



Pam Buchanan Family Centre Community Module Lease Expression of Interest



Title: Community Module Lease Expression of Interest

Open: Thursday 4th March 2021

Close: 2pm Thursday 1st April 2021

Submissions: leasing@karratha.wa.gov.au

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BACKGROUND

The Centre was opened in 25 February 2012 and honours “Pamela Ann Buchanan” a former Pilbara politician and campaigner for women’s and Indigenous rights. The Pam Buchanan Family Centre (PBFC) is located at 51 Gardugarli Drive, Baynton West, hosts a range of family and community based services as tenant organisations, permanent and casual hirers. PBFC is also currently home to the following tenant organisations:

- Karratha Community House;
- Headspace;
- Karratha Central Healthcare; and
- Karratha Early Learning.

The City of Karratha (the City) currently manages the community spaces and hires them out to permanent venue hirers and casual hirers on a regular basis. The City is seeking Expressions of Interest from suitable Not for Profit Community Organisations or those organisations Incorporated under the *Associations Incorporation Act 2015* to lease the community room/s and office space at the PBFC. Respondents have the opportunity to express an interest the following spaces:

- Community Workshop;
- Community Boardroom;
- Reception Office Space (rear office only);
- Community Module Common Areas, Hallway, Kitchen and Toilets;
- Workshop & End of Corridor Storeroom; and
- Eastern Portion of Outdoor Courtyard.

