### Tenders\Tenders 2020\T20-16 “EOI MANAGEMENT SERVICES FOR KATHERINE AQUATIC CENTRE”

### 

### Response Schedules

### for

### Katherine Town Council

### ABN [47 836 889 865](http://www.abr.business.gov.au/SearchByAbn.aspx?abn=47836889865)

### regarding

**Tender 20/16**

### “EXPRESSION OF INTEREST – MANAGEMENT SERVICES FOR KATHERINE AQUATIC CENTRE”

### CLOSING

### 2pm, FRIdAY 18 JUNE 2021

### TENDER BOX KATHERINE CIVIC CENTRE, STUART HIGHWAY, KATHERINE

**Tender 20/16**

**“EOI – MANAGEMENT SERVICES FOR KATHERINE AQUATIC CENTRE”**

|  |  |
| --- | --- |
| Section | Page Number |
| Tenderer Details | **3** |
| Declaration | **4** |
| Indemnities | **5** |
| Responses to Assessment Criteria  1. Past Performance  2. Financial Capability and Capacity  3. Organisational Capability and Capacity  4. Vision and Local Benefit  5. Sustainability and Financial Arrangements | **6**  **7**  **8**  **9**  **10** |
| Exclusions, Assumptions and Qualifications | **11** |

ENQUIRIES:

Technical nature regarding the work required should be referred to:

* Director Infrastructure & Environment 08 8972 5500 or [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

Tendering procedures or the like should be referred to:

* Director Corporate Services 08 8972 5500 or [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

Tendering documentation requests to:

* Infrastructure & Environment Administration Officer 08 8972 5500 or [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

|  |  |  |
| --- | --- | --- |
| Tenderer Details | | |
| Legal Entity Name: |  | |
| Trading As: |  | |
| ABN: |  | **ACN:** |
| Address of Place of Business: |  | |
| Postal Address: |  | |
| Telephone: |  | **Facsimile:** |
| Email Address: |  | |
| Web Site: |  | |

|  |  |
| --- | --- |
| Contact Person | |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Facsimile: |  |
| Email Address: |  |

|  |
| --- |
| Declaration by Tenderer |

On behalf of the Respondent, I/We the undersigned hereby:

Addenda

1. If applicable confirm receipt and inclusion in the submission, of the addenda numbered

Conditions of Contract

1. Agree to be bound by the Conditions of Contract as referred to the tender document

Business Status

1. Certify to the best of my/our knowledge:
2. If the Respondent is an individual, that he or she:
3. is not a bankrupt; or
4. has not assigned his or her estate for the benefit of creditors.
5. If the Respondent is a partnership, no step has been taken to dissolve that partnership.
6. If the Respondent is a company:
7. that no application or order has been made for the winding up of the company (whether voluntary or otherwise);
8. that no resolution has been passed for the winding up of the company; or
9. that the company is not under:
10. an arrangement and/or reconstruction (ie. restructuring a public company);
11. an appointed liquidator, provisional liquidator or administrator;
12. an appointed receiver or manager (or both);
13. official management; or
14. any composition or arrangement or assignment with, or for the benefit of, its creditors or a class of them.

Offer

1. Having examined and acquired an actual knowledge of the tender document offer to perform the whole of the Works at the amounts(s) quoted and in accordance with the condition of contract and completed schedules attached.
2. Agree the offer shall remain valid for acceptance for a period of 30 days from the closing date.

|  |  |  |
| --- | --- | --- |
| Endorsement | | |
| Signature:  *(mark with an “X” if submitting electronically)* | | **Date:** |
| Name: | **Position:** | |
| For:  *(Legal entity name)* | | |

|  |  |
| --- | --- |
| Public Liability Insurance | |
| Value: |  |
| Insurer: |  |
| Policy Number: |  |
| Period: |  |
| Covering: |  |
| Sum Insured: |  |

|  |  |
| --- | --- |
| Workers Compensation Insurance Cover | |
| Policy Number: |  |
| Name of Insurer: |  |
| Date of Expiry: |  |

|  |  |  |
| --- | --- | --- |
| Endorsement | | |
| Signature:  *(mark with an “X” if submitting electronically)* | | **Date:** |
| Name: | **Position:** | |
| For:  *(Legal entity name)* | | |

|  |
| --- |
| Responses to Assessment Criteria |

**Attach relevant supporting documentation in response to the following assessment criteria. Add lines or an attachment if more space is required.**

