

**EXPRESSION
OF
INTEREST**

**QVMAG
FOOD VENDORS**

CD050/2020

AUGUST 2020

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Section A - EOI Conditions

1. Terms of Request

This expression of interest (EOI) is an invitation to participate and is subject to the compliance with the requirements contained within the EOI documentation.

Nothing in this EOI is to be construed as creating a binding Certificate of Permit for the supply of Services (express or implied), or any other agreements, between the City of Launceston and any Registrant.

Any agreement arising from this EOI process between the City of Launceston and any party will be subject to a future contract entered into between the two parties.

2. Enquiries and Communication

Any enquiries or any communication regarding the services specified in the EOI should be directed to:

Name and Title	Vanessa Scott, Executive Assistant, General Manager Creative Arts and Cultural Services
Email Address	Vanessa.scott@launceston.tas.gov.au
Phone Number	03 6323 3719

3. Acknowledgment by Registrants

The Registrant acknowledges that the City of Launceston:

- a) makes no representations and offers no undertakings in issuing this EOI
- b) is not bound to accept any particular EOI
- c) with notice, may suspend, vary, postpone, terminate or abandon the EOI process at any time
- d) invite one or more registrants to supply further information and/or attend a conference or interview and/or make a presentation
- e) evaluation Panel may undertake 'due diligence' checks, including, but not limited to, verifying references and/or referees, and undertaking company searches and credit checks
- f) will not be responsible for any costs or expenses incurred by a vendor arising in any way from the preparation and submission of EOI
- g) accepts no responsibility for a registrant misunderstanding or failing to respond correctly to this EOI

4. Registrant Acknowledges

In lodging its EOI, the registrant is not relying on any express or implied statement, warranty or representation, oral, written, or otherwise made by, or on behalf of the City of Launceston, its officers, employees, agents or advisers other than any statement, warranty and representation expressly contained in the Invitation documents.

5. Equipment

Any materials and equipment used by the vendor must be approved, licensed, registered, electrically tagged and certified, in good working condition, of legal possession and appropriate fit for the purpose respective to each equipment item.

6. Return Schedules

Registrants must ensure that:

- a) The submitted EOI is presented in the required format
- b) All the information as required in the EOI Forms provided is completed and contains the information as requested.

7. EOI Reference Information

This Invitation and the EOI Process is governed by the laws applying in the State of Tasmania. Each Registrant must comply with all relevant laws in preparing and lodging its EOI and in taking part in the EOI Process.

8. Submission of EOI

EOI's may only be lodged by the means set out in the EOI documentation.

Where submissions are to be lodged by electronic mail (email) to the email address nominated in EOI documentation, the receipt will be determined in accordance with the provisions of Division 3 of Part 2 of the Electronic Transactions Act (Tasmania) 2000.

EOI Issue

EOI Request advertised and Issued	Saturday 29 August 2020
Closing Date and Time	Friday 11 September, 5.00pm Local time.

EOI Lodgement

Electronic	submissions@launceston.tas.gov.au
Information to be included in Subject Line	Expression of Interest QVMAG Food Vendors
Other Requirements	NA

Section B - Specifications

1. Introduction

Currently there is no café operating in the QVMAG Museum at Inveresk or Gallery at Royal Park to service customers working and visiting throughout the Inveresk museum and UTAS precinct. The Council in conjunction with QVMAG invites Food Vendors to submit expressions of interest in making various food items available for visitors, staff and public around the Museum and Gallery sites through mobile food outlets.

Depending on the submissions received, it is envisaged to have up to two mobile food vendors at any given day and time including weekends. Offers for coverage between 1 to 7 days will be considered, and if more than the required number of submissions are received QVMAG will consider a roster system among all who meet the specification criteria below.

