



CITY OF VINCENT



## EXPRESSION OF INTEREST

<b>Expression of Interest (EOI):</b>	<b>Lease – Lee Hops Cottage – 176 Fitzgerald Street, North Perth</b>
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<b>Deadline:</b>	4.00pm (WST) Monday 15 February 2016
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<b>Address for Delivery:</b>	<p>EOI/16 – Lee Hops Cottage          City of Vincent          Chief Executive Officer          PO Box 82          LEEDERVILLE WA 6902</p> <p>Electronic mail Submissions and Submissions submitted by facsimile will not be accepted.</p>
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<b>EOI Number:</b>	EOI No. EOI/16 - Lee Hops Cottage
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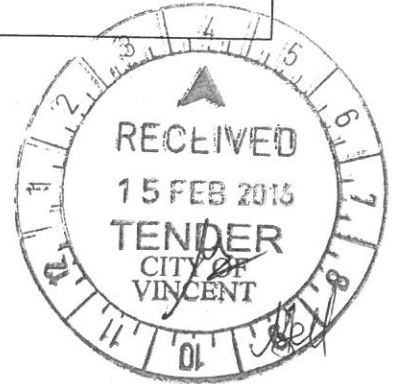
**Part 3 COMPLETE AND RETURN THIS PART**

**3 RESPONDENT'S SUBMISSION**

**3.1 Response Form**

Please complete, sign and return to the Chief Executive Officer.

EOI/16 – Lee Hops Cottage  
The Chief Executive Officer  
City of Vincent  
PO Box 82 Leederville, WA 6902



I/We (Registered Entity Name): JIGSAW SEARCH & CONTACT  
(BLOCK LETTERS)

of: M'CALL CENTRE, 2 CURTIN AVE, COTTESLOE 6011  
(REGISTERED STREET ADDRESS)

ABN 12 451 584 318 ACN (if any) \_\_\_\_\_

Telephone No: 9384 0222 Facsimile No: \_\_\_\_\_

E-mail: JIGSAW@JIGSAW.ORG.AU

Contact Person: ISABEL ANDREWS

**In response to Expression of Interest (EOI): City of Vincent, EOI No EOI/16 — Lee Hops Cottage.**

I/We agree that I am/we are bound by, and will comply with this Expression of Interest and its associated attachments.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome.

This Submission is true and correct to the best of my/our knowledge.

Dated this 11 day of FEBRUARY 2016

Signature of authorised signatory of Respondent: Isabel Andrews

Name of authorised signatory (BLOCK LETTERS): ISABEL ANDREWS

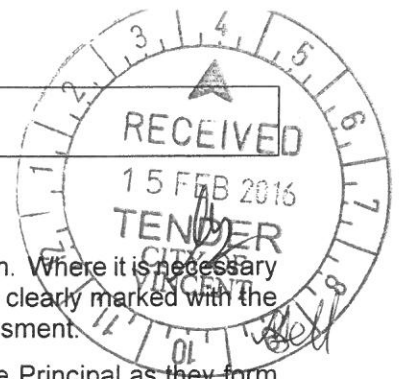
Position: MANAGER

Telephone Number: 9384 0222

Authorised signatory Postal address: PO BOX 819, COTTESLOE 6911

Email Address: isabel@jigsaw.org.au

<b>Part 3 COMPLETE AND RETURN THIS PART</b>
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**3.2 Respondent's Response**

The following checklist has been provided to assist with your Submission. Where it is necessary to provide additional information, please ensure that all documents are clearly marked with the relevant attachment title to assist the Evaluation Panel with their assessment.

(Note: All pages within Part 3 are to be completed and returned to the Principal as they form part of your Submission).

**3.3 Selection Criteria**

Please provide detailed responses to the Section Criteria set out below and attach the responses to the Response Form (Part 3.1) above.

Before responding to the following qualitative criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Submission;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Respondents are to address each issue outlined within a qualitative criterion.

