

Summary File ONLY

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**IT IS BROWSABLE ON-SCREEN ONLY AND IS PROVIDED
FOR YOUR INFORMATION TO DECIDE WHETHER TO
BECOME A PROSPECTIVE TENDERER ONLY**

Note: This file may contain a brief scope statement, or an extract from the RFT documents, or a full exhibited copy – depending on the specific circumstances.

To participate in this tender process you **MUST** first download or order a full copy of the Request for Tender (RFT) documents, including the responsible components, and any addenda issued to date.

To do this return to the RFT web page on this web site and copy the RFT documents to your own computer or network – the blue “**DOWNLOAD A SOFT COPY**” link at the bottom provides access to the page from which you can do this.



NSW Department of Commerce

RFT ID: 0901433 EOI

Expression of Interest

Coffee carts for Parramatta Justice Precinct

Contents:

1. Introduction/ background
2. Description of the activities required from Service Providers
3. Contracting and leasing agreement
4. Criteria and Evaluation
5. Enquiries
6. Lodgement of EOI
7. Returnable Schedule

Appendix

- a) Multiplex Facilities Management O&M contract
- b) Floor plan of PJP office building.
- c) Schedule of provided facilities

1. Introduction

The Department of Commerce has been engaged by State Property Authority (SPA) to undertake the Tender Process for Service Provider to operate the Coffee Cart Services within the Justice Office building that comprise the Parramatta Justice Precinct.

The successful Service Provider Expression of Interest will be invited to bid on the lease of PJP Coffee Cart Services.

2. Description of the activities required from Service Provider

It is expected that the successful Coffee Cart Service Provider will develop, implement and provide a system that will also incorporate a number of the existing FM Services, generally listed as follow

- 2.1 Establish a new Coffee Cart which provides the service on each week day excluding public holidays from 7:00 am- 16:30pm.
 - The services should cater for building occupants and visitors, up to 500 people.
 - The Service Provider will supply all the equipment which relate to its service, but not limited to coffee machine, preparation bench and storage area for ready to use products.
 - No cooking will be allowed on the premises
 - The ready cooked pastries, cake or small biscuits will be acceptable
- 2.2 The Coffee Cart is responsible for General Maintenance which is outlined in O&M contract.
- 2.3 The Service provider will require to prepare and submit the Business Operational Plan covering all the services intend to provide to the facilities: the operational plan should include but not limited to the following:
 - Service Provider business background/ company profile
 - Intended services: sell coffee in variety format, sell pastry etc
 - Number of Staff intended during the operation hours
 - The intended selling price per unit including menu and pricing
 - Waste Management Plan (the plan should adhere to Multiplex O&M Contract)
 - On going management plan of utilities

3 Contracting and Leasing Agreement

State Property Authority is responsible for the leasing and contract agreements. The leasing term will be 6 months with 6 months option; 6 month rent free market to be reviewed at end of option.

Bank Guarantee equivalent to three months rental will be required from the successful Service Provider, to be held against satisfactory compliance with lease agreement.

4 Criteria

The following documents must be completed and lodged by the Service provider:

- Tender return form, this form must be completed and included all the business name, trading name (if applicable), ABN number and address.
- Business Operational Plan
- 3 Referees

The evaluation criteria will base on the following

1. Previous company performance and history of business.
2. Business operational plan for proposed Coffee Cart within Justice Building, Parramatta Justice Precinct in accordance with Multiplex O&M contract.
3. Referees

The short listed of the successful Expression of Interest will be invited to Tender on PJP Coffee Cart Services.

5. Enquiries

The Department of Commerce representative on this project is:

Mr. Geoff Waterhouse

NSW Department of Commerce

Telephone: 9338 7911

Fax: 9338 7912

Email: geoff.waterhouse@commerce.nsw.gov.au

6. Lodgement of EOI

Submission procedure

Submit the EOI Form, Tender Schedules marked 'Submit with the Tender Form' and other required documents or information by the date and time given in the advertisement or invitation, by one of the following methods:

- eTendering, or
- Tender Box,

If more than one tender submission is made, mark each submission clearly as to whether it is a copy, an alternative tender, or whether the submission supersedes another submission.

