

Expression of Interest Lease of Café Castlemaine Health



Cafe Vision

Provide customers with high quality food and beverages at an affordable price.

Provide exceptional service.

Create a place of warmth and welcome that echoes the wider vision of the Castlemaine Health.

Introduction

Castlemaine Health is seeking 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 to staff and visitors alike.

This expression of interest will be the first stage of a two-stage tender process. The expression of interest stage will result in a shortlist of operators who will be invited to provide further information as part of the tender.

Background

Castlemaine Health delivers a diverse range of inpatient, outpatient and outreach services to the Shire of Mount Alexander. This also includes provision of assessment, rehabilitation and allied health services to neighbouring shires. With around 660 employees, we provide an extensive range of health services to the community of Castlemaine and the surrounding region. With a clear regional focus, the Health Service's role within the Loddon Mallee Region has developed to meet the needs of a growing population.

The successful operator will have the opportunity to provide catering services to the groups, staff visitors and other interested parties located within Castlemaine Health.

There may also be the opportunity for the successful operator to provide catering services for functions held within the Hospital.

Details of the Premises

Located on the Ground Floor of Castlemaine Health, the café provides services to patients and their families, residents and visitors, students and staff of Castlemaine Health.

It is intended that the cafe, located adjacent to the front entrance, will be a natural gathering place for all who utilise Castlemaine Health's services.

A location plan and site plan are attached as *Appendix 1 & 2*

Premises for Lease

The cafe is approximately 10m x 17.5m. This area is made up of 10m x 4.5m of server space and preparation/dishwashing area and an indoor seating space of 10m x 13m for approximately 60, with toilets for staff and customers.

A floor plan of the cafe and toilets is attached in *Appendix 3*.

The cafe is fully fitted out and will contain fixtures and fittings as detailed in *Appendix 4 & 5*.

Castlemaine Health Objectives:

In leasing the cafe, the objectives are to:

- Support healthy and affordable eating options;
- Make available to members of the general public a cafe facility which provides a high quality standard of food, beverage and service, which optimises its exceptional location and is comparable with surrounding uses and the requirements of Castlemaine Health;
- Provide a revenue stream for Castlemaine Health for the duration of the lease; and
- Ensure the long-term sustainability and viability of the café.

Lessee's Responsibilities:

The successful Lessee will be responsible for:

- Obtaining all cafe permits and registrations;
- All cafe utilities and consumables;
- Maintaining minimum operating hours throughout the term of the Lease. Hours of operation to be determined in negotiation with Castlemaine Health;
- Contribution to the cost of regular cleaning of common areas including toilets and toilet supplies;
- Procurement and installation of Point of Sale system/s;
- Procurement and installation of coffee machine and grinder;
- Procurement of all serving and operational items;
- Procurement of all loose furniture required for the cafe and dining space;
(The procurements listed above are items already in place and owned by Castlemaine Health. Castlemaine Health can rent equipment to the successful applicant if required. At the end of the first year of operation, Castlemaine Health will consider transferring ownership of equipment, furniture and fittings, at an agreed cost, to the Lessee)
- Cost of Cafe signage as agreed by Castlemaine Health; and

A summary of the proposed lease terms and conditions is included in *Appendix 6*. These terms will be negotiated with the successful applicant.

Expression of Interest Process:

Responses to this invitation for Expression of Interest must be in writing and include three (3) hard copies of the following:

- A completed, signed and dated Expression of Interest form (Available as Appendix 7);
- The respondents proposed menu and pricing structure;
- The resume of all respondents; and
- Any other supporting documentation the respondent feels is relevant to the EOI.

All proposals must be clearly marked “**EOI- Castlemaine Health - Cafe**” and lodged in the tender box in the Reception of Castlemaine Health at:

**142 Cornish St
Castlemaine VIC 3450**

On or before: 12 midnight Friday 21st April 2017

- Each respondent must clearly identify in its proposal that the principle terms set out in this document are acceptable or identify any amended or additional terms or conditions that would be required by the respondent if chosen to be the preferred tenant.
- Responses received electronically, by facsimile or lodged after the closing time will not be accepted.

