



Invitation for Expressions of Interest



Provision of Caretaker Services

Document Released: 24/08/18

Deadline for Questions: 4PM WST 07/09/18

Deadline for Proposals: 4PM WST 21/09/18

Western Australian Meat Industry Authority
Lot 5 Muchea East Road
MUCHEA WA 6501

1. Purpose of this Invitation

The Western Australian Meat Industry Authority ("WAMIA") is inviting prospective Respondents to lodge an Expression of Interest ("EOI") for the provision of Caretaker Services ("the Services") at the Muchea Livestock Centre ("MLC").

2. Background

The MLC is owned and operated by WAMIA on a 302 hectare site located at Lot 5, Muchea East Road, Muchea. The principle activity on the site is a livestock saleyard surrounded by support activities such as a truck wash, a maintenance workshop and truck hardstand. These activities utilise approximately 32 hectares with most of the remainder being paddock.

The MLC is a replacement for the Midland Saleyards and was opened in 2010. Shortly after opening, a contract was given for a "Part-Time Security Officer". This contract has evolved over the intervening period into that of a caretaker with duties including monitoring activity at the MLC, checking on the welfare of livestock on site and providing out of hours access to the site for deliveries/collection of livestock.

This contract has been in place since 2010 and WAMIA is now seeking EOIs from suitable organisations or individuals for the provision of the Services (outlined below).

3. The Services

The Services that WAMIA is seeking the Respondent to provide are as follows:

- Ensuring through regular checking, the frequency of which is to be agreed with WAMIA, that the MLC boundary and interior fencing is serviceable and able to contain both sheep and cattle;
- Ensuring livestock held at the MLC paddocks, are in good health and that all appropriate animal welfare standards, including access to suitable feed and water, are maintained;
- Ensuring livestock held after hours in the saleyard complex at the MLC are in good health and that all appropriate animal welfare standards, including access to suitable feed and water, are maintained;
- Ensuring through regular checking, the frequency of which is to be agreed with WAMIA, that the MLC and associated buildings, vehicles and other assets are secure and that anyone on site after hours is appropriately authorised;
- Providing out of hours access for people seeking appropriate entry or exit from the MLC, usually for the delivery or collection of livestock,

- including the maintenance of records of out of hours access provided by the Respondent;
- Euthanising, through the use of firearms, injured or sick livestock after hours, or as otherwise requested by the persons in charge of that livestock including the maintenance of adequate records on animals destroyed; and
 - Supervision of the MLC donga short stay accommodation units, which are utilised by staff and MLC users from time to time.

Normal working hours are defined as 6:00am to 4:00pm Monday to Friday and 12 noon to 8:00pm on a Sunday, although due to the variable nature of the throughput, some staff may work outside these hours.

The successful Respondent will be required to hold an appropriate firearms license and provide suitable firearms to carry out the humane destruction of injured or sick animals.

The successful Respondent will also be required to provide any other tools necessary to carry out the Services, although access can be provided to WAMIA mobile plant including tractors (for feeding) and skid steers (for removal of deceased animals).

4. Process

4.1. Overview

WAMIA intends to appoint a successful Respondent based on an evaluation of the submitted Expressions of Interest. Please note that the procurement process described is indicative only. WAMIA may change or terminate this procurement process at any stage, including by proceeding in a manner which is different to that described in this Invitation.

4.2. Negotiations

Following detailed evaluation of Proposals, WAMIA intends to select one preferred Respondent, but reserves the right to select two or more preferred Respondents, to proceed to negotiations with a view to resolving all remaining issues and executing final agreements with the preferred Respondent.

4.3. Timetable

Details of the anticipated timing for the process and the project generally are provided in the table below. This timetable is indicative only and WAMIA reserves the right to change the timetable in its absolute discretion.

EOI Phase	
Release of Invitation	24/08/18
Closing date for lodging EOIs	21/09/18
Notification of shortlisted Respondents	05/10/18
Appointment of Preferred Respondents	19/09/18
Commencement of successful Respondent	01/10/18

5. Developing your EOI

5.1. Developing your proposal

This EOI is seeking to identify a Respondent with the capability and expertise to provide the Services to WAMIA. The Services require a range of skills and WAMIA is open to how Respondent seek to fulfil them. For example the Services may be provided by a single individual contractor or by an organisational team.

