

Subject: CSC2027 Cleaning Services RFT – Clarification Notice No. 1

Thank you for the questions received in relation to the CSC2027 Cleaning Services RFT.

To ensure all potential tenderers are preparing submissions on a consistent basis, Colac Secondary College provides the following clarifications. These clarifications are to be read in conjunction with the RFT and Schedules 1A, 1B and 1C and form part of the tender documentation.

1. Routine cleaning service days:

Lot 1 – Colac Secondary College: approximately 200 school operating days per annum, excluding school holiday periods except where specific holiday/term vacation cleaning is required.

Lot 2 – Trade Training Centre: routine cleaning is required on normal weekday operating days throughout the year. The Trade Training Centre continues to operate during most school holiday periods, with the exception of an approximate 2–3 week closure over the summer period. During school holiday periods, routine cleaning is still required at a reduced level commensurate with the areas in use, including toilets/amenities, occupied teaching or workshop areas, administration areas, rubbish removal and other hygiene-sensitive areas. The full school-term cleaning routine is not necessarily required across unused areas during these periods. The Term Vacation Cleaning Routine specified in Schedule 1B is to be completed during each applicable school holiday period in addition to the reduced routine cleaning required for occupied areas.

Lot 3 – Colac Community Library and Learning Centre: routine cleaning is required throughout the year in accordance with the Library's operating requirements, including during school holiday periods.

2. Lot 3 – school holidays:

Routine cleaning of the Colac Community Library and Learning Centre is required during school holiday periods while the facility remains operational.

3. Lot 3 - Saturday opening:

No separate Saturday or post-Saturday cleaning service is required under the routine scope. Cleaning following Saturday use will occur as part of the next scheduled routine service unless otherwise requested by the College.

4. Term-vacation and annual cleaning:

Three term-vacation cleaning services are required annually for each applicable Service Lot, generally following Terms 1, 2 and 3. These periodic deep cleaning services are additional to any routine cleaning required while the relevant facility remains operational. The annual clean is a separate additional service and is to be completed prior to commencement of the new school year.

5. Trough cleaning – Schedule 1A:

The trough cleaning items shown in Schedule 1A are not selected and are therefore not included as a separately required cleaning task under the current scope.

6. Home Economics/Food Technology floor buffing:

Floor buffing is required annually as part of the annual/deep cleaning program. Additional buffing may be requested during a term vacation period where the condition of the flooring requires it, but is not required as a standard service each school holiday period.

7. Lot 3 kitchenette facilities:

Schedule 1C includes 7 kitchenette facilities with a combined approximate area of 38 m².

8. Consumables and bin liners:

The cleaning contractor is responsible for the supply of washroom consumables and bin liners. For transparency, these costs are to be separately identified from the base cleaning service price.

9. Cleaning access hours:

Routine cleaning is to be undertaken outside the normal operating hours of the relevant area, unless otherwise agreed with the College.

Lot 1 – Colac Secondary College: normal operating hours are 8:00am to 4:00pm Monday to Friday. Cleaning may therefore be undertaken prior to 8:00am and/or after 4:00pm.

Lot 2 – Trade Training Centre: normal operating hours are 8:00am to 5:00pm Monday to Friday. Cleaning may therefore be undertaken prior to 8:00am and/or after 5:00pm.

Lot 3 – Colac Community Library and Learning Centre: normal operating hours are 8:00am to 5:30pm Monday to Friday. Cleaning may therefore be undertaken prior to 8:00am and/or after 5:30pm.

Cleaning may be undertaken across morning and afternoon/evening shifts and may be split across different areas and cleaning personnel. The contractor is not required to complete all cleaning within a single continuous shift, provided cleaning is undertaken outside the normal operating hours of the relevant area and all required services are completed in accordance with the applicable Schedule.

10. Waste disposal:

The contractor is responsible for transferring waste from internal bins to the designated onsite waste collection bins. Offsite waste collection and disposal is not required under this contract.

11. Lot 1 scope:

Lot 1 is limited to the Colac Secondary College Queen Street campus and the associated school areas identified in Schedule 1A. The Trade Training Centre and Colac Community Library and Learning Centre are separately covered under Lots 2 and 3 respectively.

We trust the above assists in the preparation of your submission. This clarification is being provided to all potential Invitees to ensure a fair and consistent tender process.

Kind Regards,
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