

## **Richmond Christian College Cleaning Contract Invitation to Tender**

Richmond Christian College is seeking an experienced cleaning contractor to provide cleaning services during school terms for our school located at 7 Gallans Road, Ballina NSW.

**Position Commencement:** December 2017

**Responsible to:** Principal

**Site Inspection:** Contact Janelle Clarke (Principal's Assistant) on 6686 7847 to book an appointment

**Tenders close: 4pm Friday 27 October 2017**

All tenders addressing the selection criteria to be emailed to the Principal's Assistant:  
janelleclarke@richmond.nsw.edu.au

### **Selection Criteria:**

1. Australian Business Number (ABN)
2. Certificate of Currency Public liability insurance minimum \$10 million
3. Certificate of Currency Personal accident insurance or Workers Compensation Insurance (as applicable)
4. Evidence of compliance with the Work Health & Safety Act 2011 and Regulations
5. Eligible to work in child related employment (not a prohibited person under the Act)
6. Provision of cleaning materials and equipment
7. Statement of experience relevant to this tender and track record of business (including referees)
8. Attention to detail

Should you submit a tender, you are deemed to have examined all information relevant to submitting the tender and have inspected the site. You are advised that Richmond Christian College is not bound to accept the lowest or any tender received and may accept or reject any tender at any time in its absolute discretion.

## **Position Description**

Richmond Christian College is a co-educational school providing education to students from Pre-Kindy to Year 12.

## **Vision Statement**

A Christ centred learning community exploring and impacting God's world.

## **Mission Statement**

To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, culturally engaging and academically rigorous education that instils hope and equips children to live for God's glory.

## **Schedule of Duties**

The Contractor will provide cleaning services in accordance with the Specifications contained in Schedule 1 which must result in the College being kept clean, tidy and hygienic.

The Contractor will supply all plant, equipment, materials and labour and any other items necessary for the proper performance of the cleaning services, including but not limited to cleaning products, mops, buckets, spray bottles, cloths and vacuum cleaners.

The College will provide consumables including paper towels, toilet paper, hand soaps and bin liners. The Contractor will replenish toilet and handwashing facilities with consumables as required and reline bins after emptying as required.

The cleaning services would be provided for a minimum of 22 hours and a maximum of 25 hours per week during school terms outside of normal school hours. Any additional cleaning in excess of these hours or required to be completed outside of school terms must be negotiated and approved by the Principal.

**Schedule 1**  
**SPECIFICATION OF CLEANING SERVICES**

The Contractor will undertake the Services which must result in the College being kept clean, tidy and hygienic.

**1. Administration Building**

Specification		Current Frequency
<b>Offices, Reception and Hallway</b>		
1.	Vacuum and mop all floor surfaces	Mon/ Thurs
2.	Wipe clean entrance foyer furniture including reception counters	Weekly
3.	Empty waste bins and paper recycling	Mon/Thurs
4.	Empty shredder paper bin	As required
5.	Clean and maintain entrance foyer glass	Monthly
6.	Remove cobwebs and report problem areas	As required
7.	Dust skirting boards, wall rails, window sills & runners	As required
8.	Clean windows	As required
<b>Sick Bay</b>		
1.	Vacuum floor	Mon/Thurs
2.	Wet mop floor	Mon/Thurs
3.	Clean sink, tap and bench top	Mon/Thurs
4.	Clean and disinfect all surfaces	Mon/Thurs
<b>Classrooms: Science Lab &amp; Year 6</b>		
1.	Vacuum all floor surfaces	Tues/Thurs
2.	Wipe desks and exposed bench tops	Tues/Thurs
3.	Wet mop linoleum	Tues/Thurs
4.	Empty waste bins	If required
5.	Clean sinks and taps	Tues/Thurs
6.	Clean glass doors/windows	As required
<b>Pre-Kindy</b>		
1.	Vacuum floor	Wed/Fri
2.	Wipe desks	Wed/Fri
3.	Empty waste bins	If required
4.	Clean glass doors/windows	As required
<b>Library</b>		
1.	Vacuum floor	Mon/Thurs
2.	Wipe desks	Mon/Thurs
3.	Empty waste bins	Mon/Thurs
4.	Clean glass doors/windows	As required
<b>Kitchen and Staffroom</b>		
1.	Vacuum all floor surfaces	Mon/Thurs
2.	Wet mop linoleum	Mon/Thurs
3.	Clean sinks, taps and benches	Mon/Thurs
4.	Wipe down staff room table	Mon/Thurs

