

Provision of Cleaning Services Warracknabeal Caravan Park Cabins (EOI 015-2026)

Expressions of Interest

SPECIFICATIONS (PART A)

Submissions Closing Date/Time: 2.00pm – Thursday 26 March 2026

Yarriambiack Shire Council is seeking Expressions of Interest from persons interested in the cleaning of the Three Cabins located in the Warracknabeal Caravan Park.

The total number of hours allocated for the cleaning of the Cabins will be dependent on the booking numbers each week, so will vary; noting the cleaning of cabins may potentially be required to occasionally occur on Saturdays and/or Sundays.

Subject to negotiation, the potential for cleaning of the Amenities Block, Laundry and BBQ Area/Camp Kitchen may also be added to services.

You will be engaged by Council as a contractor and will be required to:

- Have your own ABN (Australian Business Number);
- Public Liability Insurance of \$10 million; and
- Provide your own cleaning products and equipment.

The contractor awarded will be required to currently have in place or to obtain the following and provide copies to Council, prior to attending the park:

- Working with Children Check
- Police Check

It is anticipated that the cleaning services will commence early to mid-April 2026 with the position to be ongoing on a monthly basis.

The successful contractor will be engaged under a Purchase Order arrangement. Either party may terminate the arrangement by the provision of written notice, giving at least 20 business days' notice.

1. Cleaning Requirements – Onsite Cabins

Cleaning of the three onsite cabins after guest departure will include:

- Check toilet paper supplies.
- Clean bathroom, shower, and toilet.
- Empty bins.
- Check and replenish cleaning supplies under kitchen sink.
- Wipe down kitchen bench, kitchen sink and surrounds and cupboard doors.
- Wipe over table and chairs.
- Check and clean fridge.
- Wipe over and ensure appliances are clean.
- Sweep and mop floors.

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- Vacuum carpets.
- Strip and remake beds, bag up dirty linen for collection (Laundry Service).
- Supply fresh towels, bathmat, hand towel, face washers and tea towel.
- Order clean linen weekly online (from Laundry Service).
- Sweep outside deck and wipe outdoor table.

Potential additional duties subject to negotiation:

BBQ Area/Camp Kitchen:

- Clean hotplates as needed.
- Clean bench and sink.
- Refill paper towel.

Amenities Block (Toilets/showers) and Laundry:

- Empty bins.
- Check hand towel, toilet paper and hand soap.
- Clean hand basins, surrounds and mirrors.
- Clean toilets.
- Wipe down all surfaces.
- Sweep and mop floors.
- Clean showers.

Key Performance Indicators:

The performance of the Cleaner shall be measured against the following KPI's:

- Maintenance Responsiveness – urgent maintenance issues reported within 24 hours.
- Facilities and amenities – a condition that encourages repeat visits (measured via monthly inspection).
- Cabin Turnover – 100% of cabins cleaned and ready by check-in time.
- Customer Service Rating – Maintain positive feedback >90% of guest surveys/reviews.
- Compliance with OHS obligations and legislation.

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2. Conflict of Interest Requirements

Yarriambiack Shire Council employees, Councillors and their immediate family members **can** submit an Expression of Interest; to eliminate all real or perceived Conflicts of Interest, you must address Conflict of Interest Requirements on the Expression of Interest Submission Form (Part B).

3. Invoicing and Payment

The awarded contractor will be required to submit Tax Invoices to Council on a fortnightly basis after performance of the Services.
Council will pay each invoice within 30 days of receipt.

4. Lodging your Expression of Interest

Expressions of Interest may be submitted by the following methods:

Email: tenders@yarriambiack.vic.gov.au
Post: PO Box 243, Warracknabeal, Vic. 3393
In Person: Shire Offices, 34 Lyle Street, Warracknabeal

Please Note:

Post / In Person Submissions

Expressions of Interest submitted by post or in person **must** be in a sealed envelope and **CLEARLY MARKED:-**

Expression of Interest
Cleaning Services, Warracknabeal Caravan Park Cabins

5. Closure of Expressions of Interest Submissions

Expressions of Interest Must be Received by 2.00pm, Thursday 26 March 2026.

Expressions of Interest received after the closing time and date stated above, will not be considered.

