



2019 Pavilion & Show Office Cleaner 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 Pavilion and Show Office (including ablutions) prior to, during, and at the end of the show as per the Contact Schedule.
 - This includes:
 - Under Grandstand Dining Room
 - Mothers Room (Jockey Room)
 - All ablutions in Pavilion and Show Office
 - Show Office (John Mawhinney Building)
- The GDSS assumes control over all the buildings and the grounds from Tuesday 7th May 2019.
- Set up can begin that night.
- All buildings and ablutions will be cleaned prior to handover to the successful tender.
- All buildings and ablutions must be cleaned prior to handing back to the GDSS on Tuesday May 21st

Note the grounds cleaning is in a separate tender i.e. Grounds Cleaning Tender

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.
- Initial cleaning of Show Office (John Mawhinney Building) and Pavilion, including the ablutions in these buildings can commence after 5pm 7th May
 - **NOTE:** This does not include the cleaning of the Apex Restaurant (Pavilion upstairs) and the (under) Grandstand Dining Room.
- The contractor will continue cleaning of the Show Office (John Mawhinney Building) and Pavilion buildings throughout the Show.
- These cleans include:
 - Clean all toilets, basins, benches and mirrors, mop toilet floors (see list of toilets below)
 - Replace toilet paper and soap (320mm jumbo toilet rolls required)

- Empty all rubbish bins and replace bin liners (80 litre heavy duty bin liners required)
- Vacuum all accessible carpet areas.
- Sweep all public floor areas.
- Spot mop floors where necessary.
- Sweep and mop foyer area.
- Pavilion lower floor exhibitors area (Basketball Court) must be swept and spot mop i.e. any spillage's/dirt to be mopped clean.
- Main stage, main entry, vinyl floors and walkways/corridors must be swept and spot mop, i.e. any spillages/dirt to be mopped clean.
- Change rooms and toilets includes clean toilets, mirrors, benches and basins.
- Sweep and mop all floors
- General
 - All glass, i.e. windows, doors and railings to be cleaned.
 - All bins to be emptied
 - Doormats to be vacuumed
 - General spot clean of all walls, doors etc.
 - All rubbish to be removed from outside building, i.e. Pebble Crete area.
- Pavilion Cleaning Specifications – FINAL DAY
 - Tables and chairs to be wiped down.
 - Tables stacked on trolley in lots of 10.
 - Chairs stacked in lots of 20.
- 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 16th to 18th).
- 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.

Gympie District Show Society Inc.

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

CONTRACT SCHEDULE

- ✚ Starting Date: Tuesday 7th May 2019
- ✚ Show Office (John Mawhinney Building) must be cleaned by Saturday 11th May 2019.
- ✚ The Pavilion must be cleaned and ready for judging on Sunday 12th May 2019.
- ✚ Pavilion exhibitors will set up in the Pavilion on Wednesday night 15th May and Thursday morning 16th May
- ✚ The Pavilion must be fully cleaned and ready to be opened at 9.00am Thursday morning.
- ✚ Finishing Date: Tuesday 21st 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.

