



Picnic Point Bowling and Social Club Ltd

EXPRESSION OF INTEREST (EOI)

EOI 01 - Bowling Green Greenkeeper and associated services

EOI 01

22 October 2024

CONTENTS

INTRODUCTION AND BACKGROUND	3
Document Structure	3
Timetable for EOI Process	3
GENERIC INFORMATION	4
The Evaluation Process	4
PPB&SC Ltd Rights	4
GENERAL CONDITIONS OF RESPONSE	4
Subject to formal written contract	4
False or misleading claims	5
LODGEMENT OF RESPONSES	5
Acceptance of Terms	5
Key Points of Contact	5
EMPLOYEE BASED SERVICE PROVIDER	5
Scope of Work for Employee Based Service	6
Information to be Provided by Employee based Provider	9
ATTACHMENT “A” - RESPONSE FORMS FOR EMPLOYEE BASED SERVICE	10

Introduction and Background

Picnic Point Bowling & Social Club Ltd (PPB&SC) is an independent club, wholly owned by the members and has been in operation for over 60 years. The club currently has 3 greens and surrounds as well as some other areas of land between the club and adjoining houses. The club is located at 124 Lambeth St in Panania NSW from which premises the club provides bowling facilities, as well as other general club activities.

PPB&SC Club is seeking responses to an Expression of Interest (EOI) to provide Bowling Green Maintenance as an employee on a fixed wage reviewable each year.

Document Structure

Attachment “A” must be answered by any individual/s wishing to respond to the Employee role.

Timetable for EOI Process

The following is an indicative timetable for the conducting of the EOI process which may be amended by PPB&SC Ltd in its sole discretion:

Release of EOI	Friday 11 th October 2024
Responses to be lodged by	5:00pm Friday 25 th October 2024 (“ Closing Date ”). No responses will be accepted after this date and time.
Evaluation of Responses complete	Wednesday 30 th October 2024
Negotiations with preferred supplier / suppliers completed	Friday 1 st November 2024
Contract for employment of for full services finalised, awarded and signed	Friday 8 th November 2024
Selected contractor to commence services.	Thursday 14 th November 2024 unless negotiated otherwise.

Generic Information

The Evaluation Process

Format of Response

The responder must ensure the response is in the format supplied in Attachment “A”.

This is to ensure a common and fair evaluation process can be applied to all respondents. Responses will be assessed by PPB&SC Ltd on the basis of the information provided in the Response against the evaluation criteria set out below:

- Mandatory Criteria must be met or the responder will be eliminated from the process.
- Relevant skills, qualifications and experience in Bowling Green Maintenance and improvement.
- Compliance with the requirements as set out in this document.
- Expected wage rate for employee.

Please note that the criteria are not listed in any order of precedence.

PPB&SC Ltd Rights

PPB&SC Ltd reserves the right, in its sole and absolute discretion at any stage of the EOI process, to do all or any of the following:

- Require additional information from any responder;
- Change the timing of the EOI process;

General Conditions of Response

Subject to formal written contract

Subject to the General Conditions of Response, no binding contract or other understanding (including, without limitation, quasi-contractual rights, promissory estoppel, or rights with a similar legal basis) will exist between Picnic Point Bowling and Social Club Ltd and a Supplier unless and until a formal written contract is executed.

Responsibility for costs

Participation in any stage of this EOI process or in relation to any matter concerning the EOI will be at the Supplier's sole risk, cost and expense. PPB&SC Ltd will not be responsible in any circumstance for any costs or expenses incurred by any Supplier in preparing or lodging a Response or in taking part in the EOI process or taking any action related to the EOI process.

Conflict of interest

Suppliers and their respective employees, agents and advisers must not be in a position which may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of PPB&SC Ltd and the interests of any other entity during the EOI process.

Suppliers must state in their Response any circumstances, arrangements, understandings or relationships which constitute, or may reasonably be considered to constitute, an actual or potential conflict of interest with the Supplier's obligations under this EOI.

False or misleading claims

PPB&SC Ltd may in its absolute discretion exclude or reject any Response which in the reasonable opinion only of PPB&SC Ltd contains any false or misleading claims or statements. PPB & SC Ltd has no liability to any person for excluding or rejecting any such Response.

Lodgement of Responses

All Responses should be marked "**EOI-01 – Bowling Green Greenkeeper and associated services**" and submitted by mail, email or personally delivered Picnic Point Bowling & Social Club Ltd - 124 Lambeth St Panania NSW 2213 marked to the attention of James Whitney by the Closing Date.

Acceptance of Terms

Without limiting any other provision in this EOI, the Supplier will, by lodging a response, be deemed to have accepted the terms contained in this EOI.

