

Temora Aviation Museum



Expression of Interest

EOI

Lease of Proposed Guardhouse Café

Closing date: 30 June 2023 4pm

1. INTRODUCTION

The Temora Aviation Museum has committed to establishing a dedicated themed Café at the world-renowned Temora Aviation Museum (TAM). The Café will be fitted out by TAM and named “The Guardhouse Café” to ensure it connects with the Museum’s origins and history.

2. LOCATION

The Guardhouse Café will be located at 1 Tom Moon Avenue and operated out of the original Guardhouse of No. 10 Elementary Flying Training School (10EFTS). The Guardhouse/Café is connected to the main Museum entry building; however, the café can operate independently to the TAM facility which will allow the successful owner to operate independently outside of TAM opening hours. Museum visitors access to the Museum will be through the Guardhouse Café building, even at times when the Café is not open for business.

3. OPPORTUNITY

Temora Aviation Museum is seeking an operator to run the proposed Café within the Museum complex.

The successful applicant will demonstrate their ability to provide high quality food and beverages to patrons; have a strong desire to grow a successful business within a multi-purpose community and visitor facility; and have a passion for the provision of outstanding customer service.

TAM would like the Café to be open, at a minimum for breakfast and lunch trade 5 days per week, and it would be desirable to include weekends and public holidays. In addition, it is desirable that the operator be open for Friday & Saturday evening meals and additional private functions and events outside of the Museum operating hours. Good value, quality food and beverages which can be served without long delays is preferred.

The Café is expected to add great value to the experience of visitors to TAM as it will complement the activities of the Museum encouraging patrons to stay longer and to assist them with visitor information if required.

TAM regularly hosts functions and events, of all sizes in several locations within the Museum complex. Historically TAM has engaged external businesses to cater for these events. The successful applicant will have the opportunity to provide the catering for those events and functions. It is desirable for the successful applicant to hold the appropriate liquor licence to host 3rd party events and functions.

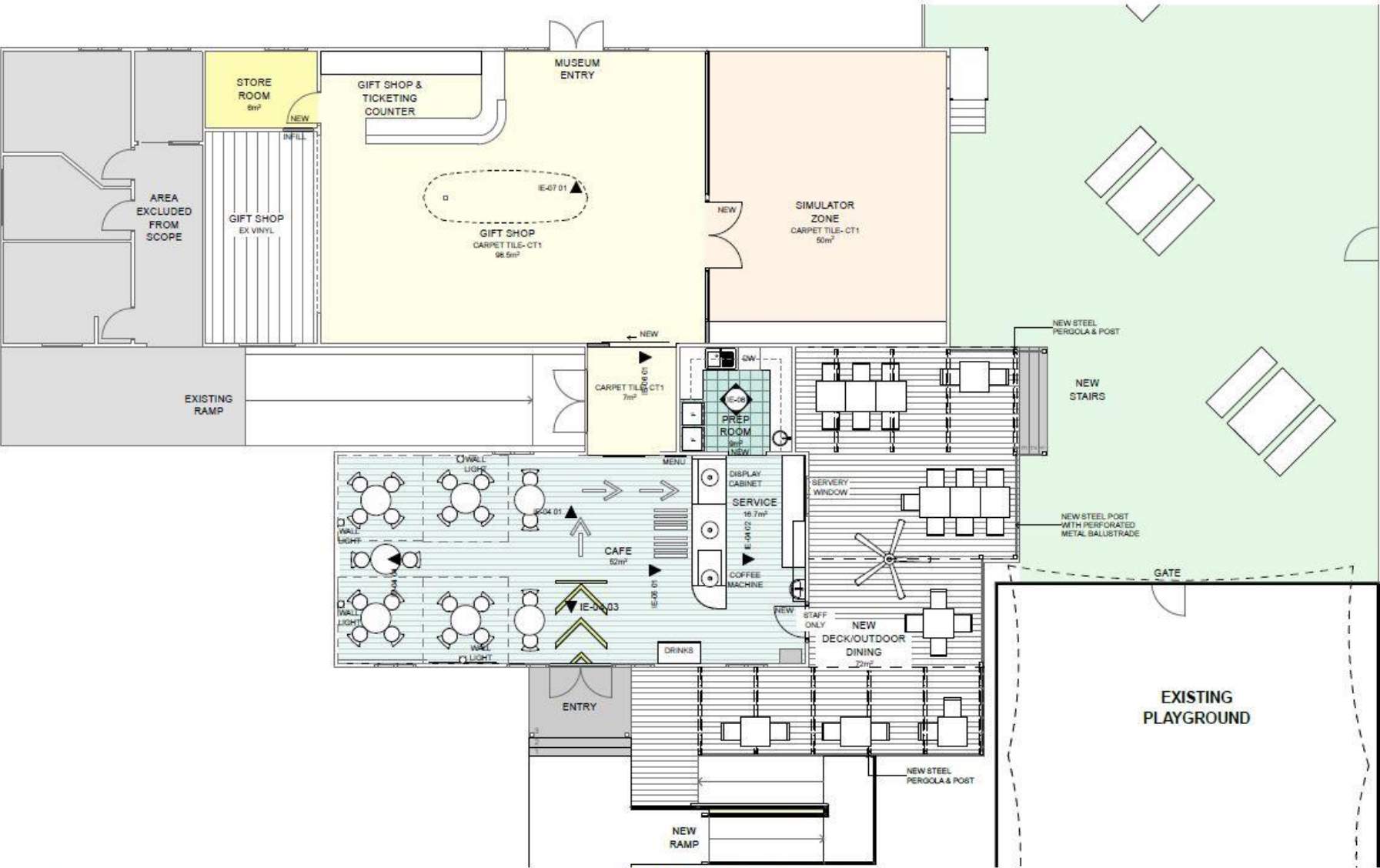
Opportunities also exist for the successful applicant to build upon the events and functions hosted at the Museum to create additional business in the events and functions space. One existing opportunity is to leverage off the on-site SkyLodge accommodation. Across a 12-month period, SkyLodge has over 3,600 booked room nights which equates to 70% occupancy rate. SkyLodge is popular with Monday to Friday work crews. TAM would encourage the successful applicant to collaborate

