



PORT KEMBLA SURF LIFE SAVING CLUB

Part 1 – Expression of Interest “Port Kembla Surf Club”

In accordance with the lease agreement between Wollongong City Council and Port Kembla Surf Life Saving Club (PKSLSC) section 9.5 ‘Commercial Operation’. PKSLSC is inviting businesses to respond to this Expression of Interest (EOI) for an opportunity to operate and maintain certain areas of Port Kembla Surf Club.

PKSLSC issues this EOI to:

- Hospitality businesses;
- Gym, fitness and wellbeing operators;
- Local businesses seeking office space; and
- The general public.

Background

PKSLSC has operated continuously since the club’s inception in 1910. The Club has a Service Agreement with Wollongong City Council and Surf Life Saving NSW to provide safe public amenity at Port Kembla beach on select days throughout each swimming season.

The Clubhouse building was constructed by the Surf Club and gifted back to Council in the 1970’s. The building is currently maintained by Wollongong City Council.

For the Club to continue to operate efficiently and provide safe public amenity well into the future, the Club’s Executive have started collating a long-term planning strategy that would allow the Club to grow. All growth strategies require financial stability.

To assist the Club in reaching financial stability, we are seeking to investigate the feasibility of leasing out the Clubhouse to a long-term commercial operation through an EOI.

We encourage all commercial enterprises to submit an EOI for consideration.

A site inspection of the building and areas of interest will be available for all those who wish to submit an EOI. For further information of existing building layout, please refer to the floor plans available in the appendices.

At the completion of the EOI period the PKSLSC executive will short list candidates to continue through to a Request for Proposal (RFP) based on the selection criteria below.

There are three areas of the Clubhouse which we seek to receive EOI’s for. They are as follows:

Main hall area (approximately 20m² x 9m²)

We are seeking a response via EOI for interested proponents to operate and maintain the full or partial space of the existing hall area.

Upstairs Office (approximately 7m² x 9m²)

We are seeking a response via EOI for interested proponents to operate and maintain the full or part of the office space upstairs in the Clubhouse

Gym (approximately 82m²)

We are seeking a response via EOI for interested proponents to operate and maintain the full or part space of the existing gym facilities.



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Part 2 – Selection Criteria

Port Kembla Surf Life Saving Club (PKSLSC) is interested in the following key outcomes from the commercial functions. These areas form the basis of the selection criteria and are not in order.

- Primary reason for a commercial operation at this location is to promote and increase patrolling members at PKSLSC. A clear linkage to member retention and building the strength of membership must be shown.
- How the operation would directly benefit the local community of Port Kembla.
- A ‘commercial in confidence’ broad concept of how they would operate the business, inclusive of when the business is expected to be up and running, opening hours, bookings, functions, storage, etc.
- How they intend to market and advertise the operation both within the local community, as well as the broader region.
- Any innovation the vendor believes they can bring to PKSLSC.
- Details of previous experience relating to the proposed business.
- Financial agreement and terms will be provided by PKSLSC in the proposal request.

Part 3 – The Process Timeline

It is the intention of PKSLSC to meet the below timeline, although is subject to change due to conditions beyond our control. If there are changes to this timeline, they will be available on the Port Kembla Surf Life Saving Club webpage. (See rules section below).

3-7 June Call for EOI	31 st July EOI response deadline	17-21 August Request for proposal (RFP)	28 September – 4 th October Clarification and questioning	19-30 October Negotiation terms of license	7 th November Operations commence
June	July	August	September	October	November
		7-16 August Final shortlist of proponents (2-4)	25 th September Deadline for RFP response	12-16 October Final shortlist of proponents (1-2)	2 nd November Contracts awarded

This first phase of the EOI will open at midday on the 6th of June 2020 and close strictly at **5pm on Friday July 31, 2020.**



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Part 4 - EOI Rules

The following rules exist to ensure that the EOI process retains integrity from beginning to end and that all proponents have equal opportunity to put forward their best submission.

Email / Correspondence

All correspondence will be accepted via the following email address. This email address is the ONLY accepted email address for submission of EOI, Questions or RFP related information. This email automatically forwards to members of the EOI review panel.

admin@portkembblasurfclub.com.au

Information sent to PKSLSC via any other email account, postage or any other means will not be accepted.

Probity / Integrity

Any member of PKSLSC found to be working outside of this EOI process that could be considered in providing unfair advantage to a proponent faces disciplinary action by way of membership expulsion.

Format

All submissions are to be provided in PDF format.

Information Updates

If a question or information is deemed as relevant to the success of this EOI / RFP process, then it will be published on the website of Port Kembla Surf Life Saving Club, so all parties have access to information as it comes to hand. It is up to the proponent to check the website for updates as no notification will be sent directly to proponents.

Conclusion

The executive and members of PKSLSC look forward to the expressions of interest and the opportunity to enter a sustainable and beneficial relationship with commercial partners.

Thank you

Executive, PKSLSC.