



Bassendean

TENDER REGISTER

1. Tender Details

Tender Number:	RFT 09/2024
Tender Title:	Cleaning Services for Town Managed Facilities
Brief description of goods or services required:	Cleaning for Town Facilities
Advertisement Details:	Saturday, 12 October 2024 The West Australian
Tender Closing Date and Time:	11.00am Tuesday, 29th October 2024 (AWST)
Tender Opening Date and Time:	11.01am Tuesday, 29th October 2024 (AWST)

2. Tenders Received

Tenderers	
1	Brightmark Group Pty Ltd
2	Cleanpro Work Place Services Pty Ltd
3	Iconic Property Services Pty Ltd
4	Intelife Group Ltd
5	JMD FM Pty Ltd t/as Shelf Cleaning Services
6	Office Cleaning Experts Pty Ltd t/as OCE Corporate Cleaning
7	Redframe Pty Ltd t/as Delta Cleaning Services Australia
8	DMC Cleaning Corporation Pty Ltd as a Trustee for the Panich Family Trust t/as DMC Cleaning
9	Uniting Global Pty Ltd

3. Town Employees Present at Tender Opening

Name	Position
Dale Ballantyne	Coordinator Procurement, Contracts & Leases
Mandy Godfrey	Procurement Officer

4. Tender Award

Tender Awarded by:	Council
Council Meeting Date:	17 December 2024
Council Minute Number:	Item 12.6
Name of Successful Tenderer:	Brightmark Group Pty Ltd
Consideration Accepted:	As per Schedule of Rates



TOWN OF

Bassendean

**REQUEST FOR TENDER
RFT 09/2024**

**CLEANING SERVICES TO
TOWN MANAGED
FACILITIES WITHIN THE
TOWN OF BASSENDEAN**

Contact Person:
Dale Ballantyne
**procurement@bassendean.
wa.gov.au**

**Tenders close:
11.00 a.m. Tuesday,
29 October 2024 WST.**

The Tender documents can be
obtained by registering with
**[https://www.tenderlink.com
/bassendean/](https://www.tenderlink.com/bassendean/)**

Tender lodgement:
Electronically via
**[https://www.tenderlink.com
/bassendean/](https://www.tenderlink.com/bassendean/)**
prior to its closing.

Facsimile, paper copy, postal
or email submissions will not
be accepted.

Canvassing of Elected
members will disqualify
respondents from further
consideration.

**Cameron Woods
Chief Executive Officer**



SPECIFICATIONS

RFT 09/2024

**CLEANING SERVICES TO TOWN MANAGED
FACILITIES**

1 Specification

1.1 Contract Requirements in Brief

The Town of Bassendean is seeking to appoint an appropriately experienced cleaning contractor to professionally provide and undertake cleaning services to Town managed facilities.

The Contractor will be required to provide all resources such as, but not limited to; labour, transport, equipment, and consumables, necessary to undertake the services required to satisfy the requirements of this Contract.

The contract shall be for a period of three (3) years, plus two x one-year (1 + 1) extension options up to a maximum Contract period of five (5) years.

1.2 Scope of Work

The Contract involves (but not limited to) building facilities general cleaning, floor coverings i.e. carpet, tile, vinyl and wood cleaning and maintenance, ablutions and bbq facility cleaning.

Usage of some facilities varies considerably, and this affects the state of cleanliness on occasions. The Contractor must accept the 'good with the bad' although abuse / vandalism of facilities must be reported to the Principal immediately. The Contractor must also report any requirement for repairs observed while undertaking cleaning activities.

There are facilities that are regularly cleaned by Town staff, however, these locations will still require contractor assistance for monthly / quarterly / annual type activities, and on occasions ad hoc attendance to cover staff absences. As such, this may result in the Contractor being given short notice to attend on occasion.

This Contract also involves the refill / replacement of all general use consumables such as toilet paper rolls (standard / deluxe and jumbo), paper hand towels, bin liners (small and large), etc. This will be on-charged to the Town at the Contractor's purchase price, as such, a copy of the Contractor's invoice/s for such products is to be submitted to validate the charges.

General cleaning products i.e. disinfectants, cleaning cloths, etc, are considered a requirement of the Contractor to undertake their service, as such, a cost allowance for these items is considered to be included in the offered rate.

Access to some facilities outside of normal business hours will be required to minimise disruption to Town staff and facilities users. As such, a cost allowance for this requirement is

considered to be included in the offered rate. Disarming and arming alarms will be the responsibility of the appointed cleaning contractor.

1.3 Locations and Requirements

The activities listed below are considered the minimum service provision to meet the requirement of contract.

While it's not practical to list all scenarios, should there be an obvious cleaning issue that requires action, the basis of this contract is to accept the 'good with the bad', as such, the expectation is the matter is dealt with and appropriately rectified at that time.

1.3.1 Customer Service Centre

Location: 35 Old Perth Road, Bassendean

Cleaning Frequency: Tuesday, Wednesday, Thursday, Friday and Saturday.

Time to Clean: Between 4.30am and 7.30am Tuesday to Friday.

Between 4.30am and 12pm Saturday.

