



SPECIFICATION

FOR

TENDER: T461920MNC

PROVISION OF HYGIENIC SERVICES



**SPECIFICATION
SINGLE SOURCE TENDER
PROVISION OF HYGIENIC SERVICES
TENDER: T461920MNC**

“The statement of purposes set out in this SPECIFICATION is not intended to be an exhaustive list of the purposes required by this agreement”.

1. SCOPE

For the supply and delivery of Hygienic Services to participating Councils on an as required basis for the period stated at Clause 2.3 in the Deed of Agreement.

Participating Councils are:

- **Coffs Harbour City**
- **Bellingen Shire**
- **Nambucca Shire**

2. UNIT PRICES

2.1 The Contract Unit Prices are inclusive of all the Service Providers' costs and expenses of supplying the Goods and the Service Provider shall not be entitled to levy any additional fees or charges for supplying Goods to Member Councils.

2.2 The unit rate shall be defined as Pick up per Service (P.U.P.S).

2.3 The Service Provider must allocate to each Member Council spare Sanitary and Nappy Bins for 'emergency use' if required. These shall be provided on a free of charge basis until used by the Member Council.

2.4 Sanitary Unit/ Bin

2.4.1 Sanitary Bins are designed for hygienic, convenient and discreet disposal of sanitary towels, tampons and panty liners.

2.4.2 The sanitary bin will be slim enough to fit neatly alongside any toilet pedestal without causing inconvenience.

All bins are replaced with a freshly sanitised bin at each service.

The units are to be effectively disinfected in both a liquid and vaporised form to provide primary deodorising and disinfecting of the waste material. Environmentally friendly chemicals are to be used at all times.

Suppliers are required to supply Material Safety Data sheets to participating councils.

2.4.3 All waste is to be disposed of through a licensed company expert in contaminated waste treatment.

2.4.4 Frequency of service may include the following cycles:

Sanitary unit x 1 weekly cycle
Sanitary unit x 2 weekly cycle
Sanitary unit x 4 weekly cycle
Sanitary unit x 6 weekly cycle
Sanitary unit x 12 weekly cycle

2.5 **Ancillary Items**

2.5.1 Soap Dispensers, Air Freshers and Sani Wipes may also be required by the participating council. This may be a site-specific requirement as nominated by the participating council.

2.6 **Hygiene Treatment**

- Hygienic Cistern treatment is defined as:
Sanitiser that doses flushed water and kills bacteria.
- Hygienic Flush treatment is defined as:
Concentrated metered dose which prevents the build up of uric scale and eliminates odour causing bacteria.
- Hygienic Urinal treatment (Deep Clean) is defined as:
Urinal hygiene treatment programme including physical maintenance of urinal that will combat urinal odours and urinal blockages caused by the build-up of scale, uric acid salts, bacteria, dirt and grime.
- Urinal sanitiser
Urinal Sanitisers are used daily for cleaning and killing bacteria.

2.6.1 Frequency of service may include the following cycles.

Hygiene Treatment cistern WC
Hygiene Treatment flush WC
Hygiene Treatment urinal x 1
Hygiene Treatment urinal x 2
Hygiene Treatment urinal x 3
Hygiene Treatment urinal x 4
Hygiene Treatment urinal x 5
Hygiene Treatment urinal x 6
Urinal sanitizer

2.7 **Baby Change stations / Nappy waste disposal**

2.7.1 **Change Stations**

Units shall be equipped with a pneumatic cylinder for controlled opening and closing of bed. Bed shall be secured to back plate with a concealed, full-length hinge. No hinge structure shall be exposed on interior or exterior surfaces.

2.7.2 Product Safety Signs and Labels shall be affixed; the bed shall have smooth concave changing area with a nylon safety strap and two hooks for bags or purses. The Unit shall have a built-in Liner Dispenser for use with 3-ply chemical free biodegradable sanitary liners. Universal instruction graphics shall also be required for installations.

2.7.3 **Nappy Disposal**

All units, on each service cycle, are to be removed from location and replaced with freshly sanitised and chemically charged units.

Under no circumstances is it acceptable to exchange the liner bags only.

2.7.4 The units must be robust and capable of being removed in a sealed condition. Units must be a minimum of 26 litres capacity and must only be cleaned out at the supplier's work premises. The units are to be effectively disinfected in both a liquid and vaporised form to provide primary deodorising and disinfecting of the waste material. Suppliers are required to supply Material Safety Data Sheets and technical information to participating councils on request. Service labels are to be affixed to each unit indicating the date of service.

2.7.5 **Frequency of service may include the following cycles.**

Baby Change Station
Nappy Pedal Unit
Nappy Waste Disposal Unit x 1 weekly
Nappy Waste Disposal Unit x 2 Weekly
Nappy Waste Disposal Unit x 4 Weekly

2.8 **Syringe Disposal**

2.8.1 The supply of specifically designed and Australian Standard compliant containers are to be used for the safe holding and subsequent disposal of sharps waste, with the frequency of service and interval between each service agreed between the Contractor and the participating council. In addition to specifying the sharps container, appropriate mounted storage frames and security fittings must be provided. Used sharps containers shall be replaced with new containers and the old containers sent for destruction using a method which is approved by the appropriate authority.

2.8.2 **Frequency of Syringe Unit Disposal**

Syringe Disposal Units Weekly Std
Syringe Disposal Units Weekly 120L
Syringe Disposal Units Weekly 240L

2.9. **Warm Air Hand Dryers**

The supply of specifically designed and Australian Standard compliant warm hand dryers are to be used for reducing the risk of bacteria transfer and also to provide a cost effective and environmentally friendly solution.

Dryers are to be either warm air hand dryer or jet dryer and serviced as necessary according to the manufacturer's recommendations.

3. DELIVERY

Delivery shall be Free to Nominated Site to all participating Councils listed in this Specification and Agreement.

Service Providers must ensure that the prices nominated in the Pricing Schedule include freight costs.

4. ESTIMATED ANNUAL USAGE

4.1 The quantities provided in the Tender Price Schedule is to assist the Service Provider with costing of the project. The usage estimates are provided as a guide only and are based on historical data.

- 4.2 Actual quantities required throughout the contract period will be subject to the periodic requirements of the participating Councils. Regional Procurement gives no guarantees as to the total quantities that will be required during the contract period.

5. EMERGENCY CALLOUT

- Participating councils may have need for an “after hours” response to service calls that are of an urgent nature.
- Situations requiring callouts may cause a health risk to the public if they are not actioned immediately.
- The service provider must supply a contact name and phone number for these emergency situations.

6. WASTE DISPOSAL

Disposal of waste shall be defined as the ‘removal of containers (sanitary bins, sharps containers etc.) to an appropriate licensed disposal facility expert in contaminated waste treatment’. The Service Provider shall upon request of a Member Council provide proof of such disposal.