



12 December 2024

## Shire of Halls Creek short term cleaning contract–request for quote

### Background

The Shire of Halls Creek is currently preparing request for tender documentation for delivery of its cleaning contract.

In the interim, the Shire of Halls Creek has an immediate need for an appropriately qualified cleaning contractor to deliver cleaning services on a short term contract, whilst the Shire goes through the process of acquiring cleaners on a long term contract. It is expected that this process will take approximately 3 months, the interim cleaning arrangements will therefore be on a short term contract of approximately 3 months.

### Requirements

For the short term contract, the following services are required:

1. Heavy chemical clean of staff houses – cleaned only when a tenant vacates, before a new tenant moves in, as advised by the Records Manager.
2. Cleaning of all Shire assets which include:
  - **Administration Offices**
    - ❖ The Shire Administration Building, Olabud Offices, and Shire Depot – cleaned daily during the week.
    - ❖ Council Chamber – Cleaned only after meetings as advised by the Infrastructure Administration Officer.
  - **Community facilities**
    - ❖ Recreation and Aquatic Centre, Visitor Centre and Café and Post Office – cleaned daily during the week.
    - ❖ Civic Hall – Cleaned as required, when advised by the Infrastructure Administration Officer.
    - ❖ Halls Creek Oval toilets – Only when hired

- **Public Amenities**

- ❖ Public Toilets (on Great Northern Highway adjacent to the oval and opposite the shopping centre), Shire Park stage – cleaned daily.
- ❖ Cemetery Toilets – only when there is a funeral scheduled, as advised by the Infrastructure Administration Officer

It is expected that the cleaning company will provide the following:

1. All chemicals for heavy clean of staff houses and Shire assets.
2. All equipment required to deliver professional cleaning service.
3. All cleaning materials- toilet tissues, paper towels, liquid soap, bin liners, other consumables etc. are to be supplied by the Contractor and the cost of such provisions are to be included in the price.
4. These products are to be of an equivalent quality and standard to the following products:

PRODUCT	BRAND NAME/ PRODUCT CODE
Toilet Rolls	Kleenex KC4378
Interfold Toilet Tissue	Kleenex KC4310
Interleaved Hand Towel	Kleenex KC4438
Interleaved Hand Towel	Kleenex KC4439
Liquid Soap	Johnson Refresh

5. To submit an expression of interest to deliver these activities please provide the following:
  - a) Certification as a cleaning company ie active ABN.
  - b) An overview of the chemicals and equipment that will be used.
  - c) Previous experience doing heavy cleaning of houses and organisation assets.
  - d) Cost of heavy clean for a standard 2-3 bedroom house.
  - e) Cost of cleaning per hour for additional work requested by the Infrastructure Administration Officer.
  - f) Cost of cleaning all Shire assets as specified in paragraph 2.

## Contact

Please phone Megan Berry, Infrastructure Administration Officer on 9168 9129 or email Megan at [Megan.Berry@hcshire.wa.gov.au](mailto:Megan.Berry@hcshire.wa.gov.au) if you require further information on this short-term cleaning contract.

It would be appreciated if the Shire can have expressions of interest submitted by Friday 20 December 2024 to allow us to assess applications prior to 27 December 2024.