

Gladstone Regional Council
ABN 27 330 979 106

Invitation for Expressions of Interest (EOI)

**Social Enterprise Food Van
Philip Street Communities and Families
Precinct**

Offers Close
11:59pm AEST, Sunday 10 October, 2021

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SECTION 1. Invitation for Expressions of Interest

1.1 Overview

1.1.1 Introduction to Gladstone Regional Council

Gladstone Regional Council (GRC) is a Queensland Local Government. The Gladstone Region, located in Central Queensland, is about 550 kilometres north of Brisbane, and covers 10,506 square kilometres with a population of about 62,000 people.

More information is available at the website: <http://www.gladstone.qld.gov.au/>.

1.1.2 Background

The Philip Street Communities and Families Precinct has been designed to strengthen Gladstone's community and social service system by the clustering of community facilities and collaboration of services to strengthen community outcomes. It recognises the central role communities play in supporting and protecting wellbeing through fostering social inclusion, connectedness, and enabling access to resources and services. The Philip Street Communities and Families Precinct offers a unique opportunity for service providers and community groups to move beyond co-location to a true partnership model. Our precinct tenants will be supported with their planning to deliver, and review together.

1.1.3 Purpose of Invitation for Expressions of Interest

To complement the service provision at the Phillip Street Communities and Families Precinct, GRC is seeking Expressions of Interest from social enterprise mobile food vendors to submit an Expression of Interest to provide coffee, tea, non-alcoholic drinks and healthy light meal options at The Philip Street Communities and Families Precinct, within the area indicated in the attached Terms and Conditions. Philip Street Communities and Families Precinct collaborators are open to hear your ideas and proposals. Ideally, successful proponents would:

- Be available for a term of twelve (12) months;
- Operate for at least one day per week, hours are flexible and will take into consideration precinct and proponents needs, between Monday to Saturday (excluding Christmas Day, Good Friday and Philip Street Communities and Families Precinct closures due to safety/weather);
- Hold a current food licence, if required (please consult <https://www.gladstone.qld.gov.au/needs-food-licence-to-determine-whether-you-require-a-food-licence>).

Successful proponents will be asked to submit an Application to Undertake Commercial Activities on Council land, undergo the standard assessment process by Council's Environmental Health team and otherwise comply with the **attached** Terms and Conditions.

1.2 Invitation Process

1.2.1 Closing Date and Time

Expressions of Interest must be lodged by no later than:

Time: 11:59pm Australian Eastern Standard Time (AEST)

Date: Sunday, 10 October 2021

Should GRC decide to extend the closing date, it shall do so by public notice via Council's website and Facebook page.

EOIs submitted after this time and date will not be considered.

1.2.2 How EOIs are to be Submitted

Offers must be lodged electronically by emailing cas@gladstone.qld.gov.au by the closing date and time. Proponents should allow enough time for lodgement including any time that may be required for problem analysis and resolution before the closing time.

Paper copies of the Expression of Interest can be dropped, during business hours, Monday to Friday, to the Ngallil Building (the green building) at the Philip Street Communities and Families Precinct at 1 Pengelley Street, Gladstone.

1.2.3 EOI Form

The EOI shall be submitted by completing all parts of Section 2 and attaching any required supporting material.

A proponent's EOI must:

- 1) Demonstrate the proponent's capability to provide mobile food and coffee vending services (including providing coffee, tea, non-alcoholic drinks, and healthy light meal options), including providing a copy of the proponent's proposed menu and price list;
- 2) Confirm that the proponent will be open for trade from the Philip Street Communities and Families Precinct for at least one day per week, hours are flexible and will take into consideration precinct and proponents needs, between Monday to Saturday (excluding Christmas Day, Good Friday and Philip Street Communities and Families Precinct closures due to safety/weather);
- 3) Confirm the proponent's willingness to commit to a licence period of twelve (12) months;
- 4) Outline any operational requirements to be provided by Council (e.g. power and water);
- 5) Provide a list of equipment (including the vehicle) to be used by the proponent;
- 6) Outline how the proponent will align with one or more of the Philip Street Communities and Families Precinct's key values of wellbeing, learning and connection;
- 7) Outline how the proponent will give life skill and customer service training to members of the community;
- 8) Outline the sustainability practices of their social enterprise (e.g. sustainable food packaging, recycling initiatives, or others);
- 9) Submit a Risk Management Plan for everyday activities;
- 10) Be accompanied by a copy of the proponent's:
 - a. Certificate of Currency for public liability insurance; and
 - b. Food licence (if required); and
- 11) identify whether the proponent is a Gladstone Region resident and provide supporting documentation to evidence same.

Space to provide answers to these questions is provided in section 2.2.2 below.

1.2.4 Evaluation

All EOIs received will be evaluated by a GRC panel.

1.2.5 Indicative Timetable

The following indicative timetable is provided for information purposes only. Dates are indicative only and may be subject to change. GRC reserves the right to depart from the indicative timetable, including but not limited to altering dates or deleting or adding steps.

Invitation issued	Monday, 6 September 2021
Closing date and time for offers	Sunday, 10 October 2021, at 11:59 PM AEST
Evaluation of offers completed	Friday, 15 October 2021
Proposed date for decision	Friday, 15 October 2021
Responses issued to Proponents	Friday, 22 October 2021

1.2.6 Evaluation Criteria

Mandatory criteria:

The organisation must be:

- A legal entity - Respondent must be a registered incorporated association, a company limited by guarantee or a co-operative with an Australian Business Number (ABN), which is recognised and acceptable to Council;
- A social enterprise – defined as an organisation that:
 - is led by an economic, social, cultural, or environmental mission consistent with a public or community benefit;
 - trade to fulfil the mission;
 - derive a substantial portion of their income from trade;
 - reinvest the all profit or surplus in the fulfilment of their mission; and
 - has a constitution which clearly indicates that:
 - any surpluses will not be distributed to members and/or directors; and
 - if the organisation closes or winds up, any assets will be distributed to another organisation(s) which is also not for profit and has similar objectives.
- Current copy of food licence attached (if required);
- Current Certificate of Currency for Public Liability Insurance attached; and
- Committed to operating for at least one day per week, hours are flexible and will take into consideration Precinct and Proponents needs, between Monday to Saturday (excluding Christmas Day, Good Friday and Philip Street Communities and Families Precinct closures due to safety/weather);and
- Committed to providing training and developing community skills.

Any EOI not complying with these requirements will be considered non-conforming.

The criteria against which each EOI will be evaluated and the weighting attached to each is as follows:

Criteria	Description	Weighting
Financial Capacity	A Proponent must have appropriate financial capacity to deliver the services.	15%
Work Health & Safety Management	Work Health & Safety management – the Proponent must demonstrate the capacity to manage Work Health and Safety in accordance with any and all Commonwealth of Australia and Queensland Government Work Health and Safety legislation and guidelines.	15%
Experience and Capability	Proponents must demonstrate their capability to provide mobile food vending services ((including by providing coffee, tea, non-alcoholic drinks, light meals and baked goods) and a menu/price list acceptable to Council, during the Operating Times.	15%
Alignment with centre values	Proponents must outline their ability to align with- one or more of the key Precinct values of wellbeing, learning and connection	15%

Community training and development	Proponents must outline their ability to give life skill and customer service training to members of the community	15%
Environmentally sustainable practices	The Proponent has sustainability practices	10%
Local Content	The Proponent is a resident of the Gladstone Region, or their primary business address is within the Gladstone Region.	15%
TOTAL		100%

1.3 Further Invitation Conditions

1.3.1 GRC Discretion

GRC may make any changes to the invitation process in its absolute discretion, by updating the website. Without limitation, GRC may:

- 1) amend dates including by extending the closing date or time;
- 2) suspend or terminate the invitation process; and/or
- 3) depending on EOIs received and other relevant factors, reassess how and to what extent GRC will continue with the EOI process/appointment of a food vendor.

1.3.2 Proponent's acknowledgement and warranty

- 1) Each proponent acknowledges and agrees that the proponent:
 - a) is responsible for making its own investigation and assessment about all matters relevant to the Invitation and the proponent's EOI, including but not limited to risk, cost and contingency;
 - b) has not relied on any express or implied statement, warranty or representation made by GRC, its officers, employees, agents or advisers; and
 - c) is responsible for all costs and expenses related to the preparation and lodgement of its EOI and GRC is not required to pay any compensation to the proponent in relation to the invitation process.
- 2) By submitting an EOI, the proponent warrants that all information provided as part of its EOI will be complete, accurate, current and not misleading.

1.3.3 Anti-competitive Conduct

The Proponent warrants that neither the proponent nor its personnel have engaged in any collusive, anti-competitive or similar conduct in connection with the invitation process.

1.3.4 Confidentiality

- 1) All EOIs become the property of GRC on submission.
- 2) The proponent should clearly label any information contained within the EOI which the proponent claims is confidential or commercial-in-confidence.
- 3) GRC will use its best endeavours to keep confidential all confidential information supplied by the proponent but may disclose confidential information:
 - a) to GRC personnel and Councillors and professional advisers for the purposes of the invitation, evaluation and contracting processes;
 - b) as required under the *Right to Information Act 2009*; and
 - c) as otherwise required by Law.

1.3.5 Protection of Privacy

The Proponent warrants in respect of any personal information provided in its EOI that the information is accurate, up to date and complete and that the individuals to which personal information refers authorise its collection and are aware that it is contained within the EOI.

SECTION 2. Proponent Information & Proposal

2.1.1 Proponent's Declaration of Financial Viability

The Proponent affirms that:

- a) It is financially viable, solvent and can pay its debts as and when they become due;
- b) They have sufficient financial resources to deliver the goods or services described in the EOI (including fulfilling any guarantees or warranty claims);
- c) They are not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial viability of the Proponent or the delivery of the goods or services; and
- d) They have in place (or will have in place) insurance cover for the purposes of, and at the levels required.

The Proponent declares their financial viability as detailed above. The Proponent may provide additional supporting financial information if desired.

The Proposal must be signed by a duly authorised signatory of the Proponent.

Authorised by (<i>Name & Position</i>)	
Signature & date	
Witness (<i>Name</i>)	
Witness Signature & date	

2.2 Business Information

2.2.1 Contracting Entity Information

Business Name As it would appear on the contract	
ABN	
ACN	
Registered Postal Address	
Director/s of Company/Business Owner As listed on ASIC Company Extract or ABN Lookup	
Nominated Contact Person For EOI related correspondence (Name & Position)	
(Phone Number/s)	
(Email address)	

2.2.2 Proposal

Submissions that do not have the following tables completed in full will be deemed non-conforming.

Question	Answer
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Outline your capability to provide mobile food and coffee vending services (including by providing coffee, tea, non-alcoholic drinks and healthy light meals) and attach a copy of your proposed menu and price list	
Will you be open for trade from the Philip Street Communities and Families Precinct for at least one day per week, hours are flexible and will take into consideration Precinct and Proponents needs, between Monday to Saturday (excluding Christmas Day, Good Friday and Philip Street Communities and Families Precinct closures due to safety/weather); ?	Yes/No
Will you commit to a licence period of 12 (12) months?	Yes/No
Please outline your ability to align with one or more of the Philip Street Communities and Families Precinct's key values: <ul style="list-style-type: none"> • wellbeing; • learning; and • connection 	Wellbeing Learning Connection

<p>Please outline how the food van will be used to deliver training and skill development, including:</p> <ul style="list-style-type: none"> • Demographics of those receiving training • Training provided and any qualifications gain as a result • Progression opportunities 	
<p>Do you have sustainable practices? (e.g. sustainable food packaging, recycling initiatives, or others);</p>	<p>Yes/No</p> <p>If yes, please specify:</p>
<p>Are you a Gladstone Region resident?</p>	<p>Yes/No</p> <p>If yes, please attach a utilities bill/rates notice with your address</p>
<p>What are your requirements to operate the food and coffee van to be provided by Council (for example, power and water)? (Please list)</p>	
<p>If you are on social media, please provide the link(s) to your business' social media</p>	
<p>Provide a list of equipment (including the vehicle) you intend to use, including registration numbers and make and model for any vehicles</p>	

2.2.3 Past Performance and References

Provide previous past performance with similar projects including the contact details of the company's representative.

Please 'copy and paste' additional tables as required to support the submission – there is no limit to the number of references provided to demonstrate suitable experience.

Demonstrated Past Performance and Reference #1	
Company (Client)	
Service Description	

Service Address	
Dates of Performance	
Company Contact Person	
Contact Person Role	
Contact Phone & email	
Details of Scope Performed relevant to this EOI (Work completed, skills required, lessons learned etc)	