

Corowa Saleyards Canteen Operator - Expression of Interest

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Reference:

1. Background

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

Council is in the final stages of the development for the expansion and redevelopment of the saleyards that will double the saleyard capacity to exceed 1,000,000 sheep and lamb 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 of the site 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.

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 newly built canteen facility at the Corowa Saleyards.

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 at a minimum each Monday from 6am until 2pm 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).

There is further scope and opportunity from interested parties for the successful Lessee to operate up to 7 days a week for food service related activities.

There may be opportunities within the facility that council wishes to explore with the lessee such as catering for training, workshops and functions that occur at the site. It is the council's intention that the lessee will have 1st option to cater for any activities held at the new building.

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.

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3. Fit Out and Facilities

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

At present, the canteen will be fitted with the following equipment which are the property of Council;

- 1 x benchtop oven
- 1 x benchtop grill
- 1 x benchtop fryer
- 2 x double glass door commercial fridge
- 1 x commercial dishwasher
- 1 x counter hot bain marie

The area available to the canteen operator will include:

- The canteen is incorporated within the new 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 63.63 m²
- Kitchen area of 31.58 m²

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).
- Closure of the canteen on sale days would be deemed a breach of lease, unless exceptional circumstances could be demonstrated.
- Marketing and promotion of the canteen, if deemed necessary by the operator. The lessee will be responsible for marketing and advertising of their business activities at the new building, Advertising space within the saleyard complex is available.
- The lessee will be responsible for cleaning of the kitchen, indoor and outdoor dining spaces at the end of every day they utilise the facility
- The lessee will be responsible for regular servicing of the grease traps as per the conditions of the trade waste approval

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3.2 Council Responsibility

- Car parking
- Cleaning and maintenance to shared toilet facilities
- Heating and cooling
- Marketing and promotion of the Saleyard facility
- Council will provide the facility (kitchen, indoor & outdoor dining space) for use by the lessee up to 7 days per week
- Council will provide indoor dining chairs/tables + list of kitchen equipment as supplied- remaining to be supplied by lessee
- Lease fee will be inclusive of electricity, water, gas and rates (not separately metered)

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, it is envisaged moving onto the new space at a minimum 2 people would be required, however it is expected that the opportunity for growth in this area exists once the new facility is up and running.

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.

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 however Council will consider longer term proposals.

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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. 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:

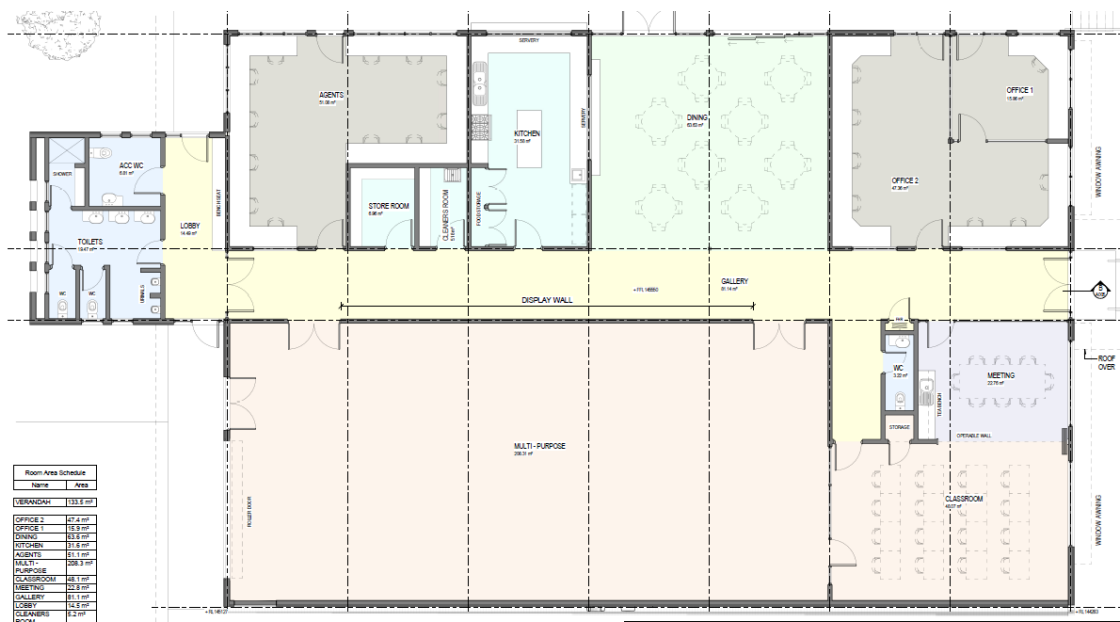
council@federationcouncil.nsw.gov.au

For further information or to arrange a site inspection, interested parties should contact Narelle Donovan at Council on (02) 6033 8999.

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Reference:

6. Facility Plans



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 Thursday 28th March and it is expected that the new lessee will start operating from the facility on Monday 22nd April, 2024.

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