

Tender Specification for a Pop up Café/Kitchen at Ganger Farm Sports Park (Fri-Mon, Weekly).



The council is looking for an appropriately qualified and experienced organisation or individual(s) to provide and operate a weekend kitchen/café at Ganger Farm Sports Park, Romsey to open Friday, Saturday, Sunday and Monday on a weekly basis.

There are further catering opportunities outside of the specified opening hours to cater for function and council events as the centres preferred supplier.

Proposed Contract Commencement: To be agreed

Tender Return Date by 5pm on 27th February

INFORMATION REGARDING DATA PROTECTION, FREEDOM OF INFORMATION (FOI), and CONFIDENTIALITY

Tenderers should be aware that information provided as part of this tender exercise will be subject to current legislation.

This document is the property of Test Valley Borough Council and the information contained herein is confidential. It must not be reproduced, either in whole or part, or used for purposes other than for that which it has been supplied, without the prior written permission of Test Valley Borough Council.

Tenderers should note that the contacts and information provided in this tender document may be used to invite tenders for similar future work and may be provided to other authorities.

CONTENTS

Section 1 of this pack contains all the information you need to draw up a good quality response to our Invitation to Tender. Please read everything in the pack carefully. We aim to provide everything you will require in the pack, however if additional information is required please refer to the contact information in Section 1, Part 1.

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SECTION 1 - CONTACT INFORMATION

For any other questions related to this procurement please use the messaging functionality of the Council's eTendering System.

All enquiries should be submitted by 5pm on Wednesday 15th February

For pre-arranged site visits- Ganger Farm Sports Park, Ganger Farm Way, Romsey, S050 2EE

Interested parties are welcome to attend a tour of the kitchen, bar and community room between 3-8pm weekdays on prior arrangement with the centre manager via Gangersports@testvalley.gov.uk.

01794 527729

Please note- Officers on site will not be in a position to address or answer any questions regarding this tender- Any subsequent questions/clarification may be submitted via the Council's eTendering System and will be shared, for consideration, with other applicants.

SECTION 2: – PROCUREMENT TIMETABLE

It is intended that this procurement will run to the following timetable. In the event that changes are required we will endeavour to keep you fully informed. Every effort shall be made to avoid changes.

Should the closing date for tenders be amended all tenderers will be notified.

Enquiry deadline	5pm on Wednesday 15 th February
Tender submission deadline	by 5pm on 27 th February 2023
Interviews	W/C 6 th March 2023
Contract award	W/C 13 th March 2023
Project start	To be agreed with Contractor
Project completion	To be agreed with Contractor

SECTION 3 – BRIEF, SPECIFICATION, AND FINANCIAL ARRANGEMENT

The following document sets out the Council's requirement. The quality of your tender will depend upon a clear understanding of the requirements. If you are unclear about any of the contents it is essential that you ask for clarification before submitting the tender.

Introduction

The council is looking for an appropriately qualified and experienced organisation or individual(s) to provide and operate a weekend kitchen/cafe Ganger Farm Sports Park, Romsey between Friday and Monday on a weekly basis.

The aim is to provide a high quality café for the visitors to the centre and local residents by operating a new pack away kitchen/catering unit at Ganger Farm Sports Park. There is a fully fitted



professional kitchen, tall fridge and freezer, sinks, preparation areas, professional oven, gas hob and two deep fat fryers. There may be further catering opportunities outside of the specified opening hours to cater for function and council events.

Ganger Farm Users

The sports park opened in September 2022 and had a growing attendance. The facility is enjoyed by Ganger Farm Park Run, over 10 local football clubs, two hockey clubs, colleges and schools using the facility. The busiest days are Friday-

Monday with the majority of use over the weekends. Use continues to grow as local clubs move to the site.

Use is growing on weekdays with children's fitness and activity sessions, meetings and pay and play sessions available. Ganger farm also hosts midweek training and matches of the well-known Eastleigh football club whose youth academy enjoy training and playing on the 4G pitch.

Table 1 shows the proposed hours, however, these hours can be extended on arrangement with centre management.

Table 1 – Proposed Core and enhanced hours

Proposed Core hours		Enhanced hours	Scope for occasional/additional hours or opportunities (on prior arrangement) e.g. parties or events
Friday –	10.00 to 20.00	Friday 09.00- 21.00	8am-10pm daily – excluding core hours These can be discussed and costed separately.
Saturday –	08.30 to 16.00	Saturday- 08.30 – 18.00	
Sunday –	09.00 to 16.00	Sunday 09.00 – 16.30	
Monday –	10.00 to 18.00	Monday 09.00 – 21.30	

Table 1.

