

Registration of Interest (ROI)

Narrabri Office Cleaning

Supply Opportunity Name/ Summary	
ARTC is seeking the services of a commercial cleaning contractor to provide daily cleaning of its Narrabri office.	
About Inland Rail	
<p>The Australian Government is delivering Inland Rail through the Australian Rail Track Corporation (ARTC), in partnership with the private sector.</p> <p>Inland Rail is a 1,700km fast freight backbone that will transform how we move goods around Australia by providing transit times of less than 24 hours between Melbourne and Brisbane via regional Victoria, New South Wales and Queensland.</p> <p>It will better link businesses, manufacturers and producers to national and global markets and generate new opportunities for industries and regions.</p> <p>Comprising 13 individual projects, Inland Rail is the largest freight rail infrastructure project in Australia and will enable safer, less congested highways, fewer carbon emissions, cheaper freight costs and new economic opportunities for our regions.</p> <p>Inland Rail is a shot in the arm for Australia’s economy, generating \$18b in economic benefits during construction and the first 50 years of operations and more than 21,500 direct and indirect jobs during construction.</p>	
Location of Works/Services	
Narrabri, New South Wales 2390	
ROI Publish Date	ROI Close Date
[24/06/2022]	[8/07/2022]
Scope of Works/ Services	
<p>Daily Cleaning</p> <ul style="list-style-type: none"> – Cleaning should be undertaken Monday through Friday (inclusive) between the hours of 3.00pm – 6.00am at a time mutually agreed between the Contractor and ARTC Inland Rail. – Consideration must be given to providing cleaning services that minimise any interruption to ARTC business operations. <p>Office</p> <p>The cleaning of the office area requires the removal of waste, cleaning of floors to remove dry soil and other surface debris, which includes but not limited to under chairs, desks and other furnishings which</p>	

Inland Rail

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are accessible (with all items moved returned to their original location). Remove dust, lint, dry soil and cobwebs from baseboards, mouldings, ledges, door and window casings, window-sills and handrails.

After cleaning all surfaces, including corners, abutments, and places accessible should be free of all visible soil, streaks, litter, cobwebs and spots caused by spills.

Kitchen

The cleaning of the kitchen area requires the service provider to:

- Remove all waste, and
- Clean floors, fixtures, non-permanent stains, spots, spills from all counters and sinks.
- Clean and disinfect all touch points including refrigerator and microwave keypads, handles knobs and entry door handles.

After cleaning, the surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, with complete removal of soil from the surface.

Clean interior and exterior of microwaves to provide a uniform appearance inside and out, free from spots, spills, film, dust, smell etc.

Waste removal requires the collection of all materials, which have been placed into appropriate containers and taken to a specified site for disposal (e.g. recyclable, general waste etc) each night of service to keep the receptacles free from overflowing.

Bathrooms

The cleaning of the kitchen area requires the service provider to:

- Sanitise, clean and wipe all sinks and surrounds, tap, drains and miscellaneous fittings daily
- Sweep/vacuum floors and wash with clean damp mop to remove all marks, stains and spills daily
- Refill toilet paper dispensers, paper towel dispensers and soap dispensers (from Contractor's stock) daily
- Sanitary waste bins to be emptied (Contractor Supplied) fortnightly
- Deep clean of all toilets monthly
- Refresh of bathroom air fresheners (Contractor supplied) monthly

Carpets

Spot cleaning of carpets may be required to remove dirt, soil, debris, liquids, stains or other foreign materials from carpeted areas which can be accomplished by cleaning only the immediately affected area where cleaning the whole area would not be necessary.

COVID Cleaning

As required, specified cleaning should be undertaken as per the recommendations of Safe Work Australia to manage the risk of Covid-19 in the workplace. The Inland Rail Facilities team will specify when these additional cleaning services are required, and they must be undertaken as per the scope using suitable disinfectant products as appropriate for disinfecting surfaces of Covid-19.

RELEVANT EXPERIENCE OF PROPONENT / PROPONENT TEAM

Provide details of the provision of services in Australia within the last 5 years in which the Proponent has provided similar services to client organisations. The Proponent is permitted to provide up to a maximum of four example projects.