Customer Service Centre	
<i>Includes foyer, meeting rooms and all office areas (ground and 1st floor).</i>	
Daily Activities	
Entrance (external and internal) – maintained free of cobwebs inc. light fittings.	
Clear i.e. blow or sweep dirt / sand, leaves and remove litter.	
External and internal mats to be swept / vacuumed and maintained free of debris, sand, rubbish, etc.	
Glass doors, partitions and windows to be spot cleaned where required.	
Floor Coverings - spot clean and vacuum.	
Mop kitchen vinyl.	
Laminated Surfaces, inc front counter, meeting room tables, kitchen cupboards - dust, spray wipe with disinfectant and wiped dry.	
Empty all rubbish receptacles into outside bins, spot clean and replace liners (where required).	

Customer Service Centre

Includes foyer, meeting rooms and all office areas (ground and 1st floor).

Kitchen; clear table and sink of any rubbish food scraps and place into the appropriate receptacles (prior to emptying them into outside bins).

Clear tables and sink of crockery and cutlery, stack appropriately sized items in dishwasher. If full, add tablet and turn it on.

Empty kitchen caddy receptacle into the provided outside FOGO bin, spot clean and replace kitchen caddy compostable liner.

Microwave and refrigerator – spray wiped with disinfectant external surface and clean internal of microwave.

Sink, tables and benchtops and all other accessible surfaces to be spray wiped with disinfectant and wiped dry.

Toilets and urinal units, hand basins, fixtures and shower recess – sanitise / spray wiped with disinfectant and wipe dry.

Mop floors / tiles.

Replace or refill all required consumables throughout the building.

Weekly Activities

External areas - maintained free of dust, cobwebs, dirt / sand, debris, leaves and litter.

Clean externals of all glass windows and doors all leave streak free.

Internal areas - remove any cobwebs from walls, ceilings and fixtures.

Dust all accessible surfaces i.e. ledges, windowsills, skirts, frames and trims.

Spot clean and remove scuff marks from skirting boards.

Window grooves / tracks, louvres and vents – dust and vacuum.

Clean externals of all glass windows and doors all leave streak free.

Clean and sanitise all cabinetry.

Spray wipe tv in meeting room.

Reception area chairs – spot clean.

Kitchen floor – sanitise and mop.

Customer Service Centre <i>Includes foyer, meeting rooms and all office areas (ground and 1st floor).</i>
Monthly Activities
Clean and sanitise all light switches.
Clean all blinds / window treatments.
Clean internals of all glass windows and doors all leave streak free.
Vacuum all fabric furniture, including under cushions.
Damp wipe chair pedestals.
Exhaust fan in toilets and office areas – remove dust, clean and dry.
Wash and disinfect all office waste bins.
Quarterly Activities
Painted walls – spot clean.
Machine scrub tiles.
Annual Activities
Carpeted Floors and Mats – extraction shampoo / deep clean and deodorise.
Fabric Chairs – extraction / deep clean and deodorise.

1.3.2 Administration Building inc. Council Chambers.

Location: 48 Old Perth Road, Bassendean

Cleaning Frequency: Tuesday, Wednesday, Thursday, Friday and Saturday.

Time to Clean: Between 4.30am and 7.30am Tuesday to Friday.

Between 4.30am and 12pm Saturday.

Administration Building inc. Council Chambers

Includes foyer and all office areas.

Daily Activities

Entrance (external and internal) – maintained free of cobwebs inc. light fittings.

Clear i.e. blow or sweep dirt / sand, leaves and remove litter.

External and internal mats to be swept / vacuumed and maintained free of debris, sand, rubbish, etc.

Glass doors, partitions and windows to be spot cleaned where required.

Floor Coverings - spot clean and vacuum.

Mop kitchen vinyl.

Laminated Surfaces - dust, spray wipe with disinfectant and wiped dry.

Empty all rubbish receptacles into outside bins, spot clean and replace liners (where required).

Kitchens; clear tables, counter tops and sink of any rubbish food scraps and place into the appropriate receptacles (prior to emptying them into outside bins).

Clear tables and sink of crockery and cutlery, stack appropriately sized items in dishwasher. If full, add tablet and turn it on.

Platters or other items too large for the dishwasher should have scraps removed and be placed on draining board.

Empty kitchen caddy receptacle into the provided outside FOGO bin, spot clean and replace kitchen caddy compostable liner.

Microwaves and refrigerators – spray wiped with disinfectant external surface and clean internal of microwave.

Sink, tables and benchtops and all other accessible surfaces to be spray wiped with disinfectant and wiped dry.

Toilets and urinal units, hand basins, fixtures and shower recess – sanitise / spray wiped with disinfectant and wipe dry.

Mop floors / tiles.

Replace or refill all required consumables throughout the building.

Council Chambers - wipe and clean all surfaces including timber furniture.

Administration Building inc. Council Chambers

Includes foyer and all office areas.

Vacuum carpet.

****Note, if there are signs requesting the room be left as is for a meeting, do not remove / touch anything until sign has been removed.***

Weekly Activities

Internal areas - remove any cobwebs from walls, ceilings and fixtures.

Dust all accessible surfaces i.e. ledges, windowsills, skirts, frames and trims.