Financial Scope of Contract

The tenderer should outline the financial relationship with the council and the management of this License.

Tenderers should be aware that information provided as part of this tender exercise will be subject to current legislation.

The caterer would manage all use of the kitchen, café and community room within agreed opening hours. There may be further catering opportunities outside of the specified opening hours to cater for functions and council events as the centres preferred supplier. Any events beyond the agreed opening hours would have a separate financial approach where income for the hire of the facility will remain with GFSP while income for food and beverages would comply with the financial relationship with the council set out by the provider and agreed as part of the license below.

I.e. GFSP would retain hire costs for the facility, and the provider would take payment for food and beverage from the external hirer, and subsequently comply with the financial arrangement (e.g. profit share) with the council.

Financial arrangement

1. As part of this tender providers would need to outline a full explanation of financial relationship or payment to the council (e.g. profit share, or rental) and proposed values or percentage shares. The council would expect open book accounting on the financial takings relating to Ganger Farm.
 - Example of where and how this is currently done.
 - e.g. The rent per week that would be paid by yourselves to TVBC for rental of the kitchen, bar area and café seating area
2. The caterer would manage all use of the kitchen, café and community room within agreed opening hours. There may be further catering opportunities outside of the specified opening hours to cater for functions and council events.
3. Any events beyond the agreed opening hours would have a separate financial approach where income for the hire of the facility will remain with GFSP while income for food and

beverages would comply with the financial relationship with the council set out by the provider and agreed as part of the license below.

- I.e. GFSP would retain hire costs for the facility, and the provider would take payment for food and beverage from the external hirer, and subsequently comply with the financial arrangement (e.g. profit share) with the council.

Please take this as confirmation that the electricity supply, bar, kitchen equipment and seating is provided by TVBC. Any additional equipment, or furniture would be supplied and maintained by the provider at their own cost.

Data would be required quarterly on sales and popular items –sales volumes, profit and loss. This data should be provided to centre management on a quarterly basis. This is in addition to any incident reporting and changes to food hygiene procedures and certification.

Length of contract

This license would be valid for 12 months with potential to extend for an additional 12 months. After which the council would re-advertise this opportunity. This advert will be available for four weeks.

*The contract start and completion date will be agreed with the preferred supplier.

The successful applicant must agree to a Licence (and user agreement) with TVBC prior to occupation.

Frequently asked questions

- Who will be responsible for maintaining the fixed facilities? For example, work top surfaces, wash hand basins, equipment sinks, hot and cold water supplies, toilets, lighting and ventilation etc?
 - Maintenance responsibilities remain with the council, cleaning during and after operation hours would be the responsibility of the tenderer.
- Who will be responsible for providing etc suitable and sufficient chilled and/or frozen storage space?
 - TVBC has provided a full height fridge and separate full height freezer which will be the sole use of the tenderer unless accessed for compliance reasons by the council
- Will there be a requirement to have a pest control contract (NB: it is not a legal requirement to have such a contract) and who will be responsible for that?
 - No, the council remains responsible for any pest concerns, however the tenderer is responsible for full compliance with food hygiene and cleanliness of the allocated areas from Friday (am)- Monday (pm) inclusive of operating hours and close down between these days. The operator is responsible for minimising any risk of pests in and around the premises.
- Is there a requirement that the operator register as a food business with TVBC Environmental Health?
 - Yes. Tenderer should register directly with TVBC. This must be done prior to any commencement of offer.

