



EXPRESSION OF INTEREST

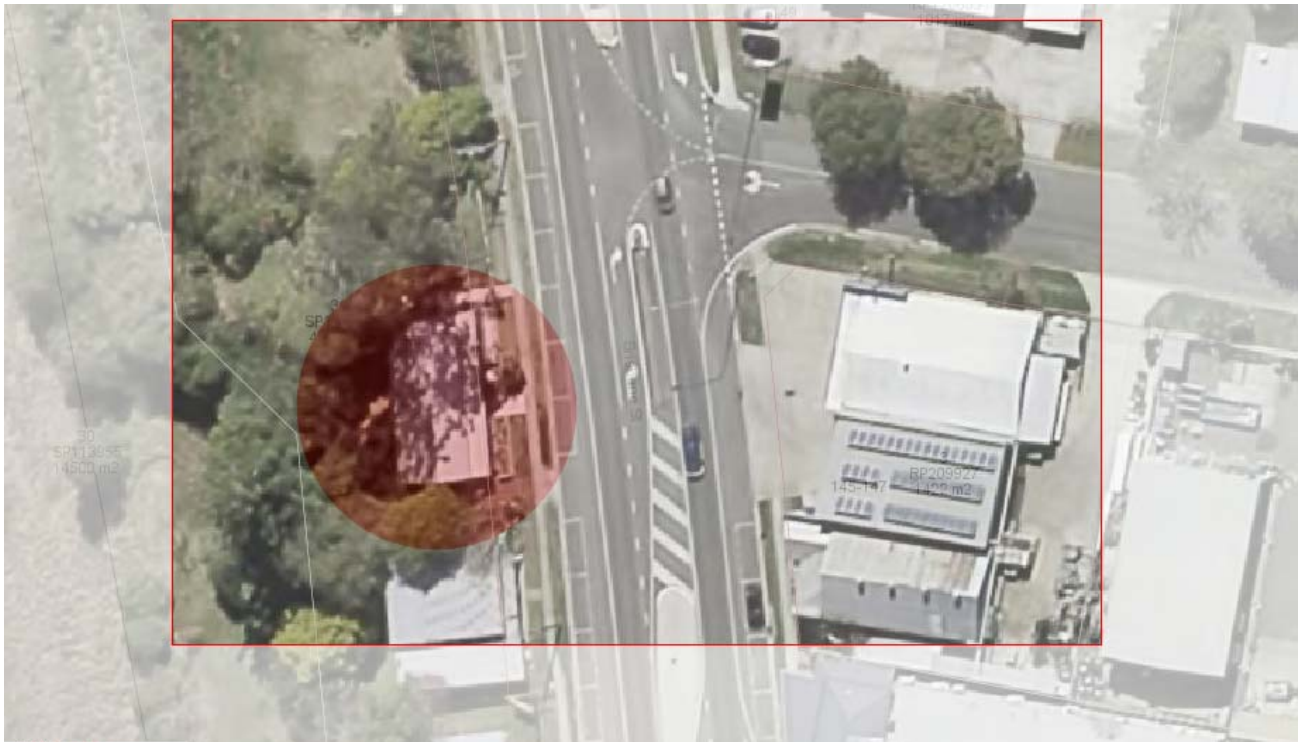
**LEASE - 100 BRISBANE STREET,
BEAUDESERT**

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Introduction

Scenic Rim Regional Council invites interested persons and/or community groups to submit an Expression of Interest (EOI) to lease 100 Brisbane Street, Beaudesert described as part Lot 31 on SP113955.



Submissions that outline the potential use of the property and community and/or economic to the community will be encouraged.

The premises has a lease area of 1052m² and is available for lease from 1 July 2019.

100 Brisbane Street holds a prominent position on Brisbane Street. Council is keen to lease the premises to a community group or member of the public, with a proven track record in delivering quality products and/or services to the Scenic Rim Community.

Prospective Tenderers will be able to inspect the site on 19 June 2019 between 10:30am to 11:00am.

Inspection may be arranged by appointment by contacting Council's Property and Operations Department on 07 5540 5111.

