



Invitation for Expressions of Interest



Operation of Canteen and Cleaning Contract

Document Released: 08/07/22

Deadline for Questions: 4PM WST 20/07/22

Deadline for Proposals: 4PM WST 22/07/22

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 operation of the Canteen and Cleaning Contract ("the Services") at the Muchea Livestock Centre ("MLC").

2. Background

The Western Australian Meat Industry Authority ("WAMIA") is a statutory regulatory authority and reports to the West Australian Minister for Regional Development; Agriculture and Food; Hydrogen Industry. One of WAMIA's key functions is to manage the MLC, the state's premium Livestock Centre. The MLC commenced operations in May 2010.

The Muchea property is located on a 302.6ha rural zoned property 1.6km east-north-east on the intersection of Granary Road and Great Northern Highway with access from Muchea East Road. The main sale centre is a 5.2ha roofed area supported by a canteen/administration building, internal offices, maintenance workshop and truck wash.

The MLC is currently processing approximately 90,000 cattle and 450,000 sheep per year. Main sale days will be Monday (Cattle) and Tuesday (Sheep) with additional weekly sales in peak season. Under normal operating conditions no sales are held for two weeks over the Christmas/New Year period.

While the MLC is manned seven days a week the level of activity and personnel onsite will vary. A small training/conference room is part of the canteen/administration building and the operator will have the opportunity to cater for this on a as required basis.

The Cleaning contract for some of the onsite facilities is included as part of this contract and compliments the canteen operation.

WAMIA is now seeking EOI's from suitable organisations or individuals for the provision of the Services (outlined below).

3. Lessees Responsibility

The lessee will be responsible for the provision of canteen and cleaning services to the MLC. The operator will be responsible for always ensuring that the operation of the canteen facility complies with all relevant local and state government requirements.

4. Process

4.1. Overview

WAMIA intends to appoint a successful Respondent based on an evaluation of the submitted Expressions of Interest. Respondents are required to contact contracts@wamia.wa.gov.au and request the Schedule of Services for the canteen and cleaning services.

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	08/07/22
Closing date for lodging EOIs	22/07/22
Notification of shortlisted Respondents	27/07/22
Appointment of Preferred Respondent	03/08/22
Commencement of successful Respondent	08/08/22

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 although it is preferable that the

Services be provided by an individual contractor, they may be completed by an organisational team.

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.
Availability – The Respondent will generally be required to operate the canteen and undertake the cleaning activities on all sale days and agreed core hours.
Insurances – Maintain business insurances as required by WAMIA (acting reasonably).
First Aid and Emergency – The Respondent will maintain current First Aid certification.
Q Fever – The Respondent is willing to be vaccinated for Q Fever.
Value for money - The Respondent's 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 Officer
Western Australian Meat Industry Authority
contracts@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 Officer, Western Australian Meat Industry Authority at either:

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

or at

contracts@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 22/07/22.

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 to be the envisaged majority equity partner in the consortium.

REPONSE TO SELECTION CRITERIA

Skills and Experience	<input type="checkbox"/> Yes
Availability	<input type="checkbox"/> Yes
Insurances	<input type="checkbox"/> Yes
First Aid	<input type="checkbox"/> Yes
Q Fever	<input type="checkbox"/> Yes
Value for Money	<input type="checkbox"/> Yes

RESPONSE INSTRUCTIONS: The Respondent is to provide evidence of previous experience, qualifications and suitability to undertake the Services.

RESPONSE INSTRUCTIONS: The Respondent is to quote an hourly rate to undertake the cleaning services.

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RESPONDENT'S CERTIFICATION OF THE SUBMISSION

The submission is signed by a person authorised to do so on behalf of the respondent.

Signature:	Witness Signature:
Full Name: (Please print)	Witness Full Name: (Please print)
Position with respondent:.....	Relationship to respondent:
Date:	Date: