



Request for Quotes: Cleaning Services to Orford and Triabunna Public Facilities

Supply of resources and equipment (where not supplied by GSBC) for:

- Town maintenance tasks- GSBC Public toilet facilities and GSBC public space rubbish bin servicing on weekends, public holiday, LG holidays or as required.

within the Triabunna and Orford area. Servicing tasks will be issued to the successful respondent/s and prioritized by the GSBC works supervisor.

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Structure of this Request for Quotes

This Request for Quotes is comprised of three sections:

- Section A - Quote Conditions
- Section B – Specifications
- Section C – Form of Quote and Schedules

Section A – Quote Conditions

1. Definitions

In this RFQ:

- 1.1 **Closing Date** means the time and date specified in clause 2.7, or such later time and date as may be notified in writing to Respondents by the Council.
- 1.2 **Form of Quote** means the form contained in Section C of this RFQ.
- 1.3 **Respondent** refers to any party who responds to this RFQ.
- 1.4 **RFQ** means this Request for Quotes.
- 1.5 **Quote** means a quote submitted by a Respondent pursuant to this RFQ.
- 1.6 **Schedules** means the schedules contained in Section C of this RFQ.
- 1.7 **Services** means the services sought to be purchased by the Council pursuant to this RFQ.
- 1.8 **Specifications** means the specifications specified in Section B of this RFQ.
- 1.9 **GSBC** means Glamorgan Spring Bay Council
- 1.10 **LG** means Local Government

2. Request for Quotes

- 2.1 The Council seeks Quotes from Respondents for the provision of the Services.
- 2.2 Prices quoted are to be in a schedule of rates basis.
- 2.3 All prices for the Services are to be fixed. Quoted prices must **include** GST and all applicable levies, duties, taxes and charges.
- 2.4 Any charge not stated in the Quote will not be payable by the Council unless prior approval is given by council.
- 2.5 The Respondent must submit:
 - 2.5.1 the original Form of Quote; and

- 2.5.2 the completed Schedules.
- 2.5.3 Copies of current insurance certificates or the value of insurances that will be secured by the successful respondent prior to contract being issued. This includes public liability insurance and motor vehicle insurance.
- 2.6 Any Quote may be rejected if it does not conform with the requirements of the Specifications or this RFQ.
- 2.7 Quotes must be submitted to:
- tenders@freycinet.tas.gov.au
- With subject reference- **Quotation for Cleaning Services for Orford and Triabunna Public Facilities**
- Closing Date: 01st August 2022
- RFQ queries: [Peter Porch, Director Works and Infrastructure- 03 62564719](mailto:Peter.Porch@tas.gov.au)
- 2.8 This RFQ closes on the Closing Date.
- 2.9 Quotes received after the Closing Date will **NOT** be considered.
- 2.10 The Council will not accept any responsibility in the event that a Quote is not received by the Closing Date.
- 2.11 Respondents must not use this RFQ (including any attached technical and other written information supplied by the Council) for any purpose other than to prepare a Quote. This includes not copying this RFQ (including any attached technical and other written information supplied by the Council) and providing a copy to any third party not involved in the preparation of a Quote.

3. **Acceptance of Quote**

- 3.1 The Respondent agrees that the Quote remains open for a minimum period of 60 days after the Closing Date.
- 3.2 This RFQ, together with the Council's written acceptance of the Quote and the issue of an official Council annual purchase order, constitute the contract between the Council and the successful Respondent. A new purchase order will be raised for each year of the contract.

4. **No Legal Requirement**

The issue of this RFQ or any response to it does not commit, obligate or otherwise create a legal requirement on the Council to acquire the Services from a Respondent.

5. **Council's Rights**

The Council reserves the right to:

- 5.1 amend, vary, supplement or terminate this RFQ at any time;
- 5.2 accept or reject any Quote, including the lowest price Quote;
- 5.3 negotiate with any service provider on all or any part of the Services to be supplied pursuant to this RFQ;
- 5.4 postpone or abandon this RFQ;
- 5.5 add or remove any Respondent;
- 5.6 accept or reject any Quotes;
- 5.7 accept all or part of any Quote;
- 5.8 negotiate or not negotiate with one or more Respondents;
- 5.9 discontinue negotiations with any Respondent; and
- 5.10 include the Respondents' names in Council reports and make them public. This may include the order of Respondents on the basis of quoted price but without the specific amount quoted.