Spot clean and remove scuff marks from skirting boards.

Window grooves / tracks, louvres and vents – dust and vacuum.

Clean externals of all glass windows and doors all leave streak free.

Clean and sanitise all cabinetry.

Kitchen floors – sanitise and mop.

Council Chambers - spot clean chairs, window treatments and carpet.

Spray wipe tv screen.

Painted walls – spot clean.

Monthly Activities

Clean and sanitise all light switches.

Clean all blinds / window treatments.

Clean internals of all glass windows and doors all leave streak free.

Vacuum all fabric furniture, including under cushions.

Damp wipe chair pedestals.

Exhaust fan in toilets and office areas – remove dust, clean and dry.

Wash and disinfect all office waste bins.

Quarterly Activities

Painted walls – spot clean.

Administration Building inc. Council Chambers

Includes foyer and all office areas.

Machine scrub tiles.

Council Chambers carpeted floors – extraction shampoo / deep clean and deodorise.

Annual Activities

Carpeted Floors and Mats – extraction shampoo / deep clean and deodorise.

Fabric Chairs – extraction / deep clean and deodorise.

1.3.3 Bassendean Library inc. Meeting Rooms and Toilets

Location: 46 Old Perth Road, Bassendean

Cleaning Frequency: Monday, Tuesday, Wednesday, Thursday, Friday and Saturday.

Time to Clean: Monday to Friday after 9pm and before 8.00am.

Saturday after 1:00pm.

Bassendean Library

Includes foyer, meeting rooms, library rooms and office areas.

Cleaning activities to be undertaken to all accessible areas i.e. no books, displays, etc, are to be moved.

Daily Activities

Entrance (external and internal) – maintained free of cobwebs inc. light fittings.

**Note – extended ceiling heights / extendable cobweb brush required.*

Clear i.e. blow or sweep dirt / sand, leaves and remove litter.

Internal mat to be swept / vacuumed and maintained free of debris, sand, rubbish, etc.

Glass doors, partitions and windows to be spot cleaned where required.

Floor Coverings - spot clean and vacuum.

Bassendean Library

Includes foyer, meeting rooms, library rooms and office areas.

Cleaning activities to be undertaken to all accessible areas i.e. no books, displays, etc, are to be moved.

Laminated Surfaces - dust, spray wipe with disinfectant and wiped dry.

Empty all rubbish receptacles into outside bins, spot clean and replace liners (where required).

Kitchenettes / Kitchen; clear tables, counter tops and sink of any rubbish food scraps and place into the appropriate receptacles (prior to emptying them into outside bins).

Clear tables and sink of crockery and cutlery, stack appropriately sized items in dishwasher (where present). If full, add tablet and turn it on.

Platters or other items too large for the dishwasher should have scraps removed and be placed on draining board.

Empty kitchen caddy receptacle into the provided outside FOGO bin, spot clean and replace kitchen caddy compostable liner.

Microwaves and refrigerators – spray wiped with disinfectant external surface and clean internal of microwave.

Sink, tables and benchtops and all other accessible surfaces to be spray wiped with disinfectant and wiped dry.

Toilets and urinal units, hand basins, fixtures and shower recess (where present) – sanitise / spray wiped with disinfectant and wipe dry.

Mop floors / tiles.

Drinking fountain - spray wiped with disinfectant and wipe dry.

Replace or refill all required consumables throughout the building.

Weekly Activities

Internal areas - remove any cobwebs from walls, ceilings, vents and fixtures.

**Note – extended ceiling heights / extendable cobweb brush required.*

Dust all accessible surfaces i.e. book shelving lights, ledges, windowsills, skirts, frames and trims.

Spot clean and remove scuff marks from skirting boards.

Bassendean Library

Includes foyer, meeting rooms, library rooms and office areas.

Cleaning activities to be undertaken to all accessible areas i.e. no books, displays, etc, are to be moved.

Window grooves / tracks, louvres and vents – dust and vacuum.

Clean externals of all glass windows and doors all leave streak free.

Clean and sanitise all cabinetry.

Tile and vinyl floors – sanitise and mop.

Spot clean chairs / fabric furniture.

Monthly Activities

Clean and sanitise all light switches.

Clean all blinds / window treatments.

Clean internals of all glass windows and doors all leave streak free.

Vacuum all fabric furniture, including under cushions.

Damp wipe chair pedestals.

Damp wipe top of all book shelving lights.

Exhaust fan in toilets and office areas – remove dust, clean and dry.

Wash and disinfect all office waste bins.

Quarterly Activities

Painted walls – spot clean.

Machine scrub tiles.

Carpeted floors in main library area – extraction shampoo / deep clean and deodorise.

Vinyl Floors – wet strip, seal and polish.

Annual Activities

Carpeted Floors (all areas) – extraction shampoo / deep clean and deodorise.

Fabric Chairs – extraction / deep clean and deodorise.

1.3.4 Depot inc. SES meeting room

Location: 69 Scaddan Street, Bassendean

Cleaning Frequency: Monday, Tuesday, Wednesday, Thursday and Friday.

Time to Clean: Between 5pm and 6am.

