

EXPRESSION OF INTEREST

GERALDTON AQUARENA CRÈCHE



August 2016

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Part A: Introduction

1 THE EXPRESSION OF INTEREST (EOI)

Expressions of Interest (EOI) are sought from interested organisations or consortia for the provision of a child minding service at the **Geraldton Aquarena Crèche** located at 1 Pass Street, Wonthella.

The purpose of this document is to provide information to applicants to assist in the preparation and submission of Expressions of Interest that meet the service requirements.

2 INDICATIVE TIMETABLE

Key dates for this Expression of Interest process are listed below. This timetable serves as a guide to the expected schedule, although The City of Greater Geraldton reserves the right to vary dates as necessary. Any amendments to this timetable will be advised to interested parties.

EOI advertised	12/09/2016
Closing date for requests for further information	22/09/2016
Closing date for submission of EOIs	06/10/2016
Short-listing completed	15/10/2016
Interviews conducted	20 th -27 th /10/2016
Preferred applicants advised of EOI outcome by	1/11/2016
Anticipated service commencement date	ASAP

3 FURTHER INFORMATION AND ENQUIRIES

All parties considering submitting an EOI should register their interest via email with the contact person listed below.

Any questions arising during this EOI process, or requests for clarification or further information, must be made by COB on Thursday, 22 September 2016 and must be submitted in writing to:

Emma Hancox

Coordinator Sport and Leisure

Telephone: 08 9956 6787

Email: EmmaH2@cgg.wa.gov.au

Answers to all queries will be provided via email to all parties that have registered interest, without disclosing the source of the query.

Part B: Background

4 GERALDTON

Located 424 km north of Perth, Geraldton has a population of approximately 35,749 (based on the 2011 census) and is an important regional service centre.

5 GERALDTON AQUARENA CRÈCHE

The Aquarena Crèche facility is part of the Geraldton Aquarena vested with the City of Greater Geraldton for management, care and control with power to lease.

The building is a purpose built facility and offers 54-square-metres of open areas to facilitate child programs, child and adult separate toilets with a special needs toilet, nappy change area with laundry capabilities, kitchen facilities, internet access and air-conditioning.

There is adjacent storage area access with a court yard fenced from the primary playground. The primary playground is a 64-square-metre outdoor exclusive playground with rubber fall matting and includes a sand pit with swings.

The Crèche facility includes:

- Open floor plan
- Enclosed play ground
- Enclosed patio
- Bathroom with clear window access to main area
 - Two basins at children’s height
 - Disabled toilet room with basin
 - Two toilets in separate cubicles
 - Bench with built in trough
- Kitchen bench with sink
 - Cutlery
 - Bowls
 - Plates
 - Cups
- Appliances
 - Dishwasher
 - Fridge
 - Microwave
 - Washing machine
 - Kettle
 - Computer
 - Two split system air conditioners
- Furniture
 - One wooden frame cot
 - Wooden table with four chairs
 - Children’s level dining table with four chairs
 - Computer desk with chair
 - A two seater and one seater children’s level couch
- Art and craft accessories
- Toys
 - Big rubber connector blocks
 - Big plastic trucks
 - Puzzles
 - Mini plastic cars
 - Train tracks and trains
 - Musical instruments
 - Baby plush toys
- Storage shed

Part C: Specification

6 PROPOSAL

The Geraldton Aquarena crèche is a valued asset that provides patrons with a welcoming environment for their children to enjoy.

The City of Greater Geraldton is seeking proposals from interested parties to provide a service to the public for the enhancement and activation of the Geraldton Aquarena Crèche to enhance their visit to the facility.

The City of Greater Geraldton intends to offer a lease of the Geraldton Aquarena Crèche to the successful respondent as detailed in section 23 of this document.

The effective use of the Geraldton Aquarena Crèche will result in a space that is family focused and promotes an active and passive recreation area that also promotes health and wellbeing.

The City is open to proposals to utilise the facility in additional child care related services i.e. day care if the respondent can provide child minding for patrons actively participating in a programmed service provided by the Geraldton Aquarena.

7 SPECIFIC REQUIREMENTS

All Childcare permits must be current and certified by the City prior to commencement of business:

- WWCC
- Police Clearance
- Highest Childcare qualification

All personnel qualifications must be supplied to the City.

*If day care is facilitated license must be provided prior to commencement

Part D: Conditions of Submission

8 FORMAT AND CONTENT

Respondents are to complete Part F: Response Schedule and to detail their proposal to provide the service. Applicants may provide supporting documentation as attachments, which may include promotional materials or other documents, provided they are relevant to the proposed service.

