



CLEANING TENDER

TENDER SUMMARY

Provision of Cleaning Services for Amity College Campuses located at Prestons, Auburn and Illawarra

Location:

- Amity College – Prestons Campus 163 Kurrajong Road, Prestons NSW 2170
- Amity College – Auburn Campus 19-27 Queen Auburn NSW 2144
- Amity College – Illawarra Campus 399 Shellharbour Road Shellharbour NSW 2529

Timeframe for Contract:

Two-year initial contract term with 3 x 12-month optional extensions at the sole discretion of Amity College.

Inspection Date:

- Prestons Campus: 13 October 2021 at 10:00am (Wed)
- Auburn Campus: 14 October 2021 at 10:00am (Thur)
- Illawarra Campus: 15 October 2021 at 10:00am (Fri)

Tender Closing Date and Time:

29 October 2021 at 4:00pm

Lodgment of tenders:

- Submit all completed Tender Schedules as a single combined pdf file.
- Submit all supporting information as a single combined pdf file.
- Hard copy tenders will not be accepted.

Contact Person:

Name:	Recep Aydogan,
Position:	Business Manager
Email:	raydogan@amity.nsw.edu.au

Further assistance regarding this tender may be obtained from Mr. Recep Aydogan on telephone number 02 8784 3111

1. Cleaning requirements

AMITY COLLEGE is seeking proposals from contractors and other interested parties from the cleaning industry for the provision of the School Cleaning Services at Amity College Prestons, Auburn and Illawarra Campuses.

2. Clarification of the Tender

Up to the Tender lodgment date Tenderers may seek clarification in relation to any aspect of the Tender. Where clarification to one Tenderer provides significant information about the Tender this information will be sent, if practical, to all other potential Tenderers.

3. Lodgment of Tenders

- 3.1 Tenders addressed as specified on page 1 will be received until the Closing time and date shown on page 1 of this Tender Offer.
- 3.2 Late Tenders will not be considered for acceptance.
- 3.3 Tenders received through the post will be deemed late unless the envelope bears an Australia Post postmark clearly indicating that the time and date of posting was prior to the stipulated time and date of closing. The imprint of a privately operated franking machine will not be accepted as evidence of time and date of posting.

4. Further information

Any request by a prospective Tenderer for further information regarding the Tender should be directed to Recep Aydogan on 02 8784 3111 or email raydogan@amity.nsw.edu.au

Conditions of Tender:

1. The Cleaning Service/Contractor must at all times comply with requirements and regulations set by State or Federal governments, authorities or agencies
2. The contract term is for of period of **two-year** initial contract term with **three x 12-month** optional extensions at the sole discretion of Amity College.
3. A standard contract from solicitor is to be signed.
4. This cleaning contract is for **40** total weeks per school year. The start and the end of the schooling for students will vary from year to year based on NSW Educational Department's needs or Amity College needs.
5. Amity College school hours for cleaners are between 8.00am and finishes at 4.00pm each day for the day cleaners.
6. **Cleaning chemicals, toilet paper, hand towels, liquid soap & dishwashing liquid bin liners and other consumable materials to be used for cleaning will be supplied by Amity College.**
7. The work description and staff allocation is provided in the attached Amity College Cleaning Planner. The Contractor must abide by the schedule of the planner unless agreed with the Operations manager otherwise.
8. The Cleaning Service/Contractor must provide timely service to the school
9. All employees by the contractor must always have a current working with children certificate. WWCC certificates must be presented to the school admin upon request within three weeks.
10. Any address change by the Cleaning Contractor must be notified to the school four weeks in advance to seek the school's approval.
11. Cleaning Contractor must not employ any casual tertiary students at any time for any reason.
12. The school may recommend to continue with some of the existing cleaning staff having good reputation.
13. No music or radio is permitted by any contractor on school grounds at any time.
14. No smoking or consumption of alcohol is permitted on school grounds.
15. All contractors and their employees must follow a strict code of conduct on the school grounds.
16. Obscene language or behavior is an breach of contract.
17. Any behavior against the school ethos and values will be breach of the contract.
18. Cleaners must always respect the privacy policy of the school including the social media.

