

Schools Procurement

School Council Request for Tender (RFT)

RFT for the Provision of Cleaning Services for Colac Secondary College

Submission Details

RFT TTITLE	Provision of Cleaning Services for Colac Secondary College
REFERENCE NUMBER	CSC2027
CLOSING TIME	5:00pm Tuesday 8 th September 2026
PLACE OF LODGEMENT	Colac.sc@education.vic.gov.au
RECEIVING STAFF MEMBER	Naomi Harris – Business Manager
ADDITIONAL DETAIL	Written submissions only
SERVICE LOTS	Lot 1 – Colac Secondary College Lot 2 – Trade Training Centre Lot 3 – Colac Community Library and Learning Centre

SECTION 1 - CONDITIONS

1. RFT Presentations

Colac Secondary College (“the School”) does not warrant the accuracy of the content of the RFT. The School will not be liable for any omission from the RFT.

2. Confidentiality

The School may require persons and organisations wishing to access or obtain a copy of this RFT (or information relevant to this RFT) to execute a deed of confidentiality in a form required by, or satisfactory to, the School before or after access is granted.

Whether or not execution of a deed of confidentiality is required by the School, all persons obtaining or receiving this RFT and any other information in connection with the RFT must keep the contents of the RFT and such other information confidential and not disclose or use that information except as required for the purpose of developing a response to this RFT.

3. Tender/Quotation Documents

All responses to the RFT and any accompanying documents will, upon submission, become the property of the School. The School will not return any of these documents.

By submitting a response to this RFT, an Invitee licenses the School to reproduce the whole or any portion of the documents which it has submitted for the purposes of, or in connection with, its evaluation, notwithstanding any copyright or other intellectual property rights that may subsist in those documents.

4. Enquiries

Enquiries concerning the RFT must be made to the following Tender/Quote manager:

Name: Naomi Harris
Title: Business Manager
E-mail: colac.sc@education.vic.gov.au

All enquiries concerning the RFT must be in writing and can only be made up to *three (3) days* prior to the Closing Time.

The School will respond to enquiries correctly lodged in accordance with the above conditions in writing and the response from the School will be provided to all potential Invitees to the RFT.

5. Late Tenders

If a Tender is lodged after the Closing Time, it may be disqualified from the RFT process and may be ineligible for consideration unless:

- The invitee can clearly document to the satisfaction of the School that an event of exceptional circumstances caused the Tender to be lodged after the Closing Time; and
- The School is satisfied that accepting a late submission would not compromise the integrity of the market approach.

The determination of the School as to the actual time that the Invitee's response is lodged is final. All Tenders lodged after the Closing Time will be recorded by the School. The School will inform an invitee whose Tender was lodged after the Closing Time of their ineligibility for consideration.

6. Incomplete Tenders

If a Tender does not include all the information in the format required by the RFT or is incomplete in any way as determined by the School in its sole discretion, it may be rejected.

7. Validity of Tender

A tender will be valid for acceptance by the School for a period of 90 business days from the Closing Time. This period may be extended by mutual agreement between the parties.

8. Unauthorised Communication and Improper Assistance

Invitees are required to direct all communications through the Contact Person, unless advised otherwise by the Contact Person or the School. Invitees are required to meet or exceed the government's supplier code of conduct - <http://www.procurement.vic.gov.au/Suppliers/Supplier-Code-of-Conduct>. Unauthorised communication and/or seeking to obtain assistance of employees, agents or contractors of the School in preparation of their proposal may, in the absolute discretion of the School, lead to disqualification of a RFT submission.

9. Reservation

The School reserves the right to, in its absolute discretion, refuse to consider or accept any Tender or all Tenders. The School will not necessarily accept the lowest priced tender nor any other tender. The School further reserves the right to:

- a) reject all Tenders without giving reason for the rejection; and
- b) accept a portion or the whole of any Tender at the price or prices quoted unless the Tender/Quotation states specifically to the contrary.
- c) negotiate with one or more Invitee's and allow any Invitee to vary its Tender

10. Preferred Supplier

Selection as a preferred supplier does not give rise to a contract (express or implied) between the preferred supplier and the School for the supply of Goods and/or Services. No legal relationship will exist between the School and the preferred supplier until such time as a binding contract is executed by both parties.

SECTION 2 - RFT DETAILS

1. Background

Cleaning Services

Colac Secondary College requires the provision of cleaning services to maintain a clean, safe and hygienic environment for students, staff, visitors and other users of the facilities.

The cleaning services under this RFT comprise three separate service lots:

Lot 1 – Colac Secondary College

Cleaning services for the main Colac Secondary College campus and associated school facilities.

Lot 2 – Trade Training Centre

Cleaning services for the Trade Training Centre and associated facilities

Lot 3 – Colac Community Library

Cleaning services for the Colac Community Library and associated facilities.

The three service lots will form part of one cleaning services contract; however, the cleaning requirements and pricing for each lot are to be separately identified.

Detailed cleaning requirements and frequencies applicable to each service lot are set out in Schedule 1.

2. Statement of requirements

Services Scope

- The Supplier is required to provide cleaning services across the three service lots identified in this RFT to maintain clean, safe and hygienic environment for students, staff, visitors and other users of the facilities.
- Cleaning services are to be undertaken in accordance with the cleaning tasks, areas and frequencies specified in Schedule 1 for each service lot.
- Cleaning tasks will be required on a daily, weekly, term vacation/school holiday and annual basis, as specified in Schedule 1.
- Priority is to be given to high-use and hygiene sensitive areas including toilets, kitchen and eating areas, First Aid/Sick Bay and other identified high-use spaces.

Regulatory Requirements (Mandatory)

a Child Safe Standards

As the Supplier will be working within an environment where there are children, the Supplier must agree to adhere to the School's Child Safe Standards related policy requirements.

b. Labour Hire Licence

Where the Supplier is providing labour hire services. Suppliers must be licensed with the [Labour Hire Authority Victoria](#).

3. Important Dates

The contract will commence on 01.01.2027 for an initial period of three (3) years, with the option for the School to extend the contract for up to two (2) further periods of one (1) year each (3 + 1 + 1).

4. Relationship Management

Contract Manager: Naomi Harris

Role: Business Manager

Email: colac.sc@education.vic.gov.au

Reporting requirements

Any matters which arise that may be deemed to materially affect the development of the project should be communicated to the School Project Manager within twenty-four (24) hours of the matter being known to the Contractor.

5. Key Performance Indicators (KPIs)

KPI	Performance Target
Quality	Services are provided to contracted specifications 100% of time
On time	100% of Services are provided on date/time required
Customer Service	100% of operational issues are resolved within 48 hours of notification
Ad hoc cleaning carried out	100% of ad hoc cleaning is provided on date/time when required

6. Insurance

Pursuant to the attached terms and conditions, insurance provisions shall include:

Insurance	Minimum Amount
Public Liability	<i>Public liability insurance: \$AUD 10 million in respect of any one occurrence and for an unlimited number of claims.</i>
Product Liability	<i>As above</i>
Workers' Compensation Insurance	<i>As required by the law</i>

7. Pricing

Supplier must complete the Price Schedule in the Supplier Response – Section D – Pricing Assessment.

Pricing must be separately identified for each of the three service lots.

8. Submission

The submission process and timelines are set out in the 'Submission Details' section on the first page of this document.

9. Selection Criteria

Supplier responses will be evaluated and scored against the following weighted criteria in relation to the requirements of all three service lots.

Criteria Category	Detailed Criteria	Weighting
Criteria 1 – Compliance with specifications	Bidders must detail how their cleaning services will meet the school's specific cleaning specifications. This includes methodologies, equipment, materials used, and adherence to any specified standards.	20%
Criteria 2 – Compliance with legislative requirements	Bidders are required to demonstrate understanding and compliance with all relevant health and safety and employment legislation. Evidence of certifications or accreditations that affirm compliance should be provided.	20%
Criteria 3 – Positive reputational practices	Details on managing and resolving complaints or negative feedback to maintain a positive reputation.	10%
Criteria 4 – Capability/ Resourcing	Bidders must describe their team structure and experience, particularly of staff assigned to this contract. Information on how resources (e.g., cleaning supplies, equipment) are ensured for task efficiency must be included.	20%
Criteria 5 – Past Performance	Provide details of past work performed with similar specifications	15%
Criteria 6 – Support/ Value Add	Bidders are asked to describe any additional services or support that add value beyond basic cleaning requirements. Proposals on continuous improvement of service quality and efficiency are encouraged.	15%

10. Contract Documentation

Bidders are required to indicate they fully understand and comply with the attached [agreement's terms and conditions](#), otherwise bidders may include a list of contractual departures that they wish to negotiate with the school.