Depot inc. SES meeting room	
<i>Office areas include transportable, main front office, Engineering office and Workshop office.</i>	
Daily Activities	
Entrances (external and internal) to office areas and kitchen – maintained free of cobwebs inc. light fittings.	
Clear i.e. blow or sweep dirt / sand, leaves and remove litter.	
External and internal mats to be swept / vacuumed and maintained free of debris, sand, rubbish, etc.	
Glass doors and windows to be spot cleaned where required.	
Floor Coverings - spot clean and vacuum.	
Laminated Surfaces - dust, spray wipe with disinfectant and wiped dry.	
Empty all rubbish receptacles into outside bins, spot clean and replace liners (where required).	
Kitchen: clear tables and sink of any rubbish food scraps and place into the appropriate receptacles (prior to emptying them into outside bins).	
Clear tables and sink of crockery and cutlery, stack appropriately sized items in dishwasher. If full, add tablet and turn it on.	
Microwave and refrigerator – spray wiped with disinfectant external surface and clean internal of microwave.	
Sink, tables and benchtops and all other accessible surfaces to be spray wiped with disinfectant and wiped dry.	
Toilets and urinal units, hand basins, fixtures and shower recess – sanitise / spray wiped with disinfectant, and wipe dry.	
Mop floors.	

Depot inc. SES meeting room <i>Office areas include transportable, main front office, Engineering office and Workshop office.</i>	
Replace or refill all required consumables throughout the building.	
Weekly Activities	
Internal areas - remove any cobwebs from walls, ceilings and fixtures.	
Dust all accessible surfaces i.e. ledges, windowsills, skirts, frames and trims.	
Spot clean and remove scuff marks from skirting boards.	
Window grooves / tracks, louvres and vents – dust and vacuum.	
Clean externals of all glass windows and doors all leave streak free.	
Clean and sanitise all cabinetry.	
Spray wipe TV screens	
Monthly Activities	
Clean and sanitise all light switches.	
Clean all blinds / window treatments.	
Clean internals of all glass windows and doors all leave streak free.	
Vacuum all fabric furniture, including under cushions.	
Damp wipe chair pedestals.	
Exhaust fan in toilets and office areas – remove dust, clean and dry.	
Wash and disinfect all office waste bins	
Quarterly Activities	
Painted walls – spot clean.	
Machine scrub tiles.	
Vinyl Floors – wet strip, seal and polish.	
Annual Activities	
Fabric Chairs – extraction / deep clean and deodorise.	

1.3.5 Bassendean Infant Health Clinic

Location: 1 James Street, Bassendean

Cleaning Frequency: Tuesday, Wednesday, and Thursday.

Time to Clean: To be completed before 10.00am.

Bassendean Infant Health Clinic
Daily Activities
Empty all rubbish receptacles into outside bins, spot clean and replace liners (where required).
Empty kitchen caddy receptacle into the provided outside FOGO bin, spot clean and replace kitchen caddy compostable liner.
Laminated Surfaces – spot clean, damp dust and wipe
Floor Coverings - vacuum
Hard Surface Flooring – dust mop and damp mop with disinfectant
Glass (internal windows, partitions and doors) – spot clean daily
Doors, Partitions, Ledges & Light Switches – spot clean
All kitchen sinks, dining tables and benchtops to be cleared
Microwave and Refrigerator – damp wipe external surface
Drink Fountains, Counters, sinks, troughs – wash and wipe
Toilet units, hand basins, fixtures and shower recesses – sanitise and wipe down
Replace or refill all cleaning consumables found on site
Weekly Activities
Remove all cobwebs from walls and ceilings
All External Areas (immediately in front of entrances, including mats and verandah area) – shall be free of dust, cobwebs, accumulated dirt, litter, sand, etc
Dust door jambs, ledges, windowsills, clocks, glazed frames etc.
Dust and remove scuff marks from skirting boards
Window Grooves/Tracks & Louvres/Vents – remove dust and vacuum

Bassendean Infant Health Clinic
Reception Area Chairs – spot clean
Vinyl and Wood Floors – spray buff polish
Carpet Areas/Mats – spot clean
Monthly Activities
Sealed Floors – Where authorised spray buff/applying maintenance coat where necessary to ensure non-slip surface
Clean all horizontal and vertical surfaces including light switches, wall panels, window sills, blinds – removing fingerprints, smudges and stains to a height of 2.0m
Vacuum all fabric office furniture (includes under cushions)
Damp wipe chair pedestals
Cleaning Storage Areas – full clean
Exhaust fans in toilets and office areas – damp dust and wipe clean
Quarterly Activities
Glass (Internal partitions, internal doors and external doors) – spot clean
Wash and disinfect all office waste bins
Dust all wall surfaces & Clean light diffusers inside and out.
Machine scrub tiles.
Annual Activities
Carpeted Floors and Mats – carpet extraction shampoo
Vinyl Floors – wet strip
Glass Cleaning – interior windows frames & partitions, exterior windows and frames
Fabric Chairs – extraction clean
Kitchen Works Surfaces and Cupboards – deep clean
Painted Walls – spot clean

1.3.6 Wind in the Willows (Child Care Centres x 2)

Location: 1) 28-30 Wilson Street, Bassendean

2) 2 Colstoun Rd, Ashfield (Ashfield Community Centre - southern section).

