Expression of Interest

Expression of Interest (EOI):	WEST END PRECINCT CAFÉ LEASE

Deadline:	4:00pm, Monday 30 May 2016

Address for Delivery:	City of Greater Geraldton PO Box 101 GERALDTON WA 6531 council@cgg.wa.gov.au

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1 Conditions of Responding

1.1 Definitions

Below is a summary of some of the important defined terms used in this Expression of Interest:

Attachments:	The documents you attach as part of your Submission.
Deadline:	The Deadline shown on the front cover of this Expression of Interest for lodgement of your Submission.
Expression of Interest or EOI:	This document.
Principal:	City of Greater Geraldton
Respondent:	The person or persons, corporation or corporations who intends to submit a Submission in response to an Expression of Interest.
Requirement:	The Services requested by the Principal.
Selection Criteria:	The Criteria used by the Principal in evaluating your Submission.
Specification:	The Statement of Requirements for Services that the Principal's Expression of Interest may request you to provide if selected as an acceptable Expression of Interest through the Expression of Interest process.
Submission:	Completed Expression of Interest, response to Selection Criteria and Attachments.

1.2 Expression of Interest Documents

This Expression of Interest is comprised of the following parts:

Part 1 – Conditions of Responding *(read and keep this part)*.

Part 2 – Specification *(read and keep this part).*

Part 3 – Respondent's Submission *(read and keep this part)*.

Separate Documents

a) Addenda and any other special correspondence issued to Respondent's by the Principal.

b) Any other policy or document referred to but not attached to the Expression of Interest.

1.3 How to Prepare Your Submission

a) Carefully read all parts of this document;

b) Ensure you understand the Requirements (Part 2);

c) Complete the Response Form (Part 3) and your response to the Selection Criteria (Part 3) and attach your Attachments;

d) Make sure you have signed the Response Form and responded to all the Selection Criteria; and

e) Lodge your Submission before the Deadline.

1.4 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name:	Laura MacLeod
Telephone:	08 9956 6995
Email:	lauram@cgg.wa.gov.au

1.5 Briefing/Site Inspection

Respondents may request a site meeting at a time to be determined.

1.6 Evaluation Process

This is an Expression of Interest (EOI).

Your Submission will be evaluated using information provided in your EOI and on your response to the Selection Criteria.

The following Evaluation Methodology will be used in respect of this Expression of Interest:

a) Submissions are checked for completeness and compliance. Submission that do not contain all information requested (eg competed Submission Form and Attachments) may be excluded from evaluation;
b) Submission are assessed against the Selection Criteria;
c) The most suitable Respondents may be shortlisted and may also be required to clarify the Submission, make a presentation, demonstrate the proposal. Referees may also be contacted prior to the selection of the successful Respondent.

1.7 Selection Criteria

A scoring system will be used as part of the assessment of the qualitative criteria set out in Part 3. Unless otherwise stated, a response to one of these criteria which provides all the information requested in the Expression of Interest will be assessed as satisfactory and will, in the first instance, attract an average score.

1.8 Compliance Criteria

These criteria are detailed within Part 3 of this document and will not be point scored. Each Submission will be assessed on a "Yes/No" basis as to whether the criterion is satisfactorily met.

1.9 Policies That May Affect Selection

The following policies may affect this selection:

CP055 – Geraldton City Centre Vibrancy Policy

For information regarding this policy and other council policies and strategic plans please visit the City's website:

http://cgg.wa.gov.au/your-council/council-policies

1.10 Lodgement of Submissions and Delivery Method

The Submission must be lodged by the Deadline. The deadline for this Expression of Interest is **4:00pm Monday 30 May 2016**.

1.11 Rejection of Submissions

A Submission will be rejected without consideration of its merits in the event that:

a) it is not submitted before the Deadline; or
b) it is not submitted at the place specified in the Expression of Interest; or
c) it may be rejected if it fails to comply with any other requirements of the Expression of Interest.