The Services require a significant out of hour's presence at the MLC and WAMIA is open to a range of proposals as to how that can be achieved. Examples include the provision by the Respondent of their own on-site accommodation (with WAMIA providing access to power and bathroom facilities), a Respondent who lives close-by or through a rotating roster.

EOIs will be evaluated against the Evaluation Criteria set out below and your responses to each criteria should contain sufficient information to allow WAMIA to adequately assess each response against the respective Evaluation Criteria.

Respondents must complete the EOI response form set out in Attachment 1 and submit the completed form with the EOI.

5.2. Evaluation Criteria

WAMIA is seeking to identify Respondents with the capacity and ability to carry out the Services. EOIs will be evaluated against the evaluation criteria set out below and Respondents should provide detailed information so that each response can be adequately assessed against the respective evaluation criteria.

Evaluation Criteria

Skills and Experience - The Respondent has the necessary skills and experience to carry out the Services

Firearms - The Respondent has a current Firearms Licence and any persons carrying out the Services on behalf of the Respondent have the appropriate licences, training and experience with firearms to safely carry out the Services

After hours - The Respondent is able to provide the Services after hours as described

Value for money - The Respondents proposal represents value for money for WAMIA

5.3 Evaluation Approach

In evaluating EOIs, WAMIA will:

- Assess EOIs against the evaluation criteria;
- Take into account the extent to which the EOI:
 - Is clear and comprehensive;
 - Contains all information required by this invitation; and
 - Responds consistently to each of the evaluation criteria.

6. Procedural Matters

6.1 Enquiries

All enquiries in respect to this invitation must be in writing by email and directed to the following nominated contact:

Chief Executive
Western Australian Meat Industry Authority
wamia@wamia.wa.gov.au

The decision on whether to respond to any enquiry and the content and timing of any response is at the discretion of WAMIA. Respondents are encouraged to submit queries as early as possible in the process.

6.2 Lodgement Details

The Respondent must lodge their EOI with WAMIA prior the Closing Time and addressed to the Chief Executive, Western Australian Meat Industry Authority at either:

The Chief Executive
Western Australian Meat Industry Authority
PO Box 390
Bullsbrook WA 6084

or at

wamia@wamia.wa.gov.au

Any Response which:

- Is not submitted before the Closing Time;
- Is incomplete at the Closing Time; or
- Is not submitted in accordance with the terms and conditions outlined in this document;

May be excluded from consideration.

If an EOI is submitted by a consortium of two (2) or more persons either by way of joint venture, partnership or otherwise, the EOI is binding on those persons jointly and severally.

An EOI is, upon submission, the absolute property of WAMIA and will not be returned to the Respondents. Nothing in this provision affects the intellectual property rights of the Respondent in the EOI, except that WAMIA may make such copies of the EOI as WAMIA requires for proper evaluation of the EOI.

6.3 Closing Time

The Closing Time for lodgement of EOIs is **4.00pm, WST on 21/09/18.**

6.4 Late Lodgement

If an EOI is not lodged as specified in Section 6.2 by the Closing Time WAMIA may, in its absolute and sole discretion, reject or not consider the EOI.

Attachment 1 - Expression of Interest Form

RESPONSE INSTRUCTIONS: The Respondent is to complete and submit this form in this format.

RESPONDENT INFORMATION

Name of Legal Entity	
ACN (if a company)	
Registered address of Company or address of principal place of business if no registered address:	
Business Name	
ABN	
Contact Person	
Contact Person Position Title	
Email	
Telephone	

RESPONSE INSTRUCTIONS: If the Respondent is a Consortium, complete the table below and include the Respondent Information table for each Respondent Member.

RESPONDENT INFORMATION - CONSORTIUMS/MULTI-PARTY

Respondents must nominate a lead entity	
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Respondents submitting a response as a consortium, joint venture or other vehicle with multiple parties must nominate a single entity as the "lead" entity for the purposes of the submission.

It is recommended that the nominated contact person be from the lead entity, and that the entity chosen be the envisaged majority equity partner in the consortium.