

Attachment 1 – List of local art groups

Group	Facility	Suburb
Wanneroo Joondalup Art Society	Rob Baddock Community Hall	Kallaroo
Warwick Woodcarvers	Warwick Senior High School	Warwick
Creative Kids Art Club	Kingsley Memorial Clubroom	Kingsley
Emerald Park Craft Group Inc	Emerald Park Clubrooms or Heathridge Community Centre	Edgewater
Northern Exposure Photographers Group	Beaumaris Community Centre	Ocean Reef
Pastel Society of WA Incorporated	Mildenhall	Duncraig
Wood Turners Association of WA	Heathridge Community Centre	Heathridge
Joondalup Community Arts Association	Craigie Leisure Centre	Craigie
Joondalup Library Camera Club.	Joondalup Library	Joondalup
North Coast Art Club	Heathridge Community Centre and Rob Baddock Community Hall	Heathridge and Kallaroo



EXPRESSION OF INTEREST

EXPRESSION OF INTEREST (EOI)	COMMUNITY ART GALLERY – CREATIVE NORTH
EOI Number	036/22
Closing Date and Time	2.00PM THURSDAY, 1 SEPTEMBER 2022 Western Australian Standard Time
Lodgement Details	City of Joondalup e-Procurement Portal https://portal.tenderlink.com/joondalup

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1 CONDITIONS OF SUBMISSION

1.1 DEFINITIONS

Below is a summary of some of the important defined terms used in this Expression of Interest:

Attachments:	The documents attached as part of the Submission.
Deadline:	The Deadline shown on the front cover of this Expression of Interest for lodgement of the Submission.
Expression of Interest or EOI:	This document.
City:	Means the City of Joondalup
Council:	Means the Council of the City of Joondalup.
Respondent:	The person who submits a Submission in response to an Expression of Interest.
Requirement:	The Services requested by the City.
Selection Criteria:	The Criteria used by the City in evaluating the Submissions.
Specification/ Scope:	The Statement of Requirements for the Services that the City's Expression of Interest may request the Respondents to provide if selected as an acceptable Expression of Interest through the Expression of Interest process.
Submission:	Completed Expression of Interest, response to Selection Criteria and Attachments.

1.2 EXPRESSION OF INTEREST DOCUMENTS

This EOI contains important information regarding the nature of this EOI and the Respondent is deemed to have read and considered the EOI in its entirety prior to submitting its proposal. This EOI is comprised of the following parts:

Part 1 – Conditions of Responding.

Part 2 – Purpose, scope, specification and/or plans/drawings/maps.

Part 3 – Respondent's Submission.

Separate Documents

- a) Addenda and any other special correspondence issued to Respondent's by the City.
- b) Any other policy or document referred to but not attached to the Expression of Interest.

1.3 NOTE TO RESPONDENT

In preparing its proposal, the Respondent must:

- (a) address each requirement in the form as set out in Part 3,
- (b) in respect of the requirements in Part 3, provide all details of statements or examples;

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- (c) Complete and sign the Response Form (Part 3) and response to the Selection Criteria (Part 3) and attach your Attachments;
- (d) Lodge the Submission before the Deadline; and
- (c) assume that the City has no knowledge of the Respondent, its activities, experience or any previous work undertaken by the Respondent for the City or any other public authority.

1.4 CONTACT PERSONS

Different enquiries can be best dealt with by the appropriate contact, shown below.

1.5 EOI PROCESS ENQUIRIES

Name	Danielle Elliott
Telephone	(08) 9400 4390
Facsimile	(08) 9300 1383
Email	danielle.elliott@joondalup.wa.gov.au

1.6 TECHNICAL ENQUIRIES

Name	Tim Carter
Telephone	(08) 9400 4924
Facsimile	(08) 9300 1383
Email	tim.carter@joondalup.wa.gov.au

1.7 REGISTER OF RESPONDENTS

All addenda issued will be distributed to persons whose names appear on the register of Respondents for this EOI.

The register of Respondents consists of Respondents who download the EOI document from the City's eProcurement portal.

1.8 EVALUATION PROCESS

This is an Expression of Interest (EOI).

The EOI is the first stage of a two stage process. Following the close of the EOI, the City may proceed to the calling of a restricted Request for Tender (RFT) to those determined as acceptable tenderers. The issuing of an EOI does not commit the City to proceeding with an RFT.

Eligibility to participate in the RFT will be restricted to providers who comply with the provisions of this EOI and who are accepted by the CEO of the City to be placed on a pre-qualified shortlist.

The submission of an EOI does not commit the City to include any organisation on the shortlist in the event that the project proceeds.

