



BHAKTIVEDANTA SWAMI GURUKULĀ

(Hare Krishna School)

ABN 49 186 992 589

Founder-acarya His Divine Grace A. C. Bhaktivedanta Swami Prabhupada

525 Tyalgum Road, Eungella, 2484 NSW Mail to: PO Box 546, Murwillumbah, 2484 NSW

Ph: (02) 6672 3788 admin@krishnaschool.nsw.edu.au www.krishnaschool.nsw.edu.au

INVITATION TO TENDER

SCHOOL BUILDINGS CLEANING and GROUND MAINTENANCE SERVICES

(BSG-BCGMS-2019-1)

1.1 Introduction

The Bhaktivedanta Swami Gurukula (Hare Krishna School), also known as the “Employer”, is cordially inviting conscientious and empowered individual(s) / organisation(s) to submit a detailed tender document as specified in the “General Condition of Contract”, “Particular Specification” and the “Scope of Work” sections of the invitation to tender.

1.2 Background

The Bhaktivedanta Swami Gurukula (Hare Krishna School) located at 525 Tyalgum Road Eungella NSW, Australia 2484 has been in operation for over 35 years. It is a NSW Independent School with around 120+ Students enrolled in 2018 and classes ranging from Pre-K, Kindergarten, Primary School Years 1 - 6 and a Secondary School Years 7 – 12.

1.3 Current Infrastructure

1.3.1 The Primary School area currently consists of 6 building blocks which measure approximately 120 sq m each that includes classrooms, art room, library, pantry, staffroom, reception, offices, storeroom and a toilet block that consists of 5 closets and 2 showers.

1.3.2 In early 2019, there will be an additional building extension for our Pre-K class that will be used twice a week. This building is 105 sq m and will consist of a classroom, toilets and a small kitchen / laundry.

1.3.3 The Secondary School area currently consists of 4 building blocks:-

- Main Hall building – approximately 230 Sq m which consist of school hall, 2 classrooms, 3 toilets with 5 closets in total, staff room and office;
- Hut Building – approximately 126 Sq m which consists of 3 classrooms, student study area, unused kitchen, one toilet, a chaplain interview room;
- Technology Building – Approximately 66 Sq m which includes 1 classroom;
- Elective Room – approximately 15 Sq m which includes 1 classroom.

1.3.4 Other open areas include pathways, 3 sand pits and playing apparatus, eating areas, verandas and open kitchen area.

1.3.5 6 sets of Outdoor Wheelie Bins for General Waste / Recycling and Buckets for Organic Waste.

1.4 General Condition of Contract

1.4.1 In order to comply with the requirement of this tender, the Tenderer shall submit documented evidence and/or statements as requested under sub-sections 1.4.1, 1.4.2, 1.4.3, 1.4.4, 1.4.5 and 1.4.6. The Items that are submitted herein will form part of the final Contract Document between the Employer and the Successful Tenderer.

1.4.1.1 A copy of an ABN and Paid up Capital (If any);

1.4.1.2 Copy of Third Party Property Insurance;

1.4.1.3 Job Related References;

1.4.1.4 The statement on Quality and Environmental Management Systems to be implemented for the duration of the contract period (or part of);

1.4.1.5 List of available resources to be deployed to fulfil the Scope of Work (both human and capital);

1.4.1.6 Implementation Plan and schedule to fulfil the Scope of Work and preparation of an S – Curve that corresponds to this section and section 1.4.1.5 above.

1.4.2 The Tenderer shall submit a cost breakdown that covers the overall Scope of Work as identified in Section 1.6 that corresponds with their submitted Implementation Plan and Schedule. The breakdown shall identify and segregate the labour cost (hourly) and material (if supplied).

1.4.3 The Tenderer shall acknowledge that payments during the contract period are made based on the completed work as per the submitted invoice. If any money are deducted under section 1.4.4, money will be retained to maintain the 5% of the contract sum as performance bond.

1.4.4 The Tenderer shall acknowledge the provision to submit a deposit equivalent to 5% of the contract sum as a Performance Bond before the Contract becomes effective.

1.4.5 During the contract period, any non-conformances that are identified and which are not rectified with the written direction and within a reasonable time will incur a minimum penalty at a rate equivalent to 2 hourly base rate plus 25% administration fee to cover the cost of a third party deployment.

1.4.6 The Tenderer shall acknowledge that if within a pre-defined period of 12 weeks, the Employer issues three Corrective Action Requests based on objective findings of continual trends of non-conformance, the Employer reserves the right for an early termination of the contract.

1.4.7 The Tenderer shall identify in the cost breakdown any provisions for the allocation of discounts and/or *Seva* (Service).

1.5 Particular Specification

1.5.1 The initial contract period for the 2019 academic year has a duration of 23 weeks ending before the start of Semester 2. This can be automatically renewed for a further 22 weeks during 2019 based on the satisfactory performance of the services and work provided.