Castlemaine Health is not under any obligation to:

- Provide a respondent with a further opportunity to respond to this invitation of Expression of Interest; or
- Allow a respondent to vary its proposal once that proposal has been lodged.
- A respondent will only possess the right to lodge a variation to its proposal, or lodge a supplementary proposal, where it has sought the approval of Castlemaine Health (which may be given or withheld at Castlemaine Health's absolute discretion) in writing and Castlemaine Health has, in writing, granted its consent to such a request.
- Indicative timing of the Expression of Interest process is summarised as follows, subject to the Castlemaine Health having the right to vary both the timing and process.

Indicative Timetable;

This timetable is an indication of the timing of the Request for Tender process and may be changed by Castlemaine Health at any time.

Activity	Date
Expression of Interest issued	Friday 7 th April 2017
Expression of Interest briefing	Individual briefings can be provided upon the request of prospective tenders
End of period for questions or request for information	Friday 21 th April 2017
Closing time of offers	12 Midnight Friday 21 st April 2017
Intended completion date of short listings process	Friday 28 th April 2017
Short listed applicants to formally present proposal to Evaluation committee	Between Monday 1 st May and Wednesday 3 rd May 2017
Intended completion date for evaluation of offers	Friday 5 th May 2017
Intended date for formal notification of successful Applicant	Wednesday 10 th May 2017
Intended contract commencement date	Date to be negotiated but no later than 1 st July 2017.

Evaluation Process;

In assessing each proposal, Castlemaine Health will use the following evaluation criteria (not listed in any particular order of importance):

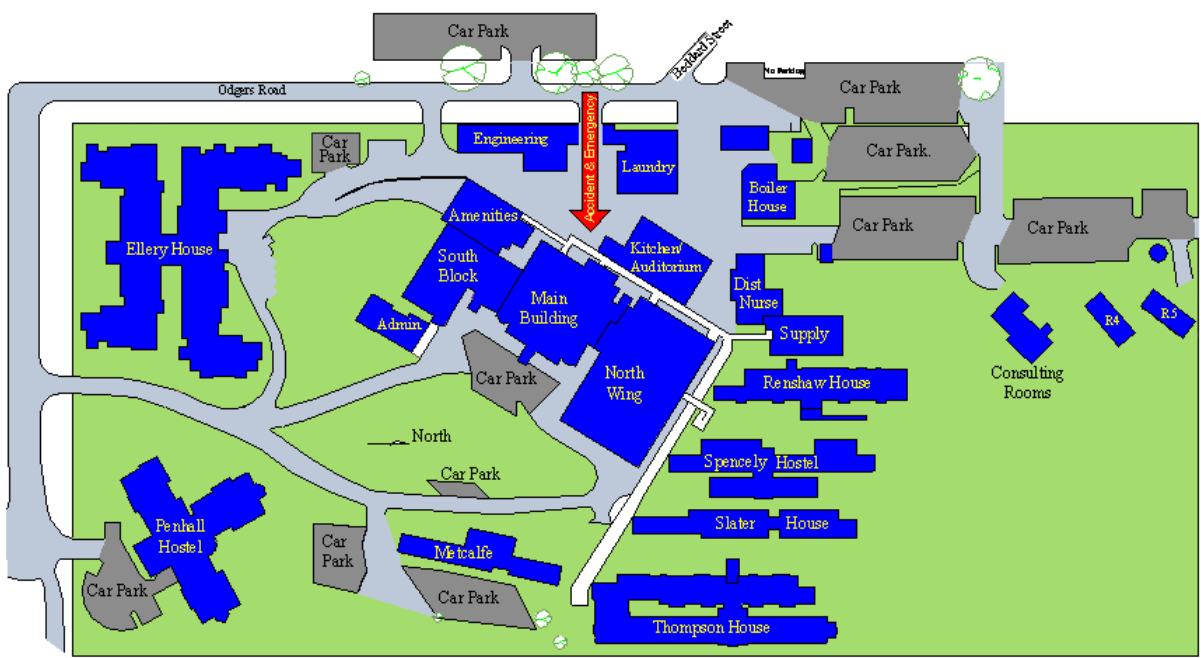
Evaluation Criteria	Applicants Response <i>(Attach additional information or documents if applicable)</i>	Weighting
Relevant industry experience in delivery of Café style services with a proven ability to deliver a high quality customer focussed service		30%
Appropriateness of café services offered (including example menu and costings)		30%
The respondents ability to meet Castlemaine Health's objectives;		30%
Environmental management systems and environmental approach		10%

Further Information

For further information please contact:

