



CLAREMONT COLLEGE

Request for Tender for Operation of College Canteen

March 2019

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1) INTRODUCTION

Claremont College is a thriving co-educational Anglican Primary School situated in Randwick, with approximately 380 students from Kindergarten to Year 6 and a staff of 55.

For further information regarding our school please visit our website

www.claremont.nsw.edu.au

2) SCOPE

Claremont College is seeking to tender the lease of the canteen, guided by healthy food choices and appealing food options, to

- Provide canteen services to Claremont College students and staff during school days, for recess and lunch, with healthy food options. The canteen services are required from 8.30am to 2.30pm during term time. Canteen services may also be required during Staff Professional Development Days when required.
- Parents can access healthy food take away options for family dinners during school days.
- Cater for staff lunches, visitors, special functions and events from time to time.
- Operate with our third party online ordering system (Flexischools) for all school canteen sales.

Opening Hours

The opening hours for the canteen will be from 8.30am to 2.30pm on school days at a minimum. Additional catering will be required for school events or meetings which will take place during school days and also non-school term dates and outside school hours. The operator's submission must include how they intend to operate the canteen and their proposed opening hours.

Equipment

The following equipment and services are provided by Claremont College for use by the tenant –

- Hot and cold water supply, sink and hand washing facilities
- Benches and counter tops, power points, lights and fittings
- Fridges – 1 x 2 door fridge
- Freezer – 2 x door upright
- Commercial Dishwasher
- Microwave
- Basic kitchen items - saucepans, toasters, crockery, utensils

The successful tenderer will need to communicate with the school regarding any signage or branding they are considering. Information relating to repairs and maintenance of the area and the fittings and equipment is included in the proposed contract. Insurance requirements are also covered in the proposed contract.

3) STATEMENT OF REQUIREMENTS

Outputs to be delivered

Provide canteen services to Claremont College students and staff during school days, for recess and lunch, with healthy food options. The canteen services are required from 8.30am to 2.30pm every day that students are at school. Additional catering will be required for school events or meetings which will take place during school days and also non-school term dates and outside school hours.

The college is guided by the Healthy Kids Association Inc. policies and requirements accessible at <http://www.healthy-kids.com.au>

Canteen Services will include arranging recess and lunch ordering processes and serving students and staff during breaks (before school, at recess and lunchtime.) The successful tenderer will be required to work with the school to manage the operation of the canteen, being responsive to meet the needs of the school and to actively promote a positive branding image for products and services.

It is important that the canteen adopts an environmentally friendly approach to provide sustainable options within their operations. This includes (but is not limited to) the packaging options for food and drink items.

As the successful operator, a positive, collaborative school relationship is important. We look forward to a path that builds strong, mutually respectful, trusting relationships and open communications across all aspects of our wonderful school community.

Contract management requirements

The initial term of the lease shall be for a period of one year with a review six months from the start of the contract, with the option to extend the lease by a further two years at the discretion of School Council. The College is open for offers of a per annum fee with rent paid monthly. The cost for the provision of utilities (water, electricity and gas) supplied to the Canteen area and costs associated with a phone service shall remain the responsibility of the operator nominated under the lease agreement.

Handover process

The lease will be handed to the successful tenderer at the completion of the process, ready to commence business at the beginning of Term 3, 2019 or sooner.

Upon termination or expiration of the contract the tenderer is required to leave the premises in a clean and tidy state, with all equipment in working order and the facility returned to pre-lease condition. All monthly lease payments must be finalised. Final details of the hand-over process will be settled during the contract negotiation stage of the tender.

4) QUALITY REQUIREMENTS

Food served from the canteen to the students and staff must conform with Healthy Kids Association Inc. policies and option guidelines accessible at <http://www.healthy-kids.com.au> and guided by Workplace Health and Safety Practices.

Menus and pricing will require prior approval by the Principal and/or School Leadership Team (SLT) and permission will need to be gained from the same team to adjust pricing for canteen items in a timely manner to enable the college to communicate with families within the college.

The college has a Positive Behaviours Approach. Respectful relationships between all people, based on the notion of both giving and receiving respect, is characteristic of the culture of the college, and a requirement for the operation of canteen. All signage is expressed in positive language, as are reminders to students regarding expectations.

Food served to the students will be a selection of fresh and healthy options whenever possible. Value for money is expected across all products and sample menus and process should form a key part of any submission.

Claremont College is committed to providing a high level of customer service and requires that the operator and staff share this commitment.

The Principal and/or a member of the SLT and the operator (or a representative) will consult on a regular basis during the term of the lease, and at least quarterly, in respect of the provision of canteen services.

5) IMPLEMENTATION TIMETABLE

After the tendering process is complete, the lease will commence on the first day of Term 3, 2019 (this date is negotiable) or sooner.

6) PROBATION PERIOD

The initial term of the lease shall be for a period of one year with a review six months from the start of the contact, with the option to extend the lease by a further two years at the discretion of the School Council.

7) INFORMATION TO BE COMPLETED AS PART OF YOUR PROPOSAL

The following information should be provided with your proposal as a minimum –

Full details of potential operator(s) including

- Name(s)
- Addresses(es)
- Contact details (phone, email)
- ABN of the potential operator
- A copy of previous financial year audited statements.
- Current place of business, if applicable
- Previous place of business, if applicable
- Names and addresses of any other persons having a financial interest in the business and the nature of such interest
- Information that clearly demonstrates an ability to operate a canteen service at the site
- Full details of any relevant business/management experience
- A copy of your proposed menu and price list
- A copy of catering experience and suggestion options for school events
- Information regarding your proposed opening hours
- Per annum fee (open for offers)

- An outline of your environmental friendly options for the canteen
- Copies of all food handling licences and other relevant information
- Vision Statement (in 300 words or less) outlining the aims and goals of the service provider, staff and the wider school community

The following information should be provided with your proposal as a minimum:

- The contact details of 2 referees
- A Current Working with Children Check
- Any additional information you may wish Claremont College to consider as part of your proposal

8) EVALUATION CRITERIA

All tenders that are received by the due date will be assessed on the following basis:

- Relevant Experience - applicants must demonstrate experience in undertaking projects of the same or a similar nature indicating the size, scope, complexity and involvement of their organisation in these projects
- Exceptional interpersonal skills, particularly when relating to young people and volunteers including evidence of a current Working with Children Check for all staff and contractors.
- Relevant Technical and Organisational Capacity – applicants must demonstrate that they have the capacity to undertake a project of this nature by indicating relevant personnel, systems and other resources which will be applicable to operating this business
- Commitment to adhering to policies and practices which guide healthy food options and safe and respectful work practices, including Occupational Health and Safety
- Responses to Evaluation Criteria as listed in RFT above
- Draft of implementation plan, menu options and pricing.
- A 30 minute presentation required by all shortlisted applicants will be required.

All tender submissions need to be marked:

Tender for Canteen

Attention: Mr Doug Thomas

Claremont College

30 Coogee Bay Road Randwick, 2013

or email: office @claremont.nsw.edu.au

It is the responsibility of the applicant to ensure that the tender is received by:

12.00pm (noon) on 5 April 2019

It is anticipated that short-listed tenders will be invited for interviews the week commencing 8 April 2019.

All tender enquiries please contact

Mrs Rochester – ph. 9399 3217