Submit when requested, by the date, time and method stipulated in the request, Tender Schedules marked 'Submit when requested' and any other information required to allow further consideration of the Tender. Failure to meet this requirement may result in the Tender being passed over.

eTendering Responses

Tenderers are encouraged to obtain Requests for Tenders (RFT) and submit tenders through NSW Government online eTendering at:

<https://tenders.nsw.gov.au/commerce/>.

Legal status

Tenders submitted electronically will be treated in accordance with the *Electronic Transactions Act 2000* (NSW), and given no lesser level of confidentiality, probity and attention than tenders submitted by other means.

Tenderers, by electronically submitting a tender, are taken to have accepted any conditions shown on the NSW Government eTendering web site.

The Principal may decline to consider for acceptance, tenders that cannot be effectively evaluated because they are incomplete or corrupt.

Electronic Format for Submissions

Tenders submitted electronically must be in a file format that can be read, formatted, displayed and printed by Microsoft Word 97, or any format required by the RFT.

File Compression

Tenderers may compress electronic tenders in any format that can be decompressed by WinZip. Tenderers must not submit self-extracting (*.exe) zip files.

Change of Tender Form Text

Tenderers must not change existing text in electronic tender forms other than to insert required information.

Hard copy responses.

EOIs shall be submitted in the following format:

- Single side paper in 12 –point font plain English text;
- No more than 1 page of cover letter
- Return Schedule
- No more than 5 pages of Business Operational plan

The EOI must be submitted in the Tender Box in a sealed envelope marked at:

Expression of Interest for Coffee Carts, Parramatta Justice Precinct 090386 EOI

NSW Department of Commerce

Project services Branch

Tender box:

L5 234 Sussex Street, Sydney NSW 2000.

7. Returnable Schedule

7.1 Expression of Interest submission Form

Location of EOI closing office

NSW Department of Commerce
Tender Box
L 5 234 Sussex Street, Sydney
NSW 2000

Web site Tender box

<https://tenders.nsw.gov.au/commerce>

Name of Organisation expressing interest:

ABN

ACN. If applicable

Hereby submit an Expression of Interest in tendering for Coffee Cart Services at Justice Building, Parramatta Justice Precinct NSW

In accordance with the Advertisement and briefing document.

*** Signed for the organisation by:
or Type name**

** Not required for a softcopy response*

.....
.....

(Authorise person)

In the Officer Bearer capacity of:

.....
.....

Name (in block letter)

.....
.....

Date:

.....

7.2 Organisation details

Name of the organisation expressing the interest:

Trading as: (only if applicable)

Business Address:

Postal Address (if different) :

Contact numbers:

Phone:
Facsimile:
Mobile Phone:

Contact person for further information:

.....
.....
.....

*** Signed for the organisation by:**

** Not required for a softcopy response*

.....
.....

(Authorise person)

In the Officer Bearer capacity of:

.....
.....

Name (in block letter)

.....

Date:

.....

7.3 Referee:

Nominate 3 Referees

Name of Referees	Contact details
1.	<p>Address:</p> <p>Phone:</p> <p>Facsimile:</p> <p>Mobile Phone:</p>
2.	<p>Address:</p> <p>Phone:</p> <p>Facsimile:</p> <p>Mobile Phone:</p>
3.	<p>Address:</p> <p>Phone:</p> <p>Facsimile:</p> <p>Mobile Phone:</p>

