

Draft Document.

This document is issued for review and comment by the Friends of Churchill gardens to ensure transparency of process in issuing new lease terms for the operation of Churchill Gardens community café. This information is subject to change but is open to any potential bidders to review at this stage and is considered part of early engagement with any potential suppliers.

Project information and background documents will be made available at <https://bcpprojects.net/>

Any potential suppliers should register for free on our procurement portal to access any future opportunities, including at Churchill Gardens: <https://www.supplyingthesouthwest.org.uk/>

Draft Invitation to compete for a lease of: Churchill Gardens Community Cafe

Part A - Introduction

<p>Description of Supplies, Services or Works (scope)</p>	<p>BCP Council is seeking a new tenant for Churchill Gardens community Cafe. The building is a relatively new modular facility, erected in May 2022 and located in the centre of this busy and community-focussed park.</p> <p>The café building features a main café area with a kitchen and servery along with a disabled toilet. There is a community area, kitchenette, storage and a second toilet; this area can be separated by sliding doors.</p> <p>Set within approximately 1.4Ha of urban park, the café is the heart of the space and we are seeking a tenant that can manage and run a successful café operation alongside supporting a wide range of community interests, activities and events within the park.</p> <p>There is a children's play area immediately adjacent to the café building with the café having a terrace within the play area. A second terrace overlooks the main Gardens. There is also a ball court within the Gardens.</p> <p>BCP Council is seeking an organisation to lease the building for a period of 9 years 6 months, commencing summer 2023. The emphasis of the operation will be on community engagement and interest from community run groups would be encouraged.</p> <p>Tenders will be assessed to include the strengths of community bids, how the building will benefit the community,</p>
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	<p>who are key audiences and what is the status of your organisation (company, charity, CIO etc).</p> <p>Alongside this an assessment of financial value will be made, considering the rental income to the Council and your investment in the building.</p>														
<p>Minimum Requirements</p>	<p>To have a robust understanding of food safety legislation hold relevant Food Standards Agency training.</p> <p>To open the facility seven days a week, with core operating hours of 10am to 5pm, plus to support demand for evenings and enhanced trading as required.</p> <p>To support and offer the facility for evening community activities subject to agreed reasonable hire fees.</p>														
<p>Contract Duration</p>	<p>Start Date: 1st XX 2023 – to be confirmed</p> <p>End Date: To be determined but the Council anticipates a maximum term of up to 9 years and six months.</p> <p>Options to extend: None</p>														
<p>Procurement Procedure</p>	<p>Tender to assess the community benefit of the operation of the café to the park users, residents, local groups and organisations and the financial benefit to the Council.</p>														
<p>Procurement Programme</p>	<p>The proposed programme for the competition is set out below. This is intended as a guide and whilst the Authority does not intend to depart from the programme it reserves the right to do so at any stage and will notify you during the process should it decide to do so.</p> <p><i>Details to be confirmed.</i></p> <table border="1" data-bbox="507 1435 1398 1798"> <thead> <tr> <th data-bbox="507 1435 954 1480">Procedure</th> <th data-bbox="954 1435 1398 1480">Period</th> </tr> </thead> <tbody> <tr> <td data-bbox="507 1480 954 1554">Issue documents to suppliers</td> <td data-bbox="954 1480 1398 1554">2023</td> </tr> <tr> <td data-bbox="507 1554 954 1599">Opportunity to view the cafe</td> <td data-bbox="954 1554 1398 1599"> </td> </tr> <tr> <td data-bbox="507 1599 954 1673">Deadline for receipt of documents (UK date & time)</td> <td data-bbox="954 1599 1398 1673"> </td> </tr> <tr> <td data-bbox="507 1673 954 1718">Evaluation period</td> <td data-bbox="954 1673 1398 1718"> </td> </tr> <tr> <td data-bbox="507 1718 954 1762">Issue award letter</td> <td data-bbox="954 1718 1398 1762"> </td> </tr> <tr> <td data-bbox="507 1762 954 1798">Contract start date</td> <td data-bbox="954 1762 1398 1798"> </td> </tr> </tbody> </table> <p>It is anticipated that the successful applicant will be able to take possession from XXX.</p>	Procedure	Period	Issue documents to suppliers	2023	Opportunity to view the cafe		Deadline for receipt of documents (UK date & time)		Evaluation period		Issue award letter		Contract start date	
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Evaluation of returns.