Each Respondent's Submission will be evaluated using information provided in EOI and on its response to the Selection Criteria. The Submissions will be evaluated using information provided in the EOI and on the Respondents' response to the Selection Criteria.

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The following Evaluation Methodology will be used in respect of this Expression of Interest:

- (a) Submissions are checked for completeness and compliance. Submissions that do not contain all information requested (eg completed Submission Form and Attachments) may be excluded from evaluation;
- (b) Submissions are assessed against the Selection Criteria;
- (c) The most suitable Respondent/s may be shortlisted and may also be required to clarify the Submission, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Respondent.

1.9 SELECTION CRITERIA

A scoring system will be used as part of the assessment of the qualitative criteria set out in clause 3.4. Unless otherwise stated, a response to one of these criteria which provides all the information requested in the Expression of Interest will be assessed as satisfactory and will, in the first instance, attract an average score.

The extent to which the Submission demonstrates greater or lesser satisfaction of each of these criteria will result in a score greater or lesser than the average. The aggregate score of each Submission 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.

1.10 COMPLIANCE CRITERIA

These criteria are detailed within clause 3.3 of this document and will not be point scored. Each Submission will be assessed on a "Yes/No" basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Submission from consideration.

1.11 QUALITATIVE CRITERIA

In determining the most advantageous Submission, the Evaluation Panel will score each Respondent against the qualitative criteria as detailed within Part 3 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each qualitative criterion.

Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

1.12 INDICATIVE PRICING

These prices will only be used to assist with determining suitability for inclusion as an acceptable Respondent. Successful Respondents will be provided with an opportunity to provide pricing if and when the Request for Tender is issued.

1.13 LODGEMENT OF SUBMISSIONS

Respondents must submit a Response in accordance with the following requirements:

- (a) Respondents must:
 - submit Response electronically via the City of Joondalup e-Procurement portal <https://portal.tenderlink.com/joondalup> ;
 - submit Response in clearly identified files (only in Adobe Acrobat / Microsoft Word / Microsoft Excel) in the electronic tender box; and

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- submit by the Closing Date and Time detailed on the front of this EOI.
- (b) facsimile, paper copy, email and postal Offers will not be accepted;
- (c) once submitted, Responses will remain valid for a period of ninety (90) days from the Closing Date and Time;
- (d) **Responses received after the Closing Date and Time will not be accepted for evaluation.**

1.14 REJECTION OF SUBMISSIONS

A Submission will be rejected without consideration of its merits in the event that:

- (a) it is not submitted before the Deadline; or
- (b) it is not submitted at the place specified in the Expression of Interest; or
- (c) it may be rejected if it fails to comply with any other requirements of the Expression of Interest.

1.15 LATE SUBMISSIONS

Submission received:

- a) after the Deadline; or
- b) in a place other than that stipulated in this Expression of Interest;

will not be accepted for evaluation.

1.16 ACCEPTANCE OF SUBMISSIONS

Unless otherwise stated in this Expression of Interest, Submissions may be for all or part of the Requirements and may be accepted by the City either wholly or in part. The City is not bound to accept and may reject any or all Submissions submitted.

1.17 DISCLOSURE OF EOI INFORMATION AND DOCUMENTS

Documents and other information relevant to the EOI may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court Order.

1.18 RESPONDENTS TO INFORM THEMSELVES

Respondents shall be deemed to have:

- (a) examined the Expression of Interest and any other information available in writing to Respondents for the purpose of submitting an EOI;
- (b) examined all further information relevant to the risks, contingencies and other circumstances having an effect on their Submission which is obtainable by the making of reasonable enquiries;
- (c) satisfied themselves as to the correctness and sufficiency of their Submissions including submitted indicative prices which shall be deemed to cover the cost of complying with all the conditions of responding and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- (d) acknowledged that the City may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith; and
- (e) satisfied themselves they have a full set of the EOI documents and all relevant attachments.

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1.19 ALTERATIONS

The Respondent shall not alter or add to the Expression of Interest documents unless required by these General Conditions of Responding.

The City will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Expression of Interest documents before the Deadline.

1.20 OWNERSHIP OF SUBMISSIONS

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Submission shall become upon submission the absolute property of the City and will not be returned to the Respondent at the conclusion of the Submission Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.21 CANVASSING OF ELECTED MEMBERS, EMPLOYEES OR CITY'S CONTRACTORS

If a Respondent, whether personally or by agent, canvasses any of the Council's elected members, City employees or City contractor engaged to assist in the EOI evaluation, with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the City may at its discretion omit the Respondent from consideration.

1.22 IDENTITY OF THE RESPONDENT

The identity of the Respondent is fundamental to the City. The Respondent is the person named as the Respondent on the Response Form in Part 3 of this EOI.

1.23 SUBMISSION OPENING

Submissions will be opened at the City's offices, following the advertised Deadline. All Respondents and members of the public may attend or be represented at the opening of Submissions.

The names of the persons who submitted a Submission by the due Deadline will be read out at the opening. No other information regarding the submissions will be divulged to those in attendance apart from the names of the Respondents.

The Opening will be held as practicable after the Deadline at the City of Joondalup Administration building, 90 Boas Avenue, Joondalup WA 6027.

1.24 IN-HOUSE SUBMISSIONS

The City does not intend to submit an In-house Submission.

PART TWO**READ AND KEEP THIS PART****2 REQUEST FOR EXPRESSIONS OF INTEREST**

The City is calling for Expressions of Interest for the provision of a leased space to operate as a community art gallery in the City of Joondalup. The community art gallery will be made available as a subsidised venue-for-hire to local community groups and artists to host exhibitions and workshops. The gallery will provide local artists with a space to sell and exhibit their work and therefore needs to have substantial foot traffic and commercial viability.

2.1 PURPOSE OF THIS EOI

The City of Joondalup (City) is issuing this Expression of Interest (EOI) to seek suitable leasing spaces available to operate as a venue-for-hire art gallery, which will be offered for use to local artists and City programming.

For this purpose, the City invites organisations to submit their proposals in accordance with the requirements of this EOI.

Subject to the quality and content of information received from Respondents for this EOI, the City envisages that a short list of Respondents may be established from which the City may proceed to the calling of a restricted RFT to those determined as acceptable tenderers.

The City does not guarantee to proceed further than the EOI and the timeframe is indicative only.

2.2 BACKGROUND

The City's Cultural Plan has identified a major need for improved cultural service infrastructure (gallery, performing arts facility, studios, rehearsal space and the like). There is a demonstrable need for a gallery in the City of Joondalup and there is no existing City facility available to provide this service to the community. In addition, a gallery needs to be in a commercial setting with high visitation to ensure artists are given the opportunity to sell their artwork.

In 2021, the City undertook a short-term lease at Hillarys Boat Harbour for a pop-up art gallery under the name of Creative North, that was available for local artists to exhibit their artwork. The City leased the space on behalf of the artists and there was popular interest from visitors and participating artists.

In lieu of the City owning its own cultural infrastructure, in the form of a museum or art gallery, the City is scoping an opportunity to lease a facility to continue the Creative North program. This space would be suitable for the City's own cultural programming and to local artists for external venue-for-hire exhibitions.

The objectives of Creative North are:

- Provide a quality visual arts experience for the Joondalup community to enjoy.
- Provide a safe, accessible and affordable space for local artists to exhibit their own artworks through an easy to use "venue-for-hire" model.
- Create a hub for local artists and creatives to gather and foster artistic community-building and networking.
- Provide a platform for local artists to sell their artworks and the community to support artists through the purchase of artworks.
- Raise awareness for and the profile of local visual arts.
- Strengthen the City's relationship with local surrounds, business hubs and community engagement.
- Demonstrate the City's commitment to arts and cultural development in the region.
- Provide economic opportunities for local artists to sell their work.

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2.3 SCOPE

The City is seeking suitable leasing spaces available within the City of Joondalup to operate as a venue-for-hire art gallery, which will be offered for use to local artists and City programming under the name Creative North.

The space must be suitable to operate as an art gallery and shall include, but not be limited to the following requirements:

- Large wall space to hang work (minimum: 40 metres length overall / 3 metres height).
- Walls in good condition (painted and level) and suitable to fix (drilled) hanging tracks.
- Load bearing walls capable of carrying weight of hung 2-D artworks (from hang tracks).
- Large and level floor space to accommodate 3-D artworks, such as sculptures and installation (minimum 100sqm).
- Floor in good, clean condition (wood or concrete preferred).
- Ceiling suitable to fix gallery lighting rig and lights (to illuminate artworks) and to suspend gallery equipment and artworks (i.e. A/V projectors, projection screens, TVs, sound systems).
- Multiple 240V electrical outlets.
- Cooling and heating facilities (air-conditioning and heating).
- Secure and lockable back of house area (storage space).
- Wet space including kitchen and sink (preferably back of house).
- Washroom and toilet facilities.
- Optional secondary/break out space for workshops or small events.
- Accessible entry (wheelchair).
- Located in pleasant and attractive surroundings with high foot traffic.
- Subsidy or fee towards space fit out for above conditions, such as painting, lighting costs.
- Secure premise with security patrol or good passive surveillance.
- Complimentary retail offer to that of a community art gallery.
- Premise accessible after-hours and appropriate for exhibition openings (adjacent property owners need to be considered).
- Initial lease term of two years with option to renew.