**A. Proposed purpose for leasing Property**

Respondents must describe in detail the purpose for which they propose to lease the Property. Label the attachment addressing this selection criteria "**Purpose**":

- |  |                         |
|--|-------------------------|
| a) Provide details of why the Property is suitable for the proposed purpose. | <b>Tick if attached</b> |
|--|-------------------------|

**B. Proposed business plan and relevant experience and skills**

Respondents must describe their business plan in detail and provide evidence of their experience and skills relevant to the proposed business. Label the attachment addressing this selection criteria "**Proposed Business Plan and Skills and Experience**":

- |   |                         |
|---|-------------------------|
| <ol style="list-style-type: none"> <li>a) Business Plan.</li> <li>b) Evidence of skills and experience relevant to operating the proposed business.</li> <li>c) Membership to any professional or business associations.</li> <li>d) Qualifications relevant to the proposed business.</li> </ol> | <b>Tick if attached</b> |
|---|-------------------------|



**Part 3 COMPLETE AND RETURN THIS PART****C. Lease details**

Respondents should outline the key terms they would like to be included in the lease for the Property. Label the attachment addressing this selection criteria "**Lease details**":

- a) Annual rent.
- b) Contribution to outgoings and maintenance of Property.
- c) Term of lease.
- d) Required fit-out of Property.
- e) Impact on heritage listing of Property.

**Tick if attached**

**3.3.3 Assessment of Proposals**

Your EOI will be evaluated using information provided in your EOI.

The following evaluation methodology will be used in respect of this Request:

- a) EOIs are checked for completeness and compliance. EOIs that do not contain all information requested (e.g. completed Response form and Attachments) may be excluded from evaluation.
- b) The most suitable EOIs may be short listed and Respondents may also be required to clarify their EOI. Referees may also be contacted prior to the selection of the successful EOI.

The City will not contribute towards the costs, direct or indirect, of any organisation expressing an interest or subsequently short listed and invited to be interviewed.

The City reserves the right, at any time, not to proceed any further.

The EOI assessed as being the most advantageous will be presented to Council for determination.





## Expression of Interest

Lee Hops Cottage – 176 Fitzgerald St, North Perth 6006

We are submitting a “**Community Application**” for the above cottage. Our agency cannot afford a commercial lease, however Meluka Bancroft indicated that all applications would be considered.

## Back ground

Jigsaw Search & Contact (incorporating Adoption Jigsaw) was founded in 1978 by adopted adults, birth parents and adoptive parents for the purpose of lobbying for legislative change and more openness in adoption.

Some changes came about in 1987, when adopted people were given the right to access records giving information about their birth parents, and in 1994 when birth parents were given similar rights regarding their children. Further changes were proclaimed in June 2003.

Though support and lobbying were Adoption Jigsaw’s initial priorities, partial funding from the Department for Child Protection enabled us to expand and professionalise our service, whilst maintaining the level of understanding that only personal, firsthand experience of adoption can provide. The services we provide include information, counselling, search, mediation, a newsletter, library and Facebook page.

Jigsaw is managed by a volunteer Board of people directly involved in adoption. We employ a professionally qualified manager/counsellor to provide most client services. All our staff have long term experience in adoption issues, some are personally involved.

We are fortunate and grateful to have the assistance of volunteers to help with search and various administrative tasks. Jigsaw is a not for profit agency. We are financed by government grants, fees charged and donations. We have Preferred Service Provider Status. We are currently housed at the McCall Centre at Cottesloe. This building is to be sold and we need to find new accommodation within the next few months. Our funding does not extend to being able to finance a commercial lease.

## Selection Criteria

### 1) Purpose

Lee Hops would provide an excellent office for our services. It provides both a central location and the privacy that our work requires. It is almost the same physical size as we currently occupy.

Our work includes telephone, mail, internet and face to face services. As most adoptions occurred from the 1960s to late 1970s, our adopted clients are generally aged between 35- 65 and the mothers fathers between aged 60-90.

The relinquishing of a child is a secret for many mothers and Lee Hops provides the privacy they require. These women were often traumatised by the authorities at the time they lost their child and they are often reluctant to go to a multistorey contemporary office environment.

