



T2013 – 22 EOI Lease of the Ballina Road Tennis Centre

Submissions will close 4.00pm on Monday 23 December 2013

Lismore City Council is seeking submissions from interested parties, for the lease and management of the Lismore Tennis Centre facility located at 82 Ballina Road, Lismore NSW 2480. The site consists of 12 courts (6 artificial grass and 6 hard courts) and a club house building.

Council wishes to appoint an experienced manager to operate the centre and plan (possibly but not necessarily in conjunction with Council) a capitol works program of improvements to bring the centre up to the status of the premier tennis centre in the region.

The EOI document, containing details of the court layout, and proposed timetable of engagement, are available at Council's eProcurement portal. Interested parties are required to register, www.tenderlink.com/lismore, to access relevant documents. Submissions may also be lodged at this site in the electronic tender box.

If you experience any difficulties with accessing the above website or require further information, please call the Tenderlink helpdesk, phone: 1800 233 533.

A **site inspection** is available only through contacting Council's **Sport & Recreation Project Officer** Mr James Voght on 1300 87 83 87 during normal business hours.

Submissions

Please provide your details and offer in the "Form of Submission" and return completed to the Tender Box in the foyer of the Lismore City Council, Corporate Centre at 43 Oliver Avenue, Goonellabah by no later then the closing date and time: **4.00pm Monday 23 December 2013.**

Site Location

The club house and land is owned by Lismore City Council and is classified under the Local Government Act as Operational Land. At 82 Ballina Road Lismore NSW 2480. On the corner of Ballina Road and Brewster Street.

Lot Details and Zoning:

- Lot 10 - DP 812156
- Area 8,856 Square Metres
- Zoned RE1 Public Recreation Area

Your Submission and Specifications

Your submission should include, but not limited to the following:

- Name of Applicant
- Full description of legal entity / company / enterprise name;

- Australian Business Number (ABN) or Australian Companies Number (ACN);
- Registered address;
- Postal address;
- Contact for enquiries;

The submission should also include

- Organisational profile / relevant experience of the consultant and all sub-consultants including curriculum vitae;
- Demonstrated understanding of the requirements of the lease;
- Experience in undertaking similar operations at another Tennis Centre;
- Declaration of any pecuniary or possible conflict of interest associated with the project; and
- Insurance details including public liability, professional indemnity and workers compensation.

Please refer to the section below which should assist with the compilation of your submission

Lismore Tennis Centre

A. Opportunities

The successful proponent will have the opportunity to:

- provide tennis courts for hire to the public
- provide coaching programs
- conduct school holiday programs
- conduct various tennis competitions

The agreement is only for the court's facilities and land within the enclosed tennis court fences.

B. Outcomes

Submissions should demonstrate how the proponent will:

- successfully coordinate all users on site
- ensure day to day operations run effectively and efficiently
- cooperate with community clubs in terms of use
- develop tennis programs (competition and coaching)
- implement an on line booking system for all permanent and casual court hire
- implement mandatory monthly reporting systems to Council

C. Submission Contents

Proponents need to provide the following details in their submission:

- a business plan
- a marketing plan
- how the proponent will provide the required maintenance and cleaning services
- the process by which bookings will be made (i.e. on line booking system)
- details of proposed programs and pricing structure
- details of the financial return proposed to Council in exchange for the management rights
- details of any conditions, exclusions or qualifications to the submission

Note: It is proposed to provide an initial one (1) year lease with a review at the end of the period, and then subsequent 2 X 5 year/s agreement with the successful proponent.

D. Management Responsibilities

The onsite management will be required to maintain and clean the courts, clubhouse, paths and lawn/garden areas within the tennis centre site and attend to court bookings and customer enquiries.