1.5.2 The Employer shall provide 1 week written notice to the Contractor for cessation of Contract if section 1.4.6 is served. Under such notice, the Contractor automatically forfeits the submitted Performance Bond.

1.5.3 The Employer shall provide 2 weeks written notice to the Contractor on the decision to terminate or extend the contract based on section 1.5.1.

1.5.4 Any criminal or illegal activities by the Contractor on the Employer's property will lead to the immediate termination of the Contract and a report made to the NSW Police. The Employer reserves all rights to claim for damages, that includes the immediately forfeiture of the submitted Performance Bond.

1.5.5 The Contractor shall provide 4 weeks written notice for early termination of contract.

1.5.6 The Contractor during the validity of the contract shall uphold the principles and teachings of H.D.G. Bhaktivedanta Swami Prabhupada.

1.5.7 Contractors deployed onto the Employer's property shall not have any criminal records, be authorised to work in Australia and have valid Working with Children Check Clearance (paid employee category). Non-compliance under this section will be treated with the same severity as stated in section 1.5.4 above.

1.5.8 No Contractors are permitted to work on the Employer's Property on Monday to Friday between the hours of 8:00 am to 3:15 pm unless otherwise pre-approved by the Facilities Manager.

1.5.9 Contractors are required to wear uniforms to identify their organisation / trade.

1.5.10 All keys issued by the Employer are to be signed for by the Contractor. Any Keys that are lost or broken during the course of the contract are replaced at a flat rate of \$5 each payable by the Contractor to the Employer.

1.5.11 The Contractor shall report to the Facilities Manager of any damages, faults and incidents inside the Employer's Property and within the jurisdiction of the Scope of Work as identified in section 1.6.

1.5.12 The Contractor shall organise and maintain the allocated area / cabinets for storing tools and materials.

1.5.13 The Contractor shall use materials and consumables that are environmentally friendly and safe for our septic tanks.

1.5.14 The Contractor shall be responsible for the disposal of all wastages and rubbish identified on the Employer's Property under the Scope of Contract.

1.5.15 The Contractor shall make provisions for Emergency Cleaning and should be able to respond to any call that requires a presence on site to perform emergency work or provide emergency cover. Emergency duties may include any aspect of cleaning duties that are not specified in the Implementation Plan or Schedule. Payments for call out responses will be made in addition to the contract sum and will be based on an agreed rate that is submitted in accordance with section 1.4.2.

Such Emergency Cleaning Call out will only be paid under the written instruction of the Facilities Manager.

1.6 Scope of Work

1.6.1 The scope of the work shall include and not limited to the up keeping of the overall cleanliness of the infrastructures, furniture and fittings inside and outside the buildings as identified in section 1.3.1, 1.3.2, 1.3.3, 1.3.4 and 1.3.5 on a routine basis in accordance with industry trends and best practices that includes methods to reduce cross contamination.

1.6.2 The Tenderer shall demonstrate an Implementation Plan and schedule how section 1.6.1 will be achieved as required under section 1.4.1.6.

1.6.2.1 The cleaning shall be broken down and not be limited to the following for each area / location / building;

- Windows Cleaning (both sides);
- Surface cleaning of furniture that includes and not limited to tables, desks, chairs computers, projectors, shelves benches, fans, lights, switches, walls, doors and etc.;
- Vacuuming carpeted areas and mopping floors;
- Scheduled deep cleaning of carpets and rugs;
- Cleaning toilets bowls, sinks, basins and drinking apparatus;
- Emptying rubbish bins and implementing the Employer's recycling program which aligns with the Tweed Council's requirement. Instructions will be provided by the Facilities Manager and shall be incorporated in the Implementation Plan and Schedule;
- Removal of cobwebs;
- Dusting of items on shelves;
- Cleaning of drinking glasses at reception area;
- Routine cleaning of pathways and scheduled deep cleaning of pathways;
- Scheduled cleaning of external walls of buildings;
- Cleaning of linens of sickbed;
- Cleaning of benches at eating areas;
- Tidying and cleaning of toys and apparatus on sandpits.

1.7 Tender Schedule

Please observe the following dates of the Tender Process:

- A schedule site visit of the school on 12 December 2018 at 8:00 am (please book by email to admin@krishnaschool.nsw.edu.au or calling 02 6672 3788)
- Close of Tender by 12:00 pm on 9 January 2018. All tender documents shall be submitted in a sealed envelope, made attention to the Principal with Tender Ref. "BSG-BCGMS-2019-1".
- Contract will be awarded on 21 January 2019 (extension will apply if no suitable contractor is selected).
- Contractor to be deployed / start implementation on 28 January 2019.

For any further information, please direct your query to allen@krishnaschool.nsw.edu.au

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