Cleaning Frequency: Monday to Friday

Time to Clean: Between 6.00pm and 6.00am

Wind in the Willows <i>Includes 2x centres – Bassendean and Ashfield</i>
Daily Activities
Spot clean all glass doors daily to present clean image to customers. Spot clean dirty walls/doors as required Sweep and mop all centre floors. Clean all hand basins and toilets Mop all toilet floors daily using a different mop and bucket than used in main areas of the childcare centre. Vacuum clean all carpets, mats and carpet rooms daily Empty bins and reline.
Replace or refill all cleaning consumables found on site
Weekly Activities
Damp dust all furniture, fittings, machines, window ledges and frames, doorframes and any other flat surfaces. Remove accessible cobwebs and dirt from ceilings, walls, skylights, light fittings, overhead fans, and air-conditioning grilles and vents.
Quarterly Activities
Total glass doors clean
Six Monthly Activities
Clean all light fittings.

Wind in the Willows

Includes 2x centres – Bassendean and Ashfield

Clean all window, door and partition glass (inside & out).

Clean carpets using carpet extraction shampoo.

1.3.7 Senior Citizens Centre

Location: 50 Old Perth Road, Bassendean

Cleaning Frequency: Monday to Saturday.

Time to Clean: Between 4.30am and 7.30am.

Senior Citizens Centre

Includes office area, hall and commercial kitchen.

Daily Activities

Empty all rubbish receptacles into outside bins, spot clean and replace liners (where required).

Laminated Surfaces – spot clean, damp dust and wipe

Floor Coverings - vacuum

Hard Surface Flooring – dust mop and damp mop with disinfectant

Glass (internal windows, partitions and doors) – spot clean daily

Doors, Partitions, Ledges & Light Switches – spot clean

All kitchen sinks, dining tables and benchtops to be cleared

Clean and Empty Dishwasher – External & Internal

Microwave and Refrigerator – damp wipe external surface

Toilet units, hand basins, fixtures and shower recesses – sanitise and wipe down

Stainless Steel Urinals - wash

Senior Citizens Centre <i>Includes office area, hall and commercial kitchen.</i>	
Replace or refill all cleaning consumables found on site	
Weekly Activities	
Remove all cobwebs from walls and ceilings	
All External Areas (immediately in front of entrances, including mats and verandah area) – shall be free of dust, cobwebs, accumulated dirt, litter, sand and rubbish.	
Dust door jambs, ledges, windowsills, clocks, glazed frames etc.	
Dust and remove scuff marks from skirting boards	
Window Grooves/Tracks & Louvres/Vents – remove dust and vacuum	
Reception Area Chairs – spot clean	
Vinyl and Wood Floors – spray buff polish	
Carpet Areas/Mats – spot clean	
Commercial Kitchen Clean – Stainless steel areas, preparation areas, floors and splashbacks	
Monthly Activities	
Sealed Floors – Spray Where authorised buff/applying maintenance coat where necessary to ensure non-slip surface.	
Clean all horizontal and vertical surfaces including light switches, wall panels, window sills, blinds – removing fingerprints, smudges and stains to a height of 2.0m	
Vacuum all fabric office furniture (includes under cushions)	
Damp wipe chair pedestals	
Cleaning Storage Areas – shall be free of dust, cobwebs, accumulated dirt, litter and sand.	
Exhaust Registers in toilets and office areas – damp dust and wipe clean	
Quarterly Activities	
Glass (Entrance windows and doors) – blade clean both sides	
Glass (Internal partitions, internal doors and external doors) – spot clean	

Senior Citizens Centre <i>Includes office area, hall and commercial kitchen.</i>
Wash and disinfect all office waste bins
Dust all wall surfaces & Clean light diffusers inside and out, clean light fittings
Machine scrub tiles.
Annual Activities
Carpeted Floors and Mats – carpet extraction shampoo
Vinyl Floors – wet strip
Appropriate wood floor treatment – clean, seal, polish. (To be approved prior to application)
Glass Cleaning – interior windows frames & partitions, exterior windows and frames
Fabric Chairs – extraction clean
Kitchen Works Surfaces and Cupboards – deep clean
Painted Walls – spot clean

1.3.8 Stan Moses Pavilion

Location: Robinson Road, Eden Hill / Jubilee Reserve.

Cleaning Frequency: Monday & Friday

Time to Clean: Between 4.30am and 7.00am.

Stan Moses Pavilion <i>Includes bottom level (all change rooms), top level, and stair wells x 2.</i> <i>*Canteens are not included.</i>
Daily Activities
Waste – empty all rubbish receptacles, /bins, spot clean and replace liners & empty cigarette butt bins.

Stan Moses Pavilion

Includes bottom level (all change rooms), top level, and stair wells x 2.