Payment

Payment for the services will be negotiated depending on the outcome of this EOI.

Key Points of Contact

For the PPB&SC Ltd the key contact will be James Whitney (Vice President) on 9773 5734 at the club or 0438 709 585 (mobile if urgent and may need to leave a message). All email contact should be sent to manager@picnicpointbc.com.au for ease of collating any questions or responses that need to be sent to all responders.

The Contractor / Employee must nominate the person who will be their key point of contact.

Employee Based Service Provider

The following mandatory requirements must be addressed by each person applying to become an employee of the club as the head greenkeeper:

- Must be a Qualified Greenkeeper
- Provide details of own qualifications as well as numbers, experience and qualifications of any assistant or sub-contractors that will be working at PPB&SC from time to time.
- Must provide required remuneration level
- Must provide details of how green renovations will be provided addressing the following points:
 - Provide an indicative estimated cost of materials (soil, sand, fertiliser etc) to maintain the greens as described above (two competition greens and one barefoot bowls green)

- Provide the indicative estimated cost of additional labour for both renovations and when the head greenkeeper is on leave.
- Provide an indication of how the greenkeeping services will be supplied when the Head greenkeeper is on leave as well as where the additional labour required during renovation period will be sourced – such additional labour should be experienced in these activities.

Scope of Work for Employee Based Service

As an employee of the club the following Services will be required based on a 38 Hour Week.

The employee will be required to prepare, maintain and renovate 2 greens to competition bowls level and ensure the 3rd green is maintained to a level to suit barefoot bowlers (see notes below).

NOTE: The third green is to be kept in a presentable state at all times and if work is required to repair damage or keep the green presentable then an individual agreement is to be negotiated between the employee and the club outside the terms of the normal employment contract.

Under normal circumstances this employment agreement, green (No 3) will need to be cut twice a week, be fertilised when appropriate and have the ditch sand maintained to an acceptably clean level.

For the two (2) Competition Level Bowling Greens:

- Cut, roll and mark greens, ensuring greens meet specifications of region, State Bowls body.
- Carry out the annual renovation of 2 greens by providing the services listed but the cost of materials and additional labour required will be the club's responsibility within reasonable parameter that will be negotiated prior to each renovation season:
- Repair of damaged and worn services.
- Take core samples checking level of phosphorus and other chemicals and report any issues immediately to Green's Committee.
- Tyning, shaving and scarifying the greens.
- Hire tyning, shaving and scarifying equipment.
- Rubbing in greens.
- Arranging for removal of all surplus grass and soil accumulated as a result of the tyning, shaving and scarifying within a maximum of 1 month but earlier where possible.
- Laser Lawn leveling of the greens is to be organised by the Greenkeeper after consultation with the Greens Committee / Chairman on the timing but in this case, it will be at the club's expense.
- Apply fertiliser, chemicals and pesticides for grass growth, prevention of fungus, black beetle etc. as necessary to maintain the best results.

- Water greens as required to maintain them.
- Spread clean sand for the ditches.
- Spread top dress soil.
- Regularly move rink markers and rotate green directions – minimum once per week.
- Removal and disposal of all grass clippings.

Subject to any special agreement made between the club and the employee, prepare the greens for play on Tuesday, Wednesday, Thursday, Friday Saturday.

When required, arrangements will be made if additional work is required for Special Tournament Days and / or Public Holidays excluding Christmas Day and Good Friday. For the purpose of this clause the Bowl's Secretary or match committee shall advise the greenkeeper in advance.

Greenkeeper to provide a report every six months explaining; the state of greens, what improvements or issues have occurred over the last 6 months and what is expected to be achieved in the next six months.

Regular meetings on the day-to-day maintenance of the greens will occur between the greenkeeper and the greens committee / chairman as often as required.

Ensure that the Plinths conform to regulations but the greenkeeper will not be responsible for the replacement thereof under normal work hours.

Maintenance of the Green Surrounds is a mandatory part of the scope of work

- Green Surrounds
 - Maintain bank to all greens and fertilise and top dress as required.
 - Trimming of all edges associated with the green surrounds.
 - Clear sprinkler head area to ensure proper functioning.
 - Clean seats, empty ashtrays and garbage bins, clean scoreboard plates within green banks
 - Remove any excess rubbish within the greens or green surrounds

Maintenance of the Club Grounds

The club grounds are to be kept in good order and while the greens committee (volunteers) assist on a daily bases with maintaining these grounds, the greenkeeper should ensure all tasks are done either by the volunteers or by themselves OR advise the Green's committee if additional assistance is required for a specific task.

