



Burwood

Inc.1874

EXPRESSIONS OF INTEREST OPERATION OF COFFEE CART AT BURWOOD LIBRARY & COMMUNITY HUB



Introduction

Burwood Council is seeking Expressions of Interest (“EOIs”) for the Licence of a Coffee Cart and provision of associated services at the Burwood Library and Community Hub (BL&CH).

Council seeks Expressions of Interest from experienced food retail operators who can demonstrate a proven track record in delivering a high standard of food and beverage service.

Background

Located between Sydney and Parramatta, the Burwood Local Government Area (LGA) is a diverse multicultural community with business and retail centres. The Burwood LGA covers seven square kilometres with a population exceeding 40,866 residents.

Burwood is a cultural melting pot of inclusive and diverse communities with a thriving business and retail centre surrounded by historic villages, each with their own distinct character and charm. The LGA includes Burwood, Burwood Heights Croydon Park and Enfield and parts of Croydon and Strathfield.

The quality of life residents enjoy, the central location, local schools and excellent transport infrastructure has made the Burwood LGA an attractive destination for people to live, work and visit.

As the first strategic centre west of the Sydney CBD, Burwood will strengthen its role in Sydney over the next 10 years, attracting new business sectors, higher skilled jobs and a diverse mix of housing.

By 2036 the population of the Burwood LGA is anticipated to nearly double to 73,500. This means over 32,000 more people will require housing, transport, schools, healthcare, services, leisure opportunities and green and open spaces.

Council’s focus is to improve the accessibility and amenity of the LGA to create a liveable and lovable place for its residents and those who choose to live, work, and grow here.

Council’s Objective

In leasing the Coffee Cart and providing an area for it to be operated, Council’s objectives are:

- To enhance the experience of attending the BL&CH; and
- To provide members of the public with a high quality standard of food and beverage service

What will Council Provide?

- Coffee Cart (see Attachment “A”);

- Tables and chairs;
- Power and water connections;
- Drainage point;
- Mains electricity and water;
- A premium and high exposure area adjacent to the main entry to the building in which to operate (see Attachment “B”);
- A storage unit within close proximity to the coffee cart.

Council’s Expectations

- Previous experience at running a café, coffee cart or similar hospitality establishment;
- The provision of the coffee, tea and other hot and cold beverages;
- The provision of pre-packaged food, especially pastries and sandwiches;
- Evidence of food handling training or a willingness to participate in such;
- Proposed Hours of Operation: The minimum hours of operation are 8.00am – 4.00pm, Monday to Friday.

Council is seeking a proposal from applicants for the intended hours of operation for council’s consideration. Requests for extended operating hours may be subject to a complying development certificate approval, at applicant’s investigations and costs.

- The signing of a formal Licence Agreement, as per the attached draft Deed;
- A Bank Guarantee equivalent to 1 months’ rental, to be held against satisfactory compliance with Terms over the full term of the Licence;
- Obtaining all necessary permits and registrations;
- To be responsible for all consumables;
- Provision of a commercial grade coffee machine;
- Provision of any point of sale system(s);
- Provision of all crockery and cutlery;
- Provision of all other operational items;
- The setting and packing up of tables and chairs and other equipment each day;
- To keep the area in front of the BL&CH clean and tidy;
- The maintenance and cleaning of the Council provided equipment;
- Provision of \$20M in Public Liability Insurance cover; and
- Provision of Workers Compensation Insurance for any employees of the successful applicant.

EOI PROCESS

Program

Date	Activity
29/06/2022	EOI open
13/07/2022	EOI close
18/07/2022	Licence Awarded
20/07/2022	Execution of Licence Deed
21/07/2022	Commencement of coffee cart operation

EOI Contact Person

All enquiries should be made to Mikaela Thorogood, Manager – Property, telephone (02) 9911 9978 or email: mikaela.thorogood@burwood.nsw.gov.au.

Site Inspection

Site inspections can be organised by enquiry to the EOI Contact Person.

EOI Lodgement

a) Electronic Lodgement

By email to council@burwood.nsw.gov.au

b) EOI Closing Date

12 noon on 13 July 2022.

Evaluation Criteria

Submissions must be made on a completed Expression of Interest Application Form (Attachment “C”).

Council will evaluate EOIs based on:

- Rental offered;
- Previous experience of the respondent(s);
- Financial capacity of the respondent(s);
- The provision of requested references.
- Value for money

- The capacity of the business to develop and deliver a successful coffee cart
- Compliance with WHS legislation and safety standards.
- Full insurance coverage with \$20 million Public & Products Liability and Workers Compensation Insurance policies in effect.
- COVID Safe Plan

Applications should demonstrate that their activation:

- Creates a unique and positive visitor-friendly experience
- Contributes to the enhancement of local life within Burwood, complementing rather than competing with the business and residential communities
- Provides an accessible and affordable experience
- Connects with the community and fits within the amenity of the region

GENERAL TERMS AND CONDITIONS

Late submission of EOI

Council reserves the right to accept or reject late submissions at its absolute discretion.

Incomplete Expressions of Interest

Any submission that do not include all the information required by the EOI, or is incomplete in any way, may be rejected.

Canvassing of Councilors or Council Staff

Respondents are required to direct all communications through the Contact Person named in the EOI documents, unless advised otherwise.

Canvassing of Councilors or Council staff in relation to the EOI will automatically disqualify a respondent.

Disclaimer

This document does not constitute an offer but is issued only to gain Expressions of Interest.

Nothing in the EOI shall be construed as to give rise to any contractual obligation, express or implied, on either Burwood Council or any interested party (EOI respondent(s)).

Statement of Business Ethics

Council has adopted a Statement of Business Ethics which shows clearly that Burwood Council is committed to conducting business professionally at all times and to the highest ethical standard in order to ensure that the community has confidence and trust in Council's business dealings, services provided and actions.

This commitment is built on the following five (5) business principles:

1. Value for money – obtaining the best quality and value for the price.
2. Open and fair competition – all prospective suppliers must be treated fairly and in an open and transparent manner with the same access to information about the engagement.
3. Accountability – framework and process lines of responsibility and accountability are clear. All transactions must be adequately documented.
4. Risk Management – recognise risk and develop strategies to deal with the risk.
5. Probity and Transparency – conduct business in an honest and principled manner, demonstrating the highest levels of integrity consistent with public interest.

A full copy of Council's Statement of Business Ethics can be obtained at <https://www.burwood.nsw.gov.au/For-Business/Doing-Business-with-Council>

SUPPORTING INFORMATION

- Attachment "A" – Coffee Cart.
- Attachment "B" – BL&CH Site Plan.
- Attachment "C" – Expression of Interest Application Form.
- Attachment "D" – Draft Licence Deed