

# EXPRESSION OF INTEREST LEASE OF OFFICE PREMISES 7 FIRST AVENUE, ONSLOW



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## INFORMATION PACK

Closing Date 2pm (WST) Friday, 23 June 2017



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This document provides background information on the leasing opportunity, outlines the conditions for lease and explains the process for making submissions.

## 1 INTRODUCTION

The Shire of Ashburton is inviting expressions of interest to lease premises at 7 First Avenue, Onslow.

The well-established street front location is ideally located on the oceans edge in close proximity to Onslow’s business and retail amenity, providing the perfect opportunity to operate a business in the prospering town of Onslow.

The proposed annual rental amount along with proponent capacity submitted to Council will be assessed together with other criteria such as the proposed use and a statement of need for the proposed use.

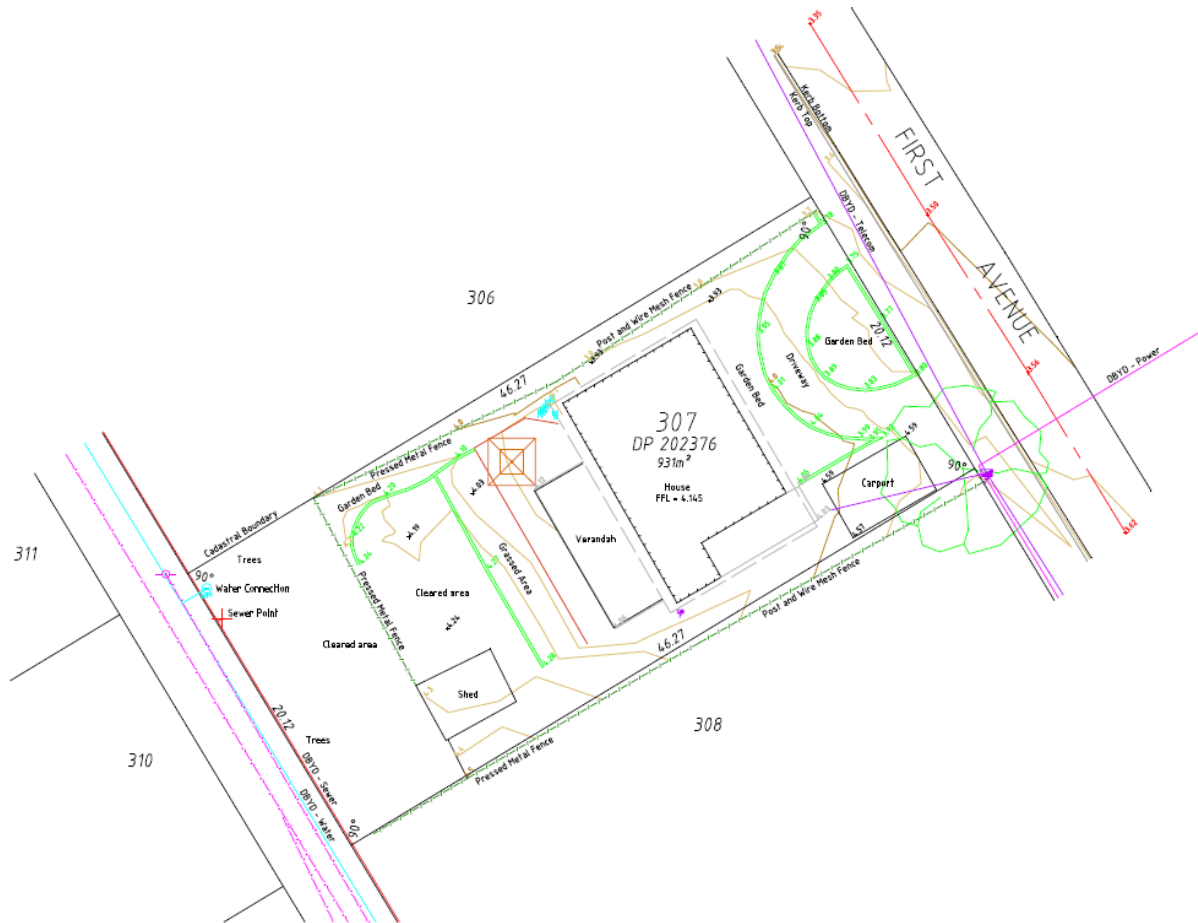
## 2 LOCATION

Onslow is a growing resource hub of the Coral Coast located 1,386 kilometres north of Perth, supporting the offshore oil and gas works, solar salt mine and active fishing and pearling industries. Onslow has a stable long-term population base of approximately 800 permanent residents. To increase and sustain the liveability for current and future benefit of the Onslow community, the Shire of Ashburton is seeking Expressions of Interest for premises at 7 First Avenue, Onslow.



