



Request for Expressions of Interest

Operation of the Reuse Shop at Council's Waste and Recycling Facility

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EOI submissions close 30 May 2025 at 2:00pm

Submissions to:

sustainability@muswellbrook.nsw.gov.au | Reference 'EOI Submission Re-Use Shop – 2025'

Contact person for enquiries:

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Introduction

Muswellbrook Shire Council ('Council') is calling for non-binding expressions of interest for a respondent ('Operator') to operate the 'End of Road Reuse Shop' ('Reuse Shop') at the Muswellbrook Waste and Recycling Facility ('MWRF').

As part of Council's commitment to reducing waste and encouraging the reuse of materials, Council is inviting Expression of Interest ('EOI') for the operation of the Reuse Shop at the MWRF, aligning with Council's goals for sustainability and community development. Council is open to innovative ideas and flexible approaches to ensure the success of this project. Interested parties are invited to submit their EOI for this exciting opportunity. For questions and/or to arrange a site visit, please reach out to the Contact Person.

Background

The Reuse shop is a hub for low-cost second-hand goods and materials, officially opened in May 2019 adjacent to the weighbridge. With its improved location, efforts to operate and actively promote the Reuse Shop has increased. This initiative promises greater waste diversion from landfills but also serves as an investment in our community's sustainability.

Scope of the project

The Operator of the Reuse Shop must:

1. Supply necessary personnel and equipment for the shop's operation, management, and maintenance.
2. Maintain shop cleanliness and uphold quality standards for all materials.
3. Recruit and train staff, ensuring effective site supervision and safety adherence.
4. Operate strictly within designated safe areas and respect restrictions on unsafe zones.
5. Acknowledge and respect the presence of CCTV for monitoring and security purposes.
6. The contractor can choose opening hours for the Reuse Shop.
7. Ensure to comply with Council's EPA licensing requirements in all operations.

Cost and ownership

The Operator will be responsible for all costs associated with running the Reuse Shop and will retain all proceeds to be utilised to improve services offered to the community, including programs not related to the operation of the Reuse Shop. Council as the landowner and manager provides space in an as is condition. The Operator as the lessee may not make changes to or upgrade the facilities without prior approval from Council. Any such requests will be reviewed by Council and may or may not be approved depending on merit and future impact.

Donations and re-use promotion

All donations to be sold in the Reuse Shop must comply with Council's established donation guidelines (attachment 1), which ensures that only items suitable for reuse are offered for sale. The Operator's role includes promoting the Reuse Shop within the community.

Council staff will be responsible for sourcing items from waste received at the MWRF. The Operator can choose to accept or not accept those items into the Reuse Shop.

Contract Details

Council will develop a mutually agreeable contract terms with the successful Respondent.

The intended initial contract term is set for 12 months from the commencement date, with potential extensions determined by mutual agreement. The aim is for an agreement to be established between Council and a provider by July 2025 with operations to commence soon thereafter.

Expressions of Interest Process

The objective of the EOI process is to identify organisations that are interested in entering a contract and have suitable capacity, capability, and experience to undertake the work.

An evaluation team comprising representatives from Muswellbrook Shire Council will evaluate the EOI submissions based on the evaluation criteria set out in this Request for EOI.

The evaluation team will identify the respondents it considers best satisfy the evaluation criteria and if required, may request those respondents provide further details to choose eligible projects.

This expressions of interest process is non-binding, Council may choose not to accept any submissions at its full discretion. Council will not be liable for any costs incurred by respondents through participation in the EOI process.

Response requirement

All EOI responses must:

1. Clearly identify who will benefit from the project.
2. Outline the plans for operation of the Reuse Shop, including staffing, operating hours and proposed amendments to current facilities.
3. Detail how proceeds from the Reuse Shop will be utilised to improve services and programs offered to the community.
4. Demonstrate planned efforts to increase utilisation of the Reuse Shop.
5. Provide a budget overview detailing the projected costs and financial feasibility of operating the Reuse Shop.