- Maintaining the café throughout operating days and hours-
 - The tenderer is responsible for keeping kitchen and all allocated areas in a condition to satisfy the relevant UK legal requirements for food safety and hygiene in force at any time.
- Who will be responsible for maintaining the safety of gas and/or electrical installations and ensuring that appropriate safety certification is retained?
 - The council retains responsibility for any certification of appliances supplied by TVBC.
- The café must be run in accordance with smoke-free legislation- this includes the balcony areas
- Close down- on occasions where the centre is closed advanced warning will be given to the operator- this may be for bank holidays and Christmas closure. Closures on these days have not yet been confirmed.
- If there is any mechanical extract ventilation (e.g. cooker hood or canopy with exhaust ventilation) who will be responsible for cleaning and maintaining it?
 - While the tenderer should complete any surface level cleaning the more specialised maintenance will be completed, maintained, and cleaned by the council.
- Days/hours of use – the running of the café should be completed in such a way that it does not cause noise and/or smell nuisance to neighbouring properties. This includes deliveries which should be completed within wider operational hours of Ganger Farm Sports Park.
- Will a premises licence (e.g. for sale of alcohol) be needed?
 - If the tenderer wishes to supply alcohol as part of their provision then an alcohol license should be acquired. This is not linked or any responsibility of the council or staff based at the sports park.
- All tenderers should ensure they comply with on the Food Standards Agency’s web site about setting up a food business at [Start-up checklist for new food businesses | Food Standards Agency](#). This should be added as an appendix to any application
- Additional opportunities
 - There may be additional opportunities to cater for wider hirers alongside core opening hours and outside of these. E.g. Match Tea in the board room, a party, a social event. The tenderer may wish to set up, or help to host an evening community event. These can be discussed, agreed, and costed separately. (See financial Arrangement point 3)
- Competition
 - On site there is a coffee vending machine.. The rugby club, who have a neighbouring tenancy in the pavilion will be hosting member only drinks and catering to their own club members. In the neighbouring local area of Abbotswood and Hillier’s Arboretum there are independent coffee and catering facilities.

- Are purchases required to utilise the space?
 - No, while this is a café arrangement this is also a space to spectate local sport and community activities. While we will not allow individuals to bring in purchases from outside of GFSP (unless specifically agreed with TVBC staff or Caterer e.g. birthday cake for an event), however, they are not required to make a purchase to use the space.

SECTION 4 – CONDITIONS AND GUIDANCE NOTES

Information regarding the conditions of tender can be found within the tender pack documents. However, please find below further information regarding this tender. Test Valley Borough Council (TVBC) proposes to enter into contract for the supply, provision and management for a 4 day per week Pop up Café/Kitchen at Ganger Farm Sports Park.

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- 1 This information is provided for the assistance of Tenderers, but does not form a part of the contract documents or license.
 - 2 The work comprises of provision of a café/kitchen for the sports park users, hirers, members of the public, as well as TVBC staff.
 - 3 Prospective Tenderers are advised to read the documentation and any appendices carefully to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their Tender is successful.
 - 4 Test Valley Borough Council does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of any tender, unless the Tenderer stipulates otherwise. Every effort will be made to reach a decision on award of the contract as soon as possible after submission of tenders.
 - 5 Tenderers must submit a Standard Bid for the supply of the whole of the Services specified under the terms of the contract.
 - 6 Tenders should be received by Test Valley Borough Council eProcurement system. Late or incomplete Tenders will not be considered.

Confidentiality

All information supplied by Test Valley Borough Council in connection with the Invitation to Tender shall be treated as confidential and Tenderers shall not, without the prior written consent of Test Valley Borough Council, at any time make use of such information for their own purposes or disclose such information to any person (except as may be required by law or where such information is disclosed for the purposes of obtaining sureties, guarantees or comments from insurers/legal advisers and other information required to be submitted with the Tender).

The Invitation to Tender and every part of it and all other information provided by or on behalf of Test Valley Borough Council must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Invitation to Tender other than on

a strictly confidential basis to those parties whom they need to consult for the purposes of preparing the Tender.

Tenderers shall not at any time release any information concerning the Invitation to Tender and/or their Tenders and/or any related documents and/or any clarification and/or discussion with Test Valley Borough Council in this connection for publication in the press or on radio, television, screen or any other medium.

Each tenderer warrants to Test Valley Borough Council that no document that it prepares as part of its Tender shall infringe any Intellectual Property Rights. Each tenderer shall retain Intellectual Property Rights in all documents that it prepares as part of its Tender and Test Valley Borough Council shall not copy or use any such documents other than for the purpose of evaluation of Tenders. Test Valley Borough Council reserves the right to retain all documents submitted by each tenderer as part of its Tender throughout the period that their Tenders remain valid and open for acceptance.

Each tenderer undertakes to indemnify Test Valley Borough Council and to keep Test Valley Borough Council indemnified against all actions, claims, demands, liability, proceedings, damages, costs, charges and expenses whatsoever arising out of or in connection with any breach of the foregoing provisions.

Freedom of Information Act

Test Valley Borough Council is subject to the provisions of the Freedom of Information Act 2000 ("FOIA"). The Act, as from 1st January 2005, provides that anyone can ask the Council for any information held by it, or on its behalf and, unless an exemption applies, the information must be supplied. This means that all the information which a contractor has provided and may provide in future to the Council will be subject to the Freedom of Information Act 2000.