- Tasks relating to Club Grounds
 - Mow grass verge surrounding greens 2 and 3 with ride on mower (supplied).
 - Trim hedges near greens 1 and 2 plus hedge at front of clubhouse near car park.
 - Maintain Established Gardens.
 - Maintain grass area between hedges and neighbouring properties.
 - Remove any unsightly rubbish anywhere on the grounds to ensure good presentation of entire club.

Maintenance of Equipment

- To ensure sound operation of equipment, general servicing of green maintenance equipment is to be carried out as per the maintenance schedule including but not limited to; the regrinding of the cylinders, cutters and blades.
- The greenkeeper must keep maintenance records up to date at all times. These should be available for the Greens Director or any member of the committee to review at any time.
- Any issue / failure of equipment, unsafe or damaged equipment must be reported to the green's director or member of the greens committee immediately so that appropriate repair can be completed.
- A written report showing maintenance and repairs is to be given to the Green's Director twice a year.
- The greenkeeper will not be responsible for the replacement of any such machinery or any part thereof. The greenkeeper must not remove any machinery or part thereof without the approval from the club.
- Electrical lead and machinery are to comply with all WH&S Standards. All electrical equipment must be checked and tagged as required but such tagging will be done at the club expense.
- Only legal chemicals are to be used on club premises.
- Keep all chemicals, poisons and insecticides locked away in the chemicals cupboard (provided by club) and keep the Material Safety data Sheets up to date in a folder that is readily accessible at any time.
- Flammable liquids are to be stored in containers specifically design for such storage as per Australian Standard 2906 (e.g. 30 Litres of Fuel Maximum, 10 Litres in Plastic Containers and 20 Litres in Metal containers).
- Safely dispose of any unwanted chemicals and / or containers.
- Keep greenkeeper's shed clean and tidy.
- The equipment list of what is supplied by the club is being reviewed and updated but as at last audit the following equipment existed:
 - 2 Electric 30" cylinder mowers - Turftec
 - 2 Petrol driven lawn rollers – Turftec
 - 1 Ride on mower – Husqvarna
 - 1 petrol lawn mower
 - 1 Line Trimmer
 - 1 Lawn edger
 - 1 Electric fertiliser pump
 - 1 chainsaw (Still)
 - 1 Fertiliser spreader manual

Safety Requirements

- The greenkeeper will comply with all WH&S Requirements including but not limited to:
 - Ensure Safe work method statements (SWMS) are available and used.
 - Ensure Material safety data sheets (MSDS) are available.
 - Comply with requirements of Environmental protection Authority and Canterbury Bankstown City Council).
 - Ensure themselves and any casual workers are properly attired and wear clothing that is appropriate to their duties and affords proper protection from injury including but not limited to; masks, coveralls, safety headwear, safety footwear, glasses and earmuffs.

Information to be Provided by Employee based Provider

Responses must be supplied in the format of Attachment “A” but, where possible, will need to cover:

- Employee information;
- How the employee proposes to deliver the required services in normal circumstances but also when additional manpower required (renovations) and while employee is on leave;
- Details of all resources that will be involved and their qualifications;
- Requested remuneration Level;
- Reference sites;
- Other additional or supporting information.

Attachment “A” - Response Forms for Employee Based Service

Response From _____ (please enter your name)

Please complete a response for each requirement. In some cases (e.g. Greenkeeper Qualification) – some evidence should be produced to support your claim while in others details are required (e.g. remuneration level) or a description of how any particular component will be delivered. The “Overall Mandatory Requirements” must be met or your response will be eliminated from the process.

Overall Mandatory Requirements Responses

Requirement Number	Requirement	Do you Agree / Comply with the criteria Y or N	Information / Details Required
M1	Must be a Qualified Greenkeeper		Proof Of Qualifications
M2	Provide details of numbers, experience and qualifications of any likely staff or sub-contractors that will be working at PPB&SC from time to time		Staff Details as requested
M3	Must agree to the scope of work as detailed above.		A “Yes” or “No” answer will suffice unless there are specific tasks that you wish to exclude.
M4	Must provide required remuneration level		Dollar value of Annual Salary

M5	Must provide details of how green renovations will be provided addressing the following points:		See individual points below
	Provide an indicative estimated cost of materials (soil, sand, fertiliser etc) to maintain the greens as described above (two competition greens and one barefoot bowls green)		
	Provide the indicative estimated cost of additional labour for both renovations and when the head greenkeeper is on leave.		
	Provide an indication of how the greenkeeping services will be supplied when the Head greenkeeper is on leave as well as where the additional labour required during renovation period will be sourced – such additional labour should be experienced in these activities.		