Section 3 – Supplier Response

(Complete and Submit to the School)

Instructions to Suppliers for completing this Offer template

- All responses must be provided within the specified fields of the Supplier Response section.
- Suppliers must respond to all sections of this template and include supplier details, contact details and sign the offer statement in the designated sections.
- Where necessary, any graphics or data should be placed at the end of this template and referred to in the relevant field.
- Bidders may provide supplementary material to support their Offer. All supplementary material must be cross referenced to the relevant section of this template.

Supplier Details

RFT reference Number: CSC2027

RFT Title: Provision of Cleaning Services for Colac Secondary College

Trading Name:

Registered Name:

ABN:

ACN *(if applicable):*

Address:

Size of enterprise: Small (<20 FTE employees):☐ Medium (20-199):☐ Large (200+):☐

Note: Small to Medium Enterprises (SMEs) are defined as firms with less than 200 full time equivalent employees. Under 20 full time equivalent employees is defined as Small, 20-199 full time equivalent employees is defined as Medium and 200 plus full time equivalent employees is defined as Large.

Contact Details:

Contact Person:

Role:

Telephone:

Mobile:

Email:

Supplier Offer Statement

[\(suppliers must sign below\)](#)

I/We offer to supply the services specified in this RFT; at the fees/charges specified; within the agreed period; under the terms and conditions included and any special conditions as may be specified.

Signature:

Name:

Date:

Supplier Response

Your submission must include answers to the following questions. Bidders must answer all questions this section. Bidders may tick the check boxes below to ensure all parts have been completed:

- ☐ A – Regulatory Requirements (Mandatory)
- ☐ B – Technical Criteria (Weighted)
- ☐ C – Commercial Requirements
- ☐ D – Pricing

A. Regulatory Requirements (Mandatory)

a) Child Safe Standards

Supplier agrees to adhere to the School's Child Safe Standards related policy requirements by ticking the box below:

☐ Confirmed

b) Labour Hire License

Supplier to acknowledge that where the Supplier is providing labour hire services, Suppliers must be licensed with the [Labour Hire Authority Victoria](#):

☐ Acknowledged

B. Technical Criteria (Weighted)

Responses should demonstrate the Supplier's capacity and capability to deliver the required cleaning services across all three service lots. Where the proposed service delivery arrangements differ between lots, these differences should be clearly identified.

Criteria 1 – Compliance with Specifications (20%)

- Please provide a detailed plan outlining how your services will meet our specific cleaning specifications for a government school. Include any methodologies, equipment, and materials you plan to use.
- Can you describe how you ensure your cleaning services are consistently delivered in line with specified standards and how you monitor and measure this compliance?

[Bidders provide response in the space provided below:](#)

Criteria 2 – Compliance with Legislative Requirements (20%)

- Describe how your organization ensures compliance with all relevant health and safety and employment legislation. Include examples of how you stay updated with legislative changes.
- Provide evidence of any certifications, accreditations, or audits that demonstrate your compliance with these legislative requirements.

[Bidders provide response in the space provided below:](#)

Criteria 3 – Positive Reputational Practices (10%)

- Explain your process for managing and resolving complaints or negative feedback. How do you ensure these processes contribute to maintaining and enhancing your company’s reputation?

Bidders provide response in the space provided below:

Criteria 4 – Capability/Resourcing (20%)

- Describe the structure of your team and experience of the staff who will be assigned to this contract.
- How do you ensure your staff has access to the necessary resources (e.g., cleaning supplies, equipment) to efficiently complete their tasks?

Bidders provide response in the space provided below:

Criteria 5 – Past Performance (15%)

- Provide examples of past work you have completed that had similar specifications to our requirements. How did you ensure the quality and compliance of these services?

Bidders provide response in the space provided below:

Criteria 6 – Support/Value Add (15%)

- Describe any additional services or support your company offers that could provide added value to our school beyond the basic cleaning requirements. How do these enhancements contribute to the continuous improvement of service quality and efficiency?