**Canteens are not included.*

Laminated Surfaces – spot clean, damp dust and wipe

Floor Coverings – vacuum

Hard Surface Flooring – dust mop and damp mop with disinfectant

Glass (internal windows, partitions and doors) – spot clean daily

Doors, Partitions, Ledges & Light Switches – spot clean

All kitchen sinks, dining tables and benchtops to be cleared

Clean and Empty Dishwasher – External & Internal

Microwave and Refrigerator – damp wipe external surface

Toilet units, hand basins, fixtures and shower recesses – sanitise and wipe down

Stainless Steel Urinals - wash

Replace or refill all cleaning consumables found on site

Weekly Activities

Remove all cobwebs from walls and ceilings and fixtures.

All External Areas (immediately in front of entrances, including mats and veranda area) – shall be free of dust, cobwebs, accumulated dirt, litter, sand and rubbish.

Dust door jambs, ledges, windowsills, clocks, glazed frames etc.

Dust and remove scuff marks from skirting boards

Window Grooves/Tracks & Louvres/Vents – remove dust and vacuum

Vinyl and Wood Floors – spray buff polish

Carpet Areas/Mats – spot clean

Monthly Activities

Ceramic Floor Tiles – machine scrub

Stan Moses Pavilion <i>Includes bottom level (all change rooms), top level, and stair wells x 2.</i> <i>*Canteens are not included.</i>	
Clean all horizontal and vertical surfaces including light switches, wall panels, window sills, blinds – removing fingerprints, smudges and stains.	
Exhaust Registers in toilets – damp dust and wipe clean	
Quarterly Activities	
Glass (Entrance windows and doors) – blade clean both sides	
Glass (Internal partitions, internal doors and external doors) – spot clean	
Wash and disinfect all internal waste bins	
Dust all wall surfaces & Clean light diffusers inside and out, clean light fittings	
Annual Activities	
Carpeted Floors and Mats – carpet extraction shampoo	
Vinyl Floors – wet strip	
Appropriate wood floor treatment – clean, seal, polish (To be approved prior to application).	
Glass Cleaning – interior windows frames & partitions, exterior windows and frames	
Kitchen Works Surfaces and Cupboards – deep clean	
Painted Walls – spot clean	

1.3.9 Jubilee Kiosk

Location: Jubilee Avenue, Eden Hill / Jubilee Reserve.

Cleaning Frequency: Monday and Friday.

Time to Clean: Completed between 4.30am to 8.00am.

Jubilee Kiosk
Twice Weekly Activities

Jubilee Kiosk
Waste – empty all rubbish receptacles, /bins, spot clean and replace liners & empty cigarette butt bins.
Laminated Surfaces – spot clean, damp dust and wipe
Floor Coverings - vacuum
Hard Surface Flooring – dust mop and damp mop (with disinfectant)
Glass (internal windows, partitions and doors) – spot clean
Doors, Partitions, Ledges & Light Switches – spot clean
All kitchen sinks, dining tables and benchtops to be cleared and cleaned with disinfectant
Clean behind shelving and racks
Equipment i.e.: Microwave and Refrigerator – damp wipe external surface & interior
Clean Water Coolers, Drink Fountains, Counters, sinks, troughs – wash and wipe
Toilet units, hand basins, fixtures and shower recesses – sanitise and wipe down
Stainless Steel Urinals - wash
Replace or refill all cleaning consumables found on site
Monthly Activities
Remove all cobwebs from walls and ceilings
All External Areas (immediately in front of entrances, including mats and verandah area) – shall be free of dust, cobwebs, accumulated dirt, litter, sand and rubbish.
Dust door jambs, ledges, windowsills, clocks, glazed frames etc
Dust and remove scuff marks from skirting boards
Window Grooves/Tracks & Louvres/Vents – remove dust and vacuum
Vinyl and Wood Floors – spray buff polish
Carpet Areas/Mats – spot clean
Ceramic Floor Tiles – machine scrub
Clean all horizontal and vertical surfaces including light switches, wall panels, window sills, blinds – removing fingerprints, smudges and stains.
Exhaust Registers – damp dust and wipe clean

Jubilee Kiosk
Quarterly Activities
Glass (Entrance windows and doors) – blade clean both sides
Glass (Internal partitions, internal doors and external doors) – spot clean
Wash and disinfect all internal waste bins
Dust all wall surfaces & Clean light diffusers inside and out, clean light fittings
Annual Activities
Carpeted Floors and Mats – carpet extraction shampoo
Vinyl Floors – wet strip
Glass Cleaning – interior windows frames & partitions, exterior windows and frames
Fabric Chairs – extraction clean
Kitchen Works Surfaces and Cupboards – deep clean
Painted Walls – spot clean

1.3.10 Public Toilet Blocks

Locations, Frequency & Times: Refer to table below.

Location	Frequency	Cleaning Times
Anzac Terrace Reserve: Corner Anzac Tce & Ivanhoe Street, Bassendean	Monday, Wednesday, Friday, Saturday and Sunday	Completed by 9.00am.
Jubilee Reserve: Robinson Road, Eden Hill		
Mary Crescent Reserve: (external toilet Alf Faulkner Hall) Mary Cres, Eden Hill		
Sandy Beach Reserve: West Road, Bassendean		
Success Hill Reserve: Seventh Ave, Bassendean		
Point Reserve: Surrey St & North Rd, Bassendean		

Location	Frequency	Cleaning Times
Ashfield Reserve Colstoun Rd, Ashfield	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday	Completed by 6:30am.

