Logo

Description automatically generated

TENDER DOCUMENTS

FOR

Hayleys Point Rd Carpark,

Marengo; and

Cnr Skenes Creek Rd & Great Ocean Road Carpark, Great Ocean Road Car Park,

Skenes Creek

FOOD VAN LICENCE

# CONTENTS

* **Tender Specifications**
* **Information required with Tender**
* **Tender Form**

**ABOUT THE GREAT OCEAN ROAD COAST AND PARKS AUTHORITY**

The Great Ocean Road Coast and Parks Authority (the Authority) was established on   
1 December 2020 to deliver better protection and management of the iconic coast and parks of Victoria’s Great Ocean Road.

In partnership with the Traditional Owners, our role is to manage, protect and foster resilience of the natural, cultural and heritage values of coastal Crown land and marine waters along the Great Ocean Road.

Simplifying the complex and fragmented governance of the Great Ocean Road was a key priority issue for establishing the Authority. Prior to the reforms, there were 30 responsible organisations with accountabilities along the Great Ocean Road. This management model created challenges in planning and delivering for the future in a coordinated manner.

The reforms have expanded our functions and powers to manage public land of all types within the Great Ocean Road coast and parks. Our role is to simplify these fragmented and conflicting management arrangements and deliver on a shared vision for the future of the entire Great Ocean Road region.

This includes:

* Guiding sustainable tourism, supporting local employment, and enhancing the visitor experience
* Strengthening the protection of land and seascapes from the impacts of climate change
* Improving economic development for a prosperous and liveable region.

As a public land manager for the Great Ocean Road coast and parks, we manage a wide variety of public land from National Parks to coastal beaches and town foreshores.

All revenue raised through our commercial endeavours is reinvested back into the coast to ensure the Great Ocean Road region can be enjoyed now and for generations to come.

You can find out more about the Authority here: <https://www.greatoceanroadauthority.vic.gov.au>

**1. CONTENT**

This specification is to be read in context. During the currency of the Licence, it will be the responsibility of the Licence Holder to at all times ensure that the conditions of the Licence are adhered to.

**2. NATURE OF WORK**

The Marengo Licence Specification provides for the Licence Holder to operate one food van at:

* Hayleys Point Rd Carpark

The Skenes Creek Licence Specification provides for the Licence Holder to operate one food van alternatively at:

* Cnr Skenes Creek Rd & Great Ocean Road Carpark, or
* Great Ocean Road Car Park

**3. TIME OF COMMENCEMENT OF THE CONTRACT and THE CONTRACT PERIOD**

The licence will commence on 1 December 2022 and will expire on   
30 November 2025.

**4. NATURE OF THE CONTRACT**

The Licence Holder will pay to the Authority the following licence fees by the due dates:

2022-2023 period

Licence fee payable within 7 days of the 1 December 2022

2023-2024 period

Licence fee payable within 7 days of the 1 December 2023

2024-2025 period

Licence fee payable within 7 days of the 1 December 2024

**5. LITTER AND POLLUTION CONTROL**

Waste belonging to the Licence Holder will be placed in rubbish containers. It is the responsibility of the Licence Holder to ensure that litter and waste produced whilst performing duties under the terms of the Licence, and any other refuse resulting directly or indirectly from the Licence Holder’s work, is not allowed to litter the Reserve.

Fuel, oil or similar liquid or solid pollutants will not be discharged onto the ground or into drains. Spillages will be contained and removed from the Reserve at the Licence Holder’s cost.

**6. DAMAGE**

The Licence Holder shall exercise due care and avoid damage to shrubs, trees, signs, fences and all other infrastructure within the Reserve. Any damage caused by the Licence Holder, his/her employees, or subcontractors, will be immediately repaired by the Licence Holder to the satisfaction of the Authority.   
All such repairs will be undertaken at the Licence Holder’s cost.

The Licence Holder will notify the Authority of any electrical, irrigation or structural damage or fault within one hour of the Licence Holder being aware of such damage or fault. When the damage is caused by vandalism or where the damage or fault may result in injury or loss, the Licence Holder is to inform the the Authority immediately.

**7. NATURE OF PERMIT**

The Licence allows for the licence Holder to operate a food van on the site for elected and agreed upon days between period 1 December 2022 to 30 November 2025 inclusive.

As a minimum requirement of the licence, the food van is expected to operate daily during the following times, weather permitting:

* 26 December – 31 January inclusive
* Good Friday – Easter Monday inclusive

The final schedule of operating days will be negotiated with and agreed by the Authority.

The successful applicant may not sell, sub-let or otherwise transfer the Licence without prior written authorisation from the Authority, which request the Authority may at its absolute discretion refuse or grant, or grant subject to conditions.

**8. IDENTIFICATION OF THE PERMIT**

Prospective Licence Holders may undertake an on-site inspection with the Authority to identify the location of the site and the extent of the licence conditions. An inspection can be arranged by contacting:

Glenn Nott

Lease, Licence and Permits Coordinator

M: 0460 358 813

E: [glenn.nott@GreatOceanRoadAuthority.vic.gov.au](mailto:glenn.nott@GreatOceanRoadAuthority.vic.gov.au)

The Licence Holder will be required to sign an Agreement acknowledging full awareness of the extent of the licence conditions.

**9. SUPERVISION OF WORKS**

The Authority may undertake regular inspections of works to ensure a satisfactory standard in accordance with these Specifications. The Licence Holder will be required to respond in writing to any concerns the Authority may have with the standard of work.

**10. CLOSING DATE FOR TENDERS**

Tenders close at 4 pm on Thursday, 17 November 2022.