1.12 Late Submissions

Submission received:

a) after the Deadline; or
b) in a place other than that stipulated in this Expression of Interest;

will not be accepted for evaluation.

1.13 Acceptance of Submissions

Unless otherwise stated in this Expression of Interest, Submission may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept and may reject any or all Submissions submitted. The acceptance of a Submission does not oblige the Principal to proceed to issuing a Public Tender.

1.14 Disclosure of Contract Information and Documents

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court Order.

1.15 Respondents to Inform Themselves

Respondents shall be deemed to have:

a) examined the Expression of Interest and any other information available in writing to Respondents for the purpose of submitting an EOI;
b) examined all further information relevant to the risks, contingencies and other circumstances having an effect on their Submission which is obtainable by the making of reasonable enquiries;
c) satisfied themselves as to the correctness and sufficiency of their Submissions including submitted indicative prices which shall be deemed to cover the cost of complying with all the conditions of responding and of all matters and things necessary for the due and proper performance and completion of the work described therein;
d) acknowledged that the Principal may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith; and
e) satisfied themselves they have a full set of the EOI documents and all relevant attachments.

1.16 Ownership of Submissions

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Submission shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Submission

Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.17 Canvassing of Officials

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

1.18 Identity of the Respondent

The identity of the Respondent is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 and who's execution appears on the Response Form in Part 3 of this Expression of Interest.

2 Specification

2.1 Introduction

The City offering for lease the Cafe located in the West End Foreshore Precinct currently known as the Sail Inn Snack Bar. Expressions of Interest are being sought from experienced restaurant and café operators interested in leasing the premises.

The Cafe is located immediately adjacent to the Foreshore Precinct and the Multi User Facility, and provides ample parking for patrons. In 2013/14 the Cafe underwent an extensive refurbishment throughout, including new commercial fixtures and fittings. The building includes stainless steel interior fittings, a large storage area and a walk in cool room. There is room to accommodate approximately 20 seated patrons inside the building and six tables with bench seats are located undercover outside with views to the Youth Precinct and ocean.

The area to the south of the building may lend itself to an alfresco dining area under the canape of the heritage listed Morton Bay Fig Trees. Any applications for alfresco dining will be subject the City's Town Planning Policies.

With the extensive changes to the Foreshore Precinct, the opportunity now exists to expand on the current operation to create a dynamic café / dining area.

2.2 Background Information

The City owned Cafe has been successfully operating in its current location for over of 18 years. The Café is located in the vibrant West End Precinct just south of the CBD.

A current market valuation was conducted for the Cafe building in April 2016 which determined a fair and reasonable commencement lease fee of $41,500 plus GST excluding normal property outgoings.

The building envelope is approximately 304m^2

2.3 Specific Requirements of the Contract

The following are specific requirements of the contract for the Cafe Building:

(a) The lease will be for a term of five (5) years;

(b) The lease fee will be subject to annual CPI increases based on the March quarter for Perth;

(c) Quarterly building inspections will be conducted by the City providing seven (7) days written notice prior to the inspection;

(d) No alterations to the building are permitted without prior authority of the City;

(e) Any requests for Alfresco Dining must be in accordance with the City's Town Planning Policy;

(f) The following services will be conducted by the City's contractors and charged to the lessee:

  (i) Grease Trap Servicing,

  (ii) Range Hood Filter Servicing and Oil Exchange,

  (iii) Air Conditioning Servicing; and

  (iv) Rodent baiting

(g) The lessee will be responsible for separately paying:

  (i) All applicable rates

  (ii) Water consumption

  (iii) Electricity connection and consumption

  (iv) Gas supply and consumption

  (v) Cleaning of the building and dining areas

  (vi) Toilet consumables

  (vii) Waste removal

(h) The lessee is responsible for the security of the building at all times.

(i) Any additional internal fitout costs will be borne by the lessee.