Council reserves the right to reject any or all Expressions of Interest; the lowest hourly rate offered may not necessarily be accepted.

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6. Council's rights

Notwithstanding anything else in this Specification, and without limiting its rights at law or otherwise, Council reserves the right, in its absolute discretion at any time to:

- (a) cease to proceed with or suspend the Expression of Interest process prior to the execution of a written agreement;
- (b) alter the structure or the timing of the Expression of Interest process;
- (c) vary or extend any time or date specified in this Specification for all or any tenderer/s or any other persons;
- (d) terminate the participation of a tenderer or any other person in the Expression of Interest process;
- (e) request additional information or seek clarification from tenderers after the Expression of Interest Closing Time;
- (f) reject submissions received after the Expression of Interest Closing Date/Time;
- (g) reject any submission that does not comply with the requirements of this Specification;
- (h) call for new Expressions of Interest.

7. Queries

Please direct any questions in relation to the Expression of Interest process to Council's Procurement & Contracts Officer, Helen Pollard on 0477 293 333 or via email hpollard@yarriambiack.vic.gov.au

**Please ensure you complete and return the
Expression of Interest
Submission Form (Part B)**

***Expressions of Interest not submitted on the EOI
Submission Form (Part B) will not be accepted***

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EXPRESSION OF INTEREST – EOI SUBMISSION FORM (PART B)

THIS FORM MUST BE COMPLETED & RETURNED TO COUNCIL

Expressions of Interest not submitted on this form will not be considered.

Submissions Closing Date/Time: 2.00pm – Thursday 26 March 2026

I hereby Offer to provide my Services for the Provision of Cleaning Services, Warracknabeal Caravan Park Cabins (and potentially the BBQ Area/Camp Kitchen and Amenities Block and Laundry) as detailed in Specifications – Part A for the following all-inclusive **hourly** rate of:-

HOURLY RATE – PRICE OFFER (including GST)	\$
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Conflict of Interest Requirements	
Yarriambiack Shire Council employees, Councillors and their immediate family members, may submit an Expression of Interest, but must declare the following:-	Yes / No
I am currently employed by the Yarriambiack Shire Council	
I am currently a serving Councillor of the Yarriambiack Shire Council	
I have a familial relationship with an Employee or Councillor of the Yarriambiack Shire Council (please refer to the definitions below regarding immediate family member definitions).	
Familial Relationship Definition	
Immediate Family Member - Definitions <ul style="list-style-type: none"> Spouse / De Facto Partner Child Parent Grandparent Grandchild Sibling (brother/sister) Includes step-relations (ie step-parents, step-children, etc) 	
If you answered YES to any of the above three questions, please provide further details of who you are related to, their name and their position held within the Yarriambiack Shire Council:-	

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Referees:-

Please provide details of three referees; if you do not have three employment related referees, please provide information for personal referees :-

Referee No. 1	
Name:	
Telephone Number:	
Email Address:	
Please indicate if this is an Employment or Personal Referee	

Referee No. 2	
Name:	
Telephone Number:	
Email Address:	
Please indicate if this is an Employment or Personal Referee	

Referee No. 3	
Name:	
Telephone Number:	
Email Address:	
Please indicate if this is an Employment or Personal Referee	

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I agree to abide by the conditions of the requirements of the Specifications (Part A), and confirm the following:-

- I have an Australian Business Number (ABN); or will obtain an ABN if I do not currently have one and my Expression of Interest is successful;
- I hold Public Liability Insurance of \$10 million and will submit a copy of my Certificate of Currency with my Expression of Interest; or will obtain Public Liability Insurance if successful and provide Council with my Certificate of Currency prior to commencement of services;
- I am willing to provide my own cleaning products and equipment to perform these services;
- I acknowledge if my Expression of Interest is successful, I will be engaged by Yarriambiack Shire Council as a contractor and will be required to maintain Public Liability Insurance for the term of this Purchase Order arrangement.
- I acknowledge this is a month-to-month arrangement that may be terminated at any time by either party by the provision of written notice, giving at least 20 business days' notice;
- I agree to comply with any "Requests for Further Information" issued by Council in relation to my Expression of Interest;
- I have not submitted any false or misleading information.

Name	
Address	
Email	
Telephone	
ABN	

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