

## Invitation to submit expression of interest to provide an onsite Canteen service at Esperance Senior High School

Esperance Senior High School is seeking expressions of interest for the operation of a Canteen service from the school site, commencing as soon as possible. The expression of interest is for an initial six month period and in that time a permanent contract for 5 years will be advertised and the successful applicant in this process will be strongly recommended to apply.

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 (morning tea) and lunch service from Monday to Friday. The successful operator will need to adhere to the Department of Education [Healthy Food and Drink in Public Schools Policy](#).

### Enrolments

The expected enrolment numbers for 2023 is 900 students and over 100 staff.

### Premises

A purpose-built canteen will be available for use including; multiple bench tops for food preparation, a cool room/refrigerator, oven and cooktop, storeroom/pantry, sinks. Office space is also available for administrative tasks.

There is an opportunity for the service provider to utilise the facility outside of canteen operating hour use for private business purposes. 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 Shire of Esperance Health Services to discuss the proposed use of the school's canteen facility and establish the required Food Premises Risk Rating.

### Licence Agreement

On the completion of this interim expression of interest the school will develop a permanent contract and the successful provider will be required to sign a 5-year licence agreement with the Department of Education. The licence agreement may include an agreed annual licence fee which is fixed for 12 months and then subject to review.

### 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](http://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.

## 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;
- Annual Licence fee to be paid to the school;
- Staffing ratios and arrangements;
- 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 and an appointed committee. It is anticipated that this process will be completed by within 1 week of the closing date.

## Next step

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

### PRIVATE AND CONFIDENTIAL

**Ian Masarei**  
**Principal**  
**Esperance Senior High School**  
**Box 465**  
**Esperance WA 6450**

Or [esperance.shs@education.wa.edu.au](mailto:esperance.shs@education.wa.edu.au)

Respondents should include the following detail with their submission:

(a) Name of Legal Entity:	.....
(b) ACN (if a company):	.....
(c) Registered address of Company or address of principal place of business:	..... ..... .....
(d) Business Name:	.....
(e) ABN:	.....
(f) Contact Person:	.....
(g) Contact Person Position Title:	..... .....
(h) Email:	.....
(i) Telephone:	.....

Expressions of interest must be received no later than 4:00pm on Friday 17/02/2023.