Corowa Saleyards Canteen Operator - Expression of Interest

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1. **Background**

The Corowa Saleyards is located on the outskirts of Corowa and is managed by Federation Council.

The Saleyards is the fourth largest sheep and lamb livestock exchange facility in New South Wales which has been operating for more than sixty years. This highly successful facility achieves an annual throughput in excess of 650,000 sheep and lamb sales.

A canteen facility exists at the Corowa Saleyards which was operated by the Presbyterian Women’s Association for 57 years, then by a private enterprise food business for the past 5 years.

1.1 **Location**

The Corowa Saleyards are located on Honour Ave, on the North-East outskirts of the Corowa township.

2. **Opportunity – Canteen**

Federation Council is seeking an operator to run the existing canteen facility at the Corowa Saleyards from December, 2018.

The successful applicant will demonstrate the ability to provide quality food, snacks and beverages to patrons of the Corowa Saleyards; have a passion for the provision of outstanding customer service; and be able to operate in accordance with all necessary regulations and food safety legislation.

The canteen must operate each Monday from 9am until 3pm (hours of operation are negotiable) except for Public Holidays. Additional operation days would be required on an as needs basis to cater for special sale days (approximately 3-4 per year).

Consideration will be given to both commercial operators and community groups.

Good value, quality food, snacks and beverages which can be served without long delays is preferred.

2.1 **Facility User Numbers**

On average, approximately 150 people attend sale day.

3. **Fit Out and Facilities**

Fit out of the existing canteen building will be the responsibility of the successful applicant.

At present, the canteen is fitted with the following equipment which are the property of the current operator;

- Bain Marie
- Microwave
- Steamer
- Food fridge and freezer
- Drinks fridge
- Slow cooker
- Toaster oven
• Cappuccino machine

The opportunity exists for the successful applicant to purchase some of this equipment upon negotiation with the current operator.

The area available to the canteen operator will include:

• The canteen is a separate building, located next to the administration building. Agents and Council staff have access to the sitting area of the building outside of canteen operating hours, however the kitchen can be locked and access will only be available to the canteen operator and the Saleyards Coordinator.
• Seating area of 48 sq/m
• Kitchen area of 24 sq/m

Shared public toilet facilities are available for the use of the canteen operators. These are cleaned and maintained by Council.

3.1 Operator Responsibilities

The successful applicant will be required to work cooperatively with Federation Council to ensure the reasonable requirements of the facility and its users are met.

The following responsibilities/requirements of the operator will exist:

• All relevant health, food safety and other licenses and permits must be held.
• Public liability and products insurance ($20 million minimum) must be held.
• Council’s Contractor Management process adhered to (a copy of this is available on Council’s website).
• All canteen cleaning and waste removal.
• Fit out/Furnishing.
• Phone, if required.
• Maintenance and repair of all equipment and furnishings (including floor coverings, walls etc).
• Marketing and promotion of the canteen, if deemed necessary by the operator. Advertising space within the saleyard complex is available.
• Closure of the canteen on sale days would be deemed a breach of lease, unless exceptional circumstances could be demonstrated.

3.2 Council Responsibility

• Car parking.
• Cleaning and maintenance to shared toilet facilities.
• Power consumption by the canteen.
• Gas consumption by the canteen.
• Water consumption by the canteen.
• Heating and cooling.
• Marketing and promotion of the Saleyard facility.

Important notes: Council reserves the right to review the provision of energy if it is thought that consumption is unreasonable based on the operator rental fee.
A copy of all certificates, permits etc., must be provided to Council by the successful applicant prior to commencement.

All canteen staff must hold a current Food Handlers Certificate and at least one holder of a Food Safety Supervisor Certificate must be working in the canteen at all times.

3.3 Current Operations

The canteen is currently operated each Monday by three people in total (two people for preparation in the morning and three people to serve throughout the day). No more than three people would be required at any one time.

An example of the food currently provided includes sandwiches, wraps and rolls, roast rolls, hot food selection, egg and bacon rolls, cakes/slices, cold drinks, tea and coffee.

An average turnover of $70,000 per year has been recorded, however it is expected that the opportunity for growth exists as the facility expands.

4. Financial Arrangements

Federation Council is seeking proposals from prospective operators regarding the lease of the canteen.

The proposal must be a set total monthly fee which considers the likely turnover of the business and that utilities/facilities such as power, gas, heating/cooling, water, toilet facilities and car parking will be provided by Council.

The agreed lease fee would be reviewed after two years based on the future potential growth of the business, assessment of utility/facility consumption and inclusion of a CPI increase.

A two year lease, plus an option to renew for three years is proposed but Council will consider longer term proposals.

A three month bond would be required at the commencement of lease.

Whilst the lease fee offered by the applicant will be a key consideration, significant weight will also be given towards the capability of the applicant, such as their past record for food service, customer service etc.

Please note: Council has set a reserve fee based on the cost recovery for the provision of utilities and facilities. Negotiations may take place with potential operators should this reserve not be met in the proposal.

5. Future Plans

Council have developed plans, which are currently underway, for the expansion and redevelopment of the saleyards that will double the saleyard capacity to exceed 1,000,000 sheep and lambs sales per annum. The project will deliver a best practice sheep and lamb exchange facility with improvements to livestock processing, pedestrian safety, animal welfare, transportation and lighting.

The implementation of this expansion and redevelopment project will provide the up-to-date infrastructure required for the saleyards to be the premier sheep and lamb exchange facility in the Murray, Riverina, Goulburn and North East regions.
The extent to which this expansion and redevelopment can occur, and timing for the project is subject to securing Federal funding.

5.1 Saleyard Plan

6. Expression of Interest

Submissions should include, but may not be limited to the following information:

- Resume, including previous catering experience of all partners.
- Sample menus, including indicative pricing.
- Business Plan.
- Proposed rental to Federation Council and terms.
- General indication of fit out style and level.
- At least two referees able to be contacted by phone.

Proposals should be submitted to:

By post:

The General Manager
Federation Council
PO Box 77
Corowa NSW 2646

By Email:

council@federationcouncil.nsw.gov.au

For further information or to arrange a site inspection, interested parties should contact David Carroll at Council on (02) 6033 8999.
7. **Next Steps**

Proposals will be considered by a Council appointed Committee.

After an initial assessment, shortlisted submissions will be contacted for further discussion or an interview.

**Submissions close 5pm Monday 29 October 2018**

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