



# Central Tablelands Water

## Request for Quote

## Cleaning and Gardening Services

**RFQ reference Number: RFQ2602**

Closes: 3 February 2026

Cut-off date for queries: 30 January – 4.00pm

To be eligible for consideration, you must finalise and submit your response via [lsafranek@ctw.nsw.gov.au](mailto:lsafranek@ctw.nsw.gov.au) before 5.00pm on 3 February 2026.

Information can be found on our website at [www.ctw.nsw.gov.au](http://www.ctw.nsw.gov.au) or contact Lynette Safranek on 6391 7200 during business hours.

# Details of the Request

## Central Tablelands Water (CTW) Details

30 Church Street  
Blayney NSW 2799  
Ph: 02 6391 7200  
Email: [water@ctw.nsw.gov.au](mailto:water@ctw.nsw.gov.au)  
Website: [www.ctw.nsw.gov.au](http://www.ctw.nsw.gov.au)

CTW is a County Council responsible for supplying potable water to approximately 16,200 people across Blayney, Cabonne, and Weddin Shire Councils. Our infrastructure includes Lake Rowlands 4.5GL dam, over 650km of piping (trunk & reticulation), 46 reservoirs, 33 pumping stations, and 2 water treatment plants.

CTW has 26 staff across 6 sites consisting of office and operational staff. Our Head Office is located at 30 Church St, Blayney, one of the two sites requiring regular services. The head office also requires gardening services that include mowing of the lawns and garden maintenance.

The second location is our training / larger meeting facility, Darryl Sliger Centre, located at the Blayney Water Treatment Plant. This facility requires servicing infrequently, without mowing or gardening.

CTW is seeking a suitably qualified and experienced Contractor to provide cleaning and gardening services for its Head Office and cleaning at the Darryl Sligar Centre, in Blayney.

CTW is cognisant of the differing work types cleaning and gardening involve. As such the contractor is to provide a covering letter outlining their capability and the activity they intend to submit a pricing on.

Contractors are encouraged to undertake an inspection of both facilities prior to making a submission.

The contract is intended to commence on 30 March 2026.

## Scope of Work

The contractor will be required to provide, but not limited to, the following services:

1. Blayney Office
  - Daily – Outside office hours, Monday to Friday.
    - Male and Female Amenities Cleaning and replenishing of consumables
    - Empty internal rubbish bins
    - Clean kitchen: wash up and put away any items on sink
  - Weekly – Outside office hours (excluding Christmas – New Year shutdown period)
    - Carpet and Floor Cleaning
    - Dusting of desks
    - Place Rubbish Bins out for collection, and return when empty

- Yearly
    - Clean windows
    - Wash carpets
  - As required - Gardening
    - Mowing and gardening around Blayney Head Office. Contractor is to provide all equipment and consumables required for satisfactory completion of mowing and gardening services.
2. Blayney Water Treatment Plant (WTP) Meeting Room (Daryl Sligar Centre)
- Bi-weekly or additional service as required (excluding Christmas – New Year shutdown period)
    - Carpet and Floor Cleaning
    - Wipe down tables and chairs
    - Clean kitchen: wash up and put away any items on sink
    - Clean Male and Female Amenities and replenishing of consumables.
    - Empty internal rubbish bins
  - Yearly
    - Clean windows
    - Wash carpets

## Quality/Standard expectations

- Standards of cleanliness will be demonstrated during site visit
- CTW will provide cleaning chemicals, consumables and equipment required for appropriately undertaking the cleaning activities required for these services.
- The contractor is required to provide all equipment and associated consumables to complete all mowing and gardening maintenance.

## Confidentiality

The Contractor acknowledges that while performing services they may have access to confidential information relating to Central Tablelands Water's customers, suppliers, staff, or business operations. The Contractor agrees to:

1. **Maintain Absolute Confidentiality:** All such information, whether written, verbal, electronic, or otherwise, shall be treated as strictly confidential and shall not be disclosed to any third party without prior written consent from the Council.
2. **Protection Measures:** The Contractor shall take all reasonable steps to safeguard confidential information against unauthorized access, disclosure, or misuse.
3. **Survival:** This obligation of confidentiality shall survive the termination or expiration of this agreement.

## Company and Personnel Requirement

- Demonstrated experience in cleaning offices
- Adequate staffing and resourcing levels to enable continuation of services during contractor's staff leave and illness.

## Work Health & Safety

Contractors must comply with:

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2025 (NSW)
- CTW WHS policies and safe work procedures

## Insurance

The contractor is to provide details of each insurance policy it holds relevant to the works to be conducted with CTW. The contractor is to hold and maintain the mandatory insurances listed in the table below, whilst undertaking works under this contract. Certificates of currency of all insurances must be provided with your submission.

Insurance Description	Mandatory	Value
Workers Compensation	Yes	As per NSW Law
Public Liability	Yes	\$20 million
Other		

## Term of Contract

This contract will be for a period of 3 years, with a 2-year option.

## Pricing Schedule

All submissions must include completed returnable schedules, and a covering letter as deemed necessary:

- A lump sum for each component as shown in the returnable schedule.
- Hourly Rates of each person

## Invoicing

Invoices must be:

- Itemised invoice for each site location
- Referencing purchase order provided by Council.
- Submitted within the first 10 days of each month.

## Contract Adjustments

- The contract will be adjusted annually on the anniversary of the commencement date based on the Consumer Price Index (CPI) as published by the Australian Bureau of Statistics (ABS).
- Notwithstanding the above annual increases shall be capped at 5% per annum.

- The contractor shall provide written notice of the proposed increase, including supporting ABS CPI data, at least 30 days prior to the increase date.
- The increase is calculated using the following method:
  - Current price x (1 + CPI%) e.g. if CPI = 3.5% then the calculation will be current price x (1 + 0.035).

## Assessment criteria

The following criteria will be used in the assessment of the submissions and enable the evaluation of value for Council and selection of the contractor/s.

- Previous experience
- Insurances
- Ability to perform both cleaning and gardening services will attract additional score
- Pricing.

## Termination of Contract

Either party may terminate the contract by providing 30 days written notice to the other party. In the event of termination by CTW, the Contractor shall be compensated for all work performed up to the date of termination, including any justified expenses incurred. CTW shall pay the Contractor for any completed work, no other fee will be paid associated with the termination.

If the Contractor fails to perform any of its obligations under this agreement, CTW may terminate the agreement immediately upon written notice. In such cases, the Contractor shall only be entitled to payment for work satisfactorily completed up to the date of termination.

To be eligible for consideration, you must finalise and submit your quote via [IsafraneK@ctw.nsw.gov.au](mailto:IsafraneK@ctw.nsw.gov.au) before 5.00pm on 3 February 2026.

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