In the absence of special circumstances, the pre-qualification questionnaire, the invitation to tender, framework agreement conditions, specification and any other part of the tender documentation, may be regarded as not subject to any exemptions, and therefore capable of being disclosed under the FOIA.

In respect of any completed tender, where the Council is required to consider whether any information contained therein should be disclosed further to the FOIA, it will be necessary to consider whether any exemption applies. Where the tenderer considers that any of the information contained in its tender is subject to any exemption, this shall be stated in the submitted tender.

The attention of tenderers is drawn to Section 43 of the FOIA which provides that information is exempt information if it constitutes a trade secret, or if its disclosure would, or would be likely to, prejudice the commercial interests of any person (including the Council). Tenderers are further advised that, if this exemption applies, it will then be necessary for the Council to determine whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

If the Council receives a request under the Act, which involves information provided in an application the Council may, but is not obliged to, consult with you. However, The Council has a very limited time in which to decide whether or not information can be released, so it is imperative that you ensure that

the Council has up-to-date contact details and that the contact is able to respond to a request quickly. If a quick response cannot be provided, the Council will have to make a decision without your input.

Further information about the Act and a copy of the code of practice are available from the Information Commissioners website at <http://www.informationcommissioner.gov.uk/>.

Sufficiency of Information

Information supplied is for the general guidance of Tenderers only. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of all such information and no responsibility is accepted by TVBC for any loss or damage of whatever kind and howsoever caused arising from the use of such information.

The full cost of responding to this ITT and tender process, including but not limited to any costs and/or expenses involved in the preparation of the Tender response and for any subsequent presentations and/or demonstrations and/or negotiations, will be borne by the tenderer. Test Valley Borough Council shall have no liabilities in this regard.

Tenderers shall be deemed to have satisfied themselves before submitting their Tender as to the correctness and sufficiency of the rates and prices stated in their Tender which shall (except in so far as it is otherwise provided in the Contract) cover all their obligations under the Contract and shall be deemed to have obtained for themselves all necessary information as to risks, contingencies and all other circumstances influencing or affecting the Tender.

Qualification of Offer

Tenders must not be qualified but must be submitted STRICTLY in accordance with the tender document. Only tenders submitted without qualification strictly in accordance with the tender documents will be accepted for consideration. Tenderers should not include in the tender any extraneous information which has not been specifically requested, for example, standard terms of trading, sales literature etc.

Confidentiality of Tender Information and Documents

The tender document must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the tender document other than on an 'in confidence' basis to those who have a legitimate need to know or whom they need to consult for the purposes of preparing the tender.

The Tenderer shall be required to give an undertaking which shall become a condition of the contract that the amount of the Tender has not been calculated or arranged with any person other than TVBC, that the amount of the Tender has not been communicated to any person other than TVBC and will not be communicated to any person until after the closing date for the submission of Tenders.

The tenderer shall not approach any employee of Test Valley Borough Council (other than those designated as contacts in the Invitation to Tender) with a view to providing or requesting information on any part of their tender. This section details the key actions that are required by TVBC of all

Tenderers. Tenderer non-compliance may be regarded as breach and may result in TVBC removing the Tenderer from the process.

SECTION 5 - HOW TENDERS WILL BE EVALUATED AND AWARDED

These notes provide details on how tenders will be evaluated. The tender process will be conducted to ensure that tenders are treated equally and fairly.

Evaluation of Tenders

Evaluation of tenders will always rely upon the information that you have provided. If you fail to provide all the information requested, you will put your tender at a disadvantage.

Parties are asked to provide details listed in section 7 including their proposed offer, hours, costings and financial relationship with the council.

Operating hours are to be proposed covering a minimum of Friday, Saturday, Sunday and Monday daytime. We are also keen to enable the successful party to take on the role of preferred supplier for wider events at the Sports Park for example catering for parties, corporate events and functions.

Evaluation criteria

Designs will be evaluated using the following criteria and score weighting

1. The appropriateness of the offer for the council and local community demonstrated in application 50% (10% split score per question below- see section 7)
2. Financial value to council and local community – based on return to the council but also value for money for users of Ganger Farm Sports Park. (25%)
 - a. This score is split i. based on a calculation of financial return to the council (monthly) and ii. The average costs faced by customers.
3. Relevant past experience and demonstration of how this is of benefit to this contract (25%)
4. Satisfactory references and certification.

