacuumed
- Sweep and mop all tiled floor areas
- Spray and wipe any glass windows/dividers
- Brasso entrance door handles
- Wipe down furniture in library and reception areas, including front of counter
- Wipe down desks (if they are clear, do not move any paperwork or items)
- Wipe over doors and walls where marks are evident
- Dust window ledges & skirting boards
- Wipe over power points
- Remove any cobwebs
- Tea towels to be washed

## MONTHLY REQUIREMENTS

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

## QUARTERLY REQUIREMENTS

---

- Reorder cleaning supplies (i.e. submit purchase order request)
- Unpack cleaning goods onto shelves

## ANNUAL REQUIREMENTS

---

- Exhaust fans to be cleaned
- Defrost fridge/freezer
- Wipe out kitchen cupboards



## **AIRPORT TERMINAL**

### **DAILY REQUIREMENTS**

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- **Toilets / Bathrooms**
  - Inspect for damage and clean all pans with disinfectant – clean inside the bowl using a toilet brush then flush clean.
  - Clean seats and cisterns by spraying disinfectant and wipe clean.
  - Clean all exterior porcelain surfaces
  - Remove any debris from urinal drain
  - Clean urinals with disinfectant
  - Clean sinks by spraying disinfectant solution and wiping clean ensuring drain is clean of debris.
  - Clean any dirty marks off cubical partitions and doors, walls & sink splash areas etc and wipe clean.
  - All bench tops to be wiped clean
  - Hand Dryers to be wiped clean
  - Spray and Wipe clean all mirrors
  - All hand rails to be cleaned
  - Replenish soap dispensers
  - Sweep floors
  - Mop floors and all skirtings using disinfectant and hot water (only if required daily, minimum standard required is weekly).
  - Replenish toilet rolls
  - Empty bins
  - Check and remove any cobwebs present
- **Front & Rear Entrance**
  - Front & rear entrance doors to be inspected and cleaned if required (minimum standard is weekly)
  - Ensure entrances are clean and tidy and free of rubbish
- **Terminal Waiting & Check In Area**
  - Floors to be vacuumed/swept and mopped where required (minimum standard is weekly)
  - All benches/surfaces to be wiped over and cleaned
  - Bins Emptied

### **BI-WEEKLY REQUIREMENTS**

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

## WEEKLY REQUIREMENTS

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- Polish terminal floors
- All furniture to be wiped over and cleaned
- Wipe over doors and walls where marks are evident
- Dust window ledges & skirting boards
- Wipe over power points
- Remove any cobwebs
- Empty ashtrays outside the terminal
- Hose down enclosed terminal seating area including benches
- Water plants at the terminal

## MONTHLY REQUIREMENTS

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

## QUARTERLY REQUIREMENTS

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- Reorder cleaning supplies (i.e. submit purchase order request)
- Unpack cleaning goods onto shelves

## **RECREATION CENTRE / GYM**

### **DAILY REQUIREMENTS (THREE TIMES PER WEEK, PLUS ADDITIONAL FOR LARGE FUNCTIONS)**

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- **Toilets / Bathrooms**
  - Inspect for damage and clean all pans with disinfectant – clean inside the bowl using a toilet brush then flush clean.
  - Clean seats and cisterns by spraying disinfectant and wipe clean.
  - Clean all exterior porcelain surfaces
  - Remove any debris from urinal drain
  - Clean urinals with disinfectant
  - Clean sinks by spraying disinfectant solution and wiping clean ensuring drain is clean of debris.
  - Clean any dirty marks off cubical partitions and doors, walls & sink splash areas etc and wipe clean.
  - All bench tops to be wiped clean
  - Hand Dryers to be wiped clean
  - Spray and Wipe clean all mirrors
  - All hand rails to be cleaned
  - Replenish soap dispensers
  - Sweep floors
  - Mop floors and all skirtings using disinfectant and hot water (only if required daily, minimum standard required is weekly).
  - Replenish toilet rolls
  - Empty bins
  - Spot clean walls and doors
- **Front & Rear Entrance**
  - Front & rear entrance doors to be inspected and cleaned if required (minimum standard is weekly)
  - Ensure entrances are clean and tidy and free of rubbish
  - Empty rubbish bin
  - Vacuum floors (if required, minimum standard is weekly)
  - Clean windows (if required, minimum standard is weekly)
- **Kitchen & Servery**
  - Floors to be vacuumed/swept and mopped where required (minimum standard is weekly)
  - All benches/surfaces to be wiped over and cleaned
  - Fridge door to be wiped over and cleaned (if required, minimum standard is weekly)

