



Attachment 1: Scope and Specifications of Work

11. About this document

This document specifies the scope and specifications of the work CIIC intends to deliver through a Contractor.

The following is required when submitting a quote.

1. Read through scope of works and assess whether you have the means available to fulfil the obligations and tasks with the appropriate resources.
2. The Contractor is responsible for any site inspections and would have examined the site and surroundings before submitting a quote.
3. Ensure your quote shows breakdown of labour and material cost per annum
4. Contractor must also submit a detailed history of experience, qualifications and any references to support.
5. Inspections and spot checks will be conducted by CIIC staff to ensure the highest level of cleanliness that meets specifications of the contract.

12. Scope of Works

The purpose of this scope of work (SOW) is to clearly define the service requirements so the contractor is fully aware of CIIC requirements and expectations.

1. Site inspection of each Public Toilet Facility i.e. the East block and West Block
2. Opening and closing of the Public Toilet Facility
3. All equipment, transport and cleaning supplies are to be provided by the contractor.
4. Contractor must provide a detailed list of equipment and 'eco-friendly' cleaning products, restock of supplies to CIIC prior to its use in the public toilets. Any changes to this list must be approved by CIIC prior to use.
5. Contractor is responsible for the provision of and restocking supplies as follows:
 - a. Liquid hand soap
 - b. Paper towels
 - c. Toilet paper
 - d. Bin liners
 - e. Cistern disinfectants
6. Promptly report any plumbing or building maintenance issues that require immediate attention to CIIC. These include but is not limited to blocked toilets, leaking pipes, inoperative lights etc.
7. Report any other matters around the site
8. From time to time, the Contractor maybe contacted by CIIC to undertake special cleans i.e. Tourism peak season, Nikao night markets.

TASKS PER CLEAN FOR ALL RESTROOMS

1. Refill all paper towel dispensers to the proper level, dispensers will need to be wiped with a detergent to remove handprints and smudges after filling.
2. The device will be checked after filling for proper operation. Inoperable devices must be immediately reported to CIIC.
3. Provide and use approved cleaning products, equipment and methods
4. Clean to a high standard all fixtures, bowels, urinals, and wash basins
5. Clean to a high standard all areas including but not limited to interior walls, tiles, mirrors, light switches doors and door handles.
6. Sweep and wet mop entire floor using disinfecting cleaner and leaving the floor completely unsullied and sanitized.
7. Remove and properly dispose of rubbish off site
8. Spot clean and other surfaces and remove any non-permanent graffiti



TASKS PER CLEAN ALL OUTDOOR SHOWERS AND SURROUNDINGS

1. Collect and dispose of trash and debris around the toilet block, including the shower area and dispose properly off site. Keep the appearance of the area neat, tidy and clean.
2. Clean any grime and mildew to keep the shower head and all fittings/fixtures in and around the shower area, including any partitions or trellis, using a disinfectant cleaner.
3. Remove any obvious soil, streaks, smudges etc from the shower area
4. Sweep entire floor area and surfaces and remove any non-permanent graffiti

13. Specifications and quality standards

Contractors must allow for the following:

1. Achieve a high standard, and such a standard will be agreed between CIIC and the Contractor
2. All products must be environmentally friendly and approved by CIIC
3. Give due regard and care for the public facility when carrying out services
4. Contractor is responsible for applying all health and safety procedures prior to any works or services commencing. Minimum requirements are as follows:
 - a. Safety barriers and signs in the immediate work area including but not limited to, warning signs of slippery surfaces.
 - b. Appropriate PPE for all personnel
 - c. Liaising with members or users of the Toilet Facilities
5. To dispose of demolition waste in an environmentally friendly manner and utilising as much as possible established local waste recycling facilities.
6. To allow access into the Toilet Facilities at all times while performing services
7. To keep materials, equipment, tools and machinery required to be on site secure.
8. To maintain a neat, tidy and safe worksite throughout delivery.

14. Methodology and approach

Toilet Facility	Cleaning times	Cleaning Days	Length of cleaning
Social Centre - East Block & West Block	Between 10am – 2pm	Every Monday, Wednesday, Friday and Saturday, including holidays.	No less than 1 hour each toilet block

***May need to increase frequency of cleans; pricing will be increased on a pro rate basis**

The Contractor will work collaboratively with the CIIC to ensure work progresses smoothly and to the agreed delivery plan.

15. Scope exclusions

The following work will be done by CIIC, and therefore any related costs are to be excluded from quotations:

- Rubbish disposal fees
- Transportation/cartage fees



Attachment 2: Assessment Criteria

The CIIC will assess Quotations against the criteria in the table below. Contractors should provide relevant details/confirmation supporting the non-price attributes, for the assessment process.

No.	Assessment Criteria	Weighting (%)
Non-price attributes		
1	Availability to undertake the work during the prescribed period (refer to the <i>Methodology and Approach</i> section)	Pass/Fail
2	Resources and experience demonstrates ability to complete the scope of work to the specifications and standards expected	40%
3	Locally established NGO e.g. Sporting bodies, Community groups within the Nikao area.	15%
Price attribute		
3	Price	45%
Total		100%