19. Any act of staff which will damage the school's reputation is breach of contract.
20. The Cleaning Service/Contractor must act professionally with their dealing with students, staff, and parents.
21. It is the school's responsibility to discipline students, not the cleaners.
22. Between 8:00am to 4:00pm no EarPods or Headphones are not allowed for cleaners. Cleaners must always be ready to communicate with the staff.
23. All discipline related matters and any disputes with school staff should be brought directly to the attention of the Supervisor of the Cleaning Contractor. The supervisor must consult the Operations Manager of the school to seek an outcome.
24. The school reserves the right to mandate the Cleaning Contractor to replace a cleaner acting against the best interest of the school.
25. The contractor must submit the staff profile for every cleaner to seek the approval of the school before commencing the works. This rule also applies for any staff change during the contract terms.
26. The Cleaning Service/Contractor shall at all times keep in force the following insurance policies in their name and noting Amity College's name as interested party:
 - a) Public liability insurance in respect of the services for a sum not less than \$10 million.
 - b) Workers' compensation policy covering all employees.
- 27. No part of the Cleaning Contract is to be sold, leased or subcontracted to a third party.**
28. Cleaners will be issued with security keys to the buildings.
29. All external access doors will be kept locked while cleaners are on site.
30. All lights & air cons will be switched off before leaving.
31. Cleaners Closet will be kept tidy at all times
32. MSDS will be kept for all chemicals and cleaning equipments
33. For hygiene purposes mops used for toilet must be always kept separate the general cleaning

Selection Criteria:

The selection criteria to be used in the evaluation of Tenders will include the following:

- a) The capacity, qualifications and previous experience of the Tenderer in providing a similar service.
- b) The resources of the Tenderer to support the service, hours, and period of operation.
- c) Any proposed plan for working with the School Management to maximise the effectiveness of the operation of the cleaning services.
- d) The proposed **Weekly Cleaning Fee** (during school time) for the first year and the annual percentage increase for the following years.
- e) The proposed **Hourly Cleaning Rate for school holiday cleaning**, for the first year and annual percentage increase for the following years.
- f) Quality of any reference.

Information to be provided with Tender response:

The following must be submitted:

- a) Trade references of the Tenderer
- b) List of current contracts and their contact details
- c) Details of current administration structure and proposed administration structure to run the cleaning service at the School;
- d) Proposed staffing numbers to run the service.
- e) The **proposed Weekly Cleaning Fee** (during school time) for the first year and annual percentage increase for the following years.
- f) The **proposed Hourly Cleaning Rate per staff** for work to be done during **school holiday** cleaning, for the first year and annual percentage increase for the following years.



CLEANING SPECIFICATIONS PREPARED FOR

AMITY COLLEGE

- 163 KURRAJONG RD. PRESTONS 2170
- 26-28 KERR PARADE AUBURN 2144
- 399 SHELLHARBOUR RD SHELLHARBOUR 2529

FREQUENCY OF SERVICE TERM CLEANING

The specified cleaning service will be carried out five days per week Monday to Friday with the exception of public holidays.

SCHOOL HOLIDAYS CLEANING

Specified cleaning will be carried out in each term vacation break at a mutually agreed days. Operations Manager will advise according with the needs of the school every term.

Proposed Vacation Cleaning:

- 4 Cleaners – full time 4 days (3 Term breaks)
- 4 Cleaners – full time 5 days (beginning of school yearly)