Appendix A

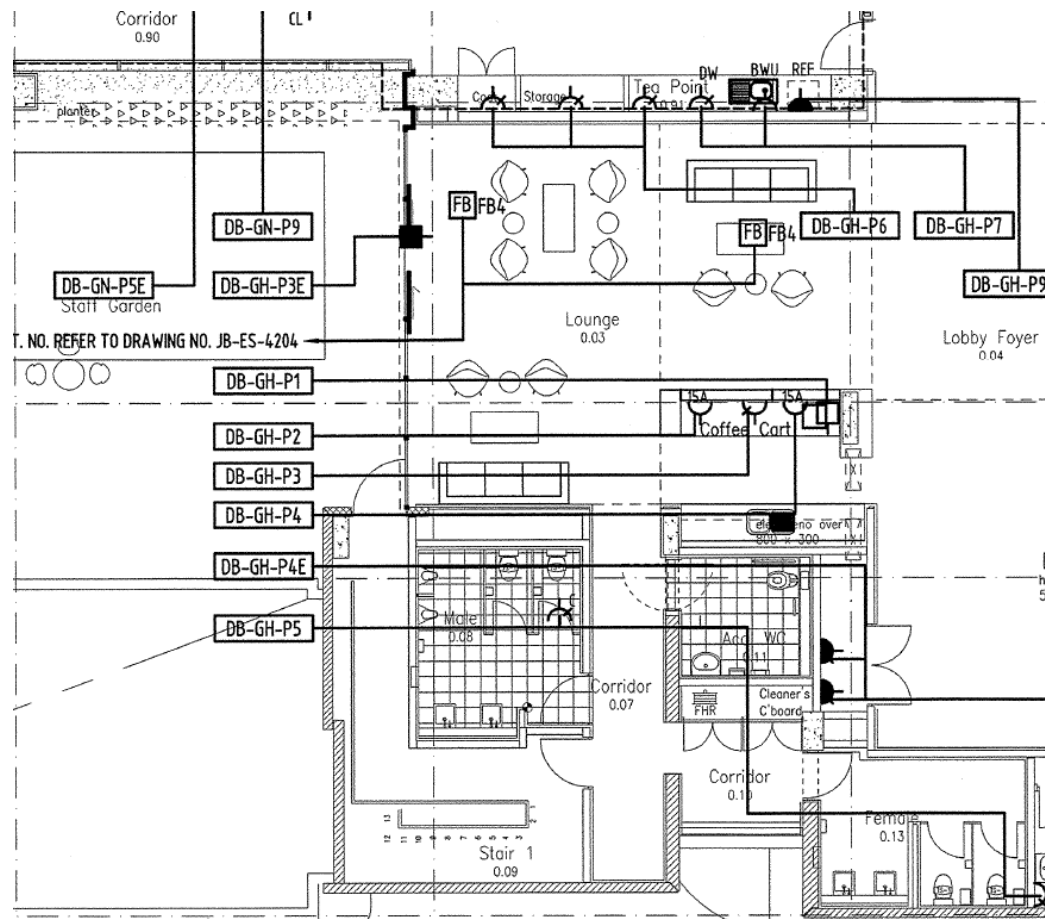
O&M Contract for Coffee Cart Services

The Service provider needs to comply with the conditions that may relate to the coffee cart operation. Some conditions could includes

