



Invitation to submit expression of interest to provide an onsite Canteen service at North Lake Senior Campus

North Lake Senior Campus is seeking expressions of interest for the operation of a Canteen service from the school site, commencing January 2024.

Parent and community feedback indicates that the onsite Canteen service is a highly valued service provided to the school community.

Under the current arrangement, the canteen operates a recess (morning tea) and lunch service three days per week. The successful operator will need to adhere to the Department of Education [Healthy Food and Drink in Public Schools Policy](#).

Enrolments

The expected enrolment numbers for 2024 is 180 – 200 students.

North Lake Senior Campus is looking to partner with an appropriate community minded/focussed provider that reflects the Campus' values of "respect, care, empowerment" and flexibility in a context of a very diverse population of students. A large number of the Campus' students have migrated to Australia in recent times, have limited or developing competency with speaking and understanding English, may have come from trauma backgrounds and require service that is empathetic to their varying and unique situations. This will require consideration to be given to the provided food menus and appropriate one-one service delivery.

At present there is approximately 180-200 students on-site, with the prospect of growth and hence future expansion.

Premises

A purpose-built canteen will be available for use including multiple bench tops for food preparation, a cool room/refrigerator, oven and cooktop, storeroom/pantry, sinks. Office space will also be made available for administrative tasks.

There is an opportunity for the service provider to utilise the facility outside of canteen operating hours use for private business purposes. Any approved use outside of normal canteen operating hours will be limited to food preparation and distribution purposes only.

The successful provider will be required to contact Melville City Council Health Services to discuss the proposed use of the school's canteen facility and establish the required Food Premises Risk Rating.

Licence Agreement

The successful provider will be required to sign a 5-year licence agreement with the Department of Education. The licence agreement will include an agreed annual licence fee which is fixed for 12 months and then subject to review.

Process

This process is open to all interested providers. Open expressions of interest are invited in the form of a written statement and should address the following:

- Sample food menus and pricing;
- Proposed hours of operation;
- Annual Licence fee to be paid to the school;
- Staffing ratios and arrangements;
- Complaints policy and procedures;
- Demonstration of previous/current service delivery in similar settings;
- Commitment to sustainable practices; and
- Any other information you wish to provide to support your EOI

After the closing date, all expressions of interest will be considered by the selection panel comprising of Principal, Deputy Principal and Manager Corporate Services of North Lake Senior Campus. From the expressions of interest a suitable provider may be requested to make a formal presentation to the Panel. The Panel will make the final decision on the successful provider. It is anticipated that this process will be completed by Friday, 15 September 2023.

Next step

Expressions of interest must be emailed using the details below:

PRIVATE AND CONFIDENTIAL

Gary Anderson

Principal

Email northlake.sc@education.wa.edu.au

Respondents should include the following detail with their submission:

(a) Name of Legal Entity:
(b) ACN (if a company):
(c) Registered address of Company or address of principal place of business:
(d) Business Name:
(e) ABN:
(f) Contact Person:
(g) Contact Person Position Title:
(h) Email:
(i) Telephone:

Expressions of interest must be received no later than 3 pm on Friday, 8 September, 2023.

Expression of Interest Conditions

The “Expression of Interest Conditions” are contained in the Part A of the *Request Conditions and General Conditions of Contract* [November 2022] located at www.wa.gov.au/government/publications/request-conditions-and-general-conditions-of-contract-november-2022 and contain important provisions regarding the nature of this Expression of Interest and the consequences of the Respondent submitting an Offer. The Respondent is deemed to have read and considered the Request Conditions prior to submitting an Offer.