



Expressions of Interest - Cleaning Services

Traralgon Office

West Gippsland Catchment Management Authority (WGCMA) is seeking submissions for Expression of Interest from suitably qualified contractors to undertake cleaning services at their Traralgon Office.

Forming part of this document set are:

- Project Brief
- Contract template, including the cleaning schedule for Traralgon Office (Schedule 2)
- Floor plan – Traralgon Office

**Submissions must be received by 5pm, Wednesday 12
November 2025**



Project Brief - Cleaning Services

Traralgon Office

Project Overview

West Gippsland Catchment Management Authority (WGCMA) is seeking to appoint a suitably qualified contractor to undertake cleaning services at their Traralgon Office facility:

- Office: 16 Hotham Street, Traralgon Victoria

The Traralgon Office will require twice-weekly cleaning, preferably on a Wednesday evening and another over the weekend. Cleaning must be completed outside of business hours (8:00am to 5:00pm).

EOI Key Dates

Key dates for this procurement process are as follows:

Description	Date
Virtual Tour West Gippsland CMA can provide a prerecorded virtual tour of the site on request. This will provide an opportunity for you to review the premises and ask any questions prior to submitting your EOI. To request a copy of the virtual recorded tour, please contact Kerry Shearer on 03 5175 7831.	On request
Submissions Close All Expressions of Interest must be submitted by 5pm on Wednesday, 12th November 2025 , using our online <i>Provision of Cleaning Services Form</i> , available on our website – www.wgcma.vic.gov.au Late expressions of interest will only be accepted at the discretion of WGCMA. All Expressions of Interest will be treated as strictly confidential.	12 November 2025
Contractor Selection and Appointment	13 November 2025 to 21 November 2025



Description	Date
Following the close of submissions, WGCMA will evaluate the EOI received against the Key Selection Criteria as specified below. Following the initial evaluation process, WGCMA will: - Shortlist one of more organisations that have expressed interest in providing cleaning services - Conduct any required interviews and/or follow up any queries from the EOI submissions - Conduct client referee checks - Sign the contract with the successful contractor.	
Contract Start The first clean to be completed from 1 January 2026.	1 January 2026

Key Selection Criteria

In evaluating EOI responses, WGCMA will have regard to the following Key Selection Criteria and their weighting:

Key Selection Criteria	Evidence	Evaluation Weighting
Capability	EOI response - demonstration of the cleaning contractor's ability to deliver the cleaning services (quality and performance standards) and ability to provide a range of cleaning services	20%
Demonstration of Performance	Client reference checks	40%
Pricing	Hourly rate submission and any other costs for delivery of services.	40%

Contract

A contract template has been provided with these project brief documents.

By submission of an EOI, the contractor agrees to all terms of the contract, unless otherwise detailed with their submission.



Contract period

The contract is for a period of three years commencing 1 January 2026, with one extension option of a further two years available at the discretion of WGCMA.

Code of Conduct

All contractors must inform themselves of, and comply with, the Victorian Government's Supplier Code of Conduct.

Services to be provided

The cleaning contractor will perform cleaning services at the office location in accordance with the schedule 2 (Traralgon Office) in the contract template.

WGCMA may from time to time request the Contractor (either verbally or in writing) to provide cleaning services either in respect of an area or at a frequency which is different from that specified in the agreement. If agreed to by the cleaning contractor, the Contractor shall provide the services, with the amount payable by the Authority in accordance with the hourly rate as set in the fee schedule.

Materials

The contractor will supply all consumables and tools utilised during the cleaning process including: detergents/soaps, disinfectants, cleaning solutions, garbage bags, brushes, sponges and mops.

These materials need to be environmentally friendly and be accompanied by a Materials Safety Data Sheet. The Contractor must use appropriate chemicals and methodology for the treatment of any virus outbreaks e.g. COVID.

The Authority will supply consumable materials utilised by staff, such as toilet paper, hand towel, dishwashing liquid, dishwashing sponges/cloths, hand soap and hand sanitiser.

Storage

The Authority will make available in the premises a cupboard for the storage of equipment and materials necessary for the Contractor to carry out the Contractor's duties under this Agreement. No responsibility for the safe keeping of any articles belonging to the Contractor or the Contractor's staff and left on the premises will be accepted by the Authority.



WGCMA's rights

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

- cease to proceed with, or suspend the EOI Process
- alter the structure and/or the timing of the EOI
- vary or extend any time or date specified in this EOI
- terminate the participation of any organisation in this EOI
- require additional information or clarification from any organisation expressing an interest in this EOI to provide additional information or clarification
- call for a new EOI
- reject any EOI received after the Closing Time
- reject any EOI that does not comply with the requirements of this EOI document.

For any further details or enquiries please contact Kerry Shearer on 03 5175 7831.



Floor Plan – Traralgon Office

TRARALGON OFFICE FLOOR PLAN

16 Hotham Street, Traralgon

