



NON-BINDING EXPRESSION OF INTEREST

Non-binding EOI Title: Operate Café at Muswellbrook Regional Arts Centre

EOI Number: 2021-2022-0537

Issue Date: 14/07/2022

RFQ Closing Time and Lodgement Details	
EOI Closing Date:	22 July 2022
EOI Closing Time:	2:00 pm
EOI Lodgement Instructions:	Via email to: council@muswellbrook.nsw.gov.au .
EOI Registration:	Please register your intention to submit a quotation to council@muswellbrook.nsw.gov.au .
EOI Questions:	Via email only to kim.manwarring@muswellbrook.nsw.gov.au . Any questions and answers will be emailed to all registered participants.

Council Contact & Enquiries	
Name:	Kim Manwarring
Email:	Kim.manwarring@muswellbrook.nsw.gov.au

1. Introduction

Muswellbrook Shire Council is seeking a skilled, motivated and experienced hospitality professional to complement Muswellbrook Regional Arts Centre (MRAC) through the operation of the Gallery's café.

Established in 1976 MRAC is located on the New England Highway. Muswellbrook is centrally located in the Upper Hunter Valley, approximately 130km north-west of Newcastle and 250km north of Sydney. The town of Muswellbrook has a diverse rural and industrial economy with significant mining, viticulture and equine sectors.

MRAC presents travelling exhibitions, local exhibitions and art prizes (including the annual Muswellbrook Open Art Prize), along with periodic selections from the Max Watters and Shire Collections.

The MRAC café facility includes a fully equipped commercial kitchen and comprises 77m² of internal floor space with an adjacent courtyard of 93m² which can be used for alfresco dining.

The café lease agreement will be held with Muswellbrook Shire Council. The proposed commercial terms are as follows, however are open to negotiation:

Annual Lease Amount: \$27,000 + GST + Outgoings

Annual increase: 3%

Lease Term: 5 years

We are seeking expressions of interest (EOI) from individuals or businesses looking for opportunities to enhance their experience in the hospitality industry by running a high quality café, showcasing local produce where possible.

It is an expectation that the successful candidate will work closely with MRAC to ensure mutually beneficial outcomes.

2. Information to be provided with the EOI

1. EOIs outlining your vision for the café
2. Your experience in the hospitality industry, evidence of capability/references (including personal references and references as to financial capacity)
3. Understanding of management issues relating to running a food venue in an art gallery

3. Non-binding EOI Submissions and Outcomes

Council reserves the right to use the non-binding Expression of Interest process in a number of different ways to advance the project. This includes, but is not limited to:

- information gathering to inform Council's procurement strategy;
- developing a subsequent open tender or request for proposal;
- dealing directly with one or more respondents; and

- inviting one or more respondents to further develop their submission into a selective request for tender or request for proposal.

It is important to note that, although this is a non-binding Expression of Interest process, submissions should contain sufficient detail and evidence that enables the assessment panel to make an informed decision that may lead to a select tender or request for proposal process with one or more respondents

4. Terms and Conditions

Interested parties who have not submitted a non-binding EOI may be ineligible to participate in any subsequent process. Muswellbrook Shire Council unconditionally reserves the right to selectively negotiate with a shortlist of respondents, to recall EOI or to stop the project. Muswellbrook Shire Council is not liable for any expense or loss that may be incurred by a respondent in preparation of its response.

No contract shall exist until Muswellbrook Shire Council and the respondent have executed a deed in writing that incorporates the outcomes of subsequent negotiations and agreed terms (if at all).

Muswellbrook Shire Council may seek clarification from a respondent to this EOI request. Any discussions entered into with a respondent by Muswellbrook Shire Council will be at Muswellbrook Shire Council's sole discretion and purpose.

Muswellbrook Shire Council unconditionally reserves the right to accept or reject any submission regardless of compliance or non-compliance with the conditions of this EOI. Muswellbrook Shire Council reserves the right not to enter into a commercial arrangement.