Part 3	COMPLETE AND RETURN THIS PART

3 Respondent's Submission

3.1 Response Form

The Chief Executive Officer
City of Greater Geraldton

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of:_____
(REGISTERED STREET ADDRESS)

ABN_____ACN (if any) _____

Telephone No: _____Facsimile No: _____

E-mail: _____

In response to Expression of Interest – WEST END PRECINCT CAFÉ LEASE

I/We agree that I am/We are bound by, and will comply with this Expression of Interest and its associated schedules, attachments, all in accordance with the Conditions contained in this EOI signed and completed.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Submission.

Dated this _____ day of _____20____

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address:_____

Part 3	COMPLETE AND RETURN THIS PART

3.2 Respondent's Response

The following checklist has been provided to assist with your Submission. Where it is necessary to provide additional information, please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(Note: All pages within Part 3 are to be completed and returned to the Principal as they form part of your Submission).

3.3 Selection Criteria

3.3.1 Compliance Criteria

Please select with a "Yes" or "No" whether you have complied with the following compliance criteria and when relevant attach supporting documentation. COMPLIANCE & RISK ASSESSMENT CRITERIA

Description of Compliance Criteria	
(a) Respondents are to provide their Australian Business Number	Yes / No
(b) Compliance with the Specification contained in the Request.	Yes / No
(c) Compliance with the Quality Assurance requirement for this Request.	Yes / No
(d) Compliance with the Delivery Date.	Yes / No

Description of Risk Assessment Criteria	
(a) An outline of your organisational structure inclusive of any branches and number of personnel	Yes / No
(b) If companies are involved, attach their current ASC company extracts search including latest annual return	Yes / No
(c) Provide the organisations directors/company owners and any other positions held with other organisations	Yes / No
(d) Provide a summary of the number of years you have been in business.	Yes / No
(e) Attach details of your referees. You should give examples of work provided for your referees where possible.	Yes / No
(f) Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal	Yes / No

Part 3	COMPLETE AND RETURN THIS PART

(g) Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.	Yes / No
(h) Are you presently able to pay all your debts in full as and when they fall due?	Yes / No
(i) Are you currently engaged in litigation as a result of which you may be liable for $50,000 or more? *If Yes please provide details.*	Yes / No

3.3.2 Qualitative Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

a) All information relevant to your answers to each criterion are to be contained within your Submission;

b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;

c) Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and

d) Respondents are to address each issue outlined within a qualitative criterion.

Part 3	COMPLETE AND RETURN THIS PART

A. Relevant Experience Describe your experience in conducting similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it **"Relevant Experience"**:	**Weighting** **<20%>**	
a) *Demonstrate at least five year's experience in managing, owning or operating a café or restaurant.* b) *Demonstrate competency and proven track record in maintaining a viable business.*	**"Relevant Experience"**	**Tick if attached** ☐

B. Key Personnel Skills and Experience Respondents must address the following information in an attachment and label it "**Key Personnel Skills and Experience**":	**Weighting** **<30%>**	
a) *Membership to any professional or business associations.* b) *Proponents must be able to demonstrate their experience in bringing café and restaurant businesses to fruition.* c) *Any additional information.*	**"Key Personnel"**	**Tick if attached** ☐
Supply any other relevant details in an attachment and label it "**Key Personnel Skills and Experience**".		

C. Respondent's Resources Respondents should demonstrate their ability to supply and sustain the necessary:	**Weighting** **<20%>**	
a) *Plant, equipment, materials and staff.* b) *Any contingency measures or backup of resources including personnel (where applicable).*	**"Respondent's Resources"**	**Tick if attached** ☐
Respondents should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "**Respondent's Resources**".		

Part 3	**COMPLETE AND RETURN THIS PART**

D. Demonstrated Understanding Respondents should detail the process they intend to use to achieve the Requirements of the Specification.	**Weighting** **<30%>**	
a) Respondents must be able to demonstrate how the proposal will benefit the community and complement the West End Foreshore Precinct.	**"Demonstrated Understanding"**	**Tick if attached** ☐
Supply details and provide an outline of your proposed methodology in an attachment labelled "**Demonstrated Understanding**".		