



**Barwon  
Coast**

**EXPRESSION OF INTEREST**

**FOR**

**DAILY DELIVERY**

**BREAD & CAKES**

**ICE CREAM & SOFT DRINKS**

**FRUIT & VEGETABLES**

**HOT FOODS**

**COFFEE**

**FOOD TRUCKS**

**EQUIPMENT HIRE**

**NEWSPAPERS**

**22<sup>nd</sup> DECEMBER 2023 -  
28<sup>th</sup> JANUARY 2024**

## CONTENTS

- Specifications
- Information required with Expression of Interest
- Expression of Interest Form

## BACKGROUND

The Barwon Coast Committee of Management Inc. (hereafter referred to as Barwon Coast) is appointed by the Victorian Government to conserve, protect and manage 19 kms of coastal land at Collendina, Ocean Grove, Barwon Heads, 13th Beach and Breamlea. This includes the Riverview Family Caravan Park, Ocean Grove; the Riverside Camp Ground Ocean Grove; the Barwon Heads Caravan Park, Barwon Heads and Breamlea Caravan Park, Breamlea

## SPECIFICATION

The objective of this Specification is to:

- a) I ensure the supply of food products to campers and tourists is undertaken in a competent and professional manner.
- b) Ensure deliver of papers or equipment hire is undertaken in a competent and professional manner.

### 1. CONTENT

This specification is to be read in context. It will be the responsibility of the service provider to at all times to achieve a standard of delivery of service deemed acceptable to Barwon Coast.

### 2. OVERVIEW

The Daily Delivery Expression of Interest provides for delivery of any one or more of the goods, as detailed, throughout the Barwon Heads Caravan Park, the Riverside Campground - Ocean Grove, Riverview Family Caravan Park - Ocean Grove, Breamlea Caravan Park, and Barwon Heads foreshores, Ocean Grove Main Beach Car Park or Barwon Heads river foreshore.

### 3. TIME OF COMMENCEMENT OF THE PROVISION OF SERVICE and THE SERVICE PROVISION PERIOD

The service provider will be prepared to provide the said service from Friday 22<sup>nd</sup> December 2023 to Sunday 28<sup>th</sup> January 2024 inclusive.

#### **4. LITTER AND POLLUTION CONTROL**

The service provider will provide rubbish containers and place all rubbish therein and remove from site. It is the responsibility of the service provider to ensure litter, waste produced whilst performing duties, and any other refuse resulting directly or indirectly from the service provider's work, is not allowed to litter the area surrounding the operational site.

Fuel, oil or similar liquid or solid pollutants will not be discharged onto the ground or into drains. Spillages will be contained and removed at the service provider's cost.

#### **5. DAMAGE**

The service provider shall exercise due care and avoid damage to shrubs, trees, signs, fences and all other infrastructure. Any damage caused by the service provider, his/her employees, or subcontractors, will be immediately repaired by the service provider to the satisfaction of Barwon Coast. All such repairs will be undertaken at the service provider's cost.

#### **6. NATURE OF WORKS**

- 6.1** Daily delivery by a mobile van of; milk, bread and cakes, fruit and vegetables, and ice cream and drinks throughout the Riverside Camp Ground – Ocean Grove, Riverview Family Caravan Park - Ocean Grove and Barwon Heads Caravan Park
- 6.2** Daily delivery by a mobile van of newspapers throughout the Riverside Camp Ground – Ocean Grove, Riverview Family Caravan Park - Ocean Grove and Barwon Heads Caravan Park
- 6.3** Food services from a stationary or mobile van at:
  - 6.3.1 Riverside Camping Ground – Ocean Grove
  - 6.3.2 Riverview Family Caravan Park – Ocean Grove
  - 6.3.3 Barwon Heads Caravan Park
  - 6.3.4 Breamlea Caravan park (from 4pm onwards)
  - 6.3.5 Ocean Grove Main Beach
- 6.4** Coffee from a stationary or mobile van at Caravan parks and other areas listed at 6.3
- 6.5** Hire of beach equipment at Frank Ellis Reserve North end car park.
- 6.6** Ice cream and soft drink dispensing from a mobile vehicle at remote car parks and playgrounds along the coast excluding the Ocean Grove Main Beach Car Park, and from Lahey Square foreshore to the Barwon Heads Bluff.
- 6.7** Limited power of 15amps is available at most locations.
- 6.8** No generators will be permitted.

