



Bulloo
Shire

Part 2

SPECIFICATION

Request for Tender (RFT)	Cleaning of Bulloo Shire Council Facilities
Closing Time	4:00pm on Friday, 27 June 2025
RFT Number	T2024-2025-112

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1 Introduction

Bulloo Shire Council is seeking the provision of cleaning services for a period of two (2) years commencing 2 August 2025. Bulloo Shire Council requires the services of a suitably qualified contractor to undertake all cleaning works for Council facilities.

2 Particulars of Goods and/or Services

The successful tenderer will be required to:

- execute the contract directly and shall not be permitted to give any sub-contract for part or whole of the work.
- make any alternative arrangements to ensure the duties of the contract are performed on each day required.
- obtain prior approval of the Council to the appointments of any other person/s to undertake part- time relief work should this be found necessary.
- ensure that the cleanliness of facilities is maintained at the desired proper standards.
- report to Council within twelve (12) hours of any vandalism of Council property and or any breakages or maintenance that may be required to be attended to.
- provide at their own expense all cleaning apparatus e.g. hoses, brooms, brushes etc. and replace as necessary.
- provide at their own expense all chemicals, toilet rolls, paper towel, hand soap and deodorisers etc. as required.
- operate under the control of and carry out instructions as issued from time to time by the delegated Council staff member.
- provide own transport and be responsible for the maintenance and running cost of the vehicle/s.

Keys will be issued to the successful tenderer and they must be returned on completion or termination of the contract. Under no circumstances can copies be made of office keys.

In case of dispute on the quality of cleaning and upkeep, the decision of the Chief Executive Officer shall be final and binding to the tenderer.

3 Scope of Works

To carry out all necessary cleaning requirements as listed in this document at the following Council owned facilities:

- **Administration Office** – 68 Dowling Street, Thargomindah
- **Visitor Information Centre (VIC)** – 37 Dowling Street, Thargomindah
- **Council Depot Office** – Stafford Street, Thargomindah
- **Airport Terminal**, Thargomindah
- **Community Centre** – 26 Dowling Street, Thargomindah

It is a requirement that the successful applicant will be available to clean other premises owned by Bulloo Shire Council if so requested (e.g. Rodeo Grounds, Town Hall, Council Housing etc.). While this cleaning will form part of the contract it is understood that a separate charge will be levied for such additional cleaning requirements.

The successful applicant will provide all cleaning materials and chemicals required for cleaning works, including vacuum cleaner, hoses, brooms, brushes etc. and replace as necessary.

The successful applicant must complete the duties to the below amenities on the days and times as specified:

Between 5.00pm and 8.00am:

- Administration Office – 68 Dowling Street, Thargomindah
- Visitor Information Centre (VIC) – 37 Dowling Street, Thargomindah
- Council Depot Office – Stafford Street, Thargomindah

Between 5.00am and 11.00am:

- Community Centre – 26 Dowling Street, Thargomindah
- Airport Terminal – Thargomindah

Weekly Cleaning Schedule (02 August – 31 December 2025)

Bulloo Shire Council Facilities Cleaning Schedule							
<i>Location</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>
Administration Office	NOT REQUIRED UNTIL BUILDING IS RESTORED						
Depot Office	2.5 (hours)	2	3			2.5	2
Visitor Information Centre – Entire Building	2.5	2.5	2.5			2.5	2.5
Coffee Shop Area Only – Temporary VIC Centre (including Public Toilets)				**1.5	**1.5		
Airport Terminal	2				4		2
Community Centre	2		2			2	
Total Hours (41.5 hours/week)	9	4.5	7.5	1.5	5.5	7	6.5

*Sunday cleaning hours can be done from 5:00pm to 8:00am Monday. No penalty rates would apply.

** Tourism Season Only (April – October)

Weekly Cleaning Schedule (01 January 2026 – 31 July 2027)

Bulloo Shire Council Facilities Cleaning Schedule							
<i>Location</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>
Administration Office	2 (hours)	3	2.5			3	2
Depot Office	2.5	2	3			2.5	2
Visitor Information Centre	2	2.5	2.5	**2	**2	2.5	2
Airport Terminal	2				4		2
Community Centre	2		2			2	
Total Hours (54 hours/week)	10.5	7.5	10	2	6	10	8

*Sunday cleaning hours can be done from 5:00pm to 8:00am Monday. No penalty rates would apply.