9 LODGEMENT OF PROPOSALS

Submissions may be lodged either by email to council@cgg.wa.gov.au or by mail to:

City of Greater Geraldton
PO Box 101
GERALDTON WA 6531

10 CLOSING TIME

The deadline for lodging submissions is **4:00 pm on Thursday, 6 October 2016 (AWST)**. Late submissions will not be accepted.

11 OWNERSHIP OF SUBMISSIONS

All submissions become the property of The City of Greater Geraldton once lodged. The City reserves the right to disclose the contents of submissions to non-City employees who are assisting with the EOI evaluation process. Submissions will not be returned to respondents.

12 YOUR COSTS

All expenses and costs incurred in connection with preparing and lodging this EOI will be the responsibility of applicants.

13 NOT A CONTRACT

This document is a request for expressions of interest, not a contract. Nothing in this document – or in an applicant’s response to it – should be construed to give rise to any contractual obligations or rights.

14 THE CITY OF GREATER GERALDTON'S RIGHTS

The City of Greater Geraldton reserves the right, at any time, to:

- Alter, amend, vary or end this EOI and the process outlined in this EOI.
- Suspend or terminate this EOI process or any part of it.
- Require additional information or clarification from EOI applicants.
- Enter into further negotiations with any interested party or negotiate with multiple parties.

15 FALSE OR MISLEADING CLAIMS

If an applicant is found to have made false or misleading claims or statements, or to have obtained improper assistance, The City of Greater Geraldton may reject that applicant’s submission from any further consideration.

16 COLLUSIVE TENDERING

Applicants – including their officers, employees, agents and advisors – must not engage in any collusive tendering, anti-competitive conduct or any other similar conduct with any other applicant or person in relation to the preparation or lodgement of a submission or the EOI process.

17 CONFLICT OF INTEREST

Applicants must include in their submission details of conflicts of interest or potential conflicts of interest if selected to provide services at Geraldton Aquarena Crèche.

Part E: Evaluation

18 EVALUATION OF SUBMISSIONS

An evaluation panel will be established to assess EOIs. This panel may consist of City of Greater Geraldton employees and other external expertise as required. The City of Greater Geraldton reserves the right to consult any relevant individuals to assist with the evaluation of EOIs.

19 INITIAL ASSESSMENT

Each EOI will be initially assessed to ensure it satisfies the Conditions of Submission as set out in Part C.

If the evaluation panel considers an EOI does not satisfy the Conditions of Submission, it may seek clarification or additional information to achieve compliance.

If the EOI cannot be amended to satisfy the Conditions, the evaluation panel will:

- Not consider the submission any further and exclude the applicant from further participation in the EOI process;
- Promptly notify the applicant that it has been excluded on the basis of the initial assessment of its submission; and
- Upon request, provide a written explanation to the applicant.

20 INTERVIEWS

Following evaluation against relevant selection criteria, outstanding submissions will be short-listed for further consideration. Short-listed applicants may be requested to attend an interview to discuss their EOI in more detail. Interviews will be conducted at the Civic Centre, 63 Cathedral Avenue, Geraldton and are expected to be held in the period 28th September – 2nd October 2016.

The City of Greater Geraldton may seek referees' reports (from referees nominated by applicants or from other sources) at this or any stage of the evaluation process.

21 REQUEST FOR FURTHER INFORMATION

Short-listed applicants may be invited, as part of the evaluation process, to submit further information that will clarify or further define their application. This may include a request to amend the proposal in relation to the negotiable components of the requirement.

22 IDENTIFICATION OF A SUITABLE APPLICANT

Following completion of all evaluation processes, the evaluation panel may recommend an applicant to be engaged for delivery of services.

23 NEGOTIATIONS WITH RECOMMENDED APPLICANT

The City of Greater Geraldton intends to offer a lease of the Geraldton Aquarena Crèche to the successful respondent. The proposed lease agreement will be negotiated with the successful respondent and will include the following provisions.

Lessee's Responsibilities:

- a) Providing child-minding services at the Crèche;
- b) Cost of utilities, including electricity and water;
- c) Ensuring the provision of service and use of the premises complies with all relevant legislation and other applicable standards; and
- d) Promptly reporting maintenance and repair requirements to the Principal.

Lessor's Responsibilities:

- a) Maintenance and repairs to the City-owned premises, with the exception of where the damage is caused by the Lessee.

24 NOTIFICATION OF APPLICANTS

All applicants will be advised of the outcome.

Part F: Response Schedule

Applicants are required to complete and return this section and include their proposal for provision of services. Applicants may provide supporting documentation as attachments, which may include promotional materials or other documents, provided they are relevant to the proposed service.

The Chief Executive Officer
City of Greater Geraldton
PO Box 101
GERALDTON WA 6531

I/We (Full Name): _____ (BLOCK LETTERS)

of: _____ (STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to Expression of Interest – Geraldton Aquarena Crèche use

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.

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: _____