Process and Key Dates

The Expression of Interest must include the following:

- a completed, signed and dated Expression of Interest Form (Available in Appendix 1);
- responses to key assessment criteria outlined in the Expression of Interest form;
- letters of support and/or commitment from other user groups, if applicable; and
- any other supporting documentation the applicant feels is relevant to the Expression of Interest

All proposals must be clearly marked "**Lease of Council Building 100 Brisbane Street, Beaudesert**" and addressed to the Chief Executive Officer and received on or before **4.00pm Friday, 5 July 2019** through any of the following means:

Hand Deliver:

Scenic Rim Regional Council Office

- Beaudesert Office
82 Brisbane Street
Beaudesert Qld 4285
- Boonah Office
14-36 High Street
Boonah Qld 4310

By Mail:

Scenic Rim Regional Council
PO Box 25
Beaudesert QLD 4285

By Email:

mail@scenicrim.qld.gov.au

Responses received or lodged after the closing time will not be accepted.

The Council is not under any obligation to:

- Accept an application or guarantee the allocation of a parcel of land to every applicant that arises;
- Provide an applicant with a further opportunity to respond to this invitation of Expression of Interest; or
- Allow an applicant to vary its proposal once that proposal has been lodged.

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Indicative timing of the Expression of Interest process summarised below, subject to the Council having the right to vary both the timing and the process.

STEP	DETAILS	DATE
Calls for Expression of Interest	Advertised on the Council website and in local newspapers	12 June 2019
Inspection of Building		19 June 2019 between 10:30-11:00am
Expression of Interest closes		Friday 5 July 2019 at 4.00pm
Expressions of Interest evaluated		8 -12 July 2019
Confirmation of Expression of Interest	On completion of the Expression of Interest process the Council may select any or several of the respondents and confirm successful lessees	July 2019
Lease development and entry into licence agreements		July - August 2019
Lease Commencement		August 2019

Preparing your Expression of Interest (EOI)

1. Carefully read all parts of this document.
2. Ensure you understand the selection criteria and evaluation process.
3. Fully complete the Expression of Interest form.
4. Make sure you have signed the paper Expression of Interest form and responded to all the selection criteria.
5. Attach all relevant documentation, e.g. letters of support/commitment, and any other documentation that may support your application.
6. Lodge your Expression of Interest before the closing date.

In your proposal please address the following points:

- Nature of the proposed business/organisation
- Lease proposal
- Provide details on the expected hours and days the premises will be used
- If planning to hire the premises, provide details of the type of organizations you propose to hire to and the hours and days the premises will be used for the hirer's activities
- Hiring charges to be charged for the use of the premises or any improvements thereon
- Provide a copy of the Association's Rules of Operations or Operational Plan

Evaluation Process

In assessing each proposal, the Council will use the following evaluation criteria (not listed in any particular order of importance):

- The applicant's ability to meet Council's objectives;
- The applicant's ability to demonstrate relevant community and/or economic benefit of the proposed facility;
- The applicant's ability to demonstrate that the facility will be managed and maintained in accordance with Council's relevant Community Leasing Policy;
- Proposed use's potential to maximise facility use through increased community participation and/or combined services colocation; and
- The applicant's ability to engage people from within the locality and more broadly to assist in creating a vibrant positive image for the Scenic Rim.

An Expression of Interest submission that proposes uses that contribute to the achievement of the Key Selection Criteria will be viewed more favourably.

Proposals that utilise the building for both commercial and/or private use or for community use are welcome.

The Council reserves the right to assess the merits of each proposal by taking into account any matter, fact or circumstance which the Council may deem appropriate, in its absolute discretion.

The Council will not be bound to engage any applicant or review any proposal that does not conform to the requirements set out in the documentation.

The respondent acknowledges that the Council is not bound to accept any proposal submitted in response to this invitation for Expression of Interest and may terminate the process at any time.

The submission of a proposal does not give rise to any contract governing, or in any way concerning, the Expression of Interest process, or any aspect of the Expression of Interest process. The Council expressly disclaims any intention to enter into such a contract.

Proposed Conditions of Lease

Lease conditions are negotiable. As an indicator, the following conditions may apply;

1. **Lease term** - The proposed lease term offered is for an initial 3 years with a further 1 x 3 year option.
2. **Annual rent payable** - Applicants are invited to nominate the annual rent they are prepared to pay for the premises..
3. **Rates and Charges** - Ownership of the Premises shall remain vested in the Council, therefore the Lessee will be exempt from Rates and Charges in accordance with Council's adopted Revenue Statement. The Lessee however shall be responsible for the payment of all waste services and other charges as levied by the Council in addition to any other utility charges including water, sewerage, electricity, telephone, etc, levied by another authority, in relation to the Premises.
4. **Maintenance** - Council requires the successful tenderer to be responsible for the smooth and efficient operation of the Lease area, by undertaking duties listed hereunder, in a professional and courteous manner:
 - General maintenance of the Lease area/s (mowing, pruning, refuse removal, etc);
 - General maintenance of improvements (cleaning of wall, windows, doors ceilings, floors and other applicable areas both interior and exterior etc except where a qualified tradesperson is required to carry out certain work where the work involves major repairs to Council's assets which existed prior to the Lease being entered into);
 - Reporting to Council of any damage to Council assets;
 - Any other duties that Council may reasonably expect the Lessee to undertake.