The service provider is anticipated to deliver the goods as detailed on a daily basis from 22<sup>nd</sup> December 2023 – 28<sup>th</sup> January 2024 inclusive.

**7. IDENTIFICATION OF SITES**

Potential service providers may undertake an on-site inspection with Barwon Coast to identify the location and extent of the delivery area. An inspection can be arranged by telephoning Adrian Connan, Barwon Coast on 0417 030 662

**8. SUPERVISION OF SITES**

Barwon Coast may undertake regular inspections of services to ensure a satisfactory standard in accordance with these Specifications. The service provider will be required to respond in writing to any concerns Barwon Coast may have with the standard of services.

**9. EVALUATION CRITERIA**

Service providers are required to demonstrate their capacity to deliver the required services by providing the information requested in the attached documentation. Spaces are limited at each location and where multiple vendors seek the same location Barwon Coast reserves the right to appoint suitable vendor as it sees fit. Where insufficient space is provided, please attach the information as a separate document.

**10. FRANCHISE FEE PAYMENT**

All successful applicants will be required to pay their nominated franchise fee prior by December 15, 2023.



# Barwon Coast

## INFORMATION REQUIRED WITH EXPRESSION OF INTEREST

*Barwon Coast respects your privacy. All details provided will remain confidential.*

Name: .....

ABN: .....

Registered Address: .....

..... Postcode: .....

Postal Address: .....

(if different from

Registered Address) ..... Postcode: .....

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

Fax number: (.....).....

Email: .....

Contact Person: .....

Position in Company: .....

**1. BUSINESS IDENTIFICATION**

(a) Type of Business – Individual, Partnership, Limited Liability Company, etc.

.....

(b) If a Partnership, please provide full names and contact details for all Partners:

Name	Address	Telephone no.

(c) 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:

<b>Business Name</b>	<b>Type of Business</b>	<b>Number of years in business</b>

**3. ASSOCIATED BUSINESSES**

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

.....  
.....

**4. BUSINESS REFERENCES**

Service providers are required to list three (3) contactable referees.

<b>Name of Referee (state nature of business if applicable)</b>	<b>Address</b>	<b>Telephone no.</b>

**5. EXPERIENCE/CAPABILITY**

Please provide a brief description detailing past relevant experience.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**6. OCCUPATIONAL HEALTH AND SAFETY SYSTEM**

Service providers are required to demonstrate a commitment to compliance with the provisions of the Occupational Health and Safety Act 1985.

The successful service provider will be required to enter into an agreement with Barwon Coast acknowledging Barwon Coast’s Occupational Health and Safety Policy, a copy of which is available for viewing at the Barwon Coast’s Office, Ewing Blyth Drive, Barwon Heads, Victoria.

**7. PUBLIC LIABILITY INSURANCE**

Service providers are required to maintain a Public Liability insurance policy. The service provider will complete the provided indemnity document and note the interest of Barwon Coast on the policy. The policy must be to a minimum value of \$20,000,000 and remain current for the entire duration of the provision of service.

**8. VEHICLE REGISTRATION & INSURANCE**

All vehicles used in the provision of services shall be registered and have comprehensive motor vehicle insurance. Barwon Coast reserves the right to receive copies of registration and insurance certificates



**9. OPERATING PERMITS**

All vehicles used for transporting or vending foods must be fully compliant with the provisions of the Food Act 1984 and any Local Government Permit requirements. Barwon Coast require a copy of your Food Van registration from your local government authority.

**10. FRANCHISE FEE**

All successful applicants will be required to pay their nominated franchise fee by December 15, 2023.

**11. OTHER INFORMATION**

Service providers may submit any other information they consider would support their submission.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....



**BARWON COAST COMMITTEE OF MANAGEMENT INC.  
EXPRESSION OF INTEREST**

I, (name of person,  
and Company) .....

.....

of (address) .....

..... Postcode.....

hereby offer to perform the services required in accordance with the specifications provided for :

Location	Service type (EG: Food Van, Ice Cream, Coffee Van)	Mobile or Stationary Unit	Fee	Other Information
Riverside Campground at Bukareeyoo				
Barwon Heads Caravan Park				

Signature of service provider: .....

Date: ...../...../.....