

Shire of Cocos (Keeling) Islands

SHIRE OF COCOS (KEELING) ISLANDS

EXPRESSION OF INTEREST (EOI) – CLEANING CONTRACT SERVICES

Reference No.: CKI-EOI-2026-01

The Shire of Cocos (Keeling) Islands invites Expressions of Interest (EOI) from suitably qualified contractors for the provision of cleaning services at Shire facilities across **Home Island and West Island**.

1. CONTRACT DETAILS

Contract Term

3 years from the date of contract signing, with an option to extend subject to mutual agreement between both parties.

Contract Coverage

Home Island and West Island.

2. FACILITIES

The facilities listed in **Sections 2.1, 2.2 and 2.3** form part of the base cleaning contract.

Unless otherwise specified in the Scope of Works, these facilities are to be cleaned on **all weekdays, excluding public holidays, outside the Shire's normal business hours**.

For the purposes of this EOI, the Shire's normal business hours are:

- **Monday to Thursday:** 7:00 am to 3:30 pm
- **Friday:** 7:00 am to 12:00 noon

Respondents should ensure their proposed cleaning arrangements allow cleaning to be completed outside these normal business hours.

2.1 Shire Administration Offices

- Home Island Shire Office, including Council Chambers
- West Island Shire Office

Cleaning Frequency: All weekdays, excluding public holidays, outside the Shire's normal business hours, subject to the specific cleaning requirements and access arrangements outlined in the Scope of Works.

2.2 Depot

- Home Island Depot – Upstairs Office & Staff Area

Cleaning Frequency: All weekdays, excluding public holidays, outside the Shire's normal business hours, subject to the specific cleaning requirements and access arrangements outlined in the Scope of Works.

2.3 Public Toilets

The following public toilet facilities form part of the base cleaning contract:

- Sandy Point (1)
- Pondok Indah (2)
- Home Island Light Industrial Area (2)
- Home Island Community Resource Centre (2)

Cleaning Frequency: All weekdays, excluding public holidays, unless a different frequency is specifically stated in the Scope of Works.

2.4 Optional Additional Cleaning Service – Direction Island

The cleaning of the following facility is offered as an **optional add-on** for respondents to consider and price separately:

- **Direction Island (1) – Direction Island Public Toilet**

The Direction Island Public Toilet is **not included in the base cleaning contract**.

For pricing purposes, respondents are to allow for **one cleaning visit per week, equivalent to 52 cleaning visits per year**.

Respondents should consider all costs associated with providing this optional service, including:

- Cleaning labour
- Cleaning equipment and materials
- Travel and transport
- Access arrangements

- Additional logistics
- Any other costs associated with providing the service

The Shire may elect to include or exclude the optional Direction Island cleaning service when determining the final contract arrangements.

Providing a price for the optional service does **not** guarantee that the Shire will proceed with the service.

If the optional service is included in the final contract, the access arrangements and operational requirements will be agreed between the Shire and the successful Contractor.

2.5 Community Facilities

- Pondok Indah
- Museum
- Home Island Cyclone Shelter
- Home Island Gym

Cleaning frequencies and specific tasks for these facilities are detailed in the Scope of Works.

2.6 Public BBQs

- Pondok Nek Jamil (1)
- Home Island Foreshore (1)

Public BBQ facilities are to be cleaned **twice weekly**, as detailed in the Scope of Works.

3. KEY REQUIREMENTS

The Contractor will be required to:

- Use household or commercial-strength cleaning chemicals strictly in accordance with manufacturer instructions.
- Use appropriate PPE when handling hazardous chemicals.
- Maintain Safety Data Sheets (SDS) for stored chemicals as required.
- Use effective sanitising and disinfecting products for toilets and food preparation areas.
- Supply all cleaning equipment and maintain it in good working order.
- Use appropriate methods to prevent cross-contamination, including separate cleaning cloths and equipment for toilet and kitchen areas.
- Record cleaning dates, times and completion of required tasks in on-site cleaning registers.
- Complete Customer Feedback Forms where issues, concerns or service matters are identified.
- Provide a bond where keys are issued by the Shire, if required.
- Undertake additional cleaning requested by Shire staff at the agreed hourly rates.
- Clean public BBQ facilities twice weekly.
- Undertake periodic or spring cleaning, including cobweb removal and cleaning of light fittings, exhaust fans and ceiling fans as required.

The **Shire will provide toiletries and consumables**, including toilet paper, hand soap, rubbish bags, deodorant and similar consumable items.

4. CONTRACTOR REQUIREMENTS

The successful Contractor must:

- Provide suitably experienced and competent cleaning staff.
- Ensure staff have appropriate WHS, cleaning and manual handling training.
- Provide appropriate PPE and cleaning equipment.
- Maintain cleaning equipment in safe and good working order.
- Comply with applicable health, safety and environmental requirements.
- Maintain all required insurance coverage.
- Provide a valid ABN and evidence of business registration.
- Maintain appropriate records of cleaning activities.
- Report hazards, damage, vandalism, breakages and maintenance issues to the Shire promptly.
- Ensure cleaning activities do not create additional hazards for staff, contractors, visitors or members of the public.
- Ensure floors and other cleaned surfaces are left in a safe condition.

5. INSURANCE AND COMPLIANCE

Respondents must hold, or be able to obtain and maintain, as a minimum:

- **Public Liability Insurance:** \$10,000,000.
- **Workers Compensation Insurance:** As required by law.
- **ABN:** Valid Australian Business Number.
- Compliance with applicable chemical handling, PPE and SDS requirements.

Evidence of insurance and other required documentation must be provided with the EOI submission.