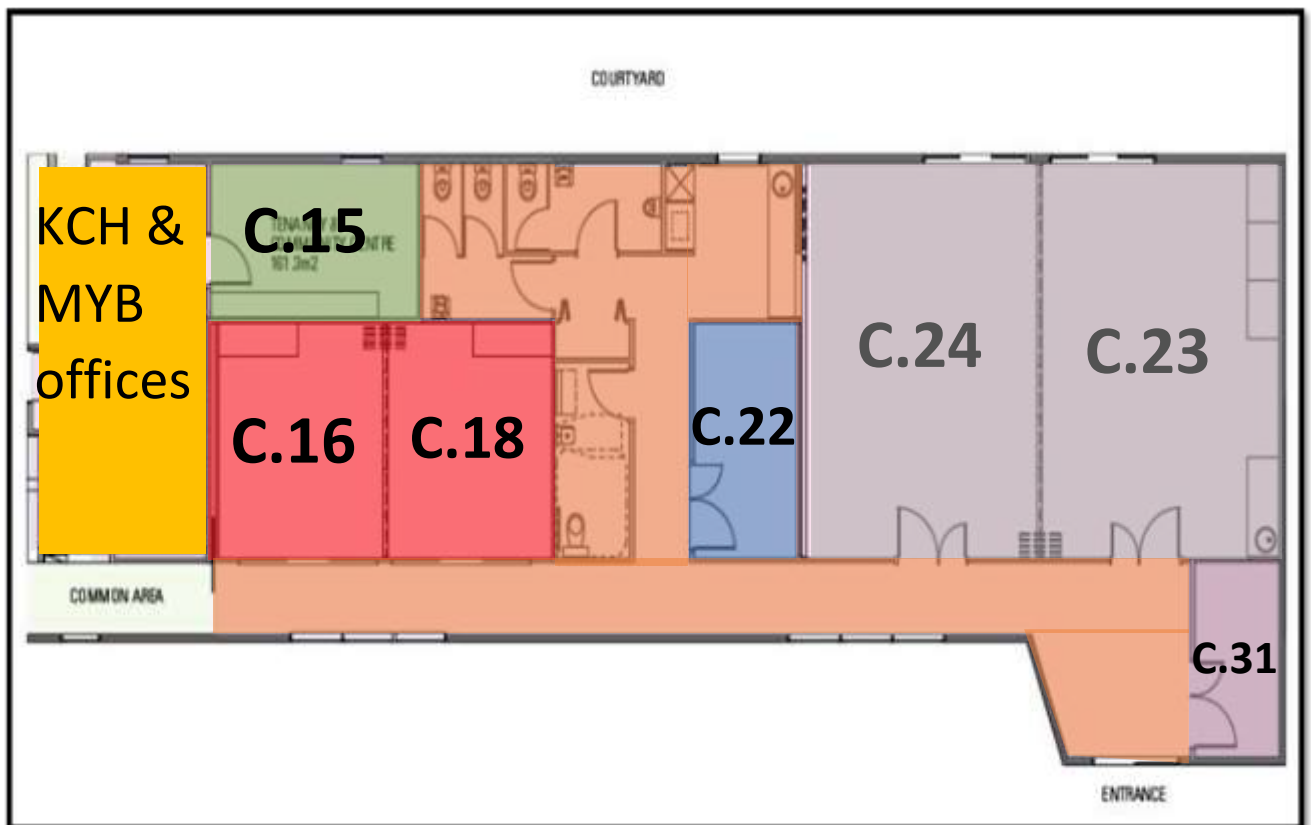
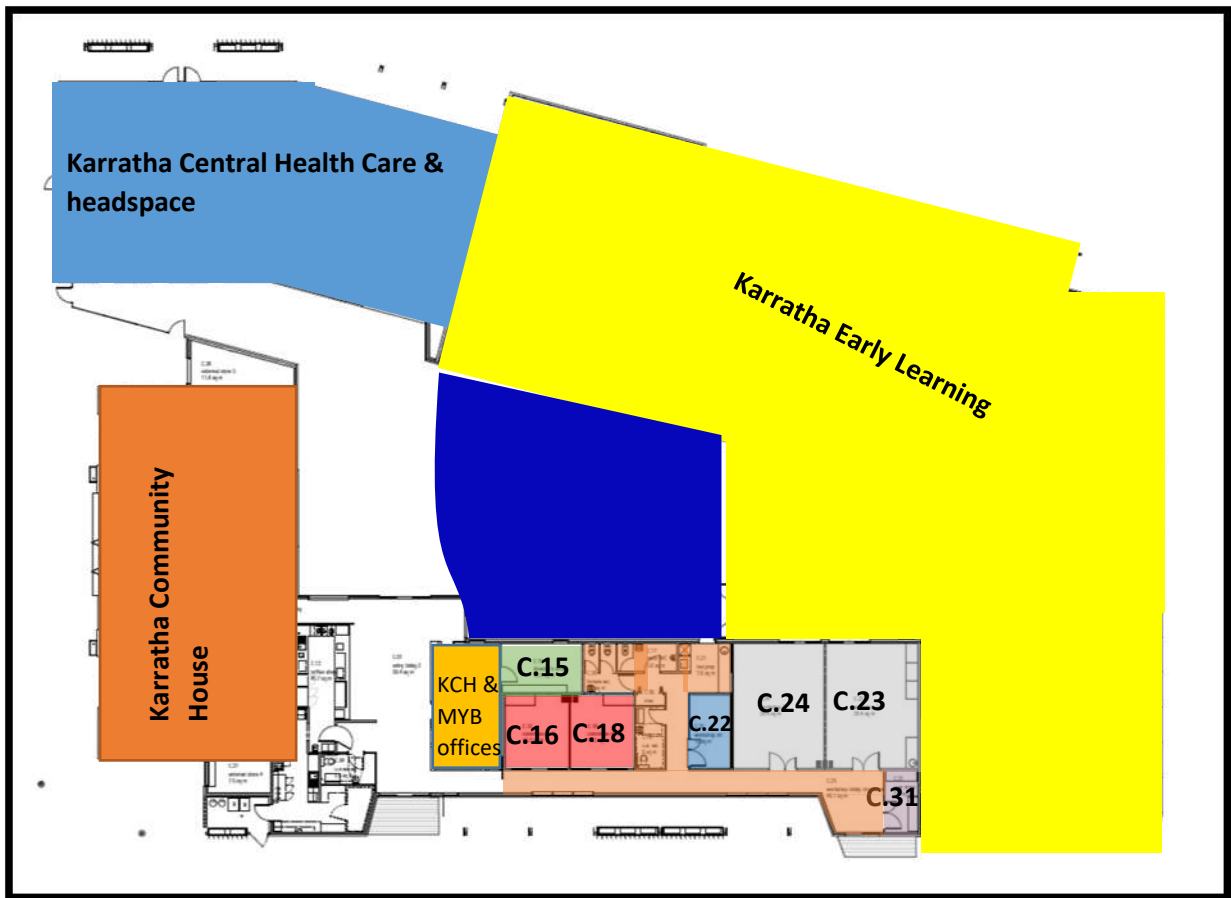
The respondent can express an interest in all the available spaces or an individual space or multiple spaces together in any scenario that might meet their needs for the City to consider. The City’s ideal scenario is to lease all of the spaces indicated to one Incorporated Community Organisation to conduct their operations and for that Organisation to provide sublease or hire opportunities to other Incorporated Community Organisations and Not For Profit Entities to maximise the use of these spaces.

The following table and graphics depicts the area of the Pam Buchanan Family Centre that is available for lease.