Project/ client name

Scope of services

Duration

Location -e.g. school, Tafe, business premises etc

Contract value

HSE Requirements

The contractor shall

- Hold Workplace Health and Safety procedures and processes
- Specify how the quality of cleaning will be managed and reported
- Specify how Safety is managed and provide any supporting documents (Safe Work Method Statement, cleaning products/chemicals).
- Advise if they have a management system in place

Technical Requirements

Standards of Performance

The following standards are an outline of general expectations of cleanliness but are not meant to replace or supersede the latest industry standards and/or manufacturers recommendations.

- ▶ The Contractor shall at all times employ sufficient skilled labour in accordance with current labour laws and Contractors Employees shall be equipped with the necessary equipment to carry out the proper performance of the cleaning specified. This equipment shall be available and in possession of the Contractors Employees at all times while carrying out their duties.
- ▶ The Contractor will supervise and direct all work and will be solely responsible for the means, methods and safety practices of the employees, subcontractors, techniques, sequences and procedures when performing work.

Business Requirements

- ▶ Provide details and copies of insurances:
 - Public Liability \$20m min

Workers Compensation

The Contractor agrees to do all work in accordance with legislation (including Occupational Health and Safety, Modern Slavery, Labour Hire Licencing), specifications, and performance standards pertaining with codes of practice to the satisfaction of ARTC Inland Rail. The Contractor further agrees to obtain any licenses required in connection with the work, meet any Avetta prequalification requirements and provide any documentation required to demonstrate compliance deemed applicable.

The Contractor shall provide and maintain, at their expense, general liability insurance against claims made for damages for personal injury or property damage by reason of anything done or not done by the Contractor, its employees or agents, in connection with the performance of this Agreement.

Inspections and Reporting Requirements

A monthly report shall be prepared, signed and dated by the Contractor’s Supervisor for the facility and contain the following information as a minimum:

- Checklist of all tasks performed and the signature of the employee who performed them.
- Discrepancies from the routine work scheduled and an explanation of the circumstances involved.
- Any damage or defect of the property where the Contractor has responsibility should be documented on reports with sufficient description and identified location for follow up by the Contractor’s Supervisor.
- Signature of the Contractors Supervisor attesting that they have reviewed and agreed with the employee work summary, any and all problems and/or complaints or minor nature.
- In addition, all daily, twice weekly, monthly, quarterly, semi-annual and annual tasks shall be clearly listed on the monthly report, with the monthly reports and forms being the responsibility of the Contractor.
- A copy of the report must be provided immediately following the end of the month to the Inland Rail Facilities team via email IRFacilities@ARTC.com.au.

Local Content Requirements

ARTC is committed to creating sustainable employment and economic development opportunities for local and Indigenous businesses and social enterprises.

ARTC commits to providing *full, fair and reasonable* opportunity for Australian entities to bid to supply goods, services and equipment.

Further information regarding ARTCs commitments are available at:
<https://inlandrail.artc.com.au/industry-participation-policy/>.

Other Information

Prospective suppliers should note that this is a market engagement exercise only.

This ROI process may be followed by a subsequent procurement process, including an Expression of Interest (EOI), Request for Quote (RFQ), Request for Proposal (RFP) or Request for Tender (RFT). Any subsequent procurement process will be governed by its own terms and conditions.

Instructions to suppliers:

If your business has the capability and capacity required to perform the stated scope of work, please submit a registration of interest against this ROI.

Please ensure that:

- Your company profile on ICN is up to date; and
- You respond to all ROI-specific questions; and
- You register your interest as a Full Scope or Partial Scope (where applicable) supplier through ICN Gateway.

Disclaimer:

Scope of Work/Services is indicative only and is intended to be used as a summary description of work which may be required by ARTC. This information may be subject to change. Full scopes of work will be made available to parties that are invited to tender or to whom a request for information issued. ARTC has no contractual or other legal obligation to registrants arising out of the ROI process with respect to the consideration, evaluation, acceptance or rejection of any registration of interest, or the failure to consider, evaluate or accept any registration of interest. ARTC may or may not contact interested suppliers at the company's discretion.