

# Norfolk Island Regional Council

## Cleaning Contracts

Request for Quote: 14/19

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## Part A – Introduction

The Norfolk Island Regional Council (NIRC) occupies several premises on Island which it either owns or leases from KAHVA. Several different contractors are currently engaged to provide cleaning services for these premises. In all cases the original cleaning contracts have expired and are being managed on a month to month basis.

The NIRC now wishes to enter into new cleaning contracts until 30 June 2020 with provision for a twelve (12) month extension subject to performance review and occupancy of the premises.

## Part B – About Norfolk Island

### 1. Norfolk Island

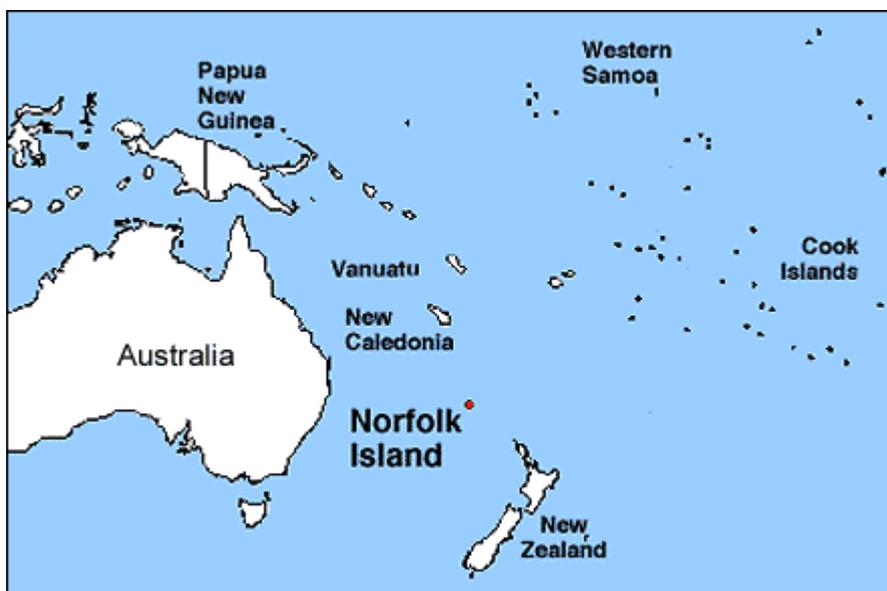
Norfolk Island is an Australian External Territory situated in the Pacific Ocean located approximately 890 kilometers distant from the nearest Australian landfall (Lord Howe Island).

Norfolk Island is approximately 1 500 Km east of Brisbane and about 1600km north-east of Sydney on the same latitude (29°S) as Coffs Harbour. The Island is approximately 8km long and 5km wide with an area of 3455 hectares. In addition to being one of Australia's most geographically isolated communities, Norfolk Island is also one of Australia's oldest territories, being settled in 1788. Norfolk Island is legally under the authority of the Commonwealth of Australia (the Commonwealth) and has no international status independent of Australia.

Norfolk Island previously made many of its own laws through the previous Norfolk Island Legislative Assembly from 1979 to 2015 which has been replaced from 1 July 2016 with the Norfolk Island Regional Council.

Norfolk Island is +11GMT, 1 hour ahead of Brisbane at all times under the *Norfolk Island Standard Time Ordinance 2015* (Commonwealth) and is one hour ahead of Sydney except during NSW daylight savings time when Norfolk Island is on the same time as Sydney. Norfolk Island will go onto daylight saving in 2020.

The Commonwealth has oversight of aspects of local and Commonwealth law and administration, particularly in relation to financial matters.



Most of developed/available land is contained on a plateau that rises 100m above sea level. One fifth of the plateau is taken up by the Airport and associated infrastructure inclusions. Higher peaks of approximately 300 meters such as Mount Pitt are primarily contained within the boundaries of the National Park (Commonwealth) with a portion maintained by the Norfolk Island Regional Council Parks teams. A small portion of land on the Southern end of the island is at sea level. Tourism is the main industry on Norfolk Island with Tourist numbers varying from between 300 and 600 a week depending on the season and weather.

## **2. About the Norfolk Island Regional Council (NIRC)**

The Norfolk Island Regional Council (NIRC) came into legal existence on 1 July 2016. It is a body politic constituted under the *Local Government Act 1993 (NSW)(NI)* – a federally modified law based on NSW legislation applied to Norfolk Island by the *Norfolk Island Act 1979 (Commonwealth)*, the *Norfolk Island Regional Council Declaration Ordinance 2016 (Commonwealth)* and the *Norfolk Island Applied Laws Ordinance 2016 (Commonwealth)*.

The Council has inherited and manages the operations of the previous Administration of the Norfolk Island (ANI) and Norfolk Island Government (NIG).

Through Council group managers, program managers and team leaders, various operational sections within the NIRC are managed and deployed / operated at various locations across the Island territory, which include, Electricity, Finance, IT, Norfolk Telecom, a Works Depot, Norfolk Island International Airport (which has particular lighting and power needs), Norfolk Island Aviation and Territory Rescue and Fire Fighting Service, Liquor store and Ligherage service, as well as the Port of Norfolk Island, to name a few.