Public Toilet Blocks
Daily Activities
Contractor to unlock toilets (if locked) on entry and leave open.
Waste – empty all rubbish receptacles, spot clean and replace liners.
Laminated Surfaces – spot clean, damp dust and wipe
Hard Surface Flooring – sweep out and damp mop with disinfectant
Glass – spot clean with window cleaner
Doors, Partitions, Ledges & Light Switches – spot clean
Toilet units, hand basins, fixtures to be washed clean / sanitised and wiped dry
Stainless Steel Urinals to be washed clean / sanitised and polished.
Replace or refill all cleaning consumables found on site
Weekly Activities
Remove all cobwebs from walls, ceilings and fixtures
All External– shall be free of dust, cobwebs, accumulated dirt, litter, sand and rubbish
Damp wipe with disinfectant all door jambs, ledges and windowsills.
Monthly Activities
High pressure wash internal floor an immediate external surrounds (floor only).
Machine scrub tiles.

1.3.11

1.3.12 Public Barbeques

Locations, Frequency & Times: Refer to table below.

Location	No.	Frequency	Cleaning Times
Anzac Terrace Reserve: Corner Anzac Tce & Ivanhoe Street, Bassendean	1	Monday and Friday	Completed by 7am
Jubilee Reserve: Robinson Road, Eden Hill	3		
Sandy Beach Reserve: West Road, Bassendean	2		
Success Hill Reserve: Seventh Ave, Bassendean	2		
Point Reserve: Surrey St & North Rd, Bassendean	2		
Mary Crescent Reserve: Mary Cres, Eden Hill	1		
Twice Weekly Activities (each visit)			
Collect and remove all food scraps, waste and litter from the bbq and surrounding area.			
Sweep / blow any sand / debris off pad / concrete area.			
Remove and wash any spilt grease from the pad / concrete area. Spot clean any stubborn areas with a degreaser.			
Clean all stainless steel surfaces.			
Clean main bbq cabinet – horizontal and vertical surfaces.			
<i>*Note - grease trays to be lined.</i>			
Remove liner and empty fat from grease trays (if required). Dispose of the fat in a responsible manner. Replace liner.			
<i>*Note: this is not to be disposed of in Park bins.</i>			
Monthly Activities			
Clean / degrease grease trays.			
High pressure clean entire bbq facility.			

1.3.13 Public Drink Fountains

Locations, Frequency & Times: Refer to table below.

Location	No.	Frequency	Cleaning Times
Jubilee Reserve	3	Monthly	Before 7am
Palmerston Square Reserve	1		
Ashfield Reserve	2		
Anzac Terrace Reserve	1		
Bassendean Oval	1		
BIC Reserve	1		
Mary Crescent Reserve	2		
Point Reserve	1		
Sandy Beach Reserve	3		
Gary Blanch Reserve	1		
Success Hill Reserve	1		
Roy Hook Platform French St, Ashfield	1		
Administration Building 48 Old Perth Road	1		
77 Old Perth Rd (Near Hamilton St)	1		
Monthly Activities			
Clean and sterilise the mouth piece / nozzle and button / tap.			
Check for correct operation and report any issue i.e. leaks.			

1.4 Cleaning Schedule

The Contractor shall ensure that all facilities are cleaned in conformance with the requirements stated within this specification. It is the Contractor's responsibility to ensure they have the appropriate resources (including contingency / back-up) to fulfill the requirements of this contract.

Should for any reason this can not be achieved, the Principal is to be contacted immediately.

1.5 Public Holidays

If a public holiday falls on a scheduled cleaning day, then apart from **Public Toilets and barbeques**, those facilities (if not already scheduled) shall be cleaned on the following day instead.

1.6 Alarms

The Contractor will be inducted on alarming and locking requirements at specific locations. It is the responsibility of the Contractor (and its staff) attending to Town managed facilities to ensure the security requirements of these facilities are appropriately managed and initiated.

1.7 Recording of Attendance

While the Contractor is responsible for recording its attendance i.e. date, time (started / finished), location, etc, for all facilities in a format that can be made accessible to the Principal, where provided by the Town, the Contractor shall ensure Attendance Books and/or Cleaning Registers are correctly completed upon entering and leaving the facility on each visit.

1.8 Economy of Use of Energy, Water, Gas and Town Facilities

The Contractor shall use no more power, water or gas than is reasonably necessary for the efficient delivery of the service, and shall ensure that all electrical lights, water and gas outlets and appliances are turned off immediately after use.

1.9 Consumables

All consumable products must be of the highest environmental standard relevant to that product, and to the satisfaction of the Principal.

The Contractor is required to replace or refill all consumables found on site, including but not limited to:

- Standard toilet paper roles (soft) - to be no less than 2 ply thickness, made from at least 50% recycled materials.
- Large toilet paper rolls - made from at least 50% recycled materials.
- Handtowels - chlorine free, made from at least 50% recycled materials.
- Dish washer tablets.
- FOGO bin compostable liners - conforming to A.S.4736.
- General bin liners.