with TAM in offering accommodation and breakfast and/or dinner packages.

TAM does not currently actively promote events and functions; the intent will be to pursue this market once the Museum has an established food and beverage offering onsite. In addition to events and functions, currently in a typical year the Museum would have 1,000 visitors attend the Museum in other organised tour/coach groups, often these groups are seeking a catering option. This is another opportunity that will be built upon once a food and beverage offering is established at TAM. A typical year for functions and events would look like:

# Annually	Event Type	Catering Required	Approximate Number of Attendees
4	Aircraft Showcase (Crew Function)	Casual Dinner	40-80 pax
4	Aircraft Showcase (Crew Lunch)	Wraps/Sandwiches	20-30 pax
1	Volunteers Christmas Party	Buffet Dinner or similar	50-100pax
1	Staff/Crew Christmas Party	Buffet Dinner or similar	100-120 pax
1	Volunteer Development Day	Wraps/Sandwiches	20-30pax
20	Internal Meetings Catering	Platters / Light Lunch	10-15pax
4	Staff Seasonal Lunches	Varied	20pax
3	Train Organised Tours	Sit Down Lunch or Dinner	50-80pax
16	RAAF 1RTU Groups	Coffee, Hot Food snacks etc	60-70pax
20	Regular Organised Tour Coach Groups	As Requested	40-50pax

4. CAFÉ FLOOR PLAN (to be updated)



New Floor Plan - Option 2

1:100







Leasable areas on the above plan are to include a proposed kitchen prep room, serving space, indoor and outdoor café dining areas. Floor and display area is subject to change and a map to scale can be provided upon request. There is an expectation that TAM promotional material will be accessible in the Café area and always available. TAM did seek input from existing café operators on design and layout of the Guardhouse Cafe.

5. FIT OUT AND FACILITIES

The following areas will be available as part of the Café lease.

- Indoor dining seating area
- Outdoor covered deck dining area and outdoor picnic seating areas.
- Food preparation room
- All other areas excluding Gift Shop and Display Areas

Some fit out of the Café (coffee machine, refrigeration equipment) will be required and will be the responsibility of the successful applicant.

The Café is proposed to have a strong presence near the entrance/main foyer of the building. The Café can be locked separately to the Museum, as can the Museum be locked separately to the Café.

Public male, female, and accessible toilet facilities are provided externally at the Museum and are available for use by Café patrons and staff.

Wireless internet is available throughout the entire building, including the Café and is provided by TAM.

The availability of the Guardhouse Café will be subject to building modification works anticipated for completion by end of 2023 for an opening early 2024.

5a. Café Operator Responsibilities

- All relevant health, food safety and other licenses and permits must be held.
- Public liability and products insurance (\$20 million minimum) must be held.
- TAM's Contractor Management process adhered to (a copy of this is available upon request).
- All café cleaning and waste removal.
- Maintenance and repair of all equipment and furnishings specific to operation of Café
- Marketing and promotion of the Café
- Maintenance & repairs – incidental
- Maintenance & repairs – specific to lease operations
- Additional waste bins / disposal services (if required)
- Liquid trade waste charges (if required)
- Being open on weekends and public holidays
- Support tourism / TAM's services
- Support TAM's volunteers
- Power consumption of building: flat rate of \$400 per quarter (\$1,600p.a.) is based on 5% of 3-month electricity bill average.
- Water consumption by building: flat rate of \$150 per quarter (\$600p.a.). This amount is based on 5% of TAM's water costs

5b. Temora Aviation Museum Responsibilities

- Car parking
- Cleaning and maintenance of shared toilet facilities
- Heating and cooling - Maintenance & repairs up to a maximum of \$3,000p.a.
- Internet services
- Maintenance & repairs – outside scope of café operation
- Temora Shire Council land rates
- Waste Service Charges for two general waste bin and one recyclable bin

* Indexed by annual CPI

6. OPERATIONAL STYLE

The Café operator will be required to work in partnership with TAM to help facilitate the reasonable requirements of the Temora Aviation Museum activities.

