



WESTVILLE BOYS'
HIGH SCHOOL

CLEANING CONTRACT TENDER

CLEANING CONTRACT

WESTVILLE BOYS' HIGH SCHOOL

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Attachments:

Cleaning Contract Scope

SCHOOL

Please refer to the attached Excel spreadsheet with Extent of work for detailed information, pertaining to the school facilities and areas included in the scope of work, which are as follows:

- Entrances
- Hall
- All Classrooms
- Meeting Rooms & Lecture Rooms
- Library
- Offices
- Computer Rooms
- Change Rooms
- Bathrooms
- Pathways and Walkways
- Pause Areas
- Multi-Purpose Sports Complex, including the sweeping of the external Basketball Court and Grade 10 "corridor"

Excluded: Eating/dining area of the Trevor Hall students facility based above the Common's sports field.

BOARDING ESTABLISHMENTS

There are 5 Boarding Establishments that require the services of two (2) cleaning staff Monday to Friday and half day Saturday and are to carry out the following duties:

- Cleaning of toilets
- Cleaning of showers
- Kitchens
- Floors
- Walls (up to 2 meters)
- Emptying of waste receptacles
- Washing pupils clothes
- Ironing pupils clothes
- Window cleaning.

FLOOR MAINTENANCE

(a) Resilient Floors: Classrooms, Hall

Sweep or damp mop.

DAILY

MPC – scrub with auto scrubber

****THE USE OF FIRE HOSE REELS FOR ANY WASHING IS
PROHIBITED****

(b) Stone Floors (Marble, Terrazzo, Ceramic Tiles, etc.):

Sweep.

DAILY

Damp mop.

DAILY

(c) Rugs and Carpeting:

Vacuum clean thoroughly.

DAILY

DUSTING

Dust all horizontal surfaces (low level).

DAILY

Dust all accessible ledges and fittings. *

WEEKLY

Dust all vertical surfaces

WEEKLY

(walls, cabinets, etc). *

* To a height of 2 metres.

Dust all accessible window ledges

DAILY

Clean and disinfect all telephones.

DAILY

WALLS AND PAINT WORK

Spot clean all low surfaces

(i.e. glass, walls, doors and light switches).

DAILY

GLASS AND METAL WORK

Spot clean glass doors.

DAILY

Clean and polish all bright metal fittings.

WEEKLY

Clean mirrors (if accessible).

AS NECESSARY

SPECIFICATIONS



ENTRANCE AND RECEPTION

Sweep entrance steps and entrance.

DAILY

Clean doormats and wells.

DAILY

Clean woodwork and stainless steel work.

AS NECESSARY

ALL TOILETS AND REST ROOMS OR ABLUTIONS

Deep clean

QUARTERLY

Maintain floor according to type.

DAILY

Damp mop floor with disinfectant.

DAILY

Empty and clean all waste receptacles, washing monthly

DAILY

Clean and sanitise all bowls, basins, urinals, vanity slabs, showers, and baths (where applicable).

DAILY

Descalcify as necessary.

Clean all mirrors.

DAILY

Clean all metal fittings.

DAILY

Spot clean walls, doors and partitions and lockers (where applicable)

DAILY

Check locker rooms for random refuse

DAILY

Restock / refill all dispensers as needed.

DAILY

STAIRCASES

Dust handrails and fittings / fixtures.

DAILY

Maintain landings, treads and risers according to finish.

DAILY

Check stairways for waste.

DAILY

Wet mop

WEEKLY

Deep clean

QUARTERLY

WINDOW CLEANING:

Clean interior and exterior faces of all accessible windows.

WEEKLY

VERTICAL / VENETIAN BLINDS

Dust (the use of an extension duster may be required for taller blinds)

MONTHLY

WALKWAYS / BUILDING SURROUNDS

Pick up litter and remove to agreed area.
Sweep.

DAILY

MISCELLANEOUS

Polish desks and office furniture.
Vacuum cloth covered furniture.
Vacuum freestanding cloth partitions.

FORTNIGHTLY
MONTHLY
QUARTERLY

BOARDING ESTABLISHMENTS

Maintain floor according to type.
Damp mop floor with disinfectant.
Empty and clean all waste receptacles.
Clean and sanitise all bowls, basins, urinals, vanity slabs, showers, and baths (where applicable). Descale as necessary.
Clean all mirrors.
Clean all metal fittings.
Spot clean walls & doors (where applicable)
Washing & Ironing of Pupils Clothes

DAILY
DAILY
DAILY
DAILY
DAILY
DAILY
DAILY

ADDITIONAL SERVICES AND COSTS TO AGREEMENT

All consumables (i.e. toilet paper, soap and towels) are to be charged for on consumption.

ON REQUEST

EXCLUDED AREAS

All areas / services not mentioned in Scope of Work.

EQUIPMENT REQUIREMENTS

04	Standard Speed Buffer
06	Vacuum Cleaners
13	Gear Press Units
13	Flat Mops incl. Sleeves
02	Window Cleaning Kit incl. Tele Pole
20	Wet Floor Signs
01	Small Walk Behind Scrubber

GENERAL

Ensure all Mops, Brooms, Buckets and any other equipment is packed away immediately after use.

No cleaning staff are permitted to use any of the student or staff toilet's for personal ablution.

Any areas within the scope may be removed or added through a consultation process as needed by WBHS.

OPEN DATE

WBHS Cleaning Tender opens on the **15 November 2021**

INTENTION TO TENDER

All interested Tenderers are to register with WBHS by close of business on Wednesday

17 November 2021.

The completed “ **Intention to Tender**” is to be emailed to **browe@wbhs.co.za** indicating your intention to submit a proposal.

SITE INSPECTION

All registered tenderers will be required to attend a mandatory site inspection on Friday

19 November 2021.

All tenderers are to complete the relevant entry registration process to enter the school together with any COVID-19 protocols that the school requires to gain entry (to be supplied with invite.)

SUBMISSION DETAILS

The prospective tenderer is to submit, by email, the completed proposal documents together with any other required documents by the closing date and time detailed below

Submission email is cleaningtender@wbhs.co.za

No other form of submission will be accepted. No CC or BCC contacts will be permitted.

CLOSING DATE

All registered tenderers are to submit their proposals on or before the **26 November 2021** by 14:00.

Any late submissions will be disqualified.

INTENTION TO TENDER



TO WHOM IT MAY CONCERN

I _____ for and on behalf of _____

Herewith submit my intention to tender on the CLEANING CONTRACT for WBHS.

Signed _____ Date: _____

Witness _____