Should the successful tenderer fail to comply with any duties listed in the Maintenance Responsibility and Operational Expenditure Matrix (to be annexed to the lease), or other duties the Council may reasonably ask the Lessee to undertake, the Council may carry out such duties and claim any costs incurred against the Lessee.

5. **Insurances** - An insurance policy against loss or damage to the premises by fire, storm and or tempest must be kept current for the term of the lease. A public risk policy not less than twenty million dollars (\$20,000,000) must also be kept current for the term of the lease. The policy must indemnify the Council against actions, suits, claims or demands of any kind.

The successful tenderer should also ensure that all his/her own personal property and equipment associated with the management of the Lease area is properly insured.

Special Condition

The lessee will acknowledge that the adjoining land to the north of the building will not form part of the lease area. The adjoining land is part of a future road link which itself will form part of a proposed Beaudesert town centre activation proposal.

Closing Date

Expressions of Interest must be lodged on or before **4.00pm, Friday, 5 July 2019.**

Further Information

For further information please contact:

Manager Maintenance and Operations
Scenic Rim Regional Council
Phone - 07 5540 5111

Expression of Interest

LEASE - 100 BRISBANE STREET, BEAUDESERT



mail@scenicrim.qld.gov.au

APPENDIX 1

SCENIC RIM REGIONAL COUNCIL

Expression of Interest Form

LEASE OF 100 BRISBANE STREET, BEAUDESERT

To: Chief Executive Officer
Scenic Rim Regional Council
PO Box 25
BEAUDESERT QLD 4285

CLOSING TIME: 4:00pm
Friday, 5 July 2019

APPLICANTS DETAILS

Name			
Position/Title			
Organisation			
Postal Address			Post Code
Street Address			Post Code
Phone		Fax	
Mobile			
Email			

GENERAL INFORMATION

Proposed Lease Type	<input type="checkbox"/> Commercial	<input type="checkbox"/> Non-Commercial
Status of your Organisation	<input type="checkbox"/> Commercial/Business	
	<input type="checkbox"/> Incorporated - Community, not-for-profit	
	<input type="checkbox"/> Other: _____	
	Please provide ABN/ACN: _____	

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Brief outline of lease proposal e.g. property lease for the delivery of youth training programs; property lease for carrying out commercial retail business)	
Proposed lease commencement	
Other user groups involved (if involved)	
Letters of support attached (if applicable)	List below:

ASSESSMENT CRITERIA

Expressions of Interest should address the relevant Selection Criteria including community benefit, economic benefit and potential for increased business/community use in addition to proposed use and lease price. Please respond to the follow criteria to assist Council in assessing your application.

Community Use - (Please address Key Criteria 1, 2 & 4)

Commercial/Private Use - (Please address Key Criteria 1, 3, & 4)

Key Criteria 1: Building Use

Describe in more detail the proposed use and the activities that will be undertaken in the building. Proposals for both community and commercial/private use are welcome. In the proposed use is for community, not-for-profit activities, provide details of opportunities for co-sharing with other community organisations or user groups and the potential for partnerships (65%).

Key Criteria 2: Community Benefit - (Community Use Only)

Describe how the proposed use of the land will foster and promote equitable access to and opportunities for participation in a wide range of community, sport, recreation and/or cultural activities and increased and improve health, social well-being and community life. Provide information on how your proposed use will respond to demonstrated community needs (25%).

Key Criteria 3: Economic Benefit - (Commercial/Private Use Only)

Describe how the proposed use of the land encourage and provide positive community and economic benefits and values to the community (25%).

Key Criteria 4: Assets Management

Describe how the building and surrounds will be managed and maintained (10%).

Additional comments:

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Acknowledgement and Declaration

I/We acknowledge that, by submitting this proposal, I/We accept and acknowledge that we are bound by the terms and conditions stated in the invitation.

I/We acknowledge that the information detailed in this form is true and accurate to the best of my/our knowledge.

Applicant / Authorised Representative:

Print Full Names

Signature/s

...../...../.....
Date

Witness