

Schools Procurement

School Council Request for Quotation/Tender
(RFQ/RFT)

RFT for the Provision of Cleaning Services at Foster Primary School

Reference Number: 001

Submission Details: Closing Time: 5th May 2023 4.00pm
Place of Lodgement: foster.ps@education.vic.gov.au
OR
75 Pioneer Street, Foster Vic 3960
Receiving Staff Member: Scott Moorhouse, Principal
Additional Details: Written quotes only

CONDITIONS

1. RFT Presentations

Foster Primary School ("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: *Kylie Mitchell*
Title: *Admin Assistant*
E-mail: *kylie.mitchell2@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/Quotations

If a Tender/Quotation 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/Quotation 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/Quotations lodged after the Closing Time will be recorded by the School. The School will inform an invitee whose Tender/Quotation was lodged after the Closing Time of their ineligibility for consideration.

6. Incomplete Tenders/Quotations

If a Tender/Quotation 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/Quotation

A tender/quotation 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. Unauthorized 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>. Unauthorized 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/Quotation or all Tenders/Quotations. 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/Quotations without giving reason for the rejection; and
- b) accept a portion or the whole of any Tender/Quotation 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/Quotation

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.

RFT DETAILS

1. Background

Foster Primary School is situated within Victoria's spectacular Wilson's Promontory coastal area in the Gippsland region. The well serviced, welcoming and safe township of Foster is close to many natural assets including national parks and beautiful beaches.

Around 200 students come from a wide area of the district, served by nine buses. The majority of students move directly from the Foster Kindergarten and then on to Foster Secondary College in Year 7. Most parents are working parents and are based locally in farming, service, medical, professional or tourism services. Currently we have 27 full time and part time staff.

The spacious school grounds have a mix of traditional and modern buildings. *Building the Education Revolution* funding enabled the construction of a 4 classroom/resource centre. The Asbestos Removal Program saw the removal of the Junior building and a new Junior building in its place. These large, modern teaching and learning environments have been embraced enthusiastically.

The school is proud of the Stephanie Alexander initiated Kitchen Garden Program including a fully functioning kitchen classroom.

We have nine grades and four specialist classes, PE, Art, Music and Science.

2. Scope

Foster Primary School requires the supply of cleaning services for an initial three year period. With further terms of two optional 12 months extensions, each subject to provider performance criteria being met or exceeded at time of contract review.

3. Cleaning requirements for each site is listed in the "School Council Cleaning Checklist" documents. Contract to commence as per dates specified in section 4. **Statement of Requirements**
As the contractor will be working within an environment where there are children, the school policy is that all contractors must meet Child Safe Standards <https://www.vic.gov.au/child-safe-standards-schools-and-school-boarding-premises>.

- Working with children checks clearances for all staff working onsite
- Attest to complying with the Victorian Child Safe Standards, including:
 - having a Child Safety and Wellbeing Policy
 - having a Child Safety Code of Conduct
 - conducting child safe screening of all staff, including requiring a Working with Children clearance.
 - Providing the relevant documentation to Foster Primary School.

Where the Supplier is providing labour hire services, Suppliers must be licensed with the Labour Hire Authority Victoria.

4. Important Dates

Site Inspection: 28th April 2023 3.30pm (please register your interest with Tender manager)

Tender Close: 5th May 2023 @ 4.00pm

Tender Award: Week commencing 15th May 2023

Commencement date: 29th May 2023

Initial Check in and review 29 June 2023

Annual Check in Review 2024: 1st Week of Term 2 2024

Annual Check in Review 2025: 1st Week of Term 2 2025

Contract Review prior to Option for two x 12 month extension: 29th April 2026

Contract End Date (if not extended): 28th May 2026

5. Relationship Management

Contract Manager: Scott Moorhouse, Principal.

Address: Foster Primary School, 75 Pioneer Street Foster Vic 3960.

Phone: 03 5682 2370.

6. Reporting requirements

The Contractor shall provide the Principal with brief reports on progress at the end of each stage.

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

7. Key Performance Indicators (KPIs)

[For Services only]

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
Reporting	100% of reports are provided on date/time required
<i>[Other]</i>	<i>[detail the KPI]</i>

8. Insurance

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

Insurance	Minimum Amount
Public Liability	<i>Public liability insurance: \$AUD 20 million in respect of any one occurrence and for an unlimited number of claims.</i>

Product Liability	As above
Professional Indemnity	[insert amount or n/a] (Put this only if applicable)
[Other, detail if required]	[insert amount or n/a]

9. Pricing

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

Annual Cleaning Cost

Cleaning Requirements	\$ excl. GST	GST	Total
Day Cleaning Routine			
Weekly Cleaning Routine			
Term Vacation Cleaning Routine			
Annual Cleaning Routine			
TOTAL PER ANNUM			\$

Monthly Total \$

10. Additional Cleaning Services

Cleaning Services Labour rates for ADHOC URGENT SERVICES

Labour Rates	\$ excl. GST	GST	Total
Day Cleaner (to be available through normal business hours from 08:00 am to 05:00pm)			\$
Out of normal business hours			\$

Consumables Rates

Consumable	\$ excl. GST	GST	Total
Toilet Soaps			
Toilet Paper/ Tissues			
Paper Hand Towels			
PVC Bin Liners			
Other, please specify...			

