



City of Kalgoorlie Boulder

Expression of Interest

Vending Machines - City Facilities

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Introduction

The City of Kalgoorlie-Boulder is seeking vending machines to be placed in various locations throughout the city. The vending machines are to be kept stocked, clean, serviced and maintained.

The City is accepting applicants, whether it be one large company who can service all areas required, or multiple small businesses who can service individual areas.

About the Locations

The City is seeking Food and Drink vending machine in the following areas;

Locations include, but not limited to:

- CKB main Administration building
- William Grunt Memorial Library
- CKB Depot, Located on Throssel Street
- Goldfields Art Centre
- Goldfields Oasis

Site Information

The vending Machine locations are within City owned facilities, these will be used for the public and staff of serviced facilities. The City wishes to promote healthy snacks, with treats also being welcome. Each location may have different requirements, so a variety is needed.

Locations are expected to be;

- Oasis Recreational Centre x 2
- Depot x 2
- Goldfields Art Centre x 1
- Administration building x 1
- EGCC x 1
- Library x 1
- Golf Course x 1

Applicants are to note the following:

- Vending Machines are to be stocked with a variety of foods, snacks and refreshments. Pricing is up to the individual business, which will be taken into consideration in the application process for the vending machines.
- Vending Machine hirers will enter into a lease or hire agreement outlaying leasing fees which will cover the outgoings as well.

Submissions

How to Submit

Respondents will be required to complete the attached Expression of Interest - Response Form and must include all supporting documents by the deadline.

Submissions can be lodged in any of the following manner, provided all documents are received prior to the closing time:

Electronically (preferred) to:

mailbag@ckb.wa.gov.au

Subject: 23/24 Vending Machine Property Team - Expression of Interest

Delivered by hand (in a sealed envelope) to:

577 Hannan Street, Kalgoorlie

Labelled: 23/24 Vending Machine Property Team - Expression of Interest

By Post to:

PO Box 2042 BOULDER WA 6432

Labelled: 23/24 Vending Machine Property Team - Expression of Interest

Deadline for Submissions

The deadline for submissions is **Friday 12 January 2024**.

Failure to submit a completed Expression of Interest – Response Form and any supporting documentation by the deadline will result in the application being rejected without consideration.

Supporting Documents

The required supporting documents are outlined in the Expression of Interest Response Form and listed below:

- Valid copy of Certificate of Public Liability;
- Valid copy of Certificate of Incorporation;
- Product Liability (if applicable);
- Evidence of ABN and GST Registration;
- Most recent copy of reconciled or audited financial statements
- Certificate of Qualification
- Police check

Legislation

The Local Government Act 1995 requires that the disposal of any local government property (including by way of lease) is advertised for a minimum period, without having utilised a tender or auction process.

As such, applicants are advised that a minimum advertising period of 14 days is required prior to negotiation with any party with respect to obtaining a lease. Any submissions for this property prior to this time will not be considered.

Contact Information

Further information can be obtained by emailing Nicole Ilsley, Property Coordination, City of Kalgoorlie Boulder, Propertyteam@ckb.wa.gov.au

Expression of Interest Response Form

Chief Executive Officer
City of Kalgoorlie-boulder
577 Hannan Street
KALGOORLIE WA 6430

I/We (Registered Entity Name) _____

Of (registered street address: _____

ABN: _____ ACN: _____

Phone: _____ Fax: _____

Email: _____

In response to the Expression of Interest to the Vending Machines:

I/We formally submit the included and attached information to the City of Kalgoorlie-Boulder

Date: _____

Signature: _____

Name of authorised signatory: _____

Position: _____

Email: _____

Postal Address: _____

Expression of Interest – Response Forms must be submitted with all required supporting documentation by the deadline. Any submissions with missing information and/or documentation at the deadline will not be considered a complete application and will be rejected.