

# Wittunga Botanic Gardens Ice-cream Cart

## Expression of Interest

The Botanic Gardens and State Herbarium (the Botanic Gardens) seeks an Expression of Interest for the provision of a mobile ice-cream or pop-up gelati cart (the ice-cream cart) at the Wittunga Botanic Garden for weekends and Public Holidays during the period 1 January – 28 February 2021. The option will be made available to provide an ice-cream cart daily throughout the January – February summer school holiday period as determined by the vendor taking into account extremes of weather which affect visitor numbers.

A review of these arrangements will take place at the end of February or early March 2021 with the option to extend the arrangement with a time period to be reviewed by both parties. This will coincide with the opening of a new nature play space designed for families with young children. This extended option will include Easter and the 2021 school holiday periods of: 10 April -26 April 2021. Furthermore, the option of 2021-2022 arrangement may be presented.

The Wittunga Botanic Garden opens on weekdays at 8.30am. The core hours of trade for the ice-cream cart will be between 11am to 3pm (unless the Applicant wishes to extend these hours due to increased demand) on weekends and Public Holidays and to be negotiated on weekdays. The Wittunga Botanic Garden closes at 7pm on weekdays and weekends during daylight saving.

The Wittunga Botanic Garden attracts approximately 600 visitors per day on the weekends dependent on weather conditions.

The ice-cream cart will be located in a designated area with the greatest traffic flow and have access to mains power. The ice-cream cart may choose to sell other food and non alcoholic beverage items if the demand arises with approval of the Botanic Gardens.

The Applicant must read and understand the following conditions:

1. The Wittunga Botanic Garden is a 13 hectare property in Blackwood and comprises an extensive collection of water-wise plants from Australia and South Africa, brilliant displays of *Ericas* and *Proteas* in spring and an extensive collection of plants from Kangaroo Island and the Fleurieu Peninsula. It attracts a diverse demographic from the region including families with young children wishing to explore nature. To create an enhanced visitor experience, the Botanic Gardens wish to provide refreshments by engaging an ice-cream cart. This will be a commercial arrangement which is mutually beneficial to the ice-cream cart provider and the Botanic Gardens.
2. The successful Applicant will return 10% of gross revenue on sales to the Botanic Gardens by provision of daily EFTPOS and cash sales records on a fortnightly basis to Vicky Lekis, Manager, Business Enterprise and Partnerships at [vicky.lekis@sa.gov.au](mailto:vicky.lekis@sa.gov.au)
3. The Wittunga Botanic Garden has power available and potable mains water. The use of a portable RCD device between the ice-cream cart provider and the Wittunga Botanic Garden supply point is recommended.
4. There will be no charge to the ice-cream cart provider for the use of electricity and water at the Wittunga Botanic Garden.
5. The Botanic Gardens staff will allocate an area for the ice-cream cart provider and reserve this area every weekend for the time period 11am to close for weekends and Public Holidays during

the period from 1 January to 28 February 2021. The area will be made available if the option to provide an ice-cream cart daily throughout the school holiday period, 1 -26 January 2021 is exercised.

6. This provision of the ice-cream cart services is not transferable to another service provider.
7. If required, the Applicant must give consent to and procure a Police Check (at their expense) or additional personnel checks as specified.
8. As part of the procurement process the Botanic Gardens will request Applicants register an Expression of Interest after consideration of the Essential Criteria below. The Botanic Gardens will review the Expressions of Interest and advise the successful Applicant by Friday 18 December 2020.
9. The successful Applicant will be required to sign an Agreement with the Board of the Botanic Gardens and State Herbarium.
10. This Agreement will be revoked if the Applicant fails to comply with the any of the following Essential Criteria.

## Essential Criteria

1. The successful Applicant shall take out and keep current a Public Liability Insurance policy for a minimum of \$5,000,000 (five million dollars) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the mobile ice-cream cart in relation to the activity. An Agreement will not be entered into until proof of the Public Liability Insurance has been provided by means of a copy of a Certificate of Currency.
2. The Applicant agrees to indemnify and to keep indemnified the Board of the Botanic Gardens and the Department for Environment and Water, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the Agreement.
3. Electrical equipment used by the Applicant must be tagged and tested for the safety of contractors, staff and the public. If the equipment is not tagged, not in approved cable covers, or is faulty the item will be disconnected or removed until the hazard has been rectified. Please ensure that electrical leads do not create a trip hazard for the safety of staff and visitors.
4. It is the Applicant's responsibility to be aware of and comply with the Food Act (2001) and any other Legislation, guideline or standard relating to the storage, preparation and service of food.
5. It is the Applicant's responsibility to be aware of and comply with the SA Health's requirements relating to COVID-19 restrictions. The Botanic Gardens may ask for a copy of the successful applicants COVID safe processes and procedures.
6. It is the Applicant's responsibility to be aware of and comply with the SafeWork SA Guidelines. Access to this all relevant documentation can be sourced at SafeWork SA website.
7. The successful Applicant's vehicle may be permitted to remain on site overnight upon agreement with the Wittunga Botanic Garden Site Horticultural Manager.
8. The Applicant shall ensure that the Wittunga Botanic Garden's site is left in a clean and tidy condition. Failure to do so may result in a cleaning fee.
9. To facilitate waste reduction, the successful Applicant agrees to utilise composting Green Bin facilities provided at the Wittunga Botanic Garden for all organic kitchen scraps produced. The Gardens will provide information on the types of materials suitable to go into these bins.
10. The Botanic Gardens are committed to reducing the amount of waste sent to landfill. To facilitate waste reduction, the Botanic Gardens are requiring food and beverage suppliers to comply with certain requirements to ensure that this can be achieved.

### Requirements to assist with waste reduction:

All single use catering material such as food containers and utensils – plates, bowls, boxes, bags, cones, napkins, cutlery, stirrers, straws, cups and lids – hot and cold, cup holders are to be compostable.

The Applicant will provide evidence that the items listed are compostable. The attributes of a product will be certified or recognised compostable, for instance if a plastic material claims to be compostable must comply with Australian Standard AS 4736 -2006.

The ice-cream cart will not supply plastic wrap, plastic bags or synthetic carry bags to customers– either reusable or biodegradable. Bags and wrapping comprised of 100% paper without plastic gloss are allowed.

# Expression of Interest

## 1. Applicant Details

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Are you a South Australian Business? Yes/No

ABN: \_\_\_\_\_

## 3. Do you employ any indigenous staff? Yes/No

## 4. Please provide a summary of your business offering to the Botanic Gardens:

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## 5. Please provide a sample menu of the catering products proposed to be sold:

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## 6. Product & Public Liability Insurance:

Please attach – Certificate of Currency minimum of \$20 million

## 7. Vehicle/Cart Details:

Type of Vehicle: \_\_\_\_\_

Registration of Vehicle: \_\_\_\_\_

Vehicles must not remain on site unless food is being sold directly from the vehicle.

Description of Cart/Facilities: \_\_\_\_\_

Marquee/ Other: \_\_\_\_\_

Please provide dimension details of above including vehicle:

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## 8. Please include a copy of a recent Food Safety Assessment.

Please return the completed form by email to Vicky Lekis, Manager, Business Enterprise and Partnerships by 4pm Friday 18 December 2020. No late submissions will be accepted.

Email: [vicky.lekis@sa.gov.au](mailto:vicky.lekis@sa.gov.au) Further enquiries: 0411 625 424