



St Philomena's Catholic School

Introduction

Thank you for your interest in the provision of Grounds and Maintenance services at St Philomena's Catholic School, Moree. St Philomena's is a co-educational central school with a student population of 360 and 65 staff members. It is a well maintained school with excellent facilities and large grounds that include an oval, 2 student playgrounds, sand pits, sporting facilities, numerous grassed areas, gardens, hedges and 2 Ag Plots. Inspection of the site can be arranged by contacting the school office by phone on 02 6752 1577 or moradmin@arm.catholic.edu.au.

Completing the Tender

Tender submissions should include:

- a statement of capacity to provide Grounds & Maintenance services.
- details of current and/or previous Grounds & Maintenance experience
- the names of at least two professional referees
- copies of current workers compensation (if applicable) and public liability insurance of \$20 million

Terms of Contract

The contract will be for a term of three years. The successful tenderer will be required to commence on 20 July 2026.

The Contractor must provide current Working With Children Checks (WWCC) for all staff members. Under no circumstances should a Grounds & Maintenance staff member access the school site without a current WWCC being provided to the School prior to commencement.

Selection Criteria

- Assessed ability to fulfil Grounds & Maintenance requirements for the School as per the included Schedule of Work.
- Experience (including referee's reports)

Tender applications close at 3.00pm, Friday 19 June 2026 and should be addressed to:

The Principal
St Philomena's Catholic School
PO Box 669
MOREE NSW 2400
moradmin@arm.catholic.edu.au

Information included:

- Site plan

SCHEDULE OF WORK

The successful tenderer will support the operational requirements of the school by being responsible for aspects of the development, maintenance and presentation of grounds, sporting fields, turf, sporting amenities and gardens. These areas will be used by the school community, school visitors, parents, students and staff, and to actively promote the school.

Any application for this Grounds & Maintenance proposal is to include the supply of:

- All labour and associated costs
- Grounds & Maintenance equipment required but not listed below
- \$20 million public liability insurance

KEY RESPONSIBILITIES

Key Area	Task
<p>Maintaining grassed and planted areas (including nature strips, Ag Plot and the area surrounding it)</p>	<p>Maintaining the appearance of the grassed and planted areas of the complete school site to a high standard ensuring they are safe and fit for purpose. This will involve the following:</p> <ul style="list-style-type: none"> • Lawn maintenance; mowing (with a catcher) and watering. • Whipper snipping and blowing of all path and lawn edges • Maintaining flower beds, potted plants and other garden features as and when required • Inspection and programming of automatic watering systems • Control of weeds • Maintaining the appearance of the front of the school • Keeping fields and front of school clear from animal faeces, leaf litter and rocks. • Sweeping/Blowing/Pressure Cleaning footpaths and entrances to the school and keeping free of vegetation debris. • Removal of all green waste • Trimming of all hedges and shrubs around the school each school holidays (4 x times per year) • Cleaning of all roof gutters throughout the school, 4x per year • Turning of soft fall in the playground as required, approximately 2x per year. Does not include the supply and application of additional soft fall.
<p>Additional tasks not included in contract - to be negotiated with the school as necessary (extra cost)</p>	<ul style="list-style-type: none"> • Extra lawn maintenance and renovation; top dressing, aeration, planting, fertilizing and fungal spraying. • Landscaping and garden planting • Automatic watering system repairs - new sprinkler heads, repair of leaks etc • Supply and application of garden mulch • Supply and application of additional soft fall • Line marking for various sporting activities • Yearly irrigation audit • Supply and application of additional sand for sand pits and long jump pit