



2019 Ablutions Cleaning Tender Specifications

General Information: The Gympie District Show Society Inc. (GDSS) is a non-profit community-based organisation, which organises the Gympie District Show. Last year over 38,000 people passed through our gates. This year marks our 131st Show and will be a 3-day event being held on Thursday 16th, Friday 17th and Saturday 18th May 2019.

REQUIREMENTS

Target

The contractor must ensure the cleanliness of all toilet and amenities prior to, during, and at the end of the Show as per the Contact Schedule.

Note: this tender does not include ablutions in the Pavilion or Show Office nor the initial clean of the toilet facilities listed below.

Contractor

- Supply the GDSS with the name and mobile telephone number of their onsite person in charge.
- The contractor will ensure that all staff are provided with a copy of the Gympie Show Information Guide.
- All cleaners must be trained in use of all chemicals & equipment
- All cleaners must abide by details on the Material Safety Data Sheets (MSDS)
- All toilet facilities must be cleaned with disinfectant and appropriate cleaning solutions. Details of these chemicals are to be listed in the tender submission document.
- It is the contractor's responsibility to provide and use the correct chemicals for the toilets as listed in the tender submission document.
- Caution /safety signs are to be displayed when necessary.
- All contractor supplied electrical leads to be tested and tagged current.
- All toilet floors must be mopped, and excess water removed during each clean.
- There must be cleaning personnel on duty continuously for the duration of the show (May 16 to 18).
- All personnel must comply with relevant workplace health and safety regulations including wearing personal protective clothing and identification badges.
- Toilet paper supplies are to be maintained in all relevant toilet facilities.
- All toilet facilities will need to be cleaned prior to opening time for the public each day.
- All toilet facilities are to be checked by the contractor's supervisor throughout the day to ensure they are always clean and tidy for patrons.
- The toilet facilities will be inspected several times during each day by a representative of GDSS.
- The contractor must call the Site Supervisor or Show Secretary if a trade's person is needed i.e.: electrician / plumber.
- All toilet facilities must be cleaned by the contractor prior to handing back to the GDSS on Monday May 20, 2019.
- All buildings will be inspected, and payment will be made subject to the inspector(s) accepting the standard of cleanliness during the Show and at final clean up.
- Any variations to the above including any associated costs will be negotiated with the Show Secretary.

NOTE: It is recommended that some female staff are included in the toilet cleaning crews.

TOILET FACILITIES

- Machinery Alley
- Dairy/Poultry
- Comet Stadium
- Dining Room
- Turf Club
- Barrel Racing portaloo
- Rodeo portaloo

CLEANING TIMES

- Sunday 12th: 1 clean by 8am
- Monday 13th: 2 Cleans 8am & 4pm
- Tuesday 14th: 2 Cleans 7am & 4pm
- Wednesday 15th: 3 Cleans 7am Noon & 4pm
- Thursday 16th: Clean every 2 hours from 6am (more if needed)
- Friday 17th: Clean every 2 hours from 6am (more if needed)
- Saturday 18th: Clean every 2 hours from 6am (more if needed)
- Sunday 19th: 2 Cleans 8am & 4pm
- Monday 20th: 1 Clean then please lock.... Machinery Alley, Poultry/Dairy, Turf Club toilets.

Below is a suggested cleaning check list for each toilet facility.

OPERATION	12/5	13/5	14/5	15/5	16/5	17/5	18/5	19/5	20/5
Remove waste from floor									
Clean floor using an approved disinfectant									
Clean and disinfect pans, seats, lids, urinals, taps, chrome, stainless steel, mirrors & basins.									
Clean & disinfect pipes, doors, door hands, light switches, power switches									
Refill all dispensers with supplied stock (soap, paper towels, toilet paper, etc.). wipe dispensers clean									
Shower areas cleaned daily and empty bins									

Gympie District Show Society Inc.

All toilet facilities will be presented clean prior to handover to the successful Contractor. Racecourse and Showgrounds Administration are responsible for cleaning up to and including Saturday May 12th 2019.

Further the GDSS will undertake the following:

- The supply all the toilet rolls, hand towels and soap. Contact: Show Office Administration.

CONTRACT SCHEDULE

- ✚ Starting Date: Sunday 12th May 2019
- ✚ Finishing Date: Monday 20th May 2019

TERMS and CONDITIONS

- ❖ Please refer to the attached Gympie Show Information Guide document for the complete set of terms and conditions relating to this tender
- ❖ The organisation cannot assign or subcontract the tender without the prior written consent of the GDSS.
- ❖ The tendered amount must be inclusive of GST
- ❖ Upon successful provision of the services being provided (as above) to the GDSS, the GDSS will pay the fee as tendered to the contractor.
- ❖ Payment of the fee by the GDSS will be made within 28 days of receipt of a complying tax invoice from the contractor.
- ❖ The contractor will provide the GDSS with a complying tax invoice by Friday the 31st May 2019

PASSES

- The following will apply to the successful contractor.
 - Electronic tickets will be issued as per the ticket roster to be completed by the contractor.
 - Electronic tickets can be exchanged for armbands upon entry via the show entrances from Thursday 16th May 2019.
 - Vehicle passes need to be discussed with the Show Secretary.

Ablutions Cleaning Map

