Invitation to submit expression of interest to provide an onsite Canteen service at Orange Grove Primary School.

Orange Grove Primary School is seeking expressions of interest for the operation of a Canteen service from the school site, commencing Wednesday, 1 February 2023.

Parent and community feedback indicates that an onsite Canteen service will be well utilised, and a highly valued service to the school community.

Ideally, the canteen would be expected to operate a recess and lunch service three days a week to determine sustainability. The successful operator will need to adhere to the Department of Education [Healthy Food and Drink in Public Schools Policy](https://www.education.wa.edu.au/web/policies/-/healthy-food-and-drink-policy).

## Enrolments

The expected enrolment numbers for 2023 is 160 students. This number may grow as Orange grove has experienced a gradual increase in numbers over the past 5 years ranging from 90 to present 160. Capacity at Orange Grove would be capped at 200 given geographical space at the site.

## Premises

There is an opportunity for the service provider to utilise the facility of the Orange Grove Primary School canteen during operating hours. 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 Gosnells City Shire 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.
* 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, Deputy Principal and Manager Corporate Services of Orange Grove Primary School. From the expressions of interest, up to three providers may be requested to make a formal presentation to the Canteen sub-committee of the Orange Grove Primary School. The Principal, Associate Principal, Manager Corporate Services in conjunction with the P&C Canteen sub-committee will make the final recommendation on the selection of the provider. It is anticipated that this process will be completed by Friday, 25 November 2022.

## Next step

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

**PRIVATE AND CONFIDENTIAL
Stephen Boon
Principal
Orange Grove Primary School
40 Boyle Lane, Orange Grove WA 6109**

Respondents should include the following detail with their submission:

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| 1. Name of Legal Entity:
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| 1. ACN (if a company):
 |   |
| 1. Registered address of Company or address of principal place of business:
 |    |
| 1. Business Name:
 |   |
| 1. ABN:
 |   |
| 1. Contact Person:
 |   |
| 1. Contact Person Position Title:
 |   |
| 1. Email:
 |   |
| 1. Telephone:
 |   |

Expressions of interest must be received no later than 4:00pm on Friday, 14 October 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](https://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.