** Tourism Season Only (April – October)

Monthly Cleaning Schedule

Council will allow for an extra eight (8) hours per month to complete the monthly tasks specified in table 4.1.

Quarterly Cleaning Schedule

Council will allow for an extra 24 hours per quarter to complete the quarterly tasks specified in table 4.1.

Annually Cleaning Schedule

Council will allow for an extra eight (8) hours per year to complete the annual tasks specified in table 4.1.

The contractor will be required to provide to the Admin and Finance Manager, Bulloo Shire Council, the names of person/s that will be undertaking the cleaning work and should be advised that it is standard company practice to conduct police checks on employees and contract personnel. It should be noted that the Administration and Finance Manager and/or the Chief Executive Officer, Bulloo Shire Council, reserves the right to exclude people from undertaking cleaning duties after receipt of such checks.

4 Specific Requirements

The specific requirements for the services provided are given below:

OFFICE BUILDINGS (Administration Office, VIC and Depot Office)	FREQUENCY
Main and Rear Entrances <ul style="list-style-type: none"> Main and rear entrances, including steps & stairs, are to be de-littered, de-cobwebbed, thoroughly swept and mopped as required with clean water to present a clean and welcoming appearance. Spot clean external/internal glass in front entrance doors and surrounds. 	Three (3) times per week
Hard Floor Surfaces <ul style="list-style-type: none"> All vinyl, timber and other hard floor surfaces to be swept and then mopped using hot water and an approved cleanser to a satisfactory finish. 	Three (3) times per week
Polish and buffer hard floor surfaces.	Monthly
Carpeted Floors <ul style="list-style-type: none"> Thoroughly vacuum all carpeted areas including mats, rugs and similar floor coverings; lift and vacuum under any loose mats or coverings, paying special attention to corners and edges. Spot clean any dirty marks with an approved spot cleaning product. 	Three (3) times per week
Rubbish and Waste Bins <ul style="list-style-type: none"> All rubbish and waste bins are to be emptied, thoroughly clean and sanitise inside and out, bin liners to be removed and replaced with a clean unused liner. 	Three (3) times per week

<p>Toilets and Ablution Blocks</p> <ul style="list-style-type: none"> • Empty, thoroughly clean and sanitise rubbish bins and ladies sanitary bins, inside and out, replace liner. • Spot clean all walls, doors and cubicle partitions. • Dust the tops of all partitions and ledges etc. • Thoroughly clean and sanitise all toilet bowls, cisterns, toilet seats and lids (top and bottom) and any exposed pipework. • Thoroughly clean and sanitise all hand basins (top and bottom), benches, splashback tiles, plug holes and tapware. • Spot clean mirrors. • Thoroughly clean and sanitise walls beneath hand towel dispensers and hand dryers. • Clean hand towel dispensers and hand dryers. • Restock all toilet consumables, including hand towels, toilet rolls and liquid soap. • Thoroughly sweep, mop and sanitise all floors, paying particular attention to corners, edges and behind doors. • The floor area and urinals in the male toilets are to be kept free of uric acid stains, discolouration and build up. • Thoroughly clean and sanitise shower bases. • Thoroughly clean and sanitise shower screens /partitions and keep free of soap scum and body fat build up. • Thoroughly clean and sanitise soap holders, shower heads and seats. • Remove all graffiti and stickers from walls, doors and other fittings. 	Daily
<ul style="list-style-type: none"> • Floors, urinals and showers are to be scrubbed. • Floor waste traps to be cleaned and sanitised. • Wipe down window frames, window sills and skirting boards. • Remove cobwebs. • Clean windows. • Walls to be dusted and cobweb free to standard cleaning height. • All skirting boards are to be damp wiped. 	Quarterly

