



# NORTH ALBANY SENIOR HIGH SCHOOL

47 Anson Rd, ALBANY WA 6330  
Tel: 9892 0611  
northalbany.shs@education.wa.edu.au  
www.nashs.wa.edu.au

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## INVITATION TO SUBMIT AN EXPRESSION OF INTEREST TO PROVIDE A SCHOOL CANTEEN SERVICE AT NORTH ALBANY SENIOR HIGH SCHOOL AND ALBANY SECONDARY EDUCATION SUPPORT CENTRE

North Albany Senior High School (NASHS) and Albany Secondary Education Support Centre (ASESC) is seeking expressions of interest from providers to supply a food service to the staff and students. The current canteen is operated by the combined Parent and Citizens (P&C) committee of ASESC and NASHS. The P&C has endorsed the transition from their control to that of a private provider.

The School Canteen is well utilised, and a highly valued service to the school community. The canteen is expected to operate a service from Monday to Friday during two break times – 11:00am to 11:30 and 1:40pm to 2:00pm. For service to the students, the successful operator will need to adhere to the *Healthy Food and Drink in Public Schools Policy*.

We advise interested parties to consider that there may be an opportunity to expand the operation and include servicing other local schools in the district.

### Enrolments

Approximately 860 students are expected to be enrolled at NASHS in 2022, and the canteen also services over 60 ASESC students as well. Previous financial statements are available upon request as an indicator of the popularity of the service.

### Premises

A purpose-built canteen is available for use including areas for food preparation, a cool room, ovens and cook-tops, storeroom and office, multiple benches and sinks are available to the service provider. Pie warmers, a bain-marie and a number of kitchen accessories and utensils are available to be negotiated in the tender. There is also an opportunity for the service provider to utilise the facility outside of canteen operating hour use for private business purposes. Any approved use outside of normal canteen operating hours will be limited to food preparation purposes only.

### Licence Arrangement

The successful provider will be required to sign a 5-year licence agreement with the Department of Education. The licence agreement will include an agreed annual licence fee which is fixed for the period of the agreement and not attributed to changing enrolment numbers for the service.

### Process

Open expressions of interest are invited in the form of a brief written statement. This process is open to all interested providers. This statement should address the following:

- Sample food menus and pricing;
- Proposed hours of operation;
- Annual Licence fee to be paid to the school;
- Staffing ratios and arrangements (including a capacity to adhere to the staffing requirements for staff to have WWCC and be COVID – 19 vaccinated for the commencement of the 2022 school year or according to the current legislation;
- Complaints policy and procedures;
- Demonstration of previous/current service delivery in similar settings;
- Any other information you wish to provide to support your EOI



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After the closing date, all expressions of interest will be considered by the Principals (NASHS and ASESC) and Manager Corporate Services (NASHS). From the expressions of interest, up to three providers will be requested to make a formal presentation. It is anticipated that the final decision will be completed prior to the end of Term 4, 2021.

## **Next step**

Expressions of interest must be submitted in writing and can be posted or emailed using the details below:

### **PRIVATE AND CONFIDENTIAL**

**Peter Hurle**  
**Principal**  
**North Albany Senior High School**

**47 Anson Rd, Albany, WA, 6330**

[Peter.Hurle@education.wa.edu.au](mailto:Peter.Hurle@education.wa.edu.au)

**Expressions of interest must be received no later than 4.00pm on Wednesday 8<sup>th</sup> December 2021.**  
**Offers received after the closing date and time will not be considered.**