### 3 LEASE PREMISES

The commercial and civic zoned 931m<sup>2</sup> lot, with Planning Approval for 'Office' use, accommodates a fully air conditioned 125m<sup>2</sup> dwelling consisting of 5 offices, reception area, kitchen, lunchroom and amenities (Annexure A Floor Plan). The low maintenance landscaped yard is fenced, enclosing a rear patio and secure storage shed. Generous parking is provided.



### 4 LEASING PARTICULARS

The Shire of Ashburton is seeking proponents to:

- Provide evidence of trading, including 2 referees;
- Outline of capacity to fulfil the lessee obligations;
- Broadly describe the proposed use and nature of services to be facilitated from the premises;
- Outline the statement of need for the proposed use;
- Review the proposed lease agreement – visit <http://www.ashburton.wa.gov.au>.

<b>ADDRESS</b>	7 First Avenue, Onslow
<b>PREMISES</b>	Description – Cottage Construction – Weatherboard Floor Area – 125m <sup>2</sup> Condition – Painted throughout with tile flooring Additional – Air-conditioned throughout; phone and data connection provision; portable ablution maintenance
<b>LOCAL GOVERNMENT AUTHORITY</b>	Shire of Ashburton
<b>LOT SIZE</b>	931m <sup>2</sup>
<b>LEASE LENGTH</b>	2 years
<b>TENURE TYPE</b>	Vacant Possession
<b>VARIABLE OUTGOINGS PAYABLE BY LESSEE</b>	Water, drainage & sewerage rates; Waste collection services; Local authority rates Land tax All utilities including water consumption and Electricity Building insurance Building maintenance Garden maintenance Car Park maintenance Portable amenities maintenance
<b>ANNUAL RENT</b>	Amount nominated on the OFFER FORM or as negotiated – 7 First Avenue, Onslow per annum, payable as equal monthly instalments per month
<b>RENT REVIEW</b>	Annual CPI (Perth all groups)
<b>DEPOSIT</b>	Two (2) months base rent to be paid within 5 days of notification of acceptance of Submission
<b>INSURANCES</b>	The following (applicable) insurance must be current during the full term of the lease: <b>Public Liability</b> - \$20,000,000 any one occurrence <b>Workers Compensation</b> - the Lessee shall insure against liability for death of or injury to persons employed, including liability by statute and at common law to a limit of not less than \$50,000,000.

## **5 OBJECTIVES AND EVALUATION CRITERIA**

The proposed rental payment will be assessed together with qualitative criteria to determine the most advantageous outcome to the Shire of Ashburton.

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

### **5.1 CAPABILITY AND EXPERIENCE**

#### **Weighting – 40%**

- a) Provide evidence of trading, including 2 referees
- b) Outline of capacity to fulfil the lessee obligations
- c) Outline the proposed use and nature of services
- d) Statement of need

### **5.2 FINANCIAL**

#### **Weighting – 60%**

- a) Indicative lease price

The final decision will be decided by Council and not negotiable. Council may choose to negotiate with any (or none). In accordance with the *Local Government Act 1995*, the final negotiated submission will be advertised for public comment for 2 weeks.

## **6 EVALUATION PROCESS**

EOI's will be evaluated by the Shire of Ashburton.

### **6.1 EVALUATION METHODOLOGY**

Submissions will be assessed against the Evaluation Criteria set out in Section 5 Objectives and Evaluation Criteria using information in your submission.

Submissions will be checked for completeness and compliance. Submissions that do not contain all information requested may be excluded from further evaluation.

### **6.2 SELECTION AND NOTIFICATION**

All proponents will be notified in writing of the results of their submission.

### 6.3 INDICATIVE TIMEFRAMES

The indicative timeframe for this Expression of Interest is outlined below:

EOI Period	3 weeks
Closing Date	23 June 2017
Decision on Preferred Proponent/s	1 week
Contractual/Lease Negotiations	2-4 weeks
Advertising Period of Disposal	2 weeks

### 7 SUBMISSION OF PROPOSAL

Submission of the OFFER FORM must be titled “Expression of Interest – 7 First Avenue, Onslow”, lodged in full before the closing date and time as follows:

Time: **2pm**

Date: **Friday 23 June 2017**

Electronic submissions: [soa@ashburton.wa.gov.au](mailto:soa@ashburton.wa.gov.au)

Proponents will be notified of the outcome by 30 June 2017.