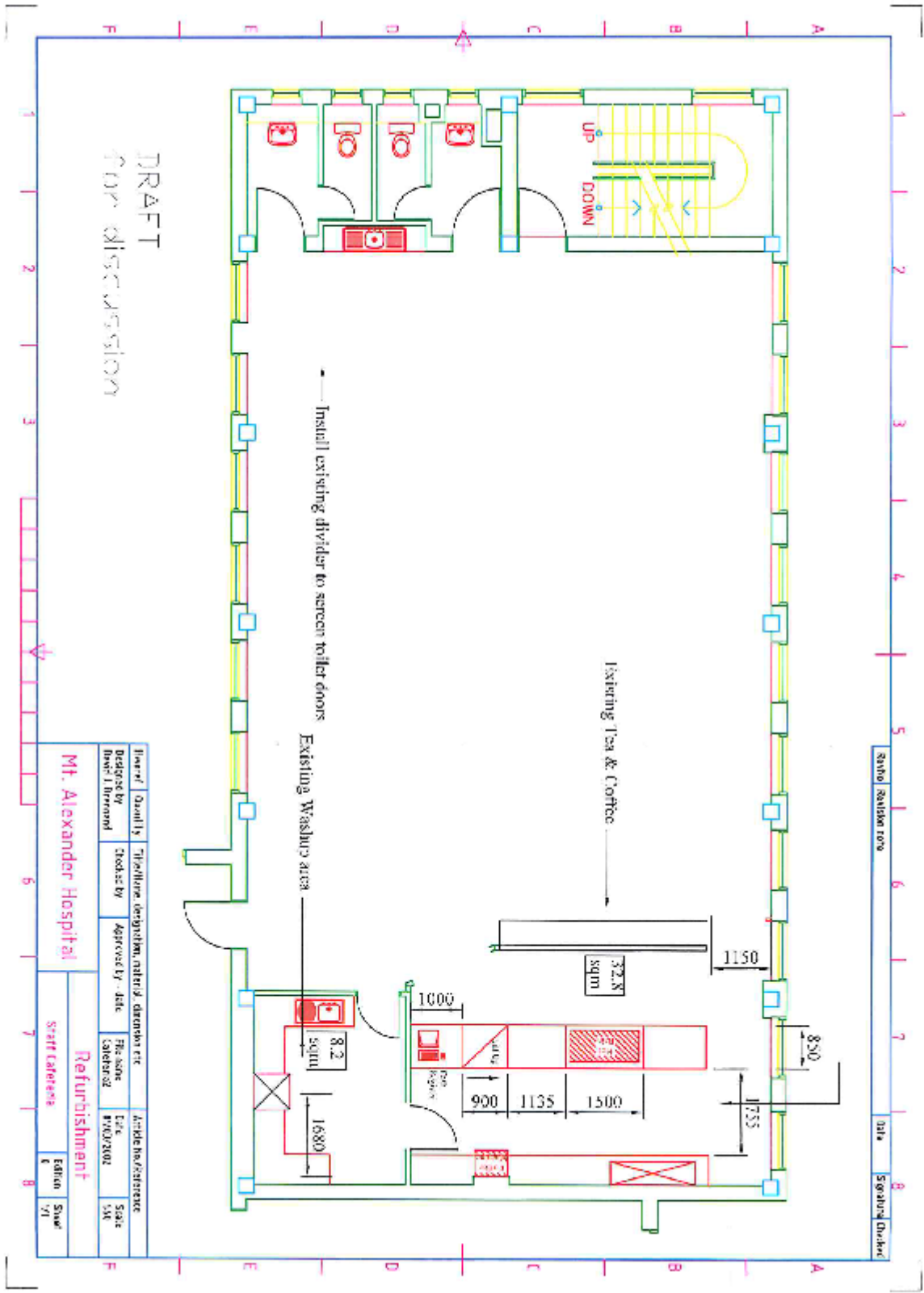
Project Manager	
Name:	Kerryn Healy
Position:	Executive Director Corporate Services
Business unit:	Castlemaine Health
Contact details:	E; khealy@castlemainehealth.org.au
Mobile:	0427 452 813
Second Contact Person	
Name:	Robert Scott
Position:	Manager
Business unit:	Support Services
Contact details:	E; rscott@castlemainehealth.org.au
Mobile:	0411 265 135