5.	Empty waste & paper bins	Mon/Thurs
6.	Clean glass doors/windows	As required

<b>Toilets</b>		
1.	Clean and disinfect toilet pans and seats (including under seats and inside pans)	Mon/Thurs
2.	Clean hand basins and taps	Mon/Thurs
3.	Mop floors	Weekly
4.	Replenish soap, toilet paper and hand towels	As required
5.	Clean marks on doors, handles, walls and partitions	As required
6.	Clean mirrors	Weekly
7.	Empty general waste bins	Mon/Thurs

## 2. Primary Block

<b>Classrooms: Kindergarten, Year 1, Year 2, Year 5</b>		
1.	Vacuum all floor surfaces	Tues/Thurs
2.	Wet mop linoleum	Weekly
3.	Clean sinks, taps and exposed benches	Tues/Thurs
4.	Wipe down desks	Tues/Thurs
5.	Empty waste & paper bins	If required
6.	Dust	As required
7.	Vacuum behind moveable tote trays and book shelves	Monthly
8.	Clean glass doors/windows	As required
<b>Toilets</b>		
1.	Clean and disinfect toilet pans and seats (including under seats and inside pans)	Weekdays
2.	Clean hand basins and taps	Weekdays
3.	Mop floors	Weekly
4.	Replenish soap, toilet paper and hand towels	As required
5.	Clean marks on doors, handles, walls and partitions	As required
6.	Clean mirrors	Weekly
7.	Empty general waste bins	Weekdays
8.	Remove cobwebs and report problem areas	As required
9.	Clean down walls and partitions	Six monthly
<b>Bubblers</b>		
1.	Wipe troughs	Weekly

## 3. MPC

<b>Classrooms: MPC 1, MPC2, Fishbowl &amp; Computer Lab</b>		
1.	Vacuum all floor surfaces	Wed/Fri
2.	Wipe down desks and exposed benches	Wed/Fri
3.	Empty waste & paper bins	If required

4.	Dust	As required
5.	Vacuum behind moveable tote trays and book shelves	Monthly
6.	Clean glass doors/windows	As required

<b>Classroom: Food Tech Kitchen</b>		
1.	Vacuum all floor surfaces	Wed/Fri
2.	Wet mop linoleum	Weekly
3.	Clean sinks, taps and bench tops	Wed/Fri
4.	Empty waste & paper bins	If required
5.	Dust	As required
6.	Clean glass doors/windows	As required
<b>MPC Kitchen – School Counsellor Office</b>		
1.	Vacuum floor	Wed/Fri
2.	Wipe desk, benches & sink	Wed/Fri
3.	Empty waste bins	If required
4.	Dust	As required
5.	Clean windows	As required
<b>Auditorium</b>		
1.	Vacuum all floor surfaces	Wed/Fri
2.	Wipe exposed surfaces on sound desk	Wed/Fri
3.	Mop Stage floor	As required
<b>Toilets</b>		
1.	Clean and disinfect toilet pans and seats (including under seats and inside pans)	Wed/Fri
2.	Clean hand basins and taps	Wed/Fri
3.	Mop floors	Weekly
4.	Replenish soap, toilet paper and hand towels	As required
5.	Clean marks on doors, handles, walls and partitions	As required
6.	Clean mirrors	Weekly
7.	Empty general waste bins	Wed/Fri
8.	Remove cobwebs and report problem areas	As required
9.	Clean down walls and partitions	Six monthly

#### 4. Secondary Block

<b>Classrooms: Year 3, Year 4 (inc withdrawal room), Art Room, Music Room</b>		
1.	Vacuum all floor surfaces	Tues/Thurs
2.	Wet mop linoleum	Weekly
3.	Clean sinks, taps and exposed benches	Tues/Thurs
4.	Wipe down desks	Tues/Thurs
5.	Empty waste & paper bins	If required
6.	Dust	As required
7.	Vacuum behind moveable tote trays and book shelves	Monthly
8.	Clean glass doors/windows	As required

<b>Toilets</b>		
1.	Clean and disinfect toilet pans and seats (including under seats and inside pans)	Weekdays
2.	Clean hand basins and taps	Weekdays
3.	Mop floors	Weekly
4.	Replenish soap, toilet paper and hand towels	As required
5.	Clean marks on doors, handles, walls and partitions	As required
6.	Clean mirrors	Weekly
7.	Empty general waste bins	Weekdays
8.	Remove cobwebs and report problem areas	As required
9.	Clean down walls and partitions	Six monthly
<b>Bubblers</b>		
1.	Wipe troughs	Weekly