Written answers will be evaluated alongside any attachments or references, and these documents will demonstrate how your proposal meets our requirements.

A clear and easily understood tender that answers all the posed questions (without any unnecessary irrelevant information) increases the chances of success.

SECTION 6 - HOW TO RETURN YOUR TENDER SUBMISSION

The information in this document will help you offer a quality response to our invitation to tender. Please read the notes carefully as they address many of the frequently asked questions.

Tenders received after the returns deadline will not be considered apart from in exceptional circumstances when they may be considered at the discretion of the Council. Tenders received ahead of the deadline will remain unopened until the tender submission deadline.

Tenders should be returned using the Council's eTendering System.

Please only return items that the tender specifically asks for.

Scope - General guidelines and principles

- It is strongly advised that a site visit(s) is undertaken prior to the submission of your tender. Interested parties are welcome to attend a tour of the kitchen, bar and community room however this **MUST** be with prior arrangement with the centre manager via Gangersports@testvalley.gov.uk.
- Any subsequent questions/clarification may be submitted via the Council's eTendering System and will be shared, for consideration, with other applicants. An accompanied group site visit may be arranged if tenderers register interest.
- We are looking for a café/kitchen offering which is appropriate for the site demographic, users, and local residents.
- We would not allow sub-contractor(s)
- The provider would be responsible for all elements of managing their own staff. Any employed staff remain as employees of contractor. Any relevant references, first aid, catering (food and hygiene) qualification, and pre-employment checks would be the responsibility of the provider.
- Compliance with all industry standards and best practice guidelines is essential. In addition to relevant insurances and employee legislation and safeguarding compliance.
- The successful applicant must agree to a Licence (and user agreement) with TVBC prior to occupation.
- Any provision of keys, alarm codes and fobs would be under the management of centre staff.
- The provider is responsible for site security measures that adequately safeguards the site, the works, equipment, and materials from damage and theft, and prevent unauthorised access to their managed areas. The provider must behave and operate in line with TVBC Ganger Farm

sports park procedures and any operation in addition to the core operating hours of the centre must be agreed in advance with centre management.

- Standard pollution control prevention conditions, health and safety, COSHH, food hygiene standard, packaging, must be in place for the duration of provision and any related preparation.
- All works are to be carried out in accordance with current Health and Safety at Work Act and all other relevant Acts, Regulations, Rules, and Orders pertaining to Health of Safety of Employees.
- The provider is to arrange for competent site supervision at all times to ensure high standards of provision, cleanliness, and the safeguarding of the public and property.

Equipment guidelines

- All equipment used, which supplied by TVBC, should be used and cleaned in accordance with manufacturer's guidelines and cleaned and packed away between shifts.
- All equipment supplied (and kept on site) by the provider would be the responsibility of the provider. This includes PAT testing (which can be completed by TVBC and recharged on an itemised basis), cleanliness, and operational compliance with H&S and food hygiene standards.
- Staff must be fully and relevantly qualified to operate any equipment on site both provided by TVBC and by the provider.
- The Licensee is responsible for keeping all equipment (including that provided by TVBC) in a good, working and clean condition throughout operating hours. Failure to do so will result in the Licensee replacing the equipment with a similar (approved) replacement to TVBC. Any failure of equipment due to fair wear and tear or has reached its end of life will be replaced by TVBC.
- Higher level, specialist, or cyclical cleaning will be completed by TVBC

Supervision

- The provider is responsible for arranging competent site supervision at all times to ensure high standards of service and the safeguarding of the public and property.
- It is the providers' responsibility to appoint a suitably qualified, on-site supervisor who will keep in regular contact with the TVBCs supervising officer. Informing of any changes to service provision in advance.
- Generally, the provider will be supervised indirectly by the Council by way of general site presence and checks, giving the provider additional guidance and instructions as necessary.

However, the Council reserves the right, to exercise direct supervision of the provider if deemed necessary in special circumstances, safety concerns, or because of unsatisfactory performance or when misconduct has occurred.