Appendix 1 Site Location- Aerial View

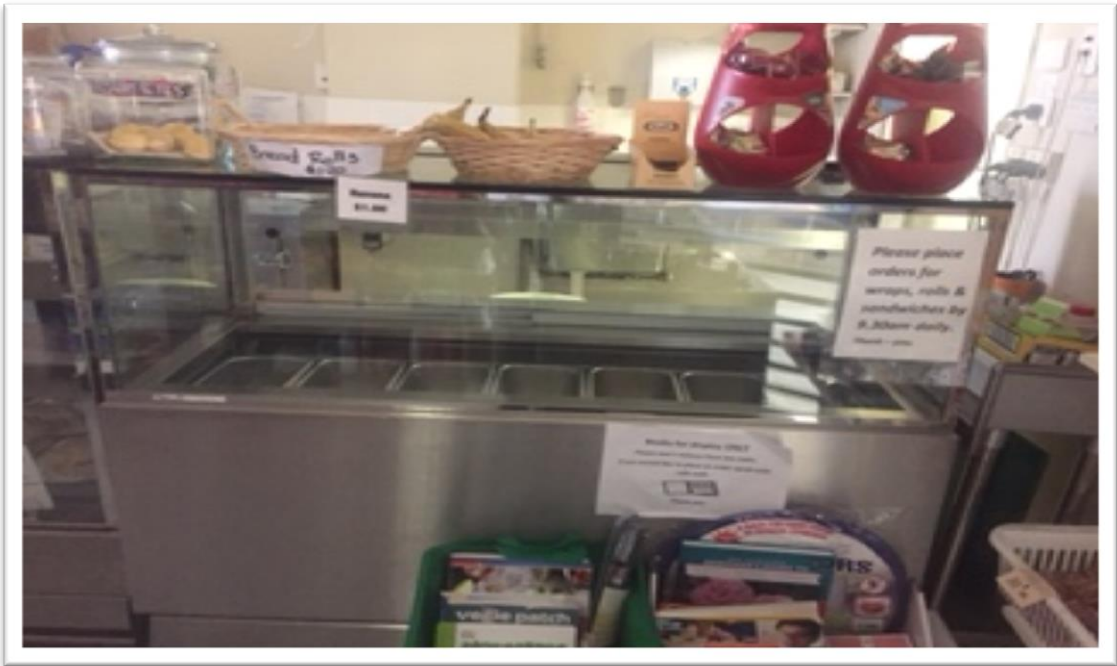


Appendix 2 Café Location Ground Floor – South Block as pictured above.