Lot Aerial



Space Breakdown



Name of Space	Size (Square Metres)	Comments
Community Workshop Room C.24 & C.23	Each room is 39.4 sqm Combined space of 78.8 sqm Proposed square metre rate \$180.00 per annum inclusive of GST	Servery located at the front of the room which link into the kitchenette. A small sink is located at the back of the room. Bi-folding doors fixed to the room for the ability to divide the room into two. Workshop 1 Room (C.24) comes with a projector, project screen and connections. Sun blocking blinds on the sliding doors to the small exclusive outdoor area. Exclusive outdoor area is gated and connects to the court yard.
Community Boardroom C.16 & C.18	Each room is 16.33 sqm Combined space of 32.66 sqm Proposed square metre rate \$180.00 per annum inclusive of GST	Bi-folding doors fixed to the room for the ability to divide the room into two The room comes with two large tables and 20 chairs. In built freestanding cupboards into both side of the room.
Reception Office Space (rear office only) C.15	13.35 sqm Proposed square metre rate \$180.00 per annum inclusive of GST	The office is located behind the front of house/ admin office. The room comes with one large office desk and built in cupboard. Large pin up board and white board.
Community Module Common Areas, Hallway, Kitchenette and Toilets C.17,C.19,C.20, C.21,C.25	Combination of the listed areas, 71.56 C.17 – 5.57 sqm C.19 – 6.01 sqm C.20 – 6.29 sqm C.21 – 7.62 sqm C.25 – 46.07 sqm Proposed square metre rate \$180.00 per annum inclusive of GST	The kitchenette has one medium size fridge, microwave, basic utilises and a filtered water tap. The kitchenette has a servery door which opens into workshop room one (1) The walk way has a sensory footpath and one medium, one large pin up boards.
End of Corridor Storeroom C.31	7.41 sqm Proposed square metre rate \$180.00 per annum inclusive of GST	Located at the end of the corridor and adjacent to the sliding exit door.

Eastern Portion of Outdoor Courtyard	240 sqm \$45 per square metre rate per annum inclusive of GST	New shade structure estimated to be completed by the end of the financial year. Fitted with Astroturf surface and six fitted pot plants.
Workshop Corridor Storeroom C.22	10.05 sqm Proposed square metre rate \$180.00 per annum inclusive of GST	

Should all of the spaces detailed above be leased by one party at the proposed rates above the total rent per annum inclusive of GST would be \$49,289.40.

Tender Submission Requirements & Evaluation

The successful respondent will enter into negotiations and a Lease agreement with the Principal for the spaces identified with the PBFC Community Module. These spaces will include a proposed annual rent (negotiable) in the vicinity of \$180.00 per square per annum inclusive of GST for each space plus any applicable outgoings (not negotiable) such as utilities.

Applicable Approximate Annual Outgoings

- | | |
|--|------------|
| a) Council Rates (minimum rateable amount of Council): | \$1,549.00 |
| b) Emergency Services Levy | \$84.00 |
| c) Power (sub meter) | |
| o Community Workshop Room | \$3,180.00 |
| o Community Boardroom | \$1,320.00 |
| o Reception Office Space (rear office only) | \$1,000.00 |
| o Community Module Common Areas, Hallway, Kitchen and Toilets | \$1,620.00 |
| o Workshop Storeroom | \$800.00 |
| o End of Corridor Storeroom | \$600.00 |
| d) Water (sub meter) | |
| To be determined. Water charge based off consumption usage. | |
| e) Plus all other outgoings required by and the responsibility of successful respondent e.g. contents, public liability and worker compensation insurances, rubbish collection/disposal, cleaning, phone & internet etc. | |

The City is not dictating the specific services to operate from these spaces and will consider all compliant submissions from Incorporated Community Organisations and Not for Profit entities that are in keeping with the purpose of the Land for Community Purposes.

The successful Respondent will need to:

- a) Maintain and keep current all insurances relating to sound operations such as but not limited to Public Liability Insurance of minimum \$20mill for a single claim, Contents Insurance and Workers Compensation Cover \$50mill for a single claim;
- b) Undertake minor maintenance items associated with the spaces, fixtures and fittings; and
- c) Any other conditions provided and agreed to within the subsequent negotiated lease document.

Evaluation

In submissions, respondents must provide the following for the City's consideration and evaluation. The City will be utilising the below selection criteria to assess submissions and determine the most suitable and advantageous contractor:

1) Price (30% weighting)

- a) Proposed rental fee for Principals consideration if differing from the per square metre per annum inclusive of GST rates listed for each space above;
- b) proposed Lease term; and
- c) term and number of extensions if any.

2) Capacity to Deliver (30% weighting)

- a) Detailed description about the respondents organisation including organisational chart;
- b) Legal structure of the organisation and proof of Not for Profit status or incorporation under the *Associations Incorporation Act 2015*;
- c) Products and services offered by the organisation including number of clients/customers/members; and
- d) How the organisation aligns with the purpose of the facility e.g. vision, mission, organisation objective etc.

3) Methodology (20% weighting)

- a) Outline which area/s the organisation wishes to lease;
- b) Hours of operation, weekdays & weekends, and proposed activities delivered from each leased space respondent is requesting;
- c) Any proposed sub lease or facility hire arrangements e.g. if the respondent wishes to lease all Community Module spaces however is indicating some spaces will be underutilised or vacant for considerable periods.

4) Relevant Experience (20% weighting)

- a) Previous short, medium and/or long term rental or facility hire history including facility name/type, duration/term and costs met on an ongoing monthly/quarterly basis; and
- b) Provide a copy of the organisations last audited financial statements identifying the organisations ability to meet the proposed costs identified in this submission.

Tender Disclaimer

The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted. The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.