**Note – Consumables will be on-charged to the Town at the Contractor's purchase price, as such, a copy of the Contractor's invoice/s for such products is to be submitted to validate the charges.*

1.10 Cleaning Products

All cleaning products must be of the highest environmental standard relevant to that product, suitable for use in the public environment, and to the satisfaction of the Principal.

As a general guide, cleaning products must:

- registered for use in Australia / meet Australian standards / have an SDS;
- not contain hazardous chemicals;
- have the lowest pH factor compatible with the use for which they are intended.
- contain no, or low levels of phosphates;
- contain no, or low levels volatile organic compounds;
- have a low risk of flammability;
- not contain chemicals that are strong irritants, e.g. some fragrances and dyes;
- be fully biodegradable according to AS 4351 and hypoallergenic;
- have low environmental impact packaging;
- be provided as a concentrate;
- be relevant for their intended use.

**Note - General cleaning products i.e. disinfectants, cleaning cloths, etc, are considered a requirement of the Contractor to undertake their service, as such, a cost allowance for these items is considered to be included in the offered rate.*

On award of this contract and prior to undertaking any works, the Contractor shall provide the Principal with a list of the brands and/or make of materials / cleaning products / consumables it intends to use including all current / in date Safety Data Sheets (SDS).

The Contractor shall not depart from the brands or makes nominated that have been authorised by the Principal. Should an alternate brand / product wish to be used, the Contractor must seek prior authorisation from the Principal.

1.11 Equipment and Materials

The Contractor shall ensure that all equipment and materials are of commercial grade quality and their operators have the appropriate knowledge / experience / training to use and safely handle them.

At all times, machinery such as vacuum cleaners etc, including electrical leads and attachments, are to be maintained in an efficient and safe condition, and be appropriately safety checked i.e. tested and tagged by a qualified electrician.

Vacuum systems are to have HEPA filters fitted with return air capacity below .05 microns. The Contractor shall submit details of the vacuum cleaners intended to be used to the Principal.

Additionally, a complete register of the checking of the vacuums for operational efficiency (i.e. quarterly) is to be maintained, with a copy made available to the Principal.

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. Mops are to be colour coded to identify separate areas of cleaning where deemed required.

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

1.12 Storage – Cleaning Equipment and Materials

Where available, the Principal will provide the Contractor with a lockable / designated area for the storage of cleaning materials and equipment.

All storage of cleaning materials and equipment shall be in accordance with the relevant acts and regulations for that product and/or equipment. At no time can the Contractor store anything that the Principal has not approved and/or is not relevant to the works associated with this contract.

The Principal will accept no responsibility for the loss of any material or equipment stored by the Contractor.

Where a lockable area is not available, the Contractor shall remove all cleaning materials and equipment after each visit / use.

1.13 Quality Control and Monitoring

While the Principal will monitor the service provision and quality of works being undertaken by the Contractor, the Contractor is responsible for the onsite supervision of its staff, and to ensure the standard of works being delivered conform with the requirements of this contract.

The Contractor shall have its own quality control and monitoring system which can be presented in summary report form on request by the Principal.

1.14

Variation in services to be provided

(refer to Clause 27 of the Town of Bassendean's - General Conditions of Contract)

The Principal may, by giving notice in writing to the contractor, vary the service and/or frequency for any facility involved in this Contract. This can include additions to, or deletions of, the facilities originally included in this contract.

Any amendment to cost (increase or decrease) will be mutually negotiated.

1.15 Security and access

The Principal shall supply to the Contractor with relevant keys and fobs for the purpose of entering and securely locking the premises as required. Disarming and arming alarms (where required) will be the responsibility of the contractor.

The Contractor shall safeguard these keys and fobs in an appropriate manner. The Contractor shall **report immediately** the loss of any key or fob to the Principal.

The cost of any required replacements or any consequential re-keying and the re-issue of keys to other authorised key holders will be on-charged to the Contractor.

The Contractor shall ensure that no persons, including without limitation friends and relatives (particularly children) of their employees, enter Town buildings / facilities without the express permission of the Principal.

On entry of an alarmed facility, if the alarm system is not appropriately disarmed and results in the Principal's security company being required to attend the site, the Contractor will be responsible for all costs incurred.

On completion of works, if the alarm system is not armed and the Principal's security company is required to attend the site, the Contractor will be responsible for all costs incurred.

1.16 Occupied Buildings / Facilities

The Contractor shall take all reasonable precautions to ensure as little disturbance as possible to the facility being serviced where that facility is occupied or in use.

The Contractor shall report to the Principal where the occupation or use of a facility inhibits their ability to undertake their work.

1.17 Damage to Property

The Contractor shall carry out all cleaning operations without staining, marking or otherwise damaging walls, floors, floor coverings, skirting boards, ceilings, partitions, light fittings, venetians, glass furniture or fixtures.

The Contractor shall be responsible for and shall be required to make good to the Principal's satisfaction any loss or damage to the Principal's property which is attributable to the Contractor's negligence.

1.18 Duty to Inform

The Contractor shall inform the Principal:

- of any defects in, deterioration, damage or vandalism to the premises or fixtures, fittings or furniture, or the presence of any vermin or unwholesome odours.
- of any non-attendances / any time a facility was unable to be serviced / the specification of contract not met.
- the loss of any key or fob.