

Tender Brief

Lease Management Services – Curtin Family Home

24 Jarrad St, Cottesloe

May 2020

Introduction

The National Trust is seeking tenders from locally based agencies with a strong interest and experience in managing short term accommodation and an affinity with historically significant places.

Tender closing date: Monday 20 July 2020 no later than 5pm WST

About the National Trust of Western Australia

The National Trust of Western Australia (NTWA) aspires to awaken the community to the value of heritage. The NTWA serves both the Government and the community. It is a statutory authority operating under an Act of Parliament while providing for the community as a not for profit registered charity.

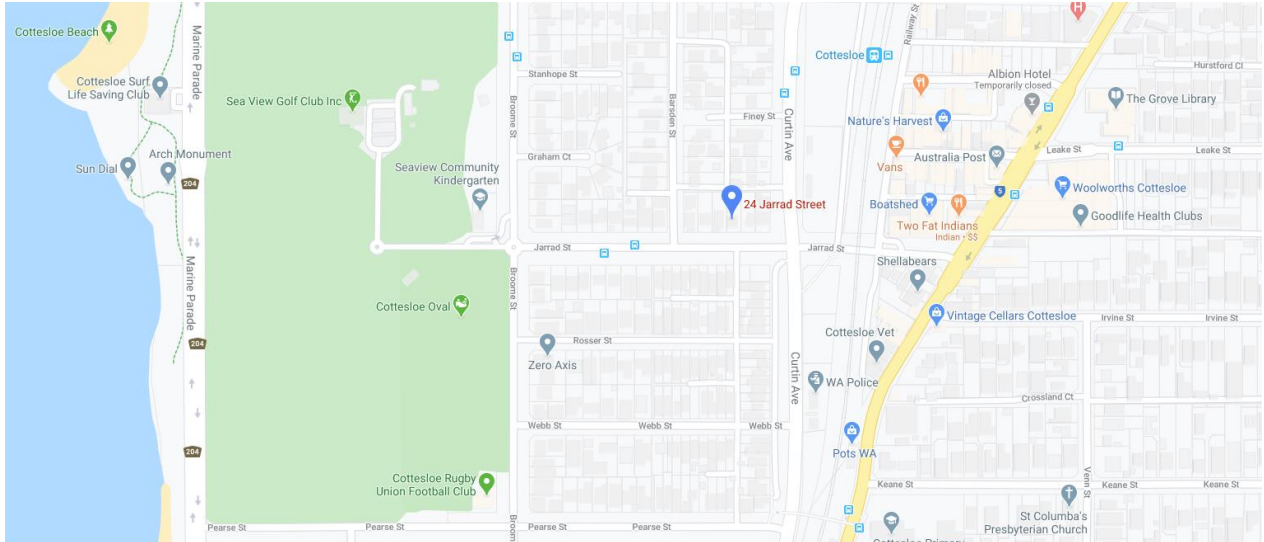
Curtin Family Home

Curtin Family Home is the former house of John Curtin and his family. When the Curtins' daughter, Elsie, moved from the family home in 1998 it was purchased by the Commonwealth and State governments. The property was jointly vested in the National Trust of WA and Curtin University but has since been transferred solely to the National Trust.

The National Trust offers fully furnished, self-contained short stay accommodation at Curtin Family Home; the property is managed by an agency through a variety of online booking platforms.

Location

24 Jarrad Street, Cottesloe



Train station nearby Mosman Park or Cottesloe Train station – 5 min walk

Cottesloe Beach – 15 min walk

Shops/restaurants – 5 min walk

The space

Curtin Family home is a single level 'California Bungalow' style family home restored by the National Trust. Original period features can be found throughout the home, which includes a front and rear garden and rear lane access.

- Site and floor plans attached

Details

Space for 4 guests in two bedrooms / 4 beds (each room has twin king singles that can combine to a queen) / 1 bathroom with shower and toilet / separate laundry/ large front and back yard / rear undercover parking / wifi/ ducted air conditioning.

Current nightly rates are as below

Low season: 3 night minimum stay

\$190/night for stays up to 6 nights

\$1295/week

High season: 5 night minimum stay

\$265/night for stays up to 6 nights

\$1750/week

Heritage Listing

Curtin Family home is included on the State Register of Heritage Places (database # 7935) affording it statutory protections. The place is highly valued by the community of Cottesloe, of Western Australia, and of Australia as the former home of John Curtin contributing to the community's sense of place.

Planning approval

The National Trust has prepared a submission for a scheme amendment to enable a range of community uses including short stay accommodation at Curtin Family Home. The amendment has been passed by the Cottesloe Council and is currently with the WA Planning Commission. A management plan will be prepared that is to be submitted for development approval once WAPC approval is received.

Lessor offering, requirements and responsibilities

- Technical requirements: charge the hand held device (AudioTour) available about the Curtin Family; this handheld device needs to be charged prior to visitors arriving;
- Welcome the guests in person to hand over the keys and provide a tour of the house;
- Ensure the house looks welcoming on arrival; open blinds / fresh flowers / water in fridge etc.
- Report all maintenance issues to the Trust;
- Prepare a guest Information pack;
- Support our Open Day during the Heritage Festival and/or Heritage Weekend which offers public education about all aspects of John Curtin's House, past, present and future (one day a year);
- National Trust is responsible for maintenance, lawn mowing, pest control, gutter cleaning and security systems.
- National Trust to offer a 12 months trial period, when successful prepared to enter 24 months with annual review.
- Arrange cleaning including linen provision.

Insurance requirements

Consultants are expected to hold both Professional Indemnity insurance to the value of \$5 million and Public Liability insurance to the value of \$20 million.

Tender submission requirements

Priority for selection of the managing agent for this property will be given to those with a well-developed understanding of the special conditions associated in working with historic houses, and with demonstrated experience in management of short-stay accommodation.

Submissions will be evaluated against the following criteria:

1. Demonstrated relevant experience including credentials and expertise of key personnel
2. Understanding of the tasks and outcomes
3. Value for money

The following details must also be included within the submission:

- Name of the business, business address and relevant contact details
- Details of services offered
- Proposed marketing strategies including external portals and online booking platforms
- Booking services and emergency after-hours staff availability
- Total fees including travel and other disbursements
- Hourly rates for any additional works outside the agreed scope
- Names and contact details of three referees who have had recent dealings with the business
- Level of professional indemnity insurance and name of the company that holds the policy

Fee proposal

Please ensure your submission has a breakdown of below costings, please complete below table in your submission:

	please complete costs \$ below	
Laundry:		X per changeover (linen service)
Cleaning incl preparing beds:		X per changeover (average)
Cleaning levy:		% of monthly cleaning total
Stock:		\$ per month (average)
Sundries:		\$ per month
Your management fee % plus GST:		per booking / p.a.
Call out fee – out of hours:		call out fee
Please provide hourly rates for key personnel:		\$ per hour

Tender Submissions

All submissions should be clearly marked “Tender – Lease Management Services: Curtin Family Home” and submitted no later than 5pm WST on **Monday 20 July 2020** at the following address:

National Trust of Western Australia
The Old Observatory
4 Havelock Street
WEST PERTH WA 6005
E-mail: trust@ntwa.com.au

Email proposals received by the nominated closing date and time will be accepted provided that they are completed, signed, legible and include all necessary information required to be submitted as part of the proposal.

Contact Officer’s Details:

Ms Micaela Pereira
Leasing and Property Officer
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E-mail: micaela.pereira@ntwa.com.au