Tenders shall be submitted to [licenses@GreatOceanRoadAuthority.vic.gov.au](mailto:licenses@GreatOceanRoadAuthority.vic.gov.au)

**11. EVALUATION CRITERIA**

Tenderers are required to demonstrate their capacity to deliver the required services by providing the information requested in the attached documentation. Where insufficient space is provided, please attach the information as a separate document. The Authority reserves the right not to appoint any organisation or to seek additional proposals. All proposals will be treated confidentially.

Logo

Description automatically generated

**INFORMATION REQUIRED WITH TENDER**

***The Authority respects your privacy. All details provided by the Tenderer will remain confidential.***

Tenderers Name: ………………………………………………………………………

Registered Address:……... .……………………………………………………………

…………………………………………………………………postcode……………….

Postal Address:….………………………………………………………………………

(if different from

Registered Address)…………………………………………postcode………………

Telephone number: (….)……………………… Mobile number:….…………………

Fax number: (….)…………………………

Email: ………………………………

ABN: ………………………………

Contact Person: ………………………………………………………………………

Position in Company:……..……………………………………………………………...

**1. BUSINESS IDENTIFICATION**

1. Type of Business – Individual, Partnership, Limited Liability Company, etc.

………………………………………………………………………………………

1. If a Partnership, please provide full names and contact details for all Partners:

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Telephone no.** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. If a Company, please provide full names and contact details for all major proprietors/shareholders:

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Telephone no.** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2. BUSINESS HISTORY**

Please provide a brief description of current and any former business history:

|  |  |  |
| --- | --- | --- |
| **Business Name** | **Type of Business** | **Number of years in business** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**3. ASSOCIATED BUSINESSES**

Please list all other types of business in which the Tenderer has a financial interest:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**4. BUSINESS REFERENCES**

Tenderers are required to list three (3) contactable referees in addition to the Financial References provided in Section 5 below:

|  |  |  |
| --- | --- | --- |
| **Name of Referee**  **(state nature of business if applicable)** | **Address** | **Telephone no.** |
|  |  |  |
|  |  |  |
|  |  |  |

**5. FINANCIAL INFORMATION**

1. Has any organisation owned and/or managed and/or controlled by you or your business partner(s), in the last five (5) years, been declared bankrupt, insolvent, or entered into receivership, a management agreement, or any scheme or composition pursuant to the Bankruptcy Act or Corporations Law?

YES/NO (if YES, please give details)

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

1. Has your organization or any organization similarly owned and/or managed and/or controlled by you ever failed in the past five (5) years to complete a Contract; had a Contract partially or fully taken over; or had a Contract varied to delete substantial work to overcome poor performance under the Contract?

YES/NO (If YES, please give details)

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**6. EXPERIENCE/CAPABILITY**

Please provide a brief presentation detailing your ability to undertake the required works.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**7. OCCUPATIONAL HEALTH AND SAFETY SYSTEM**

Tenderers are required to demonstrate a commitment to compliance with the provisions of the *Occupational Health and Safety Act 2004* and will provide details of their safety program and the systems that will be employed for the management of safety under the Licence.

The successful Tenderer will be required to enter into an agreement with the Authority acknowledging the Authority’s Occupational Health and Safety Policy, a copy of which is available for viewing at the The Authority Head Office, 25 Baines Cres, Torquay, Victoria.

**8. PUBLIC LIABILITY INSURANCE**

Tenderers are required to maintain a Public Liability insurance policy which indemnifies the Authority from any claim. The policy must be to a minimum value of $10,000,000.00, and remain current for the entire duration of the Licence.

**9. Environmental management and impacts**

Please explain how you will ensure that the area of operation will be left as you find it and how your business activities will have minimal affect on the environment

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**11. LOCAL AND COMMUNITY CONNECTIONS**

Please outline your business local and community connection. This may include details of the homebase of your business or previous experience operating in the proposed operational areas outline din this EOI.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**10. PROPOSED LOCATION AND OPERATING TIMES**

Please advise which location you are interested in and proposed operating times:

|  |  |
| --- | --- |
| **Location** | **Do you wish to operate in this area?** |
| One Food van to operate at Hayleys Point Rd Carpark, Marengo: |  |
| One Food van to operate alternative sites at the Cnr Skenes Creek Rd & Great Ocean Road Carpark, Great Ocean Road Carpark, Skenes Creek: |  |

Proposed operating times (date range and days)

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**11. OTHER INFORMATION**

Tenderers may submit any other information they consider would support their Tender submission.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………



**Great Ocean Road Coast and Parks Authority**

**Form of Tender**

**Marengo, Skenes Creeck**

**1 December 2022 – 30 November 2025**

I, (name of individual or company representative)…………………………………….

on behalf of (company name if applicable)………………......………………………..

of (address)…………………………………………………………………………..……

………………………………………………………………………….postcode………..

telephone no.: (….)…………………………… mobile no. …………………………………

email ………………………………………..

hereby Tender to perform the services required in accordance with the specifications provided, and submit herewith the following Schedule of Rates for such services.

One Food van to operate at Hayleys Point Rd Carpark, Marengo:

1. LUMP SUM FOR 2022/2023 PERMIT $…………exclusive of GST

2. LUMP SUM FOR 2023/2024 PERMIT $…………exclusive of GST

3. LUMP SUM FOR 2024/2025 PERMIT $…………exclusive of GST

One Food van to operate alternative sites at the Cnr Skenes Creek Rd & Great Ocean Road Carpark,

Great Ocean Road Carpark, Skenes Creek:

1. LUMP SUM FOR 2022/2023 PERMIT $…………exclusive of GST

2. LUMP SUM FOR 2023/2024 PERMIT $…………exclusive of GST

3. LUMP SUM FOR 2024/2025 PERMIT $…………exclusive of GST

Signature of Tenderer: ……………………………………………..

Date. ……/……/……