All enquiries relating to this submission should be directed to:

Name: Janelle Fell

Phone: (08) 9188 4444

Email: [Janelle.Fell@ashburton.wa.gov.au](mailto:Janelle.Fell@ashburton.wa.gov.au)

### 8 INSPECTION

Inspection of the premises can be undertaken, giving no less than 3 working days’ notice. The Proponent accepts the property in the condition it was so inspected. To request an inspection please contact Janelle Fell by phone or email.

Name: Janelle Fell

Phone: (08) 9188 4444

Email: [Janelle.Fell@ashburton.wa.gov.au](mailto:Janelle.Fell@ashburton.wa.gov.au)



## 9 OFFER FORMS



# Lease of Office Premises 7 First Avenue, Onslow

Shire of Ashburton  
Poinciana Street  
Tom Price WA 6751

Postal Address  
PO Box 567  
T: (08) 9188 4444  
[soa@ashburton.wa.gov.au](mailto:soa@ashburton.wa.gov.au)  
[www.ashburton.wa.gov.au](http://www.ashburton.wa.gov.au)

## 9.1 FORM 1 – PROPONENT DETAILS

Proponents should ensure that they fully and completely disclose all relevant information in completing this Form. This Form must be completed by an authorised representative of an incorporated entity.

### Name of Proponent entity (and component organisations)

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Date Established / Incorporated

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ACN / ABN (for all parties comprising of Proponent entity)

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Directors and Principal Shareholders (shareholding not needed if publicly listed company)

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Corporate Structure (please attach a chart showing relationship and ownership, roles, risk share and who will offer corporate and financial guarantees to secure delivery)

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Address of Registered Office (and mailing address if different)

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Name of Trusts(s) (if any)

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Name of Trustee(s)

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Beneficiaries of Trust

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Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Email address \_\_\_\_\_

Authorised Representative, Name and Address

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### FORM 1 REQUIREMENTS COMPLETE/ATTACHED

By signing this Form 1, the Proponent agrees to be bound by the Conditions of the terms in this EOJ document.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

## 9.2 FORM 2 - PROPONENT CAPACITY

The following constitutes evidence that the Proponent entity has the organisational resources and capability in place:

- Provide audited or auditor reviewed Annual Financial statements of the Proponent, parent entity or consortia members for the financial years ending June 2015 and 2016.
- Provide full details of two parties who may offer commercial references.
- Provide any other relevant information that may affect the company.
- Personnel (e.g. the number of staff permanent and part-time, organisational and team structure, proposed project director).

A statement shall be inserted or attached to this Form 2 that summarises the Proponents resources and capability under the headings above.

Comments \_\_\_\_\_

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**FORM 2 REQUIREMENTS COMPLETE/ATTACHED**

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**9.3 FORM 3 - PROPOSED USE AND NATURE OF SERVICES TO BE UNDERTAKEN FROM THE PREMISES**

Please provide a breakdown of the proposed use and activities.

A statement shall be inserted or attached to this Form 3 outlining the Proponents proposed use and activities to be undertaken at the premises.

Comments

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**FORM 3 REQUIREMENTS COMPLETE/ATTACHED**

Date

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Signed

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Name

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Position

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**9.4 FORM 4 – STATEMENT OF NEED FOR THE PROPOSED USE**

The Proponent is required to provide a statement of need for the proposed use for the premises.

A statement shall be inserted or attached to this Form 4.

Comments \_\_\_\_\_

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**FORM 4 REQUIREMENTS COMPLETE/ATTACHED**

Date \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

## 9.5 FORM 5 – SUBMISSION AMOUNT

This form outlines the submission proposal proposed by the Proponent. GST will be payable in addition to any costs, lease fees or charges.

ITEM	SUBMISSION TYPE	Proposed Annual Amount (GST exclusive)
1	Lease of 7 First Avenue, Onslow	

**FORM 5 REQUIREMENTS COMPLETE/ATTACHED**

Date \_\_\_\_\_  
Signed \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_

**9.6 FORM 6 – PROPONENTS SPECIAL CONDITIONS TO FORM PART OF THE LEASE AGREEMENT**

The Proponent is required to provide any Special Conditions for the lease.

Special Conditions shall be inserted or attached to this Form 6 for consideration by Shire of Ashburton. The final decision will be decided by Council and not negotiable. Where supported by Council, the Special Conditions will form part of the Lease Agreement.

Comments

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**FORM 6 REQUIREMENTS COMPLETE/ATTACHED**

**Date**

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**Signed**

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**Name**

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**Position**

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**ANNEXURE A – Floor Plan**