STAFFING REQUIREMENTS – PRESTONS CAMPUS

1 FULL TIME STAFF

ADMINISTRATION P1– 8:00am-4:00pm

- Check and coordinate all cleaners duties, works and requirements
- **Bins** - Classrooms, Staff Rooms, Admin Building bins emptied
- **Outdoor Bins**- Checked and emptied if necessary and wiped over with
- **Vacuum**- Vacuum all office rooms.
- **Toilets**- Staff toilets cleaned thoroughly three times daily. Toilets brushed and washed with cleaning detergent (top of toilets including flush button wiped down)
- **Vanities**- wiped with cleaning detergents
- **Floors**- mopped/washed
- **Mirrors**-wiped with Windex
- **Wiping**- Office tables, chairs, window & door handles plus staff room tables and kitchenette areas
- **Mopping**- Admin Rooms where necessary
- **Dispensers**- Hand Soap & Sanitisers need to be checked and refilled where necessary
- **Sick Bay**- Wiped and cleaned thoroughly
- Glen 20 spray applied in all rooms
- Pastoral Care Room & Multipurpose room cleaned.
- **Adhoc duties as directed by management**
- Tea, coffee, and food preparation – As required
- Spot clean litter and spills after recess, lunch & after school-(school grounds).
- Daily rubbish collection, loading the dishwasher, wiping down tables, arranging and packing the miscellaneous goods and cleaning out the fridge.
- Pastoral care rooms and Pastoral care coordinators' rooms:
- Daily rubbish collection, toilets, toilet papers, mopping, organizing the kitchen and general clean up, window ledges and to close all the windows when leaving.
- During recess time, collect rubbish starting from Light Bookstore all the way to the school entrance. Also check for any rubbish in front of Galaxy Foundation.
- Mopping the floors, wiping the corridors and stairs once a week. Hand rails near the stairs to be disinfected daily.
- Vacuuming prayer rooms with a separate vac. cleaner head every day

1 FULL TIME SUPERVISOR STAFF

PRIMARY SCHOOL (Buildings P2, P3,

P4, P5) – 8:00am-4:00pm

- **Bins** - Classrooms, Staff Rooms, Admin Building bins emptied
- **Outdoor Bins**- Checked and emptied if necessary and wiped over with
- **Vacuum**- Classrooms including demountables and library vacuumed.
- **Toilets**- All student and staff toilets cleaned thoroughly three times daily. Toilets brushed and washed with cleaning detergent (top of toilets including flush button wiped down)
- **Vanities**- wiped with cleaning detergents
- **Floors**- mopped/washed
- **Mirrors**-wiped with Windex
- **Wiping**- Classroom and Office tables, chairs, window & door handles plus staff room tables and kitchenette areas
- **Mopping**- Classrooms, Staff Rooms, Admin Rooms where necessary
- **Dispensers**- Hand Soap & Sanitisers need to be checked and refilled where necessary
- **Sick Bay**- Wiped and cleaned thoroughly
- Pastoral Care Room & Multipurpose room cleaned.
- **Bins** emptied
- **Adhoc duties as directed by management**
- Tea, coffee, and food preparation – As required
- Spot clean litter and spills after recess, lunch & after school-(school grounds).
- Daily rubbish collection, loading the dishwasher, wiping down tables, arranging and packing the miscellaneous goods and cleaning out the fridge.
- Pastoral care rooms and Pastoral care coordinators' rooms:
- Daily rubbish collection, toilets, toilet papers, mopping, organizing the kitchen and general clean up, window ledges and to close all the windows when leaving.
- Mopping the floors, wiping the corridors and stairs once a week. Hand rails near the stairs to be disinfected daily.

**1 PART TIME STAFF (6hrs) ENTIRE PRIMARY SCHOOL including
AFTERSCHOOL CARE (Buildings P2, P3, P4, P5) – 4.00pm – 10.00pm**

- **Bins** - Classrooms, Staff Rooms, Admin Building bins emptied
- **Outdoor Bins**- Checked and emptied if necessary and wiped over with
- **Vacuum**- Classrooms including demountables and library vacuumed.
- **Toilets**- All student and staff toilets cleaned thoroughly. Toilets brushed and washed with cleaning detergent (top of toilets including flush button wiped down)
- **Vanities**- wiped with cleaning detergents
- **Floors**- mopped/washed
- **Mirrors**-wiped with Windex
- **Wiping**- Classroom and Office tables, chairs, window & door handles plus staff room tables and kitchenette areas
- **Mopping**- Classrooms, Staff Rooms, Admin Rooms where necessary
- **Dispensers**- Hand Soap & Sanitisers need to be checked and refilled where necessary
- **Sick Bay**- Wiped and cleaned thoroughly
- Glen 20 spray applied in all rooms
- Pastoral Care Room & Multipurpose room cleaned.
- **Bins** emptied
- Mop gym floor with warm water & vinegar/spirits – weekly
- Dust control mop gym floor – daily