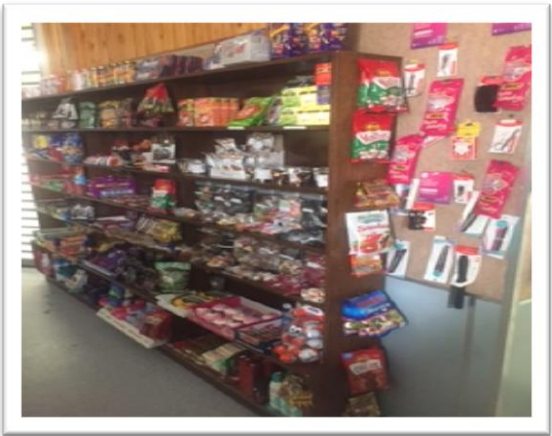
Appendix 3
Café Layout; 10m x 17.5m



Appendix 4
Café Counter Details



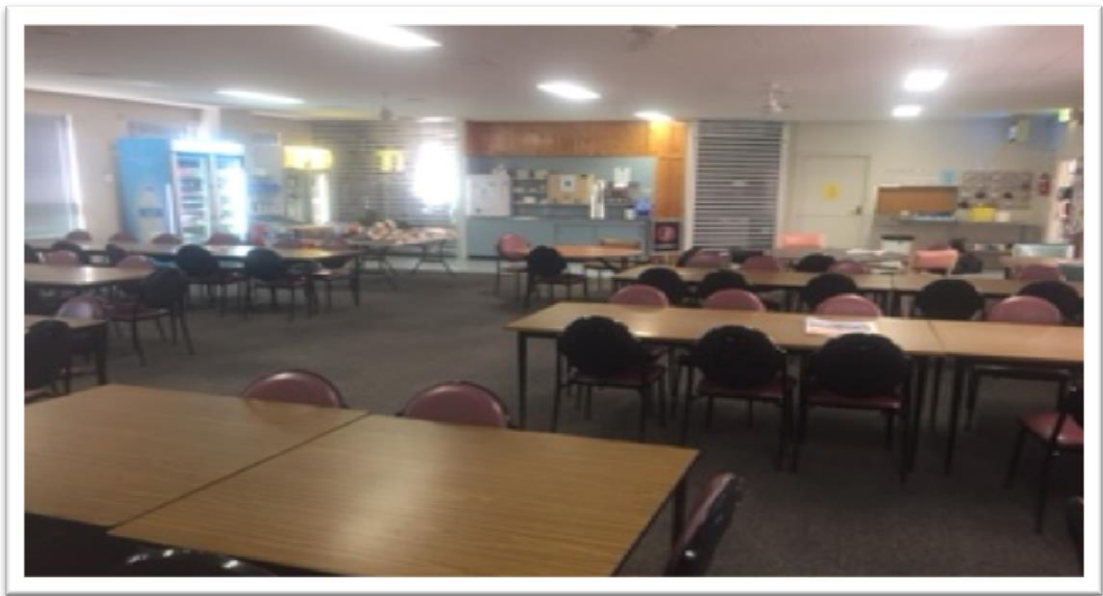
Café Front/ Servery Counter



Café Back Counter



Café Seating;



Appendix 5

Fixtures and Fittings

Description	Qty	Provided By	Make/ Supplier	Model	Specifications/ notes
Coffee machine	1	Castlemaine Health	AMMA		2 group head
Combie Oven	1	Castlemaine Health	Convotherm	OES-6-10	
Display fridge	1	Castlemaine Health	Koldtech		Cold food display/prep fridge + 2 under bench fridges
Bar Fridge	1	Castlemaine Health	Heller		Small domestic
Bar Fridge	1	Castlemaine Health	Westinghouse		Small domestic
Hot Water dispenser	1	Castlemaine Health	Unknown		
Dish washer	1	Castlemaine Health	WaterMark	AM900-90	
Benches	Assorted	Castlemaine Health			
Soup kettle	1	Castlemaine Health	Robalec		
Steamer	1	Castlemaine Health	Jomack	CS82064V	Dim Sim steamer
Sandwich press	1	Castlemaine Health	Roband	GSA610S	
Microwave oven	2	Castlemaine Health	Sharp carousel		
Microwave oven	2	Castlemaine Health	Panasonic		
Sound System	1	Castlemaine Health	LG	LX-M140	
Wall fan	1	Castlemaine Health			
Fridge/freezer	1	Castlemaine Health	Westinghouse		Large domestic
Display cabinet	1	Castlemaine Health	Koldtech	SQHCD-9	Hot food 4 shelf
Bain-Marie	1	Castlemaine Health	Roband		Hot food display 4 tray
Can opener	1	Castlemaine Health	Bonzer		Bench mounted
Description	Qty	Provided By	Make/ Supplier	Model	Specifications/ notes
Workbench	1	Castlemaine Health	Large		+ 2 under bench fridges

Description	Qty	Provided By	Make/ Supplier	Model	Specifications/ notes
Cash Register	1	Castlemaine Health	SAM4S		Includes EFTOS
Drinks fridge	1	Coca-Cola			
Drinks fridge	1	Castlemaine Health	Quirks		
Ice-Cream Freezer	1	Castlemaine Health	Streets		
Dining tables	16	Castlemaine Health	Unknown		Various sizes
Dining Chairs	72	Castlemaine Health	Unknown		
Couch	1	Castlemaine Health	Unknown		
Lounge Chairs	3	Castlemaine Health	Unknown		
Coffee table	1	Castlemaine Health	Unknown		
Water dispenser	1	Castlemaine Health	Aqualogic		
Assorted cutlery	Many	Castlemaine Health	Unknown		
Assorted cutlery-plastic	Many	Castlemaine Health	Unknown		
Coffee cups	Many	Castlemaine Health	Unknown		
Stainless steel trolleys	2	Castlemaine Health	Unknown		
Other		Castlemaine Health			Various café/catering related items