## **Part C Scope of Work**

### **3. Cleaning Specifications**

Cleaning Specifications for each of the following premises are provided as separate schedules;

1. New Military Barracks
  2. Airport Terminal & Compound
  3. Bi-Centennial Centre,
  4. Electricity Shed Ben Christian Drive,
  5. Emergency Services Centre – Fire Station,
  6. Legal & Workers Compensation Offices,
  7. Liquor Bond Retail Store & Warehouse,
  8. Norfolk Island Research Centre No.9 Quality Row,
  9. Records Section,
  10. Telecom Communications Centre,
  11. Visitor Information Centre,
  12. Munna's KAVHA
- Prospective vendors should complete an inspection of the relevant area with the Manager or Supervisor at an arranged time.
  - Consumables: All consumables, such as toilet paper, paper rolls, & hand soap shall be provided at the contractor's expense
  - Cleaning Equipment: Any new cleaning equipment shall be at the contractor's expense unless approved by the manager/Team Leader of each area.
  - Cleaning Products: All cleaning products shall be provided at the Contractor's expense.

- Cleaning Times: The successful tenderer will liaise with Management regarding a suitable time frame for cleaning but will be preferably outside normal office hours. (Mon- Fri 8.00am – 4.30pm)
- Dumping Rubbish: All dumping of rubbish shall be undertaken at the Contractor's expense unless otherwise specified in the Individual Site Cleaning Specification.
- Responsibilities: The successful contractor will be responsible for: Ensuring the area is secure at the completion of cleaning; Ensuring all lights are off at the completion of cleaning; Familiarising themselves with their responsibilities and required behaviour.
- Insurance: Contractors are required to enter the Public Workers Compensation scheme for themselves and all staff and/or an insurance policy that covers for medical expenses and lost wages. Contractors are required to obtain an adequate Public Liability insurance policy to the value of \$20,000,000.00 before commencement of the Contract.
- Engagement of Others: Contractors who engage person/s other than themselves to undertake cleaning of NIRC occupied buildings MUST seek permission from NIRC and complete a Security, Safety and Confidentiality Form prior to commencing work

## **Part D – RFQ conditions**

### **4. Process Conditions**

- (i) The NIRC reserves the right to qualify, accept, or reject any or all quotes as deemed to be in the best interest of the NIRC
- (ii) The NIRC reserves the right to accept or reject any or all quotes and to waive any irregularities or technicalities in the RFQ and in any quote as deemed to be in the best interests of the NIRC
- (iii) The NIRC reserves the right to negotiate any alterations to RFQ specifications due to oversight or error
- (iv) The NIRC reserves the right to accept or reject any exception taken by the contractors to the terms and conditions of this RFQ
- (v) The NIRC reserves the right to seek clarification, in writing, from contractors about areas of their RFQ response during the evaluation process
- (vi) The NIRC will not pay for any information requested herein, nor will it be liable for any costs incurred by the contractor in preparing a quote
- (vii) The NIRC reserves the right to contract for cleaning NIRC premises, that is not the lowest in price, provided that, in the sole judgment of the NIRC, the work offered under the higher bid has additional value or function which justifies the difference in price.

### **5. Disclosures, FOI & Confidentiality**

Quotes may be the subject of Freedom of Information requests or may be required to be provided and/or disclosed to the Commonwealth of Australia or may be required to be disclosed to any parliament in Australia or Norfolk Island particularly in regard to any question with or without notice or to any parliamentary committee or to any commission of inquiry as the case may be; so that any part of a proposal which should not be so disclosed needs to be clearly identified along with the reasons why disclosure should not occur.

### **6. Conditions of Contract**

Contract Terms and Conditions will be negotiated with the successful Vendor(s). Please note NIRC requires types and amounts of insurance as follows;

- Public Liability

\$20,000,000 (AUD)

## Part E – Submission Guidelines

### 7. Proposal Requirements

Each Contractor responding to this RFQ shall submit;

- Quotes can be submitted for individual or multiple premises. Quotes should be for the period 1 September 2019 to 30 June 2020, with provision for another twelve (12) month extension subject to performance review and occupancy of the premises.
- Prospective Contractors should complete an inspection of the relevant area with the Manager or Supervisor at an arranged time.
- A completed Quote Application Form
- A Fixed Quote Price valid for up to 60 days
- Details of 2 Referees
- 2 examples of previous cleaning work undertaken by the Contractor

### 8. Evaluation Criteria

In evaluating qualified bids, the following considerations will be considered:

- Cost
- Contractor’s service and delivery capabilities (experience), including references from existing Council and private customers

### 9. Selection Process

All quotes will be reviewed, evaluated and ranked by a duly authorized committee of qualified personnel from NIRC. NIRC will use a combination of factors to determine which quote provides the services that most closely meet the NIRC’s needs.

NIRC reserves the right to award a contract to the bidder that presents the best value to NIRC as determined solely by NIRC in its absolute discretion.

### 10. RFQ timeline

Event	Date
RFQ Issued	6 July 2019
Quotes Due 4:00 pm AEST	29 July 2019
Evaluation Process	5 August 2019
Notification to Successful Respondents (at latest)	23 August 2019

## 11. Proposal Submission

Quotes to be marked: Norfolk Island Regional Council RFQ ??/19  
Closing Date: 4:00pm AEST 29 July 2019  
Submissions: Quotes can be placed in the Tenders Box in Registry Office, Council Offices, Kingston or submitted by email to [regionacouncil@nirc.gov.nf](mailto:regionacouncil@nirc.gov.nf)  
Contact person: Alistair Innes-Walker  
E: [Alistair.innes-walker@nirc.gov.nf](mailto:Alistair.innes-walker@nirc.gov.nf)  
M: (+6723) 54002