1 FULL TIME STAFF for ENTIRE GIRLS HIGH SCHOOL and MULTIPURPOSE HALL

8:00am-4:00pm

- **Bins** - Classrooms, Staff Rooms, Admin Building bins emptied
- **Outdoor Bins**- Checked and emptied if necessary and wiped over with
- **Vacuum**- Classrooms including demountables and library vacuumed.
- **Toilets**- All student and staff toilets cleaned thoroughly three times daily. Toilets brushed and washed with cleaning detergent (top of toilets including flush button wiped down)
- **Vanities**- wiped with cleaning detergents
- **Floors**- mopped/washed
- **Mirrors**-wiped with Windex
- **Wiping**- Classroom and Office tables, chairs, window & door handles plus staff room tables and kitchenette areas
- **Mopping**- Classrooms, Staff Rooms, Admin Rooms where necessary
- **Dispensers**- Hand Soap & Sanitisers need to be checked and refilled where necessary
- **Sick Bay**- Wiped and cleaned thoroughly
- Glen 20 spray applied in all rooms
- Pastoral Care Room & Multipurpose room cleaned.
- **Bins** emptied
- **Food Tech Class** cleaned daily
- Mop gym floor with warm water & vinegar/spirits – weekly
- Dust control mop gym floor – daily

1 PART TIME STAFF (6hrs) ENTIRE GIRLS HIGH SCHOOL and MULTIPURPOSE HALL 4:00pm – 10.00pm

- **Bins** - Classrooms, Staff Rooms, Admin Building bins emptied
- **Outdoor Bins**- Checked and emptied if necessary and wiped over with
- **Vacuum**- Classrooms including demountables and library vacuumed.
- **Toilets**- All student and staff toilets cleaned thoroughly three times daily. Toilets brushed and washed with cleaning detergent (top of toilets including flush button wiped down)
- **Vanities**- wiped with cleaning detergents
- **Floors**- mopped/washed
- **Mirrors**-wiped with Windex
- **Wiping**- Classroom and Office tables, chairs, window & door handles plus staff room tables and kitchenette areas
- **Mopping**- Classrooms, Staff Rooms, Admin Rooms where necessary
- **Dispensers**- Hand Soap & Sanitisers need to be checked and refilled where necessary
- **Sick Bay**- Wiped and cleaned thoroughly
- Pastoral Care Room & Multipurpose room cleaned.
- **Bins** emptied
- **Food Tech Class** cleaned daily
- Mop gym floor with warm water & vinegar/spirits – weekly
- Dust control mop gym floor – daily

1 FULL TIME STAFF ENTIRE BOYS HIGH SCHOOL & ADAMS GARDEN

8:00am-4:00pm

- **Bins** - Classrooms, Staff Rooms, Admin Building bins emptied
- **Outdoor Bins**- Checked and emptied if necessary and wiped over with
- **Vacuum**- Classrooms including demountables and library vacuumed.
- **Toilets**- All student and staff toilets cleaned thoroughly three times daily. Toilets brushed and washed with cleaning detergent (top of toilets including flush button wiped down)
- **Vanities**- wiped with cleaning detergents
- **Floors**- mopped/washed
- **Mirrors**-wiped with Windex
- **Wiping**- Classroom and Office tables, chairs, window & door handles plus staff room tables and kitchenette areas
- **Mopping**- Classrooms, Staff Rooms, Admin Rooms where necessary
- **Dispensers**- Hand Soap & Sanitisers need to be checked and refilled where necessary
- **Sick Bay**- Wiped and cleaned thoroughly
- Glen 20 spray applied in all rooms
- Pastoral Care Room & Multipurpose room cleaned.
- **Bins** emptied
- **Adams garden** rubbish collected everyday and entire area is always kept neat and tidy
- Mop all balconies after school
- Check cleanliness of the Amphitheatre
- Woodwork workshop all cleaning requirements,