Appendix 6

Extract of proposed lease Terms and Conditions

Landlord:	Castlemaine Health 142 Cornish St. Castlemaine VIC 3450
Tenant
Premises:	Cafe 142 Cornish St. Castlemaine VIC 3450
Permitted Use:	Cafe and sale of Meals, coffee, light refreshments and other such items.
Commencing Base Rental:	\$ to be negotiated per annum plus GST, payable in equal calendar monthly instalments, in advance
Outgoings:	In addition to rent, the Tenant must pay for: All charges associated with the operation of the Tenant's business from the premises including cleaning and repairs of the premises and equipment, and removal of rubbish in the vicinity of the premises <i>Energy costs will be included in the negotiated rental amount.</i>
Term of Lease:	Terms of lease and options TBA
Further Term:	TBA
Lease Commencement Date:	No later than (TBA) or, if required, completion of Castlemaine Health statutory obligations relating to the grant of lease.
Rental Commencement Date:	One month after Lease Commencement Date.
Base Rent Review:	Increased in line with the Melbourne All Ords March on March annual CPI movement except at the commencement of any Further Term when there shall be a review of market rental. Shall be by agreement between the parties or failing agreement as determined by an independent valuer, the cost of which is to be shared equally between the parties unless an alternative approach is agreed by both parties.
Security Deposit/ Bond:	
Legal Costs:	The Landlord's solicitors will prepare a draft lease and each party will be responsible for its own costs with respect to the finalisation of the Lease.
Insurance:	The tenant is required to take out public liability insurance for a minimum of \$20 million.
Landlord's Installations:	All 'Castlemaine Health' items as detailed in Appendix 4 & 5
Tenant's Works:	Securing of all consents, permits and approvals required for the operation of the cafe
Goods & Services Tax:	The amount of any Goods and Services Tax (GST) levied in respect to any supply made under or in accordance with the Lease (including, but not only, the leasing of the premises) will be reimbursed to the Landlord by the Tenant.

Special Conditions:	<ol style="list-style-type: none"> 1. The minimum operating hours for the premises will be: (TBN) (Note: example of proposed minimum operating hours- Monday to Friday 8.00am to 16.00pm, Saturday and Sunday 10.00am to 2.00pm); 2. The placement of any signage that can be viewed from outside the premises will require the Landlord's approval. 3. The name of the premises will be subject to the Landlord's reasonable (written) consent; 4. The Tenant must take all necessary measure to minimise the spread of food and cooking odours from the immediate vicinity of the premises; 5. The menu offered by the Tenant will have a focus on healthy eating along with attention to offering low sugar/kilojoule sweets and soft drinks; and 6. The Tenant must not consume or permit to be consumed any alcohol on the premises.
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Appendix 7

EXPRESSION OF INTEREST FORM

A. Respondents must complete the following details:

Contact Name:	
Company Name:	
ACN:	
ABN:	
Mailing Address:	
Telephone:	
Fax:	
Email:	

Previous Experience

Please provide details of previous industry experience which demonstrates your ability to succeed in this venture:

Experience One:	
Experience Two:	
Experience Three:	

References

Please provide contact details of three relevant references:

Referee 1: Name: Company: Address: Phone:	
Referee 2: Name: Company: Address: Phone:	
Referee 3: Name: Company: Address: Phone:	

Lease Terms;

Please provide details of your preferred lease terms:

Lease Term:	3 years + 3 year option 5 years + 5 year option 10 years + 5 year option Other. Please specify_____
Rate: Please nominate the rate per square meter/ per annum you would be prepared to pay as the successful Lessee:	
Other Comments: If you have any further comments in relation to the lease please list them	

Preferred Operating Hours:	Monday to Friday_____ Saturday_____ Sunday_____
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Submission Checklist

All submissions must include:

- Completed, signed and dated Expression of Interest Form
- Proposed menu and pricing structure
- Resume of all respondents
- Any other supporting documents (Please list attached documents)

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B. Acknowledgement and declaration

We acknowledge that, by submitting this proposal, we accept and acknowledge that we are bound by the terms and conditions stated in the invitation.

We declare that we have no direct or indirect conflict of interest in participating in the development outlined in the Invitation.

We authorise Castlemaine Health to contact our Referees as noted above and to obtain from them any relevant information to assist Castlemaine Health in evaluating this proposal.

DATED:

If the respondent is a company:
SIGNED for and on behalf of

.....
(Print Name of Company)
By

In the presence of:

.....

.....

.....
(Sign and Print Name and Title)

.....
Witness
(Sign and Print Name)

If respondent is an individual:
SIGNED by:

In the presence of:

.....

.....

.....
(Sign and Print Name and Title)

.....
Witness
(Sign and Print Name)