TAM must be consulted and approve any proposed changes to the fit out of the Café and hours/days of operations. Agreement would also need to be reached on matters such as music (style and volume levels etc.) and promotional materials (such as large banners) or building signage. TAM will recognise the needs of the Café and always endeavour to reach a fair and mutually beneficial decision.

It is proposed that Museum and promotional material will be accessible from the Café if the Museum is closed.

7. FINANCIAL ARRANGEMENTS

Temora Aviation Museum is seeking proposals from prospective operators regarding the lease of the Guardhouse Café.

The proposal must be a set total weekly rental fee (excluding GST) which is in addition to expenses specified under Part 5a.

TAM recognises the value of a Guardhouse Cafe to Temora Aviation Museum and has a strong desire to see an operator run a successful business from the premises.

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

A two-year lease, plus an option to renew for the 3rd year is proposed, however TAM 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: TAM has set a reserve fee. Negotiations may take place with potential operators should this reserve not be met in the proposal.

8. EXPRESSIONS OF INTEREST

8a. Submission of Expression of Interest

EOIs to be submitted on the form provided with information and substantiation attached. Include an address for service of notices for the purpose of this EOI and subsequent contact.

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

- Resume, including previous catering experience of all partners.
- Description of the style/type of cafe, including if a liquor license is proposed.
- Proposed hours/days of operation
- Business Plan including a Marketing plan (or a general summary of this)
- Proposed rental to Temora Aviation Museum and terms
- General indication of style and level of service
- At least two referees able to be contacted by phone.

9. EVALUATION CRITERIA

TAM will review proposals and recommend the preferred proponent(s). The proposal offering the highest rental will not necessarily be accepted.

Proposals will be assessed against the following criteria:

- Demonstrated financial capability of the proponent to operate the business.
- History and demonstrated experience in customer service and food retailing.
- Offer of rental.
- Marketing / Business continuity plan.
- Local factors

Temora Aviation Museum will make the final determination on the outcome of this Expression of Interest following the closing date.

10. GENERAL CONDITIONS

10.1 Lodgement

Lodge EOI in a sealed envelope marked with:
“EOI – Lease of Proposed Guardhouse Café”

Post to:

**EOI – Lease of Proposed Guardhouse Café
Deputy CEO
Temora Aviation Museum
PO Box 263
TEMORA NSW 2666**

Lodgement must be by the date and time for closing of interest.

Email will be accepted however an original must be furnished.

Any EOI not received before the specified closing time will not be considered unless there is satisfactory evidence provided that the EOI:

- Was delivered before the specified closing time; or
- Was either posted or dispatched by a recognised carrier providing direct delivery service to the Museum office in sufficient time for delivery before the specified closing time under normal circumstances but was still in the course of delivery by post or by the recognised carrier at the specified closing time due to circumstances outside the control of the interested party.

Offers received by telephone or verbal offers will not be considered. However verbal consultation can be made available to gather additional information or conduct a site visit.

Expressions of interest close 4 pm on Wednesday 30 June 2023.

10.2 Opening of Expressions of Interest

- EOIs will not be displayed publicly.

10.3 Clarifications and Variations

10.3a. Issuing of further information

The Museum may issue to interested parties before the Closing Time:

- Additional information; and
- Information clarifying or correcting information previously provided, to assist them in preparing their offer.

If the Temora Aviation Museum issues information under this clause, each party must take the information into account in the preparation of its Offer.

10.3b. Requesting Clarification

After Closing Time, the Museum may (without limiting its options):

- Request clarification or further information from any Respondents; and
- Invite all Respondents to change their offers in response to an alteration to the Specification or any of the terms and conditions of the Contract; and
- Negotiate with one or more Respondents upon any aspect of their offer.

10.3c. Post EOI Negotiations

If no conforming offers are received, TAM may commence post EOI negotiations in accordance with its pre-determined strategy. This may involve negotiations with the highest Respondent or may involve inviting Respondents to consider increasing their offers. Post EOI negotiations will only be conducted for a duration of sixty (60) days after the closing date.