Bidders provide response in the space provided below:

C. Commercial Criteria

a) Conflict of Interest

Please declare any conflict of interest (potential or real) and how this may be managed

☐ No Conflict

or

☐ Conflict of interest declared and managed as follows: *(Bidders provide response in the space provided below)*

b) Compliance with the Proposed Contract

Include a statement that indicates that you fully accept the proposed terms and conditions. If not, include a list of proposed departure(s) from contract terms and conditions for the school's consideration. Use the table below:

Clause	Details of the Departure from the Terms and Conditions

c) Financial Viability

Detail your financial capability to deliver the goods or services. Bidders may provide a statement from a qualified accountant confirming the businesses' financial viability to provide the required services stated in this tender for the intended term of the contract.

☐ Accountant's statement provided

or

☐ Accountant statement will be provided prior to contract execution if successful for this tender

d) Insurance

Please provide details of insurance held below:

- **Public Liability:**

☐ Applicable and certificate attached

☐ Not Applicable – explanation provided *(provide details below)*

- **Product Liability:**

☐ Applicable and certificate attached

☐ Not Applicable – explanation provided *(provide details below)*

- **Workcover Insurance:**

☐ Applicable and certificate attached

☐ Not Applicable – explanation provided (*provide details below*)

Bidders provide explanation in the space provided below if the “Not Applicable” response has been selected for any of the insurance requirements above:

D. Pricing Assessment

Provide details of your pricing for the specifications, using the format set out in the tables below.

Lot 1 – Colac Secondary College

Cleaning Requirements	\$ excl. GST	GST	Total
<i>Day Cleaning Routine</i>			
Approx. cleaning hours (daily)			
<i>Weekly Cleaning Routine</i>			
Approx. cleaning hours (weekly)			
<i>Term Vacation Cleaning Routine</i>			
Approx. cleaning hours (termly)			
<i>Annual Cleaning Routine</i>			
Approx. cleaning hours (annually)			
TOTAL PER ANNUM			\$

Lot 2 – Trade Training Centre

Cleaning Requirements	\$ excl. GST	GST	Total
<i>Day Cleaning Routine</i>			
Approx. cleaning hours (daily)			
<i>Weekly Cleaning Routine</i>			
Approx. cleaning hours (weekly)			
<i>Term Vacation Cleaning Routine</i>			
Approx. cleaning hours (termly)			
<i>Annual Cleaning Routine</i>			
Approx. cleaning hours (annually)			
TOTAL PER ANNUM			\$

Lot 3 – Colac Community Library

Cleaning Requirements	\$ excl. GST	GST	Total
<i>Day Cleaning Routine</i>			
Approx. cleaning hours (daily)			
<i>Weekly Cleaning Routine</i>			
Approx. cleaning hours (weekly)			
<i>Term Vacation Cleaning Routine</i>			
Approx. cleaning hours (termly)			
<i>Annual Cleaning Routine</i>			
Approx. cleaning hours (annually)			
TOTAL PER ANNUM			\$

Please detail your rate for ad hoc cleaning services.

\$_____ p/h additional tasks performed before or after Schedule 1 cleaning requirements.

If additional cleaning requirements cannot be undertaken before or after Schedule 1 cleaning, please indicate minimum hours _____ (insert numeral) for standalone tasks.

Total Agreement Cost

Cleaning Costs	\$ excl. GST	GST	Total
<i>Year 1</i>			
<i>Year 2</i>			
<i>Year 3</i>			
TOTAL AGREEMENT COST			\$

Schedule 1

Cleaning Specifications

The cleaning specifications and required cleaning frequencies for each Service Lot are detailed in the separate School Council Cleaning Checklist provided as part of this RFT.

Tenderers must refer to the applicable Schedule for the details cleaning requirements of each Service Lot:

Schedule 1A – Lot 1: Colac Secondary College

School Council Cleaning Checklist

Schedule 1B – Lot 2: Trade Training Centre

School Council Cleaning Checklist

Schedule 1C – Lot 3: Colac Community Library

School Council Cleaning Checklist

Each schedule forms part of this RFT and details the cleaning tasks and frequencies required for the relevant Service Lot.

Tenderers must ensure that their response and pricing have regard to the requirements specified in each applicable Schedule.