2. Details and Specifications

All participating Vendors, Vans and equipment must;

- Observe all COVID19 Health, Safety and distancing requirements, including regularly maintaining high standards of cleanliness and operation for both the seller and the customer. A COVID management plan must be presented along with any submissions.
- Be completely self-sufficient being able to provide their own electricity, gas, water and any power requirements to service their own needs. If fuel operated generators are to be used, these must be operated in a manner that does not impact the public space with either emissions or noise.
- There will be no provision for QVMAG providing any operational services.
- Manage and remove from site any resulting wastes, soils or spills. Waste bins will be provided by the City of Launceston for the public only.
- Vendors must hold a current registration for a Food Business.
- Vendors must ensure efficient customer and food service, such as the provision of food that is not labour intensive in terms of service time.
- As a minimum be setup and available to serve patrons from 11am to 3pm with adequate supply of food available for this time. Outside of these times can also be permitted on a mutually agreed basis with City of Launceston.
- Provide prominently displayed menus clearly stating meals, prices and dietary considerations where applicable.
- Adhering to City of Launceston's Single Use Plastics, and environmental policy.

In addition to the above, preference will be given toward Food Vendor Providers who can demonstrate;

- A range of Healthy food options.
- A high brand awareness.
- Favourable feedback and reviews/references
- Additional forms of references including previous experience working with Council and other local events.
- Where possible, the provision of a remote EFTPOS terminal payment option for customers in addition to a cash till
- Relevance to the QVMAG and its target market, as demonstrated through the supply of menu copy (see below supply requirements)

As part of their submissions, interested Food Vendors are required to supply:

- A copy of the menu items with the sell price, demonstrating variability and options suitable for children.

- A description including the size and overall footprint of the Food Van, Tent, or Selling Outlet, including any annexes or awnings.
- Show the source of power for either heating and/or cooling.
- Demonstrate how product and van wastes are to be contained and disposed of.

Please note that there will be no site charges for the Food Vans, and correspondingly no support provisions from QVMAG in any form. The selected Vendors will be entitled to all proceedings and takings from the sale of their items, and must make their own arrangements for the setup and pack down of their equipment and infrastructure.

3. Proposal Evaluation and Conclusion

All conforming expression of interest proposals will be evaluated in an overall assessment methodology considering written responses to the above "Details and Specifications". An evaluation panel will consist of the nominated Council Representatives and a minimum of two other Council officers.

After the evaluation of all EOI's, the City of Launceston may, without limiting other options available to it, do any of the following:

- a) Conduct submission interviews, and proceed with developing a formal notification, in accordance with relevant legislation and Council policy;
- b) Decide not to proceed further with this EOI process; or
- c) Commence a new process calling for EOIs on a similar or different basis to that outlined in this Invitation.

Section C. Return Schedules

Schedule 1 Registrant Information

EOI No:	
Project:	
Registrant/Supplier	

Registered Office Address:	Business Address:
Telephone:	
Email:	

Legal Status:			
All Registrants/Suppliers are required to complete the following table			
Legal Structure	Name	Australian Company No (ACN)	Australian Business No (ABN)
Company			
Trust			
Individual			
Partnership			

Schedule 2 Proposed Offerings, Methodology & Additional Information

Please provide any additional information that you believe is relevant to this proposal.

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Schedule 3 - Key Personnel / Qualifications

Title/Name	Position/Qualification

Schedule 4 - Certificates / Registrations / Licenses

Registrants shall detail any relevant current Certificates, Registrations or licenses. These will need to be presented upon request.	Certificates, Registrations and Licenses.	Expiry Date

Schedule 5 - WHS & Insurances

Applicants will need to demonstrate their knowledge of related WHS requirements for Food Vendor outlet. Copies of all Insurances required will need to be supplied.

Schedule 6 - Previous Experience and Referees

Please provide here details of relevant or previous experience of the company

Project Type	
Client's Name	
Client's Contact Person	
Client's Address	
Client's Phone Number	
Year Completed	
Project Type	
Client's Name	
Client's Contact Person	
Client's Address	
Client's Phone No	
Year Completed	

Formal Offer

EOI FORM <i>(by signing this form you acknowledge that all information is true and correct)</i>	
Name of individual representing this submission	
Of (address)	
In accordance with :	The EOI Submission; The information provided supplied by the City of Launceston; The conditions governing this EOI process
Signature	
Date	