



Katherine and District Show Society

PO Box 339 Katherine NT 0851
Ph: (08) 89721746
Email: mail@katherineshow.org.au
ABN: 14859963702

Partnered with



CLEANING OF TOILETS, FOOD COURT & OTHER SUNDRY

Preamble

Katherine Show Day falls on the third Friday of July each year.

The Katherine & District Show Society has control of the Showgrounds from 2nd July. Preparation and setting up will occur throughout the Showgrounds during this period.

Events on the main arena commence on the Tuesday prior to Show day and continue through to Saturday evening. Friday and Saturday are the Show Days during which time there will be activities occurring throughout the entire Showgrounds.

Packing up and departure of exhibitors and stall holders occurs predominantly on the Sunday with vacation of the grounds occurring by the Tuesday following Show day.

“KDSS” means the Katherine & District Show Society Incorporated.

EOI means Expression of Interest

Contracts for Expressions of Interest may be withdrawn or not awarded at the discretion of KDSS.

The successful contractor will not necessarily have the lowest price but will provide a value for money service that will comply with the standards expected of KDSS. Please attach any supporting documentation with your application.

Show Dates for 2021

Sunday prior to Show week	11 th July 2021
Show Day (Friday)	16 th July 2021
Final Clean (Monday)	19 th July 2021

Purpose & Scope

The showgrounds encompasses all of the area enclosed by the perimeter fencing, including (but not limited to) the main arena and associated yards & enclosures, exhibitor and stall holder areas, sideshow area, food court, racetrack arena, campdraft/rodeo arena, spectator areas, grandstand, all pavilions, camping areas and car parks. Toilet and shower facilities are located at various areas within the showgrounds and the offices to be cleaned are those above the grandstand. In addition to the permanent buildings there will be Portaloos located on the grounds (one at the back gate, and additional loos located near the campdraft/rodeo arena). Cleaning EOI includes all of these facilities. Contractors are to familiarise themselves with the facilities prior to submitting an application.

The toilet and shower facilities are to be kept clean and available for use for all members of the public for the duration of the Show and in preparation for handover to the Katherine Town Council on completion of the Show. The Food Court area and tables are to be kept clean and tidy for use for all members of the public for the duration of the Show and in preparation for handover to the Katherine Town Council on completion of the Show. The offices above the grandstand are to be kept clean for the use of staff and volunteers during the Show. This is for the purpose of maintaining maximum comfort and compliance with Workplace Health and Safety requirements.

Schedule

<i>Instruction</i>	<i>Date</i>	<i>Time Required</i>
1. One clean of Horse Area Toilet and Shower Block Stock Horse Area Toilets with toilet paper, paper towels & soap	Sunday 11 th July	
2. One clean of all toilets and showers Stock all toilets with toilet paper, paper towels & soap	Monday, 12 th July	By 7am



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3. Clean all toilets and showers twice, once in the morning & once in the afternoon Sweep & mop all offices above grandstand Stock all toilets with toilet paper, paper towels & soap	Tuesday, 13 th July	By 7am & by 5pm
4. Clean all toilets and showers twice, once in the morning & once in the afternoon Sweep all offices above grandstand & grandstand area Stock all toilets with toilet paper, paper towels & soap	Wednesday, 14 th July	By 7am & by 5pm
5. Clean all toilets and showers three times Stock all toilets with toilet paper, paper towels & soap (inc. Portaloo's) Sweep all offices above grandstand & grandstand area	Thursday 15 th July	5-8am, 11am-1pm, 6-7pm as above By 7am
6. Clean all toilets and showers every two hours. Stock toilets with toilet paper, paper towels & soap (inc. Portaloo's) Sweep & mop all offices above grandstand Sweep grandstand area Sweep all Pavilions Remove rubbish & clean tables in the Food Court	Friday, 16 th July	Every 2 hours from 6am to 10pm Between 6:30am -7am By 7am By 7:30am From 9am to 10pm
Clean all toilets and showers every two hours. Stock toilets with toilet paper, paper towels & soap (inc. Portaloo's) Sweep & mop all offices above grandstand Sweep grandstand area Sweep all Pavilions Remove rubbish & clean tables in the Food Court	Saturday, 17 th July	Every 2 hours from 6am to 10pm Between 6:30am -7am By 7am By 7:30am From 9am to 10pm
7. Clean of Rodeo arena toilets & Norforce toilets One clean of all toilets and showers Final Sweep & Mop all offices above grandstand & grandstand area	Sunday, 18 th July	Between 6am -7am By 10am After 2pm
8. Final Clean of all toilets and showers Lock all toilets (as you go)	Monday, 19th July	By 5pm

KDSS to be notified when final clean has been completed.