Site security and safety

- The contractor shall make all necessary arrangements to secure the kitchen and café areas throughout opening hours and at the end of operation (between shifts). This includes cleanliness, locking areas and not allowing access to the general public to kitchens or behind serving areas.
- All vehicles including deliveries shall be parked so as to not cause a hazard or nuisance to the residents, other vehicles or pedestrians. The site must comply with Health and Safety Regulations.
- All waste must be disposed of in accordance with best practice guidelines and at the full cost and arrangement of the provider. This waste must be removed from the site with no detrimental impact on current site staff or waste collection for the council or its lease holders. Details of waste carrier should be provided as part of tender.
- All waste generated from the catering unit will need to be removed off site daily, as part of the tender providers must outline details of where the waste will go and/or details of a waste transfer licence. Alternatively caterers can provide, fund, and manage their own bin, using the centres bin store and associated collections on arrangement with centre management.

SECTION 7: REQUIRED INFORMATION/TEMPLATE

The following information is required as part of this tender but presentation of this information is at the discretion of the provider.

Basic information

Company information
Contact details
Company website
Please provide a photograph or any branding or personalisation proposed for the opening hours of the site and give explanations of how branding would be a temporary addition to the site (removed outside of opening hours)
Pack away proposal- what would be left on site, what equipment would be brought in?
Please give details of whether non-food/drink items would be sold, if so what
Please confirm that all waste generated from the catering unit will be removed off site daily and provide details of where the waste will go and/or details of a waste transfer licence or waste carrier details.

Criteria 1 - The appropriateness of the offer for the council and local community demonstrated in application 50% (10% split score per question below)

<ol style="list-style-type: none"> 1. Proposed catering offer including core list of food and drink on offer <ol style="list-style-type: none"> a. Attachments of menu or list welcome- please add attachment title here. b. Additional catering offer available on request. i.e. for special events c. Sustainability information. E.g. Limited use of single use plastics, recyclable/ compostable takeaway cups etc.?
<ol style="list-style-type: none"> 2. Confirmation that the service will run on Friday>Monday inclusive, and an outline of proposed hours. <ol style="list-style-type: none"> a. What date would your organisations be able to commence? b. Explanation of proposed core hours (if different from proposed) c. Ability to cater for prearranged functions at Ganger farm sports park on days and times outside of the above (Friday to Monday arrangement)
<ol style="list-style-type: none"> 3. What healthy/locally sourced food options will be offered?
<ol style="list-style-type: none"> 4. Proposed schemes, loyalty, or offers to encourage use from clubs, local people and business, or to encourage sustainable behaviour.
<ol style="list-style-type: none"> 5. Examples of awareness of local need and examples of ambitions for the offer and ways in which local people and users would be best catered for.

Criteria 2 - Value to council and local community financially on return to the council but also value for money for users of Ganger Farm Sports Park. (25%)

a. This score is split i. based on a calculation of financial return to the council (monthly) and ii. The average costs faced by customers.

1. Explanation of financial relationship or payment to the council (e.g. profit share, or rental) and proposed values or percentage shares.

(See financial arrangement section above for more details)

- a. Example of where and how this is currently done. e.g. The rent per week that would be paid by yourselves to TVBC for rental of the kitchen, bar area and café seating area
- b. Please take this as confirmation that the electricity supply, bar, kitchen equipment and seating in situ is provided by TVBC

NB. The council would expect open book accounting on the financial takings relating to Ganger Farm. We recommend any tenderer should provide examples of where and how this is currently done.

2. Please give details of what food and drink types, suppliers, and brands would be sold and the core prices of items like-

Tea
Coffee
Speciality coffee
Bottled Water
Roll/panini
Cake/pastry
Speciality offer- party catering or cakes etc.

Criteria 3 - Relevant past experience and demonstration of how this is of benefit to this contract (25%)

Previous experience (years and venues, reason for cease) and explanation of how this experience would be of benefit to the council.

Other Required information- satisfactory references and certification.

Please provide any other relevant details regarding the Licences you possess

Would there be an alcohol offer? Do you have a license?

Please provide any other relevant details or summaries regarding the Service.

Additional information- 2x reference details, letter of recommendation (optional), and certification

- Insurances and Public liability details (or confirmation that this is attainable by commencement date)
- Local authority certification of hygiene registration (or confirmation that this is attainable by commencement date)
- VAT number
- Alcohol license details (not essential)
- Satisfactory food hygiene, health and safety, food standards certification (or confirmation that this is attainable by commencement date)
- A completed [Start-up checklist for new food businesses | Food Standards Agency](#)
- Reference details

Deadlines

Tender submission deadline	by 5pm on 27 th February 2023
Interviews	W/C 6 th March 2023
Contract award	W/C 13 th March 2023
Project start	To be agreed with Contractor
Project completion	To be agreed with Contractor