6. EOI SUBMISSION

6.1 Formal Submission

Completed EOI submissions are to be submitted to:

Chief Executive Officer

Shire of Cocos (Keeling) Islands

Email: matthew.scott@cocos.wa.gov.au

Postal Address:

PO Box 1094

Home Island, Cocos (Keeling) Islands

INDIAN OCEAN 6799

6.2 Enquiries and Clarification

All enquiries regarding this EOI and requests for clarification should be directed to:

Alim Amlan

Procurement Officer

Phone: 08 9162 6649

Email: alim.amlan@cocos.wa.gov.au

6.3 Site Inspections

Respondents are strongly encouraged to undertake a site inspection before submitting their EOI to ensure they understand:

- Facility locations
- Access arrangements
- Cleaning requirements
- Cleaning frequencies
- Equipment requirements
- Operational considerations
- Additional logistics associated with the optional Direction Island service
- Site inspections may be arranged by contacting the Procurement Officer.

6.4 Submission Marking

All postal submissions must be clearly marked:

PRIVATE AND CONFIDENTIAL – EXPRESSIONS OF INTEREST – CLEANING CONTRACT

Reference No.: CKI-EOI-2026-01

6.5 Closing Date and Time

Friday, 25 September 2026 at 12:00 pm Cocos Time

Late submissions may not be considered.

7. EOI RESPONSE FORM

Respondents must complete the EOI Response Form and provide all requested supporting documentation, including:

- Applicant details
- Company experience and references
- Proposed staff and qualifications
- Equipment and cleaning materials
- Insurance and compliance information
- Pricing for facilities included in the base cleaning contract

- **Separate pricing for the optional Direction Island Public Toilet**
- Additional and after-hours cleaning rates
- Declaration

Incomplete submissions may not be considered.

8. PRICING

To simplify the preparation and comparison of EOI submissions, respondents are requested to provide:

- **One annual price for each facility** included in the base cleaning contract; and
- **Hourly rates for additional and after-hours cleaning services.**

The annual facility price is to include all labour, cleaning equipment, cleaning materials, travel, transport and other costs necessary to provide the services specified in the Scope of Works, except for consumables specifically identified as being supplied by the Shire.

8.1 Base Contract Pricing

Respondents are to provide an annual price for each facility included in the base cleaning contract in the EOI Response Form.

8.2 Optional Direction Island Pricing

The **Direction Island Public Toilet (1)** is an **optional add-on** and is not included in the base cleaning contract.

For pricing purposes, respondents are to allow for **one cleaning visit per week, equivalent to 52 cleaning visits per year.**

A separate annual price is to be provided for this optional service.

Respondents should consider all costs associated with providing the service, including labour, equipment, materials, travel, transport, access and other logistical requirements.

The Shire is not obligated to accept or proceed with the optional Direction Island cleaning service.

8.3 Additional and After-Hours Cleaning

Respondents are to provide hourly rates for:

- Additional cleaning requested by Shire staff
- After-hours cleaning
- Emergency or urgent cleaning
- Event or special occasion cleaning

These rates are to be provided in the EOI Response Form.

8.4 GST

All prices are to be submitted exclusive of GST.

Respondents must clearly identify their GST status in the EOI Response Form.

8.5 Contract Price and Annual Adjustment

Respondents are to state whether their proposed annual contract prices will:

Option A – remain fixed for the full three-year contract term; or

Option B – be subject to an annual price adjustment.

Where an annual price adjustment is proposed, respondents must clearly state:

- The proposed adjustment mechanism;
- The date on which the adjustment would apply;
- The basis for calculating the adjustment; and
- Any proposed maximum annual increase.

The proposed pricing arrangement will form part of the Shire's assessment of the EOI.

9. ASSESSMENT OF EOIs

EOI submissions will be assessed having regard to the following considerations:

- Demonstrated experience in commercial, government or local government cleaning services.
- Proposed staffing, qualifications, skills and capacity.
- Ability to provide reliable cleaning services across **Home Island and West Island**.
- Understanding of the Scope of Works and proposed service delivery arrangements.
- References and previous contract performance.
- Availability of suitable equipment and resources.
- WHS, insurance, licensing and compliance.
- Annual pricing for the base cleaning services.
- Hourly rates for additional and after-hours cleaning.
- Pricing and capacity to provide the optional Direction Island Public Toilet service.
- Overall value for money.

Price will be considered as part of the overall assessment; however, the lowest-priced submission will not necessarily be accepted.

The Shire may seek clarification or additional information from respondents as part of the assessment process.

10. ADDITIONAL CLEANING

Additional cleaning services may be requested by the Shire from time to time.

These may include:

- Additional cleaning requested by Shire staff
- Emergency cleaning
- Vandalism or damage cleaning
- Event or special occasion cleaning
- Other cleaning services agreed between the Shire and Contractor

Rates for additional cleaning are to be provided in the EOI Response Form.

11. IMPORTANT INFORMATION

The Shire reserves the right to:

- Accept or reject any EOI.
- Accept an EOI in whole or in part.
- Request clarification or additional information from respondents.
- Determine whether or not to proceed with the optional Direction Island Public Toilet cleaning service.
- Negotiate rates and service arrangements where appropriate.
- Vary the scope of services where required.
- Cancel or vary the EOI process where necessary.

Submission of an EOI does not create an obligation on the Shire to enter into a contract with any respondent.

12. REFERENCE

Reference No.: CKI-EOI-2026-01

CLEANING CONTRACT SERVICES

Matthew Scott
Chief Executive Officer
Shire of Cocos (Keeling) Islands