- Microwave to be wiped over inside and out (if required, minimum standard is weekly)
  - Check and wipe over stove (if required, minimum standard is weekly)
  - Cupboard doors to be wiped over and cleaned
  - Any dishes to be washed and put away
  - All furniture to be wiped over and cleaned
  - Bins Emptied
- **Gym**
  - Vacuum floor (if required, minimum standard is weekly)
  - Furniture inspected and wiped over as required (minimum standard is weekly)
  - Bins Emptied and any rubbish removed from floors
- **Offices**
  - Bins Emptied
  - Empty Shredder
- **Main Rec Centre Floor / Court Area**
  - Sweep floor and spot clean marks as required
- **Squash Court**
  - Inspect and sweep floor and spot clean marks (if required, minimum standard is weekly)

## BI-WEEKLY REQUIREMENTS

---

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

## WEEKLY REQUIREMENTS

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- **Toilets / Bathrooms**
  - Wipe down window ledges
  - Clean showers with disinfectant solution as required
  - Check and remove any cobwebs present
  - Mop floors and all skirtings using disinfectant and hot water
- **Kitchen & Servery**
  - Floors to be vacuumed/swept and mopped
  - Fridge door to be wiped over and cleaned inside and out
  - Microwave to be wiped over inside and out
  - Check and wipe over stove
  - Inspect and clean out drawers as required
  - Clean windows by spraying and wiping surfaces
  - Tea towels to be washed
- **Gym**
  - Vacuum floor

- Equipment to be inspected and wiped over with disinfectant cleaning solution
- Remove cobwebs
- Spray and wipe clean all mirrors
- **Front & Rear Entrance**
  - Front & rear entrance doors to be inspected and spray and wiped clean
  - Vacuum floors
  - Clean windows by spraying and wiping surfaces (including windows on display case)
  - All surfaces to be wiped over with disinfectant cleaning solution, including gate and fence to pool area
- **Main Rec Centre Floor / Court Area**
  - Autoscrub floor
- **Squash Court**
  - Sweep floor and mop area as required
- **Mezzanine Floor**
  - Sweep floor and mop area as required
  - Wipe down stair railings with disinfectant cleaning solution as required
- **Offices**
  - Wipe down desks (if they are clear, do not move any paperwork or items)
  - All Carpets to be vacuumed as required
  - Sweep and mop all tiled floor areas as required
  - Wipe over doors and walls where marks are evident
  - Dust window ledges & skirting boards
  - Remove any cobwebs

**General:**

- All Carpets to be vacuumed
- Sweep and mop all tiled floor areas
- Spray and wipe any glass windows/dividers
- Wipe over doors and walls where marks are evident
- Dust window ledges & skirting boards
- Wipe over power points
- Remove any cobwebs

**MONTHLY REQUIREMENTS**

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- Wipe over all phones and hand sets
- Wipe over all computer screens
- Clean storeroom (including sink, shelving and mopping floors)

## QUARTERLY REQUIREMENTS

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- Reorder cleaning supplies (i.e. submit purchase order request)
- Unpack cleaning goods onto shelves

## ANNUAL REQUIREMENTS

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- Exhaust fans to be cleaned
- Defrost fridge/freezer
- Wipe out kitchen cupboards