Further Offerings

Please provide details of any additional cleaning services, not listed in the School Council Cleaning Checklist documents that your organisation offers.

Additional Cleaning Item	Price per item / hourly rate	Description of service

11. References

Please provide references for **three** other businesses you have provided cleaning services to in the past 5 years.

Business Name:
 Contact Person
 Position:
 Address:
 Telephone

12. Submission

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

13. Selection Criteria

The selection criteria for this project are:

Criterion requiring a Yes/No assessment

- **Financial Viability**

Consideration will be given to not proceeding to contract with any supplier who cannot demonstrate financial viability.

- **Conflict of Interest**

Consideration will be given to not proceeding to contract with any supplier who has a current conflict of interest and where an effective management process cannot be negotiated.

- **Insurance**

Insurance arrangements will be assessed and negotiated with due consideration of risk with the preferred supplier. If an agreed negotiated outcome cannot be achieved, consideration will be given to not proceeding to contract.

- **Compliance with the Proposed Contract**

Non-compliance with the proposed contract will be assessed and negotiated with due consideration of risk with the preferred supplier. If an agreed negotiated outcome cannot be achieved, consideration will be given to not proceeding to contract.

Mandatory Criteria

- Does the company have a paid an up-to-date Public Liability insurance?
- Does the company have a paid an up-to-date Workcover policy?
- Does the company Comply with the Fair Work Act 2009?

- Does the company Comply with the Occupational Health & Safety Act 2004?
- Has there been any confirmed offences in regard to Work Cover, Fair Work or Occupational Health and Safety?
- Does the company ensure Working with children checks clearances for all staff working onsite?
- Does the company attest to complying with the Victorian Child Safe Standards, including:
 - having a Child Safety and Wellbeing Policy
 - having a Child Safety Code of Conduct
 - conducting child safe screening of all staff, including requiring a Working with Children clearance.
 - Providing the relevant documentation to Foster Primary School.

Supplier responses will be evaluated and scored against the following weighted criteria:

Criteria Category	Detailed Criteria	Weighting (out of 5)	Suggested guidelines
Criteria 1 – Price	Pricing details have been provided.	5	Contractors to provide pricing per section 9
Criteria 2 – Positive reputational practices	References Provided	4	References required to contact for feedback
Criteria 3 – Documentation	Documentation of employees and Company Provided	3	Required for anyone completing work on the school site
Criteria 4 – Support / Value Add	Details have been provided.	4	Contractors to provide additional items per section 10
Criteria 5 – Registered as an Approved Cleaner	Contractor holds “Department approved panel status”	1	Contractor has approved panel status

14. 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.

BIDDER RESPONSE
(Complete and Submit to the School)

Reference Number:

RFT Title:

Supplier Details

Trading Name:

Registered Name:

ABN:

ACN:

Address:

Small to Medium Enterprise: Small: Medium: Large:

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:

I/We offer to supply the goods and/or 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:

Instruction to the bidders on how to submit your proposal.

The Quote/Tender should include:

- a) An overview of how you will meet the specification requirements.
- b) Details of your knowledge and previous experience relevant to the required procurement
- c) Detail of your business's resources and systems to support the delivery of the required procurement. Include names and qualifications of staff; be specific about their role in the delivery of the procurement.
- d) Details of any value adding factors, such as innovation, local job and sustainability initiative (if applicable)
- e) Responses to the selection criteria
- f) Pricing Schedule using the table provided in the RFQ/RFT details.
- g) Include a statement that indicate that you fully accept the proposed terms and condition. If not, include a list of proposed departure(s) from contract terms and conditions for the school's consideration.
- h) Declaration of any conflict of interest (potential or real) and how this may be managed.
- i) Detail your financial capability to deliver the goods or services.
- j) Details of your public, product and professional insurances held.
- k) Any other relevant information
- l) Working with Children clearances and Child Safe Standards Attestation

CHILD SAFE STANDARDS ATTESTATION

I, _____, attest that the organization complies with the Victorian Child Safe Standards, including:

- having a Child Safety and Wellbeing Policy
- having a Child Safety Code of Conduct
- Conducting child safe screening of all staff working with children, including requiring a Working with Children clearance.

Signed:

Print name:

Title:

Date: