Bridgetown Leisure Centre

Café Lease



**Expression of Interest**

**19 June 2022**

**Submission deadline: 14 July 2023**

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# **Introduction**

The Shire of Bridgetown-Greenbushes is calling for Expressions of Interest (EoI) from interested parties to establish and operate a commercial Café within the premises of the Bridgetown Leisure Centre (BLC), located in Bridgetown WA 6255.

The Shire seeks to attract a commercial operator to activate this Shire shared leased property to provide an exciting new food and beverage business venture to be enjoyed by the local community and patrons of the BLC.

This EoI invites Proponents to submit proposals consistent with the services requested in this EoI for a commercially viable business operation that will support the BLC Activation Plan.

Submitted proposals will include information relating to the business offering, financial operating statements or modelling, relevant experience and operational capacity to deliver the Shire of Bridgetown-Greenbushes objectives.

The Operator will be required to negotiate Shire staff access into the café with the Shire for use of Shire owned equipment and facilities (sink and refridgorator).

A commercial lease may be offered to a successful proponent on terms and conditions negotiated by the CEO of the Shire of Bridgetown-Greenbushes through a commercial process, however the Shire is not obliged to enter into a lease with any party and may choose not to proceed with the EoI if there are no suitable responses received.

## **Bridgetown**

Bridgetown is located approximately 260 km south of Perth within the South West region of Western Australia. Bridgetown is situated inland from the coast in Australia's South West tourist region.

Bridgetown is in the centre of the Blackwood River Valley, which surrounds the town and undulates to the southern coastline. Bridgetown is one of the larger towns in the area and boasts green rolling hills, the stunning Blackwood River, farmlands and forests. Bridgetown has a Mediterranean style climate with mild summers and cold winters. Rainfall is plentiful during winter with crisp mornings and the occasional frost which provides the ideal climate for growing fruit such as apples, stone fruit and cherries. It is also the perfect climate for farming sheep, beef and dairy production.

The area features a dynamic and thriving arts community and a range of wineries, and restaurants. Other attractions include parks, bush walking trails, pubs and a micro-brewery. The region enjoys the produce from a strong sector of regenerative and sustainable primary producers offering gourmet food - from paddock to plate, fine wineries and unique retail establishments.

As of the 2021 census the Shire of Bridgetown-Greenbushes has a population of approximately 5,200 residents. It is forecasted that the population will continue to increase over the next decade, including future employees of the Talison Mine expansion.

## **The Bridgetown Leisure Centre**

The BLC provides the residents of the Shire and surrounding areas with an aquatic, recreation and fitness facility.

The BLC is more than just sporting of exercise facility, it is a destination for a day out with family and friend to relax. Patron numbers continue to increase annually, and this is directly related to the increase on population in the Shire, which is driven by the expansion of the Talison mine. This increase has seen growth in community sporting activities at the Leisure Centre that includes Basketball, Netball, Table Tennis, Karate and Volleyball. The BLC also provide a 24/7 gymnasium and group fitness classes and continue to expand. The swimming pool is opened seasonally from 1 November to 31 March each year. The facility attracts over 50,000 visitations per annum through its variety of programs and services and continues to grow each year.

The Café is situated in a highly visible and central location of the facility adjacent to the front foyer and reception. It is a natural gathering place for those who utilise the facilities at BLC. The Café has been designed as a supporting service to enhance patrons’ overall experience of the centre with café servery and seating areas that service the wet and dry areas. It is expected that the café will provide both dine in and takeaway service that will add value to patrons using the centre.

Key features of the facility include:

• 190m2 of gym floor space

• Fitness studio with total of 185m2 of group fitness and community hire space

• Outdoor heated 25m pool

• Outdoor covered leisure pool

• Outdoor kids splash pad

• Male and female aquatic, sports court and gym change areas

• Family change facilities

• Retail shop (Swimming apparel and accessories)

• Lawn picnic area with barbeque facilities

• Staff administration offices and training room.

• 3 x full sized sports courts

• Outdoor beach volleyball

• Adjacent skate park and pump track

# **Hours of operation**

The centre is open 7 days a week during the pool season, which begins on 1 November and finished on 31 March (5 months). The centre is closed on Christmas day and Boxing Day. From 1 April to 31 October the centre operates at reduced hours on weekends and Public Holidays.

Below is a schedule of the likely operating times for the core components of the complex.

These times are indicative and may vary from time to time and should only be used as a guide.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **BLC**  **Winter**  **1 Apr – 31 Oct** | 8:30 am – 7:30 pm | 8:30 am – 8:30 pm | 8:30 am – 9:00 pm | 8:30 am – 9:00 pm | 8:30 am – 9:30 pm | As Required | As Required |
| **BLC Pool Season**  **1 Nov – 31 Mar** | 6:00am – 6:00pm | 7:00am – 6:00pm | 6:00am – 6:00pm | 7:00am – 6:00pm | 7:00am – 6:00pm | 8:00am – 6:00pm) | 8:00am – 6:00pm |

# **Details of Café**

A site plan is attached as Appendix B. The total area of the café is approximately 27 m². There will be a communal indoor dining/seating space of 35.5 m² and an outdoor dining/seating of 154 m².

1. **Lease Terms**
   1. **Proposed lease Arrangements**

The Shire may choose to enter into a lease with proponents subject to commercial negotiations and final approval by Council. Examples of the lease terms may include but are not limited to;

|  |  |
| --- | --- |
| **Commencing Semi-Gross Rent (Exclusive of GST)** | Ex GST per annum. |
| **Lease Term (including options if required)** | 3 years + 3 year option with both parties to agree. |
| **Proposed Lease Commencement Date** |  |
| **Proposed Rent Commencement Date** |  |
| **Rent Reviews (annual)** | Rent will be subject to a market rent review every 3 years with all other years subject to CPI rent reviews |

**As per section 3.58 of the Local Government Act 1995 any proposed lease will be subject to public advertising for a minimum period of 14 days.**

* 1. **Leasing Opportunities**

The preferred Proponent will need to formally enter into a lease (prepared in accordance with the *Commercial Tenancy (Retail Shops) Agreements Act 1985*) with the Principal, the terms of which are negotiable. The Shire will favourably view a proposal that demonstrates it can enrich the current facilities and provide a high level of service to the community.

With this in mind, it is anticipated that the successful proponent will undertake a commercial offering that seeks to provide a suitable “fit” with the complex, taking into consideration the type of facility it is, the hours it is likely to operate and the likely staff, community members and general customers it will service.

**3.3 Evaluation Process and Timeline**

The Shire of Bridgetown-Greenbushes is seeking proposals from suitable qualified Proponents to enter into a commercial lease for a business offering for the Bridgetown Leisure Centre. Proponents are to provide sufficient information against each of the requirements detailed in the Proponents Response Form (Annexure A) using the same headings and in the same order as listed, to demonstrate their ability to satisfy all of the assessment criteria. Submissions will be checked for completeness and compliance and feedback may be provided or submission may be rejected if incomplete.

The Shire of Bridgetown-Greenbushes in its absolute discretion, before, during and after any negotiations with one or more Proponents may decide not to proceed with any of the EoI submissions.

1. **Indicative Time Frame**

Expressions of Interest (3 weeks)

Expressions of Interest Open 19 June 2023

Site Inspection by appointment

Expression of Interest closes 14 July 2023

Council Consideration July 2023

At the close of the advertising period, a panel of Shire of Bridgetown-Greenbushes Officers will assess all applications. The panel will then provide a recommendation(s) to Council for consideration.

* 1. **Submission requirements**

The submission should provide sufficient information to enable a panel to assess the proposal against the relevant criteria. EoI submissions require applicants to complete the following;

* A written submission addressing each one of the Expression of Interest Assessment Criteria (see 4.2 below);
* Any references the proponent may wish to provide.

The total length of the submission addressing the Expression of Interest Assessment Criteria is not to exceed 10 double sided pages (20 pages in total).

* 1. **Expression of Interest Assessment Criteria**

The Shire of Bridgetown-Greenbushes seeks proposals to establish a new commercial offering at the site of the Bridgetown Leisure Centre within the permissible uses.

Please note that it is essential that Proponents address each qualitative criterion.

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

1. All information relevant to your answers to each criterion is to be contained within your EoI;
2. Proponents are to assume the evaluation panel has no previous knowledge of your organisation, its activities or experience;
3. Proponents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
4. Proponents are to address each issue outlined within a qualitative criterion.

|  |  |
| --- | --- |
| 1. **Expertise in the Industry– 50 % weighting**   **Submissions must address the following:**   1. Describe your business proposal for the Café as you intend to operate. 2. Demonstrated your experience on successfully operating a café of similar scale, or outline your ability to succeed in the venture. 3. Describe your service model to outline your anticipated customer service levels. 4. Detailed Resume   Supply details in an attachment and label it **“Attachment 1 – Expertise in the Industry”** | Tick if attached  ☐ |

|  |  |
| --- | --- |
| **B) Operating Services – 35 % weighting**  **Submissions must address the following:**   1. Provide examples of proposed services offered. 2. Provide a list of suggested food and beverages to be served in the café. For example, high quality coffee, speciality teas, pre-packaged snacks, a variety of prepared fresh and healthy food options or seasonal menu offerings including indicative pricing or meal deals.   Supply details in an attachment labelled **“Attachment 2 – Operating Services”** | Tick if attached  ☐ |

|  |  |
| --- | --- |
| **C) Operating Timeframes – 15 % weighting**  **Submissions must address the following:**   1. Demonstrated ability to start operating the café within a reasonably short timeframe. 2. Detailed description of proposed works to be undertaken by the Tenant (if any) to the café including a general description of any additional fixtures, fittings, furniture, signage etc 3. Willingness to provide flexible operating hours that complement the operating times for the centre throughout the year.   Supply details in an attachment labelled **“Attachment 3 – Operating Timeframes”** | Tick if attached  ☐ |

* 1. **Lodgement of Submissions**

Expressions of Interest submissions are to be lodged in hard copy or via email to the following address;

Chief Executive Officer

Shire of Bridgetown-Greenbushes

PO Box 271

1 Steere Street

Bridgetown WA 6255

Email: [tenders@bridgetown.wa.gov.au](mailto:tenders@bridgetown.wa.gov.au)

Closing date: 4:30 pm Friday 7 July 2023

Due to the comparative nature of the EoI process non-conforming/alternate submissions are not encouraged however may be considered at the absolute discretion of the Shire of Bridgetown-Greenbushes where this does not jeopardise the fairness of the process or compliant submissions.

* 1. **Enquiries and Site Visit Appointments**

Shane Ellis

Coordinator Recreation & Leisure

Shire of Bridgetown-Greenbushes

Tel: 0418 874 128

Email: [sellis@bridgetown.wa.gov.au](mailto:sellis@bridgetown.wa.gov.au)

* 1. **Negotiating with Preferred Proponent**

The Shire of Bridgetown-Greenbushes, upon selection of preferred proponent(s) from the EoI process, will negotiate in good faith with the preferred proponent(s), with a view to entering into a binding agreement to operate at the approved location for a fixed term. Negotiations will be conducted on the basis that the contract to be entered into will be with the preferred proponent(s) and that it will incorporate the fees payable under the terms of the agreement and will also reflect the proposal(s) submitted by the preferred proponent(s).

In the event that the Shire of Bridgetown-Greenbushes and the preferred proponent(s) are unable to agree to reach a binding agreement, then the Shire may negotiate with another party or elect not to proceed with offering the agreement. It will be a requirement of the final form of the contract that the proponent(s) must trade as agreed within the agreement.

1. **Recommended Reading**

Prospective proponents are encouraged to review the following documents to due and inform the preparation of submissions.

Link to: [Strategic Community Plan](https://online.fliphtml5.com/ulymr/ygvr/#p=1)

Link to: [Bridgetown Population Stats - Census](https://www.abs.gov.au/census/find-census-data/quickstats/2021/UCL515003)

Link to: [South West Development Commission Retail and Commerce- South West Development Commission](https://www.swdc.wa.gov.au/)

Link to: [Commercial Tenancy (Retail Shops) Agreement Act](https://www.smallbusiness.wa.gov.au/business-premises/commercial-tenancy-act) 1985

**Annexure 1: Proponents Details**

Annexure A must be completed by the Proponent.

***Identity of the Proponent:***

|  |  |
| --- | --- |
| Name of Organisation |  |
| ACN / ABN |  |
| Business Address |  |
| Postal Address |  |

***Contact Details:***

|  |  |
| --- | --- |
| Name of Principal Contact Person |  |
| Position |  |
| Telephone |  |
| Email |  |

***Agreement to the Terms and General Conditions***

By lodging the EoI Submission the Proponent agrees to be bound by the Shire of Bridgetown-Greenbushes’ Terms and General conditions set out in the document.

*Sign for and on behalf of:*

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Organisation |  |
| Position |  |
| Date |  |

Other Parties (add details as required)

*Sign for and on behalf of:*

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Organisation |  |
| Position |  |
| Date |  |

*Sign for and on behalf of:*

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Organisation |  |
| Position |  |
| Date |  |

**Appendix A General Conditions for Expression of Interest**

***Acceptance and Rejection of EoI***

The Shire of Bridgetown-Greenbushes may in its sole discretion accept any EoI, either wholly or in part, or decide not to accept any EoI (or part of an EoI at all).

Following the evaluation of the EoIs the Shire may, in its sole discretion, or before, during or after negotiation with one or more Proponent(s) choose not to enter into any further negotiation of contract relating to the EoI and/or occupancy agreement.

***Disclosure of EoI Evidence***

The Proponent(s) acknowledge and accept that the Shire may be required by law (under the Freedom of Information Act 1992, in terms of a court order or otherwise) to disclose documents and /or other information which form part of, or are in relation to, the EoI and or this EoI process.

The Proponent shall treat the information in this EoI and any / all information provided by the Shire or its nominated agents, in relation to, thereto as confidential and communicate it only to the people directly involved in the preparation of its EoI.

Information relating to the examination, clarification, evaluation and comparison of the proposal submitted response to this EoI is confidential to the Shire and will not be disclosed to Proponents or any other persons not officially concerned with such process.

***EoI Validity Period***

All EoI’s will remain valid and open for acceptance for the minimum period of ninety (90) days from the Deadline unless extended on mutual agreement between the shire and the Proponent in writing.

***No Contract***

This EoI may result in negotiations for the award of a Contract, but is in itself not an offer open for acceptance by Proponents by submitting an EoI.

***Proponents to Inform Themselves***

Proponents will be deemed to have:

* Examined the EoI and any other information available in writing to Proponents for the purpose of submitting an EoI;
* Examined and to be aware of all the risks; contingencies, and other circumstances having an effect on their EoI, which is obtainable by the making of reasonable enquires;
* Acknowledge the Shire may enter into negotiations with one or more Proponents and that negotiations are to be carried out in good faith; and
* Satisfied themselves they have a full set of the EoI documents and all relevant attachments and acknowledge the background reports referred to in Section 5 of this document.

The Shire has used reasonable efforts in compiling this EoI. It will not be liable to proponents for any inaccuracy or omission in this EoI or any additional information which may be provided or withheld.

***Alterations***

The proponent must not alter or add to the EoI or any part thereof, unless specifically required by this EoI.

***Risk Assessment***

The proponent, by submitting an EoI, irrevocably authorised the Shire to contact and have access to and give consideration to;

* Any referees nominated by the proponent;
* Any information provided by the Proponent on behalf of their nominated bank, financial institution of accountant.

***Ownership of Documentation***

All documents, materials, articles and information submitted by the proponent as part of or in support of an EoI will become upon submission of the EoI the absolute property of the Shire and will not be returned to the proponent PROVIDED that the proponent is entitled to retain any copyright and the intellectual property rights therein, unless otherwise provided by the EoI.

***Canvassing of Councillors***

If a proponent, whether personally or by an agent, canvasses any of the Shire Councillors with a view to influencing the acceptance of an EoI regardless of such canvassing having any inference on the acceptance of any EoI, the Shire may at its absolute discretion omit such Proponents EoI for consideration.

***Changes to / Withdrawal of EoI***

The Shire reserves the right to;

* notify the Proponents in writing before the Deadline of any changes to this EoI which may in the discretion of the shire be necessitated by any matter of significance;
* extend the deadline for submissions; or
* cancel, amend, re-issue or withdraw or part of this EoI and/or process under it at any stage prior to entering into a Contract, without incurring any liability
* No right to Claim
* Except as expressly and specifically permitted in the EoI, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in or responding to this EoI and /or participating or not participating in any further negotiations resulting from the EoI. By submitting an EoI, each proponent shall be deemed to have agreed that it has no right to claims.

**Appendix B Site Plans of Bridgetown Leisure Centre**