1 PART TIME STAFF (6hrs) ENTIRE BOYS HIGH SCHOOL & ADAMS GARDEN

8:00am-4:00pm

- **Bins** - Classrooms, Staff Rooms, Admin Building bins emptied
- **Outdoor Bins**- Checked and emptied if necessary and wiped over with
- **Vacuum**- Classrooms including demountables and library vacuumed.
- **Toilets**- All student and staff toilets cleaned thoroughly three times daily. Toilets brushed and washed with cleaning detergent (top of toilets including flush button wiped down)
- **Vanities**- wiped with cleaning detergents
- **Floors**- mopped/washed
- **Mirrors**-wiped with Windex
- **Wiping**- Classroom and Office tables, chairs, window & door handles plus staff room tables and kitchenette areas
- **Mopping**- Classrooms, Staff Rooms, Admin Rooms where necessary
- **Dispensers**- Hand Soap & Sanitisers need to be checked and refilled where necessary
- **Sick Bay**- Wiped and cleaned thoroughly
- Glen 20 spray applied in all rooms
- Pastoral Care Room & Multipurpose room cleaned.
- **Bins** emptied

STAFFING REQUIREMENTS – AUBURN CAMPUS

1 FULL TIME STAFF ENTIRE CAMPUS MULTIPURPOSE HALL and FOUNDATION OFFICES– – 8:00am-4:00pm

- **Bins** - Classrooms, Staff Rooms, Admin Building bins emptied
- **Outdoor Bins**- Checked and emptied if necessary and wiped over with
- **Vacuum**- Vacuum all office rooms.
- **Toilets**- Staff toilets cleaned thoroughly three times daily. Toilets brushed and washed with cleaning detergent (top of toilets including flush button wiped down)
- **Vanities**- wiped with cleaning detergents
- **Floors**- mopped/washed
- **Mirrors**-wiped with Windex
- **Wiping**- Office tables, chairs, window & door handles plus staff room tables and kitchenette areas
- **Mopping**- Admin Rooms where necessary
- **Dispensers**- Hand Soap & Sanitisers need to be checked and refilled where necessary
- **Sick Bay**- Wiped and cleaned thoroughly
- Glen 20 spray applied in all rooms
- Pastoral Care Room & Multipurpose room cleaned.
- **Adhoc duties as directed by management**
- Tea, coffee, and food preparation – As required
- Spot clean litter and spills after recess, lunch & after school-(school grounds).
- Daily rubbish collection, loading the dishwasher, wiping down tables, arranging and packing the miscellaneous goods and cleaning out the fridge.
- Pastoral care rooms and Pastoral care coordinators' rooms:
- Daily rubbish collection, toilets, toilet papers, mopping, organizing the kitchen and general clean up, window ledges and to close all the windows when leaving.
- During recess time, collect rubbish starting from Light Bookstore all the way to the school entrance. Also check for any rubbish in front of Galaxy Foundation.
- Mopping the floors, wiping the corridors and stairs once a week. Hand rails near the stairs to be disinfected daily.
- Vacuuming prayer rooms with a separate vac. cleaner head every day

- **1 PART TIME STAFF (6hrs) ENTIRE CAMPUS MULTIPURPOSE HALL and FOUNDATION OFFICES– START 6.00pm-12:00am**
- **Bins** - Classrooms, Staff Rooms, Admin Building bins emptied
- **Outdoor Bins**- Checked and emptied if necessary and wiped over with
- **Vacuum**- Classrooms including demountables and library vacuumed.
- **Toilets**- All student and staff toilets cleaned thoroughly three times daily. Toilets brushed and washed with cleaning detergent (top of toilets including flush button wiped down)
- **Vanities**- wiped with cleaning detergents
- **Floors**- mopped/washed
- **Mirrors**-wiped with Windex
- **Wiping**- Classroom and Office tables, chairs, window & door handles plus staff room tables and kitchenette areas
- **Mopping**- Classrooms, Staff Rooms, Admin Rooms where necessary
- **Dispensers**- Hand Soap & Sanitisers need to be checked and refilled where necessary
- **Sick Bay**- Wiped and cleaned thoroughly
- Pastoral Care Room & Multipurpose room cleaned.
- **Bins** emptied
- Mop gym floor with warm water & vinegar/spirits – weekly
- Dust control mop gym floor – daily
- Unloading the dishwasher and putting away the clean cutlery, rubbish collection, mop, wiping down tables, recycling the cardboards that are left behind, wipe any dust that is seen.
- On a daily basis, glass stand where the awards are located, wipe down the entrance doors, tv screen, form stand and organization and mopping.
- Mopping the floors, wiping the corridors and stairs once a week. Hand rails near the stairs to be disinfected daily. The anti slip rubbers near the staircase to be washed weekly, the staircase near the canteen and entrance to be washed once a week.
- All air conditioners to be closed, doors locked, electricity switched off, Monday nights the garbage needs to be taken out from the general waste area to Area B.

