

Expressions of Interest - Contract Cleaning Services Staff Housing & Transit Accommodation

CLEANING CONTRACT: Staff Housing: Pirlangimpi (MelvilleIsland) and Milikapiti (Melville Island) - Contractors
Quarters - Pirlangimpi and Milikapiti

STATEMENT: The Tiwi Island Regional Council requires the services of a reliable and proficient cleaner to ensure that their Staff Housing Properties are presented to new staff members in a clean and maintained condition. This is an "as required" service arrangement. The successful applicant will require an ABN and provide an insurance Certificate of Currency.

EXCLUSIONS: You will be responsible for your own travel arrangements and to provide the cleaning materials needed to carry out your duties.

SCHEDULE: Each Staff House will be assessed by a staff member of Infrastructure and the Cleaner prior to cleaning to detail what is required and to estimate the hours needed to carry out the specified duties.

REPORTING: Any maintenance issues noted by the cleaner whilst carrying out their duties should be reported to Infrastructure as soon as possible.

CLEANING DUTIES

These will include when necessary **BUT NOT LIMITED TO** the following:

- Clean skirting boards, doors and door frames so they are free of dust.
- Clean inside windows and frames.
- Spot clean walls where necessary
- Clean stove, microwave, fridge/ freezer inside and out
- Clean inside and outside of kitchen cupboards.
- Clean bathroom and toilet and sanitize, ensure free of mould on all surfaces.
- Wipe down all furniture.
- Clean ceiling fans and kitchen exhaust.
- Sweep and mop all floors

If power is turned off in staff housing leave fridge and freezer doors open.

TERMS OF PAYMENT: 14 days from receipt of compliant invoice.

CONTACT: Infrastructure (08) -89709569 infrastructure@tiwiislands.nt.gov.au

DETAILS REQUIRED: Expressions of interest are to contain a description of relevant experience, ABN number, Insurance Certificate of Currency and proposed hourly rate for cleaning services provided.

CLOSING DATE: Expressions of interest will close on Friday the 26th of May 2017