## **DEPOT OFFICE / CRIB ROOM**

### **WEEKLY REQUIREMENTS**

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- **Toilets / Bathrooms**
  - Inspect for damage and clean all pans with disinfectant – clean inside the bowl using a toilet brush then flush clean.
  - Clean seats and cisterns by spraying disinfectant and wipe clean.
  - Clean all exterior porcelain surfaces
  - Remove any debris from urinal drain
  - Clean urinals with disinfectant
  - Clean sinks by spraying disinfectant solution and wiping clean ensuring drain is clean of debris.
  - Clean any dirty marks off cubical partitions and doors, walls & sink splash areas etc and wipe clean.
  - All bench tops to be wiped clean
  - Hand Dryers to be wiped clean
  - Spray and Wipe clean all mirrors
  - All hand rails to be cleaned
  - Replenish soap dispensers
  - Sweep floors
  - Mop floors and all skirtings using disinfectant and hot water (only if required daily, minimum standard required is weekly).
  - Replenish toilet rolls
  - Empty bins
  - Check and remove any cobwebs present
- **Kitchen & Tea Room**
  - Floors to be vacuumed/swept and mopped where required
  - All benches/surfaces to be wiped over and cleaned
  - Fridge door to be wiped over and cleaned
  - Microwave to be wiped over inside and out
  - Cupboard doors to be wiped over and cleaned
  - Any dishes to be washed and put away
  - All furniture to be wiped over and cleaned
  - Bins Emptied
  - Remove any cobwebs
  - Tea towels to be washed
  - Dust window ledges & skirting boards
  - Wipe over power points

- **Offices**
  - Bins Emptied
  - Wipe down desks (if they are clear, do not move any paperwork or items)
  - Wipe over doors and walls where marks are evident
  - Dust window ledges & skirting boards
  - Wipe over power points
  - Remove any cobwebs
  - Floors to be vacuumed/swept and mopped where required

#### **MONTHLY REQUIREMENTS**

---

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

#### **QUARTERLY REQUIREMENTS**

---

- Reorder cleaning supplies (i.e. submit purchase order request)
- Unpack cleaning goods onto shelves

#### **ANNUAL REQUIREMENTS**

---

- Exhaust fans to be cleaned
- Defrost fridge/freezer
- Wipe out kitchen cupboards

#### **ADDITIONAL CLEANING REQUIREMENTS**

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- From time to time the supervising officer may require additional cleaning and when these additional services are required. The hourly rate offered in the Contractors Schedule of Prices will apply.

### **3.0 CONSUMABLES**

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



#### 4.0 LOCATION ADDRESSES

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

- Administration Office – 67 Tower St Leonora WA 6438
- Information Centre / Library – 69 Tower St Leonora WA 6438
- Leonora Airport – Rajah Street Leonora WA 6438
- Recreation Centre and Gym – 79 Tower St Leonora WA 6438
- Depot Offices, crib room and toilets – 22 Tower St Leonora WA 6438

#### 5.0 CONTRACT TERM

The term of the contract shall be for a three (3) month period.

#### 6.0 CONDITIONS OF ENGAGEMENT

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

The Quotation shall include all costs incurred by the Contractor.

#### 7.0 SITE INSPECTION

A site inspection will be held beginning at 67 Tower Street Leonora WA 6438 (Shire Administration Office), on 21 February 2018, at 9am. All contactors interested in putting in a submission must attend the site inspection to be eligible.

#### 8.0 PAYMENT SCHEDULE

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

#### 9.0 HOURS OF CLEANING

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

#### 10.0 SELECTION CRITERIA

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

1. Qualifications and experience.
2. References
3. Demonstrate understanding of Safe Work Practices in relation to PPE, Sharps Handling & Health & Safety in general.
4. Insurance Cover, Public Liability 20M and Worker's Compensation.

5. Capacity to carry out the works on an ongoing basis.

## 11.0 PRICING SCHEDULE

The contractor shall complete the Schedule of Prices:-

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

## 12.0 BREAKING CONTRACT

Either party may break the contract at any time by providing thirty (30) days written notice of their intentions.

## 13.0 SUBMISSIONS

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

Submissions must be received no later than 2:00pm Friday 2 March 2018. Submissions must be marked "Cleaning Services – Shire of Leonora Offices and Facilities". Late Submissions will not be accepted:-

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

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

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

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

Name: Tanya Browning  
Telephone: 0429376044  
Email: [dceo@leonora.wa.gov.au](mailto:dceo@leonora.wa.gov.au)

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