6. **Quote Evaluation**

In assessing Quotes, the Council will have regard to, but not necessarily be limited to, the following criteria (not listed in any order of priority):

- 6.1 completion of the Form of Quote;
- 6.2 compliance with the Specifications;
- 6.3 warranties and guarantees on the Services;
- 6.4 timeframe for the completion of the Services;

- 6.5 demonstrated experience in completing similar scopes
- 6.6 referees
- 6.7 insurance/s.
- 6.8 Workplace Health & Safety history performance

7. Respondent's Confidential Information

- 7.1 Subject to clauses 7.2 and 8.1 (Governing Law), the Council will treat as confidential all Quotes submitted by Respondents in connection with this RFQ.
- 7.2 The Council will not be taken to have breached any obligation to keep information provided by Respondents confidential to the extent that the information:
 - 7.2.1 is disclosed by the Council to its advisers, officers, employees or subcontractors solely in order to conduct the RFQ process or to prepare and manage any resultant agreement;
 - 7.2.2 is disclosed to the Council's internal management personnel, solely to enable effective management or auditing of the RFQ process;
 - 7.2.3 is disclosed by the Council to the responsible Minister;
 - 7.2.4 is authorised or required by law to be disclosed; or
 - 7.2.5 is in the public domain otherwise than due to a breach of the relevant obligations of confidentiality.

8. Governing Law

- 8.1 This RFQ is governed by the law in Tasmania.
- 8.2 The parties irrevocably submit to the exclusive jurisdiction of the courts in Tasmania.

Section B – Specifications

The supply of services under this RFQ are for the Orford and Triabunna area for Glamorgan Spring Bay Council owned/maintained facilities and public spaces. The workload will vary depending on tourism season, festivals/events within the community, weather conditions and public holidays, however an estimate of average hours per month are expected to be in the range of:

- Peak season (October to end of April) 4 to 5 hours per day for 1 person for each day of weekends, public holidays and LG holidays as required.
- Off peak season (May to end of September) 3 to 4 hours per day for 1 person for Sundays and public holidays or as required. During off peak season the GSBC works supervisor will advise successful respondent/s of when servicing will be required. There will be periods where no servicing is required.
- Afterhours engagement when needed (if available) for public facility/bin servicing due to heavy usage.

This includes:

- Orford/Triabunna- Cleaning and general servicing of public toilet facilities. GSBC will supply all consumables and cleaning equipment/products for execution of these tasks. GSBC public toilets to be inspected for cleanliness and re-stock consumables such as toilet paper, urinal pads, liquid soap and hand towel if needed. If toilets need to be swept or mopped this will be included in the service.

Tasks include daily removal of blockages in pans and urinals; clearing of drains; cleaning of all visible human waste from toilet pans and urinals; clean walls, floors and fittings as necessary to provide a hygienic and clean presentation to the public.

Report equipment failures, vandalism and damage to contract supervisor promptly to enable repairs by others in a timely way.

GSBC Public Toilet Facilities that require to be serviced under this RFQ:

1. Spring Beach Public Toilets
2. Our Park Public Toilets
3. Millington Beach Public Toilets
4. Raspin Beach Public Toilets
5. Gate House Public Toilets, Triabunna
6. Triabunna Marina Public Toilets
7. Triabunna Rec Ground Public Toilets

- Orford/Triabunna- emptying of all public space non-residential waste bins operated by GSBC. Bin liners will be supplied by GSBC. All bins to be checked and if greater than 30% full the bin is to be emptied and new liner fitted. Refuse collected is to be delivered to the Orford Waste Transfer Station and placed in refuse bins at the site. Location maps and checklist of the bins to be serviced will be supplied by GSBC to the successful respondent/s.

Total number of bins to service:

1. Triabunna- 26 bins
 2. Orford- 45 bins
- GSBC public BBQ's- if these have been used they will be required to be cleaned with all visible cooking stains removed and the BBQ operation checked. GSBC will supply a location map of the BBQ's and a checklist to the successful respondent/s. These are located at:
 1. Triabunna Marina- 3 X BBQ's
 2. Spring Beach- 2 X BBQ's
 3. Raspin Beach- 2 X BBQ's
 4. Our Park- 2 X BBQ's
 5. Triabunna Rec Ground- 1 X BBQ
 - GSBC will train successful respondent/s to competently undertake these services.
 - Successful respondent/s to supply Hepatitis vaccination status.
 - Successful respondent/s is to supply suitable motor vehicle/s (including fuel and maintenance costs) in safe, road worthy condition to execute the tasks. Vehicle to be fitted with amber flashing light/s on the roof or headboard of tray and have GSBC logo magnets (supplied by council) displayed on each front door of the vehicle while undertaking the servicing.
 - Successful respondent/s are to report faults that cannot be rectified, to the works supervisor. This includes water issues, vandalism, damaged bins and faulty BBQ's. Out of service tags (supplied by GSBC) are to be attached to the asset if unsafe.
 - Successful respondent/s and associated employees are representatives of GSBC while undertaking the said tasks and will at all times be courteous and polite to members of the public.
 - Successful respondent/s and associated employees must have and maintain as a minimum a car licence if driving on public roads.
 - All waste transfer station fee's will be waived for the purpose of disposing of GSBC associated waste **only**. Successful respondent/s will be issued with a GSBC key to access the Orford Waste Transfer Station.