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COMPLETE AND RETURN THIS PART

3 RESPONSE TO EXPRESSION OF INTEREST

3.1 RESPONSE FORM

The Chief Executive Officer
City of Joondalup
90 Boas Avenue
JOONDALUP WA 6027

Name of person, or company _____

Address _____

ABN _____ ACN _____ (If Any),

Registration, licence number or qualification details (If required) _____

Hereby offer(s) to perform the requirements detailed in City of Joondalup EOI 036/22 for the provision of a leased space to operate as a community art gallery in the City of Joondalup.

I / we agree to be bound by and act in accordance with the terms and conditions of this EOI including any schedules, attachments, appendices and Addenda, and I/We affirm that:

- (a) this Offer must not be withdrawn without the express written consent of the City;**
- (b) this Offer, inclusive of price, will remain valid for a period of 90 calendar days from the Closing Date and Time unless extended by the written agreement of the City and the Respondent.**

I / we agree that the City is not liable for any costs or losses incurred by the Respondent in connection with the preparation or submission of this Offer, irrespective of its outcome and I/We declare that the Respondent is not aware of any situation under which its involvement would create a conflict of interest or a perceived conflict of interest.

All documents required have been completed, signed and are submitted herewith in accordance with the conditions of the EOI.

I / we confirm that Part 3 has been completed in its entirety, including any required attachments.

Dated this _____ day of _____

Signature of authorised signatory of the Respondent _____

Print name of the authorised signatory _____

Telephone no _____ Email _____

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3.2 RESPONSE TO SELECTION CRITERIA

Respondents are required to submit written Offers in accordance with the format and headings detailed below to enable the evaluation of their Offer against the selection criteria for this EOI.

It is essential that:

- (a) a written response addressing all criteria be provided to facilitate the evaluation process.
- (b) attachments and supporting documentation are provided where required.
- (c) assume the City has no knowledge of the Respondent, its activities, experience or any previous involvement between the Respondent and the City.
- (d) provide full details for any claims, statements or examples used to address the criteria.
- (e) Do not include corporate marketing brochures or similar materials in the submission unless relevant to the written material.

3.3 COMPLIANCE CRITERIA

Please select with a "Yes" or "No" whether you have complied with the following compliance criteria:

3.3.1 COMPLIANCE WITH THE CONDITIONS OF SUBMISSION

Respondents must indicate their agreement to comply with the conditions included in Part 1 of this EOI.

The conditions included in this EOI are hereby agreed to.

Yes / No

3.3.2 COMPLIANCE WITH THE SPECIFICATION

The Respondent warrants unconditional compliance with the Specification.

Yes / No

If **No**, please explain in an attachment marked 'Specification'.

3.3.3 FINANCIAL CAPACITY TO PERFORM THE PROPOSED CONTRACT

The Respondent must respond to the items in the table shown below as part of the Offer.

Question	Answer
Are you presently able to pay all your debts in full as and when they fall due?	Yes / No
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes / No
If you are awarded the Contract, will be able to fulfil the requirements from your own resources or from resources readily available to you and remain able to pay all your debts in full as and when they fall due?	Yes / No

The Respondent acknowledges the City's right to further research and examine the financial viability of the Respondent.

Yes / No

If **No**, please explain on an attachment marked 'Financial capacity to perform the proposed Contract'.

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3.3.4 CONFLICT OF INTEREST

Respondents are required to disclose any information that might be relevant to an actual or potential conflict of interest. For example, a Respondent may have a conflict of interest if the Respondent (or a related entity) has an interest (personal, proprietary or otherwise) which does or might conflict, directly or indirectly, with the terms of this EOI or the responsibilities of the Contractor under any awarded Contract. This example should not be read to limit the circumstances which might give rise to an actual or potential conflict of interest under this EOI.

Is the Respondent aware of any actual or potential conflicts of interest?

Yes / No

If **Yes**, details are required to be disclosed in an attachment marked 'Conflict of Interest'.

3.3.5 INSURANCE COVERAGE

The Respondent shall ensure that the insurance requirements for this EOI, as set out below, are met and shall be kept in place as per the following table and it is agreed that copies of the certificates of currency shall be provided to the City as part of the Offer, and the City may request the same at any time throughout the Contract period.