Furniture and Fittings <ul style="list-style-type: none"> Dust all horizontal surfaces including furniture, desks, chairs and counters, handrails and display cabinets, etc. Damp wipe all reception desks, counters, tables and benches, free of all finger marks and any other stains or marks. Damp wipe all meeting room tables, desks, counters, tables and benches, free of all finger marks and any other stains or marks. Do not move or disturb papers or other materials that are on desks or bench tops. Top of filing cabinets to be kept dust free. All cloth or similar covered chairs to be kept dust free and spot cleaned as required. Vinyl or leather furniture to be kept free of dust and spot cleaned as required. Clean all telephones with an approved telephone-cleansing agent during normal part-time cleaning hours Top surfaces of cabinets, compactus units and other like furniture are to be kept dust free at all times. 	Three (3) times per week
<ul style="list-style-type: none"> Thoroughly damp dust all horizontal surfaces including desks, tables, furniture, partitions, hand rails and balustrades, and window sills. Clean beneath and behind movable furniture. All wall mounted air conditioning vents are to be kept free of dust and fluff build up. Dust all window blinds. 	Monthly
Outdoor <ul style="list-style-type: none"> Clean outdoor air conditioner enclosures to be kept free of dust and debris build up. Clean vertical slats. 	Twice Yearly
Walls, Doors and Partitions – includes partitions, portable partitions, door surfaces, door handles, light switches and surrounds. <ul style="list-style-type: none"> Door surfaces to be spot cleaned to remove all marks. All interior partitions and walls are to be spot cleaned. All light switches, switch cover plates to be wiped clean and free of all marks. 	Once a Week
Internal Glass <ul style="list-style-type: none"> All internal glass in public access areas is to be spot cleaned and kept free of all finger marks, stains and all marks. 	Three (3) times per week
<ul style="list-style-type: none"> All internal glass to be fully cleaned free of all finger marks, stickers, tape, and all dirt and marks to standard cleaning height. 	Quarterly

External Glass <ul style="list-style-type: none"> All external glass in public access areas is to be spot cleaned and kept free of all finger marks, stains and all marks. 	Three (3) times per week
Kitchens, Lunch Rooms, Tearooms and Kitchenettes <ul style="list-style-type: none"> Thoroughly clean and sanitise all kitchen tables, benches, sinks, plumbing and tap ware. 	Three (3) times per week
<ul style="list-style-type: none"> Spot clean front of cupboards and the exterior of refrigerators and microwaves to be wiped clean. Refill all liquid soap dispensers, and all paper towel dispensers. Spot clean chairs and all other furniture surfaces so to be free of all finger marks and any other stains or marks thereon. All cloth or similar covered chairs to be kept dust free and spot cleaned as required. Wipe out microwave and refrigerator. Clean deck and wipe down outdoor table and chairs. 	Once a Week
<ul style="list-style-type: none"> Wash inside of kitchen cupboards. 	Annually
Fire Extinguishers <ul style="list-style-type: none"> All fire extinguishers to be damp wiped and cleaned free of all dust. 	Once a Week

COMMUNITY CENTRE	FREQUENCY
MAIN AND REAR ENTRANCES <ul style="list-style-type: none"> Main and rear entrances, including steps & stairs, are to be de-littered, de-cobwebbed, thoroughly swept, and mopped as required with clean water to present a clean and welcoming appearance. 	3 TIMES A WEEK
HARD FLOOR SURFACES <ul style="list-style-type: none"> All vinyl, timber and other hard floor surfaces to be swept and then mopped using hot water and an approved cleanser to a satisfactory finish. 	3 TIMES A WEEK
RUBBISH & WASTE BINS <ul style="list-style-type: none"> All rubbish and waste bins are to be emptied, thoroughly clean and sanitise inside and out, bin liners to be removed and replaced with a clean unused liner. 	3 TIMES A WEEK

