



Invitation to submit expression of interest to provide an onsite Canteen service at Churchlands Senior High School

Churchlands Senior High School is seeking expressions of interest for the operation of a Canteen service from the school site, commencing 1 January 2023.

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 5 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 enrolment numbers for 2022 is 2612 students. This is expected to reduce by 150 students in 2023 and 2024 students before increasing the following year.

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 hour use for private business purposes. Any approved use outside of normal canteen operating hours will be limited to food preparation purposes only.

The successful provider will be required to contact the City of Stirling, 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 [Principal, Associate Principal and Manager Corporate Services](#) of Churchlands Senior High School. From the expressions of interest, up to three providers may be requested to make a formal presentation. The School will make the final recommendation on the selection of the provider. It is anticipated that this process will be completed by 15 December 2022.

Next step

Expressions of interest must be submitted in writing and can be posted or emailed using the details below:

PRIVATE AND CONFIDENTIAL

[Neil Hunt](#)
Principal
[Churchlands Senior High School](#)
20 Lucca Street
CHURCHLANDS WA 6018
Or
email
Arlene.Thomas@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 4.00 pm on Friday, 11 November 2022.

Expression of Interest Conditions

The “Expression of Interest Conditions” are contained in the Part A of the *Request Conditions and General Conditions of Contract* [Dec 2021] located at www.wa.gov.au/government/publications/request-conditions-and-general-conditions-of-contract-december-2021 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.