Duties and responsibilities include, but are not limited to:

- internal painting of the clubhouse
- maintain all assets in good working order including tennis courts, nets and fences
- undertake minor repairs to leaking taps, toilets and replacement of washers
- undertake minor carpentry repairs to gates, fences, doors and locks
- keep all areas free of rubbish
- clean drains and rain gullies
- water and weed garden beds within the tennis court area
- poison along external fence lines
- groom courts daily
- clean court surrounds daily
- remove leaf litter from gutters
- wash and sweep all floors daily
- clean toilets and showers daily
- clean kitchen areas, benches and windows daily
- ensure adequate provision of services to toilets and showers
- maintain a Public Liability Policy of \$20 million
- pay all outgoings including, but not limited to, water rates, water usage, electricity, gas, telephone, internet and waste removal

E. Court Hire Charges

In the first instance proponents should suggest court hire charges for:

1. Casual Court Hire
 - daylight hours
 - night time usage
2. Permanent Court Hire
 - daylight hours
 - night time usage

After these rates have been approved by Council, the court hire charges will be increased on 1 July each year in line with Council's annual fees and charges. Any variation of fees outside of the annual fees and charges must have Council's written consent prior to any increase.

F. Community Clubs

The successful proponent will need to demonstrate how they will manage the courts in conjunction with any community clubs who may wish to operate from the Tennis Centre.

G. Evaluation

Submissions will be assessed in accordance with the following criteria:

- I. the way the proposal fits within the context of the site, the current condition of the facility and with potential users of the site
- II. proponent's capacity to deliver the proposal, including the proponent's financial capacity, experience with similar projects and personnel involved in delivering the project
- III. a demonstrated understanding of Council's requirements
- IV. any proposals with regard to initiatives with respect to capital works

Assessment Criteria

In considering the offer or proposal Council applies 5 standard Selection Criteria to all procurement activates. These are weighted as follows for this application.

SELECTION CRITERIA	WEIGHTING (%)
Financial Package	20%
Capability and Past Experience	45%
WH&S, Risk Management and Quality	5%
Environment and Community	10%
Local Content (Minimum 20%)	20%

The Expression of Interest is being managed by the Lismore City Council. An Assessment Panel comprising representatives of Lismore City Council and seconded experts will assess the submissions after the closing date.

In considering the proposals the Assessment Panel may take into account any fact, matter, circumstance or consideration that, in its absolute discretion, it considers appropriate.

After the closing date, Council reserves the right to contact proponents and seek additional information for the purpose of clarification of any matter contained within their proposal. Interviews may be undertaken to access various submissions.

After considering the Expressions of Interest, Council reserves the right to:

- (a) accept an offer
- (b) reject any of the submissions
- (c) enter into negotiations with one or more proponents
- (d) abandon the process

H. Proposed Time Table

Date	Stage
28 November 2013	Issue request for EOI's
1 – 14 December 2013	Site inspections (appointment only)
23 December 2013	Closing date for submissions
6 – 10 January 2014	Evaluation of submissions
14 January 2014	Interviews if necessary
21 January 2014	Informal notification of successful applicant
11 February 2014	Report to Council
12 February 2014	Formal notification of successful applicant
February / March 2014	Issue of licence to successful applicant

General Terms and Conditions

Intellectual Properties

All intellectual properties associated with any project outputs will remain solely the property of Lismore City Council. The copying, publication and any other use of the documents and materials are strictly prohibited without written consent from Council's General Manager. All documentation and materials are confidential.

Workplace Health & Safety

Any breaches of Workplace Health & Safety could result in the immediate termination of the lease. The successful applicant will be required to comply with all relevant legislation.

Alternative Proposals

Applicants must submit a proposal that fully complies with this specification without any conditions or qualifications attached. Alternative proposals may also be submitted. If so, price any conditions, qualifications, or departures from the specification for the alternative proposal must be fully described.

Insurances

As part of the proposal evidence is to be provided for the following covers:

- Public liability insurance - \$20 million, and
- NSW Workers Compensation insurance for employees.

Form of Submission

T2013 – 21 EOI Lease of the Ballina Road Tennis Centre

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Name of Business/ Organisation	
ABN:	
Submission Person	
Postal Address:	
Telephone:	
Email address:	
Indicative Financial Package	

Date:

Signed by Applicant:

Name:

Referees

1. Name:.....

Contact Details:.....

2. Name:.....

Contact Details:.....

3. Name:.....

Contact Details:.....

Attachment 1 - Centre Location Fronting Ballina Road