TOILETS AND ABLUTION BLOCKS <ul style="list-style-type: none"> – Empty, thoroughly clean and sanitise rubbish bins and ladies sanitary bins, inside and out, replace liner. – Spot clean all walls, doors and cubicle partitions. – Dust the tops of all partitions and ledges etc. – Thoroughly clean and sanitise all toilet bowls, cisterns, toilet seats and lids (top and bottom) and any exposed pipework. – Thoroughly clean and sanitise all hand basins (top and bottom), benches, splashback tiles, plug holes and tapware. 	3 TIMES A WEEK
GYM EQUIPMENT, FURNITURE AND FITTINGS <ul style="list-style-type: none"> – Dust all horizontal surfaces including furniture and counters, handrails, etc. – Damp wipe and sanitise all gym equipment, counters, tables and benches, free of all finger marks and any other stains or marks. 	3 TIMES A WEEK
WALLS, DOORS, & PARTITIONS - Includes partitions, portable partitions, door surfaces, doors handles, light switches and surrounds. <ul style="list-style-type: none"> – Door surfaces to be spot cleaned to remove all marks. – All interior partitions and walls are to be spot cleaned. All light switches, switch cover plates to be wiped clean and free of all marks.	ONCE A WEEK

5 Work Health and Safety

The successful tenderer must carry out the duties in accordance with Bulloo Shire Council's Work Health and Safety policy and the provision of the *Work Health and Safety Act 2011*.

Supply all necessary safety equipment, including personal safety clothing etc. so as to conform to the Council's safety policy.

Notify Council within twelve (12) hours of any vandalism, breakages or damage to a facility that could potentially be dangerous or harmful to the public and where possible close or prevent access to the facility until the issue has been rectified.

6 Quality Assurance

Council delegates will conduct regular audits on the amenities within the contract to ensure appropriate cleaning standards are met. Failure to meet standards on more than one occasion may result in termination of the contract as per Clause 7.

7 Cancellation of Arrangement

Council shall have the right to forthwith terminate the contract at any time if it considers that the contractor is in breach of the contract, has been negligent in duties or guilty of a serious misdemeanor. At the time of termination Council shall

deliver to the contractor a Notice of Termination, setting forth the grounds of such termination.

The contract may be terminated by either party upon the giving of two (2) months written notice of the intention to terminate and nominate the date upon which obligations pursuant to this agreement cease.

8 Insurances

The successful tenderer must effect at their own cost public liability insurance for the sum of not less than ten million dollars (\$10,000,000.00) in respect of liability for bodily injury (including death) and damage to property occasioned in or about the carrying out of this contract.

All persons employed in connection with the contract must be insured by the contractor to the full extent of the liability under the *Workers' Compensation and Rehabilitation Act 2003* and must be kept so insured during the continuance of the contract.

9 Damage to Property

The successful tenderer must agree to indemnify Council and keep Council indemnified against all claims for injury loss or damage suffered by person/s or property arising out of a negligent act or omission in the performance of the contract and all liability for costs, charges and expenses incurred by Council in respect of the claim of any person/s or body.

The successful tenderer is responsible for making good all damage caused as a result of actions or works carried out by or arising from negligence or dishonesty.

If Council incurs any costs in making good any breach by the contractor under this clause, Council will certify the amount of those costs, which then becomes money due and payable to Council by the contractor and recoverable as a liquidated debt.

10 Prices and Payment

Tenderers shall indicate clearly the terms of payment required including any discounts that may be applicable.

Final payment for the goods or services covered by this tender shall not be made until the Council is fully satisfied that the performance of the goods or services conforms to the tender specifications and to the Council's satisfaction.

Invoices shall be supplied at the close of each month to Council for payment of the work performed under the contract, such invoices are to include the Contractors Australian Business Number (ABN) and detail the service fee and the GST individually.

Invoices and any other delivery documentation shall be submitted in a timely manner, clearly showing the Council's official Purchase Order number. Payment will only be made on verified invoices received for each delivery or Contract milestone as applicable.

Council will pay the supplier 14 days from receipt of valid Tax Invoice except:

- to the extent that the valid Tax Invoice is in dispute; or
- where Council has an arrangement with the Supplier to make payment within other agreed terms.

11 Miscellaneous

Any employment of locally based staff will be favorably considered.

Any issues that arise can be negotiated with Council.

The tenderer must not approach Councillors or Council staff to discuss the tender or contract. Any attempt to influence a Council decision will be reported to the Chief Executive Officer and may result in the exclusion of the tendered from consideration. Any approach or known evidence of canvassing, breach or confidentiality or collusion by a tendered will be reported to the Chief Executive Officer. If a tenderer is found to have participated in any of these actions the tendered may be considered in breach of the contract.