1. PAST PERFORMANCE

|  |
| --- |
| * 1. **Provide an overview of the organisation’s previous experience in managing and operating facilities of a comparable size and nature. Specifically, provide examples of previous public aquatic centre and operational management experience and document notable achievements.**   **Tenderer should also identify the roles and outline the experience of key personnel who form part of the Tender.**  **Tenderer should provide any other relevant information that may assist the respondent in demonstrating the criteria.** |
|  |

|  |
| --- |
| 1.2. Tenderer to provide details and referees of at least two (2) current or completed contracts of similar nature, scope and size. |
|  |

1. Financial Capability and capacity

|  |
| --- |
| **2.1 Provide evidence of Tenderer’s financial capability and capacity to meet the obligations of the Agreement term for the management of the Katherine Aquatic Centre and ability to support the daily operations and maintenance of the site as required under the Agreement.** |
|  |

|  |  |
| --- | --- |
| **2.2 Provide evidence of Tenderer’s financial capability and capacity to meet the obligations under the proposed agreement.** | |
| Are there any bankruptcy actions against the Tenderer, key personnel, or associated entities, or have there been within the previous five (5) years?  Are there any insolvency proceedings, actual or threatened (including voluntary administration) against the respondent, key personnel, or associated, entities, or have there been any within the previous five (5) years?  Are there any other factors, which could adversely affect the financial ability of the Tenderer to performs successfully, the obligations contemplated by this Expression of Interest process?  Is the Tenderer insolvent and/or unable to meet debts (as and when they fall due) in the normal course of business? | € Yes € No  € Yes € No  € Yes € No  € Yes € No |

|  |
| --- |
| **2.3 Detail any legal action pending that may impact the Tenderer’s ability to meet the requirements of the Request for Tender.** |
|  |

1. organisational capability and Capacity

|  |
| --- |
| **3.1 Provide an overview of experience of personnel that will be involved in providing the requirement, include:**   * **Business/Organisational Chart** * **Overview of Specialised skills/qualifications and knowledge of personnel** |
|  |

|  |
| --- |
| **3.2 Outline the arrangements the Tenderer will put in place to manage the following specifically in relation to daily operations and maintenance of the Katherine Aquatic Centre**   * **Consultation, cooperation, and coordination with all stakeholders;** * **Monitoring of Work Health and Safety training and site inductions;** * **Managing any Work Health and Safety incidents including reporting and notification;** * **Identifying hazards, assess and control risks associated with this specific premises and its operations; and** * **Management of sub-contractors including documenting and monitoring safe work practices** |
|  |

|  |
| --- |
| **3.3 Provide an overview of Performance Management and Quality Management systems that the Tenderer has in place in accordance with the requirements for Quality Assurance in delivery of similar public aquatic facility operations.** |
|  |

1. VISION and local benefit

|  |
| --- |
| **3.1 As per the** **Management Service Agreement documentation, the Tenderer should detail their strategy and capacity to meet or exceed the annual Objective targets stipulated in *Section* *1.10 Objectives and Key Performance Indicators.***  **Include any relevant details which demonstrate how the Tenderer’s provision of services meet or enhance programs in *Section 1.7. Provision of Activities.*** |
|  |

|  |
| --- |
| **4.1. Provide details of Indigenous and/or local employment and/or training opportunities that are currently supported by the Tenderer or will be generated by Katherine Aquatic Centre operations.** |
|  |

1. sustainability and Financial arrangements

|  |
| --- |
| 5.1 Council seeks to establish a management model and financial arrangement that enables commercial viability of the Operator and gives Council a sustainable and cost effective means to provide public access to facilities and services within the Katherine Aquatic Centre.  The Tenderer is to detail their expected expenditure, for each financial year of the contract, in delivering the services and works required as per the Agreement for Provision of Management Services, *Section 1. Katherine Aquatic Centre Facility Management and Operational Requirements*.  The Tenderer is to detail their proposed annual Fee and Charges Schedule, for each financial year of the contract, using *Section 1.8 Fees and Charges* as a guide.  The Tenderer is to detail their expected annual Revenue, for each financial year of the contract, from items listed in *Section 1.9. Sales, entry fees, membership, program and contract payments*  The Tenderer is to propose their Management Services fee, for the 2021/2022 financial year, as a monthly payment from Council as per *Section 2. Management Fees.*  All amounts to include GST. |
|  |

|  |
| --- |
| Exclusions, Assumptions and Qualifications |

|  |
| --- |
| **Tenderers should include in this schedule full details of any assumptions they made in the development of the Tender prices. All assumptions, qualifications and exclusions are to be noted here. Qualifications and assumptions noted elsewhere in the submission may not be considered.** |
|  | |