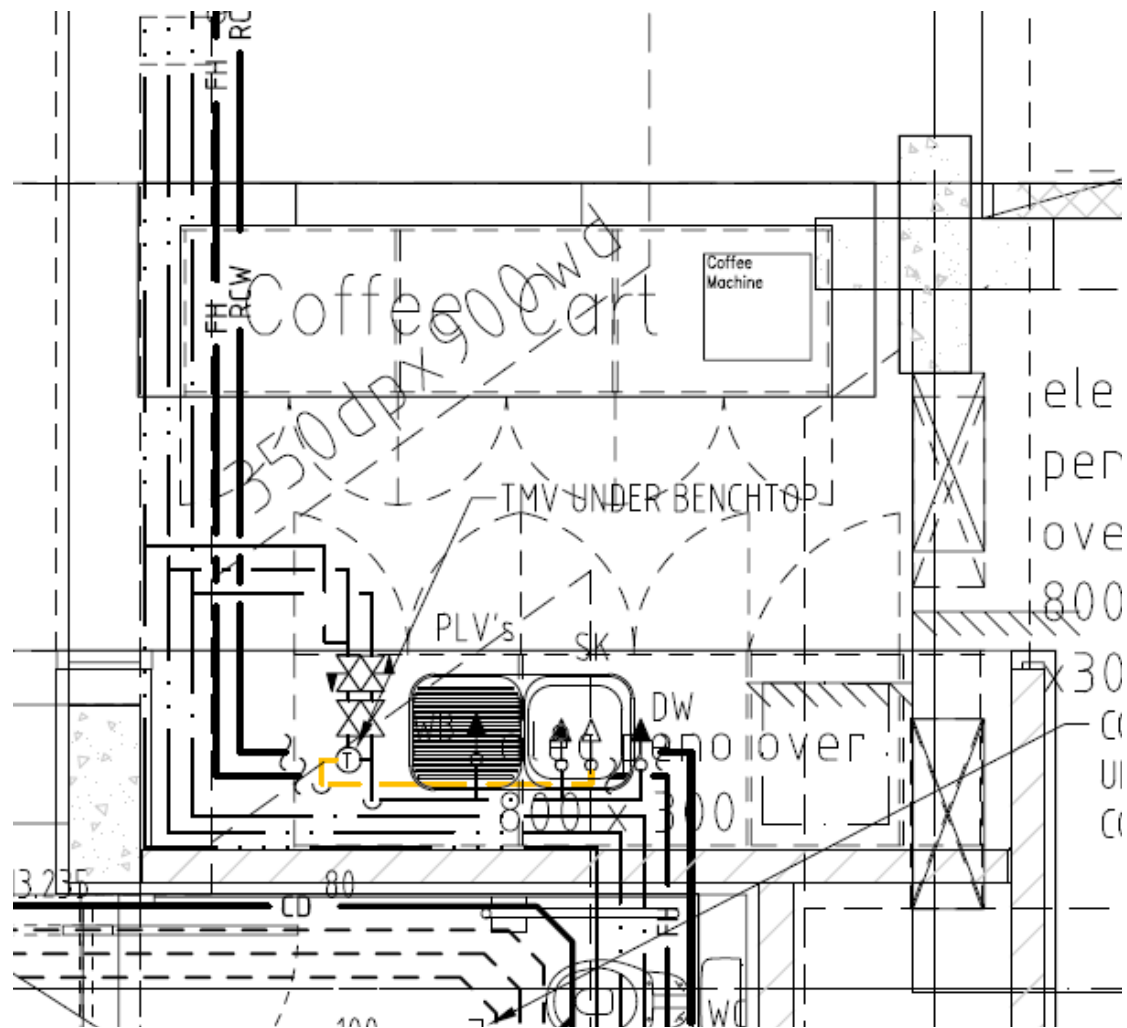
1. Cleaning of coffee cart area and the disposal of waste at Contractor's costs or reimburse the O & M Contract service provider for this work.
2. Compliance to House rules
3. Compliance to Security clearance via the AGD
4. Compliance to O & M Contract approval requirements with respect to fit-out or any other works
5. Compliance with OH & S requirements
6. Compliance with 5 NABERS and 5 Green Star building requirements
7. Co-exist with AGD vending machines next to the coffee cart location and all over the building

Appendix B

Electrical Services Layout



Hydraulic Layout



Appendix C

The property provides the following utilities and equipments for the Coffee Cart as part of the leasing:

1. Electricity and GPO points as nominated on the plan
2. Water services as nominated on the plan
3. Joinery cupboards for storage space underneath benches.
4. Dish washing machine
5. Stainless steel benches completed with building in space for coffee machine water services.
6. Build in stainless steel sink completed with waste disposal outlet
7. Stainless Steel build in shelving
8. Mirror splash back