- The successful respondent/s must comply to all Glamorgan Spring Bay Council policies, procedures and guidelines. Including PPE requirements, Safe Work Method Statements and incident/hazard reporting.
- This contract will be for a 1-year period from date of awarding to successful respondent/s. This contract will have a 1 plus 1 plus 1-year options, subject to performance (totalling 3 years).
- Completed works will be randomly inspected by Works Supervisor to confirm tasks completed to GSBC standard, and compliance to this contract.
- Periodically , site safety audits will be conducted on the successful respondent/s work site, by GSBC staff to confirm compliance to Work Safe Tasmania and GSBC requirements.
- Payment under the contract will be 28 days from the end of the month in which the service is provided.

Section C – Form of Quote & Schedules

Schedule 1 Form of Quote

I/We _____ (Respondent) on

having read, understood and fully informed myself/ourselves/itself of the contents, requirements and obligations of this RFQ, hereby provide a Quote for the Services.

1. Name of Respondent State in full the name(s) of the Respondent(s) and trading names ABN	
2. Contact Person	
3. Registered Address	
4. Postal Address	
5. Telephone	
6. Fax	
7. Email	

8. Price Schedule

Schedule Code	Description Quoted rates to include vehicle and any tooling.	Unit (if applicable)	Price (ex GST)	GST Component	Price (inc GST)
1	Cleaning and general servicing of public toilet facilities. Peak season (October to end of April weekends, public holidays and LG holidays as required.	Hourly rate			
2	Cleaning and general servicing of public toilet facilities. Off peak season (May to end of September) Sundays and public holidays or as required.	Hourly rate			

3	Afterhours engagement when needed (if available) for public facility/bin servicing due to heavy usage.	Hourly rate			
4	Daily service of bins Triabunna- 26 bins Orford- 45 bins	Hourly rate			
5	Public BBQ cleaning Triabunna Marina- 3 X BBQ's Spring Beach- 2 X BBQ's Raspin Beach- 2 X BBQ's Our Park- 2 X BBQ's Triabunna Rec Ground- 1 X BBQ	Hourly rate			

Schedule 2 Compliance with the Specifications

Please indicate if you intend to comply with the Specifications.

Schedule 4 Insurance

Provide details of insurance currently held by you that would be extended to provide cover for the Services. If not currently held, state below the insurance values that would be secured prior to contract been issued.

Insurance type	Policy no	Extent of cover		Expiry date	Name of insurer
		Per incident \$A	In aggregate \$A		
Public and products liability					
Professional indemnity (if applicable)					
Vehicles plant & equipment					
Workers' compensation					
Other					

The undersigned undertakes that if selected as the successful Respondent, I/we/it will be bound by the conditions provided.

Schedule 5 Drivers Licence & Registration

Drivers Licence No:

Name on Licence:

Expiry Date:

Service Vehicle Details

Registration Number of proposed Vehicle:

Date of Renewal:

Make:

Model:

Date of Manufacture:

If the Respondent is a company, the Quote must be executed as follows:

Executed by [Insert Company name] pursuant to section 127 of the <i>Corporations Act 2001</i>	
_____ Signature of Director	_____ Signature of Director/Company Secretary <i>(Please delete as applicable)</i>
_____ Name of Director (print)	_____ Name of Director/Company Secretary (print)
OR	
_____ Signature of Sole Director and Sole Company Secretary	
_____ Name of Sole Director and Sole Company Secretary (print)	
OR	
Signed for [Insert Representative's name] by an authorised representative in the presence of:	
_____ Signature of witness	_____ Signature of authorised representative
_____ Name of witness (print)	_____ Name of authorised representative (print)

Position of authorised representative (print)

If the Respondent is an individual, the Quote must be executed as follows:

Signed by [insert name] in the presence of:	
_____	_____
Signature of witness	Respondent

Name of witness (print)	

If the Respondent is a partnership, the Quote must be executed as follows:

[Drafting Note – add extra execution clauses for additional partners as necessary] [Delete RED text once read]

Partner 1:

Signed sealed and delivered by [insert name] in the presence of:	
_____	_____
Signature of witness	Signature of partner

Name of witness (print)	

Address of witness (print)	

Partner 2:

Signed sealed and delivered by [insert name] in the presence of:

<hr/> <p>Signature of witness</p>	<hr/> <p>Signature of partner</p>
<hr/> <p>Name of witness (print)</p>	
<hr/> <p>Address of witness (print)</p>	