Type	Insurer	Policy Number	Required Value (\$)	Expiry Date
Workers compensation			*	
Public liability			\$20M	

*As per the *Workers Compensation and Injury Management Act 1981* (WA).

Yes / No

If **No**, please explain on an attachment marked 'Insurance coverage'.

3.3.6 CRITICAL ASSUMPTIONS

Any assumptions made by Respondents which are applicable to their Offer, including assumptions relating to pricing and ability to provide the Goods and/or Services in the manner specified in this EOI, must be specified in an attachment marked 'Critical assumptions'.

3.4 QUALITATIVE CRITERIA**3.4.1 ADDRESSING THE QUALITATIVE CRITERIA**

The Respondent must provide an attachment addressing all the qualitative criteria. These criteria will be scored and weighted as a component of the evaluation process and the following applies:

- the evaluation will be carried out on the basis of obtaining the best value for money for the City;
- Respondents must address each component of the four qualitative criteria using the headings provided;
- Respondents must prepare a response on the assumption that the City has no knowledge of their organisation, its activities, experience, capability or previous work undertaken; and
- full details must be provided for any claims, statements or examples used to address the qualitative criteria.

If required, Offer preparation advice is available from the officer detailed in clause 1.4 of this EOI).

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3.4.2 QUALITATIVE CRITERIA FOR THIS EOI

Respondents must demonstrate that they have the capacity and experience to fulfil the requirements of this EOI.

The qualitative criteria for this EOI are as follows:

(a) DEMONSTRATED UNDERSTANDING OF THE REQUIRED TASKS...Weighting 50%

Respondents must demonstrate an appreciation of the requirements of this EOI and provide an outline of the proposed leasing space options and its suitability for the venue and operational requirements of the City as set out in clause 2.3. This information will be assessed for appropriateness and its ability to achieve the City's objectives.

(b) SOCIAL AND ECONOMIC EFFECTS ON THE LOCAL COMMUNITY Weighting 30%

The City encourages the involvement of local business. Respondents are to provide information on how, if successful, their involvement would provide social and economic benefits to the potential lessee and broader local community within the City. Respondents are to address each of the following:

- Is the proposed gallery space located within City of Joondalup boundaries?
- What features, services or other local City of Joondalup material/service providers does the gallery space have surrounding the facilities that would provide social and economic benefits to a potential lessee?
- does the Respondent currently employ any City of Joondalup residents? If not, what impact (if any) would the selection of your gallery space have on your recruitment practices?
- does the Respondent promote local City of Joondalup community activities?

(c) DEMONSTRATED EXPERIENCE PROVIDING SIMILAR SERVICES ..Weighting 15%

Respondents must provide a detailed description of prior experience it has in supporting venue operations for previous lessees and either:

- directly undertaken 'fit for purpose' venue renovations on behalf of the lessee; or
- Supported these services with the lessee undertaking the work.

The City may take into consideration other information about the Respondent and its performance under an existing or previous contract with any organisation or body, including a record of fulfilling previous contracts for the supply of any Goods or Services to the City. The City reserves the right to refer to such information as it deems appropriate to undertake the evaluation of all Offers from Respondents in accordance with clause 1.8.

(d) CAPACITY.....Weighting 5%

Respondents must provide details of the resources that will be allocated to meet the requirements of the Contract if awarded, including:

- a brief history of the company addressing the period of time in business, the number of full time employees and the principal location of the business;

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- the structure of the business which must include the full name(s) of the Chief Executive Officer/Managing Director/Directors (whichever is applicable) and details of the personnel proposed for the Contract including the following details of key personnel:
 - qualifications;
 - professional or business associations;
 - length of service; and
 - industry experience – emphasis on similar requirements seeking details of the scope, person's role, involvement and the outcome.
- local infrastructure including after hours contacts for emergency requirements and the ability to provide additional personnel and resources if required;
- safety management details, including:
 - safety management policy;
 - the safety procedures to be used for the Contract; and
 - details of safety records for the past two (2) years.

3.5 INDICATIVE PRICING

Respondents shall provide the following pricing information as part of their Offer:

- Indicative lease fees for the proposed gallery space.
- Confirmation of outgoings and miscellaneous financial contributions as part of the lease conditions.
- Respondents that offer support through in-kind services and supplies or a cash contribution to fit-out costs will be considered favourably. The Respondent should specifically detail any financial support available with services and amounts listed.

3.6 SUPPORTING MATERIAL

Respondents shall provide the following supporting documentation:

- Images of space
- Floor plan
- Site map noting adjacent businesses
- Visitation report.