10.3d. Informal Offers (Non-conforming EOI's)

EOIs which do not comply with requirements of, or which contain provisions not required or allowed by the EOI documents, will be declared informal.

10.3e. Respondents to Inform

The respondent is deemed to have:

- Examined the EOI documents, the site and its surroundings and other information made available.
- Examined information relevant to the risks, contingencies, and other circumstances influencing his/her offer and which is obtainable by the making of enquiries.
- An offer, once submitted, is irrevocable and prospective parties are advised that offers will remain open for acceptance by TAM until the Acceptance Date, being sixty (60) days after the closing date of the EOI.

10.4. Acceptance of EOI

An offer will not be deemed to have been accepted unless and until a Letter of Acceptance is handed to the Respondent or is sent by prepaid post to, or is left at, the address stated in the EOI form.

TAM reserves the right to reject the most favourable or any EOI or an otherwise conforming EOI.

11. OBTAINING INFORMATION

- No fee is payable for the supply of the Specification.
- Any additional information required by a Respondent may be obtained from the contact person below:

Peter Harper
Deputy CEO
Temora Aviation Museum
Phone: 6977 1088
Email: p.harper@aviationmuseum.com.au

Respondents must not direct requests for information to or seek to discuss the specification process with, any Museum employee other than the Contact person or another TAM employee nominated by the Contact person.

If the TAM makes information available to a respondent, the Museum reserves the right to distribute the information to each respondent who has been provided with a copy of the specification.

A respondent's offer will be deemed an as an inducement or reward that could influence the actions of the person in relation to the offer and will not be considered if the respondent or anybody on its behalf offers or gives anything to:

- a) Any TAM employee; or
- b) Any associated person or volunteer of the Museum.

12. DISCLAIMER

This specification has been compiled by the Temora Aviation Museum for the information of interested parties to assist them in deciding whether they are sufficiently interested in the proposal to proceed with further investigation. The information does not constitute all or any part of an offer or lease arrangement and is intended as a guide only. The information contained in the specification has been prepared in good faith.

The Temora Aviation Museum provides this document on the condition that, subject to any statutory limitation to do so, the Temora Aviation Museum disclaims liability under any cause of action including negligence for any loss arising from reliance upon this document.

13. ACCEPTANCE OF OFFER

Temora Aviation Museum is not obliged to accept an offer in the event proposals received are considered unsatisfactory.

14. FAILURE TO LEASE

Temora Aviation Museum reserves the right not to accept an EOI for the Lease of Proposed Guardhouse Café.

15. CONFIDENTIAL STATUS OF EXPRESSIONS OF INTEREST

All expressions of interest in EOI process will be treated as strictly confidential. No information on any proposals will be publicly released until such time as both parties agree to the release of this information.



Expression of Interest Application Form

Proposed Guardhouse Café

1. Full name of applicant: (organisation, group, individual or business)		
2. Address:		
3. Name of parent organisation: (if applicable)		
4. Business name:		
5. Contact person:		
6. Position:		
7. Contact number(s):		
Organisations Only: Please supply the names and contact details of two Office Bearers or Responsible Representatives within your organisation.		
Name:	Address:	Phone:
Name:	Address:	Phone:
7.1 Weekly Rental proposed (excluding GST):		

7.2 Please provide the following information and attach any supporting documentation requested. If you wish to provide any further documentation/information not requested please attach.		
This Expression of Interest is by a/an: Individual practitioner/private user <input type="checkbox"/> Commercial (for profit) organisation <input type="checkbox"/> Other <input type="checkbox"/> (please list)		
7.3 Outline your relevant experience in managing and operating of food services.		
7.4 Outline the range of product, food, beverage and services to be offered and the proposed operating hours.		
Proposed Hours:	Start time	End time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Public Holidays		
Additional Comments:		

7.5 Please specify your desired licence terms and intended start date.

7.6 What current relevant regulations, permits and registrations and insurances do you hold?

7.7 In meeting all relevant regulations demonstrate your understanding of the following regulations and provide details of permits/certifications currently held:

- Health Department Regulations
- Food Act Regulations
- Insurances: Business, Public Liability Insurance, Workers Compensations and Professional Indemnity if deemed relevant
- Other

8. INSURANCE DETAILS

Please provide details of your current Public Liability Insurance cover where applicable/ or to be advised

Name of Insurer:

Value of cover:

Policy number:

Expiry date:

PLEASE NOTE- ATTACHMENTS:

Please provide one attachment consisting of any relevant support material such as resume of key personal, evidence of client/partner commitment (i.e.: letters of support), portfolio of recent work/activity/services and references.

If provided electronically your attachment needs to be in Microsoft Word or PDF format.

Your Attachment must consist of a total of no more than 20 A4 size pages.

Respondent's Signature:

Signatory Name:

Witnessed By:

Witness Name:

DATED THISDAY OF2023