Tenders will be evaluated based on pass or fail selection criteria initially and then using an assessment of community and financial value, as set out below.

Weightings will be applied to scores with reference to the following table. Note that where a Pass Score is used an unsatisfactory answer may lead to exclusion, irrespective of the score in the rest of the tender.

The evaluation process will cover the following areas:

Mandatory Questions	
M1 Equality and diversity questions	Pass or Fail
M2 Insurance	Pass or Fail
M3 Organisation status	For Information

80% Quality assessment for community benefit.

The following quality questions will be evaluated against pre-determined criteria, scoring details below, and be used to determine the overall quality evaluations score.

Award Criteria - Scored Questions	Weighting (%)
<p>Please provide a summary of your aspirations for the building and for Churchill Gardens.</p> <p>500 words</p>	Tbc
<p>Please describe how you will effectively work with existing site users, residents, play park users and community groups/activities that take place in Churchill Gardens and who operate from the Community Café premises.</p> <p>Include how you would facilitate collaborative use of the space?</p> <p>500 words</p>	Tbc
<p>Is the organisation financially viable to take on the asset?</p> <p>Include a Business Plan showing projected income and expenditure for 3 years and your investment plans, list of liabilities, community/commercial booking rates etc.</p> <p>Attach as appendix to bid</p>	Tbc
<p>How will you maintain the property and the café facilities?</p>	Tbc

<p>Please provide a detailed breakdown of the anticipated budget for doing so and any experience of managing a similar facility</p> <p>500 words and attach appendix to bid</p>	
<p>Please identify the community groups or individuals who can benefit from the use of the facility and show how you will proactively work with them.</p> <p>Include any users from the nine protected characteristics in the Equalities Act.</p> <p>500 words</p>	Tbc
<p>How would the organisation bring benefits to Churchill Gardens in terms of linking in with third party activities, residents and park users, the Councils green spaces teams, volunteers and apprenticeships, events or activities?</p> <p>500 words</p>	Tbc
Total	100%

20% Financial assessment for investment in the facility and rental income to BCP Council.

Award Criteria - Scored Questions	Weighting (%)
<p>Please provide a financial breakdown of your investment plans for Churchill Gardens Cafe, detailing investment per annum and funding sources</p>	Tbc
<p>Please state the annual rental income to BCP Council for all years of the lease.</p>	Tbc

Each question will be scored with reference to the following table:

Score 0	No Response	No response	
Score 1	Extremely Weak	Very poor proposal/response, does not cover all of the associated requirements, major deficiencies, unrealistic or impossible to implement and manage. No relevant detail proposed	Weak
Score 2	Very Weak	Poor proposal/response, only partially covers the requirements, deficiencies in detail apparent, difficult to implement and manage. Little relevant detail proposed	
Score 3	Weak	Mediocre proposal/response, with minor deficiencies either in thinking or detail, problematic to implement and manage. Significant detail missing	
Score 4	Fair - Below Average	Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it. Some useful detail provided	Fair - Good
Score 5	Fair - Average	Satisfactory proposal/response, would work to deliver all of the Authority's requirements to the minimum level	
Score 6	Fair - Above Average	Satisfactory proposal/response, would work to deliver the majority of the Authority's requirements to the minimum level with some evidence of where the Participant could exceed the minimum requirements	
Score 7	Good	Good proposal/response that convinces the Authority of its suitability Response slightly exceeds minimum the requirements	
Score 8	Strong	Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid	Strong - Excellent
Score 9	Very Strong	Proposal/response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed	
Score 10	Outstanding/ Excellent	Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted	