



EMBASSY OF ITALY
CANBERRA

CONTRACT

The Embassy of Italy in Canberra (hereinafter referred to as “the Embassy”) hereby accepts the quotation dated 30/12/2016 submitted by Riteway Cleaning Services. (hereinafter referred to as “Riteway Cleaning Services” for the cleaning services at the Chancery of the said Embassy for the total annual amount of AUD\$.15.444,00 (fifteen thousand four hundred forty four dollars only).

The Embassy and Riteway Cleaning Services mutually agree to the following terms and conditions:

1. The said amount of AUD\$.15.444,00 expressly includes payment of the standard 10% GST payable and any claims whatsoever for wages, staff replacement or payment of overtime, workers’ compensation insurance, taxes and/or claims of any nature whatsoever by persons employed by it which at all times remain the sole and exclusive responsibility of Riteway Cleaning Services.
2. Supply of cleaning materials and consumables are also included in the amount above. Carpets will be vacuumed and window cleaned internally and externally only on the ground floor five times a year, without the Embassy of Italy undergoing further expenses. Toilet rolls and serviettes are to invoiced separately.
3. Any liability for personal injury or property damage either belonging to the Embassy or to third parties which may occur as a result of Riteway Cleaning Services negligence shall be borne by it and Riteway Cleaning Services hereby further agree to provide the Embassy with a copy of its Public Liability and Workers’ Compensation insurance policies valid for the duration of this contract (1st January – 31 December 2017).
4. Riteway Cleaning Services undertakes that all persons employed by it for the purpose of the performance of this contract shall have passed all security checks and that it will provide the Embassy with appropriate Australian Federal Police (Criminal Records) Police Certificate for each person appointed by it from time to time for such performance.
5. For security purposes, the employees of Riteway Cleaning Services Ltd will perform their duties during normal office hours. The services carried out by Riteway Cleaning Services cannot be sub-contracted.
6. Upon request of the Embassy, Riteway Cleaning Services Ltd agrees to substitute any employee that the Embassy considers to be not suitable for the services required.
7. Duration of Contract: it is agreed that the validity of this contract is for one year, from 1st January to 31 December 2016. This contract may be terminated by either party by first giving one month’s notice in writing.

8. Payment of the said amount will be carried out in twelve monthly payments of AUD \$ 1.287,00 from January to December 2017 payable at the end of each calendar month (totalling twelve invoices).
9. The general cleaning will be carried out 2 days per week on Tuesday, and on Thursday, for three hours. If the day falls on a public holiday or for some other reason Riteway Cleaning Services misses one of the specified days then Riteway Cleaning Services will need to recuperate that day by carrying out the work on the next business day or on another agreed day decided by both parties.
10. The Embassy and Riteway Cleaning Services mutually agree that should any dispute arise as a result of this contract which cannot first be reasonably settled as between themselves shall then be referred to an independent Arbitrator to be appointed by mutual consent and the parties further agree to adhere to the Arbitrator's decision as being final.

A copy of this contract must be returned to this Embassy dated and signed for acceptance and in acknowledgement of the terms and conditions stated.

Canberra, 1st January, 2017.

For the Embassy of Italy

The Ambassador
Pier Francesco Zazo



For Riteway Cleaning Services

Melissa Wallace,
Managing Director



