

<b>Treasurer's Instruction No</b>	<b>1126</b>
Title	<b>Procurement of Cleaning Services</b>
Effective date	<b>9 January 2012</b>
Objective and Background	<b>Provides instructions on the procedures to be adopted to comply with the Government's Policy on procurement of cleaning services.</b>
Version Number	<b>3</b>
Last Reviewed Date	<b>November 2011</b>

*Black letter (or bold) items within these Instructions are mandatory and other plain font items are instructional or for the purpose of providing guidance only.*

The Government is committed to protecting the right of the State's cleaners to fair employment conditions. The Government seeks to ensure that government agencies only procure cleaning services from suppliers that provide fair employment conditions for their employees.

- (1) **This Instruction applies to the procurement of cleaning services commencing on or after 23 September 2009 as well as to cleaning service agreements entered into prior to 23 September 2009 that are renegotiated or extended after 23 September 2009.**

**The Instruction is to be read in conjunction with other Instructions relating to goods and services which are contained in the 1100 series of the Treasurer's Instructions, and the Instructions relating to confidentiality of contracts contained in the 1400 series.**

For information on building and construction and roads and bridges procurement, refer to the 1200 series of the Treasurer's Instructions.

- (2) **Agencies must ensure that:**

- (a) **when procuring any cleaning services not impacted by a free trade agreement, or extending any cleaning service agreement also not impacted by a free trade agreement, it is a condition for participation in the procurement process that suppliers have adopted the Clean Start Principles; and**
- (b) **where such cleaning services are to delivered within the Hobart CBD, as defined in the Clean Start Collective Agreement, agencies must ensure a further condition for participation in the procurement process is that suppliers have signed the Clean Start Collective Agreement.**

A condition for participation is a minimum mandatory condition that potential suppliers must meet in order:

- for their submission to be considered, when submitting a quote or tender; or

- to be awarded a contract, where a tender or quotation process is not undertaken.

Information on suppliers who have adopted the Clean Start Principles and signed the Clean Start Collective Agreement can be obtained from United Voice (formerly the Liquor, Hospitality and Miscellaneous Union).

When preparing applicable procurement documentation, agencies should ensure that sufficient time is allowed for suppliers to adopt the Principles and sign the Agreement.

- (3) Agencies must ensure that when procuring cleaning services impacted by a free trade agreement (refer Treasurer's Instruction 1102), or extending any cleaning service agreement, potential suppliers have a commitment to fair pay and conditions for their employees, by including this as an evaluation criterion in the Request for Tender.**

The adoption of the Clean Start Principles and/or the Clean Start Collective Agreement are examples of commitment to fair pay and conditions that can be used by the evaluation panel in assessing the criterion.

Agencies should ensure that suppliers from countries that are parties to a free trade agreement are treated on a basis which is no less favourable than the most favourable treatment provided to local suppliers.