Requirements

As part of the WHS requirements, all personnel must wear appropriate clothing, including closed in shoes, and protective gloves at all times. KDSS will not be responsible for injuries incurred during cleaning of the showgrounds.

Vehicles are not permitted to be driven in the exhibitor area on Friday and Saturday.

Contractors and staff are required to attend our site induction process. This can be completed via our induction pack prior to site entry, including a site walk around inspection prior to the commencement of activities at the grounds. Hepatitis B & C vaccinations may be required, to be determined after site audit is conducted, and evidence of PPE use is verified.

Contractors are to familiarise themselves with the layout and position of the Katherine Showgrounds and location of facilities and equipment, prior to submitting applications.

All toilet facilities must be cleaned with disinfectant and appropriate cleaning solutions. The MSDS will need to be available, to ensure the correct first aid is applied, along with ensuring that all substances are stored correctly.

Floors must be mopped and excess water removed.

It is the Contractors responsibility to provide and use the correct chemicals for the toilets. KDSS will supply toilet rolls, paper towels and soap; the toilets are to be kept stocked with these from Sunday onwards.



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The Cleaning Contractor is required to attempt to resolve any malfunctions of the toilets prior to advising KDSS who will contact a plumber. Only the plumbers nominated by KDSS are permitted to carry out plumbing works during the period of the Show.

The Katherine Town Council inspector will inspect the toilet blocks and payment will be made subject to the inspector accepting the standard of cleanliness during the Show and on final clean up.

All Contractors who will be utilising the services of a subcontractor in order to carry out this scope of works must make this clear in their EOI.

The successful Contractor will be required to supply proof of insurance cover in the form of a "Certificate of Currency". An agreement between the successful applicant (the Contractor) and KDSS will be entered into and KDSS shall then inform the Contractor of their nominated representatives and provide contact details. Contractors are to take instructions only from the nominated persons.

The Contractor is to supply KDSS with the name and mobile telephone number of their **onsite** person in charge and full names of employees during site induction and NO LATER than 6th July 2021.

Applications are to be received by 5.00 pm on Wednesday 31st March 2021, marked "cleaning".



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TOILET LIST (not including Portaloos)

Grandstand

1 disabled toilet (not marked)
1 toilet, 1 shower (no signs)

Change Rooms 1&2

1 – 3 toilets & 4 showers
2 – 3 toilets & showers (not used during the Show)

Poultry Shed Toilet

Female – 3 Toilets, 2 showers & 1 disabled
Mens – 2 Toilets, 2 showers, 2 urinals & 1 disabled

Horse area

Female – 6 toilets and 2 showers
Mens – 4 toilets, 2 showers & 3 urinals
Disabled – 1 toilet & 1 shower

Stuart McDouall

Female – 4 Toilets
Mens – 2 toilets & 3 urinals
1 x Baby change room
1 x Disabled toilet

Rotary

Ladies – 4 Toilets
Mens – 2 Toilets & 3 urinals

Campdraft Camping Area (green block)

Ladies – 4 toilets & 2 showers
Mens – 2 toilets, 2 showers & 1 urinal
Disabled – 1 Toilet

Norforce

Ladies – 6 toilets & 2 showers
Mens – 4 toilets, 2 showers & 3 urinals



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AFL Office (opposite Buntine Pavilion)

Ladies Toilets – 3 toilets
Mens – 2 toilets & 1 urinals

Campdraft Arena (new brick block)

Ladies Toilets – 3 toilets & 3 showers
Mens – 2 toilets, 3 urinals & 3 showers
Disabled – 1 toilet & 1 shower