STAFFING REQUIRMENTS – ILLAWARRA CAMPUS

1 FULL TIME STAFF ENTIRE CAMPUS– 8:00am-4:00pm

- **Bins** - Classrooms, Staff Rooms, Admin Building bins emptied
- **Outdoor Bins**- Checked and emptied if necessary and wiped over with
- **Vacuum**- Vacuum all office rooms.
- **Toilets**- Staff toilets cleaned thoroughly three times daily. Toilets brushed and washed with cleaning detergent (top of toilets including flush button wiped down)
- **Vanities**- wiped with cleaning detergents
- **Floors**- mopped/washed
- **Mirrors**-wiped with Windex
- **Wiping**- Office tables, chairs, window & door handles plus staff room tables and kitchenette areas
- **Mopping**- Admin Rooms where necessary
- **Dispensers**- Hand Soap & Sanitisers need to be checked and refilled where necessary
- **Sick Bay**- Wiped and cleaned thoroughly
- Glen 20 spray applied in all rooms
- Pastoral Care Room & Multipurpose room cleaned.
- **Adhoc duties as directed by management**
- Tea, coffee, and food preparation – As required
- Spot clean litter and spills after recess, lunch & after school-(school grounds).
- Daily rubbish collection, loading the dishwasher, wiping down tables, arranging and packing the miscellaneous goods and cleaning out the fridge.
- Pastoral care rooms and Pastoral care coordinators' rooms:
- Daily rubbish collection, toilets, toilet papers, mopping, organizing the kitchen and general clean up, window ledges and to close all the windows when leaving.
- During recess time, collect rubbish starting from Light Bookstore all the way to the school entrance. Also check for any rubbish in front of Galaxy Foundation.
- Mopping the floors, wiping the corridors and stairs once a week. Hand rails near the stairs to be disinfected daily.
- Vacuuming prayer rooms with a separate vac. cleaner head every day

- **1 PART TIME STAFF (6hrs) ILLAWARRA CAMPUS 4.00pm-10:00Pm**
- **Bins** - Classrooms, Staff Rooms, Admin Building bins emptied
- **Outdoor Bins**- Checked and emptied if necessary and wiped over with
- **Vacuum**- Classrooms including demountables and library vacuumed.
- **Toilets**- All student and staff toilets cleaned thoroughly three times daily. Toilets brushed and washed with cleaning detergent (top of toilets including flush button wiped down)
- **Vanities**- wiped with cleaning detergents
- **Floors**- mopped/washed
- **Mirrors**-wiped with Windex
- **Wiping**- Classroom and Office tables, chairs, window & door handles plus staff room tables and kitchenette areas
- **Mopping**- Classrooms, Staff Rooms, Admin Rooms where necessary
- **Dispensers**- Hand Soap & Sanitisers need to be checked and refilled where necessary
- **Sick Bay**- Wiped and cleaned thoroughly
- Glen 20 spray applied in all rooms
- Pastoral Care Room & Multipurpose room cleaned.
- **Bins** emptied
- **Food Tech Class** cleaned daily
- Mop gym floor with warm water & vinegar/spirits – weekly
- Dust control mop gym floor – daily
- Unloading the dishwasher and putting away the clean cutlery, rubbish collection, mop, wiping down tables, recycling the cardboards that are left behind, wipe any dust that is seen.
- On a daily basis, glass stand where the awards are located, wipe down the entrance doors, tv screen, form stand and organization and mopping.
- Mopping the floors, wiping the corridors and stairs once a week. Hand rails near the stairs to be disinfected daily.