An old house provides a perfect setting. We also see some fathers and they also appreciate privacy and a quiet setting.

The central location, warmth of the house and access to the backyard and parkland also make it an excellent setting for a first meeting place between an (adult) adopted child and a parent. Such a meeting requires a neutral setting, protection from the elements and access to toilets and preferably coffee. Such meetings can take one hour or six hours. Finding a good location is difficult as it's important to be in a neutral setting (ie not either parties home) and many cafes are very noisy.

## **2) Proposed Business Plan and Skills and Experience**

Jigsaw is a well-respected and stable organisation providing information, counselling, search and intermediary services to people separated by adoption. It is governed by a Board of Management all of whom have personal involvement in adoption or family separation. Established in 1978 we have an impeccable record in both providing client services and looking after whatever property we have occupied. We have been at the McCall centre for 4 years and prior to that for approximately 25 years at the now closed Brenda Cherry Centre in Subiaco. Whilst we have not previously paid rent we have always operated within our budget and have an exemplary record of payment. The Chairperson has been with the agency for 16 years, the Treasurer for 17 years and the Counsellor for 14 years. The Administration Officer retired a few weeks ago after 20 years of dedicated service.

We open business hours Monday – Friday. We are an incorporated organisation and operate under a Constitution. We are registered as a not-for-profit and also have 'preferred provider' status with the Department for Child Protection and Family Support (DCPFS). Our Counsellor is a member of the Association of Social Workers.

## **3) Lease Details**

### **a) Annual Rent.**

We understand that Lee Hops was previously leased to Life Without Barriers at a rent of \$7644 (incl GST) plus some outgoings. We propose a yearly rent of \$11,520 based at a rate of \$160 per sq.m for 72 sq.m (as outlined in the Expression of Interest) plus outgoings. We understand the outgoings to be: building insurance, rubbish collection, water rates and water use to an approximate total of \$1300.

The above rent is based on being successful in obtaining an exemption from Council rates as our funding does not extend to paying these.

### **b) Maintenance**

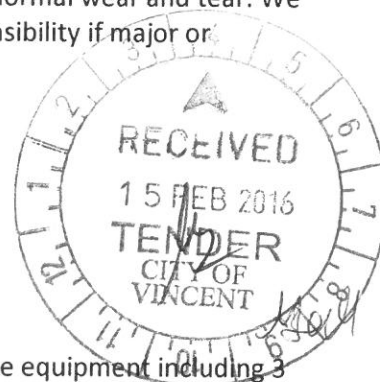
We would be responsible for cleaning, gardening, minor maintenance and normal wear and tear. We understand that given the age of the property, Council would accept responsibility if major or structural maintenance was required eg roofing problems.

### **c) Term of lease**

We propose a 3 year lease with a 3 year option to renew.

### **d) Fit out of the Property**

We will use the property as an office. We have the usual assortment of office equipment including 3 computers and a Server. In addition we have a photocopier, bookshelves, cupboards, tables, filing cabinets etc. We have a large fire proof industrial safe - to safe guard our irreplaceable microfiche Electoral Rolls.



In addition we currently have a compactus with thousands of records, we are presently exploring the possibility of having them digitised. If they cannot be located at Lee Hops the Government is willing to provide storage until we can digitise them.

If allowed under heritage listing we would install a security front door screen. Later, with your support, we would be interested in asking Lotteries for a grant to install a 'sail shade' system to make the rear yard more user friendly.

**e) Impact on heritage listing of Property**

We would have no impact on the heritage listing, as stated above we would seek approval to install a front security screen. Our current premises are heritage listed.

**Other issues**

We would apply for 2 parking permits for staff, we believe at a cost of \$1710 each as staff need the flexibility to be able to drive to work.

Jigsaw provides a valuable resource to the community and we hope that you will consider our expression of interest favourably

Yours sincerely



(Ms) Isabel Andrews  
Manager/Counsellor

