

REPORT TO COUNCIL

Request for the Calling of Tenders for Cleaning Services Contract (A10/0507)

Report dated 9th August, 2010 from the Director Corporate and Technical Services seeking to proceed to tender for Cleaning Services.

Recommendations:

That Council approves the calling of tenders for Cleaning Services.

Purpose of Report

The purpose of this report is to seek Council's approval for the calling of Tenders for Cleaning Services. The Tender will be for a three (3) year period with an option to extend for a further three (3) years.

Background

In 2006 Council entered into a contract with ADZ Cleaning for a two year period with two one year options. Council has now come to the end of the first one year option. The 2006 contract was for ten sites. Since then sites have been added, cleaning arrangements at Mill Hill and School of Arts have changed and the contract for the child care centers has expired. It is proposed that the new contract will encompass these additional sites and as this is a significant change to the contract a tender is required to test the market and obtain best value for money.

The sites covered include:

- Council Chambers
- Ron Lander Library
- Eastgate Carpark office
- Eastgate carpark
- Council Depot
- Rangers Depot
- Customer Service Centre
- Technical Services office
- Early Childhood Centre Bondi
- Early Childhood Centre Bondi Junction
- Bondi Pavilion
- Bronte, Waverley & Gardiner Child Care Centres
- Mill Hill Community Centre
- School of Arts

Council will request tenders from suitable service providers, and may recommend on provider or multiple providers depending on the best outcome for this service.

The scope of this specification is for the supply of labour, cleaning materials and supervision.

The Local Government Act requires Council to call tenders for any purchase of goods or services for contracts that have a total contract value of above \$150,000. This tender will

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provide Council with an opportunity to test the market, and recommend cleaning companies that can provide Council with the best value for money.

Current Situation

The tender documentation for Cleaning Services is being created.

Council approval is now requested for commencement of a tender process.

Analysis

- **Financial**

Funds will be allocated from Council's operational budget

- **Consultation**

All relevant departments will have input into the scope of works and specification.

- **Timeframe**

Tenders would be called in September – October 2010 with a further report to Council on the outcome of the tender process.

Recommendations:

That Council:

1. approves the calling of tenders for Cleaning Services.

Bronwyn Kelly

Director Corporate and Technical Services

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