

Invitation to Tender

Invitation to Tender for the Provision of

Licensed Bar

To be supplied to Kidsgrove Town Council



Project	Kidsgrove Town Council – Victoria Hall Tap Room Bar Contract
Revision	Version 1 – 16th September 2021
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Issuer	Sue Davies, Clerk to the Council, on behalf of Kidsgrove Town Council.
Supplier Response Date	17:00, 8th October 2021

Revision	Date	Author	Notes
Version 1	27 th Aug 2021	S Davies	First Version issued

Council Approval Verification

Name	Interest	Signature
S Davies	Clerk/RFO to the Council	

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Invitation To Tender (ITT) for a Licensed Bar Provision

You are invited to submit a tender to provide Bar Services to the Victoria Tap Room, Kidsgrove Town Hall (Victoria Hall).

We provide details of Kidsgrove Town Council's requirements within this tender document which, should you wish to submit a tender, you should consider in your response.

By participating in this tender, you are indicating your acceptance to be bound by the guidelines set out in this tender document.

Please could you acknowledge via email or post safe receipt of this letter, so that we know you have received it, within three working days (or as soon as practically possible) together with your confirmation if you intend to tender. Please could you also supply a contact name and details so the Town Council can ensure you are kept up to date with any tender information.

Please direct any questions regarding the ITT content or process to the Clerk of Kidsgrove Town Council named below. You should not contact other Kidsgrove Town Council staff or Members of the Council unless directed to do so by the Kidsgrove Town Council Clerk. Kidsgrove Town Council reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions should be submitted in writing either by post or email to the email address given below.

Only communications made by your given named contact to our named representatives, Sue Davies, Clerk to Kidsgrove Town Council, will be taken into account during the pre-contract tender period.

As part of this tender process Kidsgrove Town Council makes no obligations in any way to:

- (i) pay any vendor for any ITT response; or
- (ii) award the contract with the lowest or any bidder; or
- (iii) accept any ITT information received from vendors; or
- (iv) include vendors responding to this ITT, in any future invitation; or
- (v) any other commitment to vendors whatsoever.

The Town Council looks forward to receiving your response.

Yours sincerely,



Name: Sue Davies Title: Clerk and Responsible Financial Officer
Kidsgrove Town Council
Liverpool Road,
Kidsgrove
ST7 4EL

Email address: townclerk@kidsgrovetowncouncil.gov.uk

Tel: 01782 782254

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Whilst care and attention has been exercised in the preparation of this document, it remains subject to contract and all warranties whether express or implied by statute, law or otherwise are hereby disclaimed and excluded.

These limitations are not intended to restrict continuing business discussions between Kidsgrove Town Council and any tenderer.

Any proposal received and accepted by Kidsgrove Town Council would be subject to a contract between yourselves and Kidsgrove Town Council.

1. Introduction & Overview

a) Background

The Town Council's Kidsgrove Tap Room Bar adjoins and serves the Victoria Hall, Kidsgrove. The Victoria Hall is a versatile venue perfect for a wide range of events including wedding receptions, christenings, wakes and birthday parties as well as some Town Council events. The Tap Room Bar serves these events.

Hall hirers are expected to use the bar for the provision of alcohol and to not supply their own alcohol at their event except occasionally for a toast with prior agreement.

During 2018 and 2019, there were approximately 25 events a year which provided significant trade to the bar.

In addition, the Tap Room, which has been refurbished to a high level, can operate as a 'standalone' public house, open to the public. And can comfortably seat around 30 to 40 people with additional standing space.

The venue is located in Kidsgrove, North Staffordshire, with excellent public transport links and free car parking. The Victoria Hall has a prominent town centre position within walking distance for many residents of Kidsgrove.

The premises are under the ownership of Kidsgrove Town Council. The Town Council directly manages the Victoria Hall and associated rooms but work and liaise with the contract holder when events are put on. The contract holder will manage the Tap Room Bar on behalf of the Town Council.

The bar has a cool cellar located under the stage area of the Victoria Hall and its own dedicated double doors leading to the outside and so doesn't rely on customer access through the Town Hall. Beer dispensing equipment will need to be provided by the successful tenderer.

The venue also has a functional kitchen which the contract holder may use for events with permission from the Town Council.

Utility bills (gas, water, electric) along with business rates are paid by the Town Council.

The Town Council provide cleaning in the Victoria Hall, but the bar contract holder is responsible for the cleaning in the bar room and cellar as well as assisting with the toilet cleaning which serve both bar and hall.

The Town Council is responsible for security arrangements at events, with the cost put on the hirer if required, but work with the bar contract holder to ensure arrangements are adequate for each event.

b) Licenses

Kidsgrove Town Council holds the premises licence, and the concessionaire will be required to act as bar Designated Premises Supervisor at Kidsgrove Town Council. There may also be a need to obtain and comply with other licences, permissions or consents as required to provide the services.

c) Overview of Tender Process

The Town Council will set up a panel which will evaluate tenders and score each out of 100. There are 50 marks available in 5b (concession submitted) and 50 marks available in 5c (methodology).

The highest scorers will be invited to interview where they will answer questions and will be given opportunity to further present their tender.

This may result in the Town Council reviewing the original scores given for section 5c questions. If further questions are added at the interview stage, they will be put to all interviewees and any scoring changes explained.

The contract will either be awarded to the highest scorer, or the Council will re-tender the contract.

Following this process, the successful bidder will be expected to enter into a contract with Kidsgrove Town Council.

d) Contract Term

The Contract shall be for an initial term of two years from the agreement of a contract. Extensions to this initial term may be granted to the successful bidder without a retendering process at the discretion of the Council up to a maximum of five years total but may involve agreeing a new contract and concession value being agreed.

2. Scope of Requirement

This tender is for the exclusive rights to sell alcoholic beverages at Kidsgrove Town Council Victoria Hall and Tap Room Bar.

A contractor is sought to supply, run and manage the bar referred to as the Victoria Hall Tap Room. The concessionaire is required to act as Designated Premises Supervisor for the whole venue and may have to obtain other licences, permissions, or consents in order to comply with its expectations under the specification.

Tenderers will need to provide their own dispensing equipment either privately or through a brewery.

Contractors wishing to tender should provide a proposal document by answering the questions detailed in section 5.

The successful contractor will pay the Town Council an agreed concession percentage over the two years on a monthly basis and will provide accounting figures to support this. The Town Council will not make any further claim on the sales and profits in relation to bar income during the two years of the contract but the concession fee must be paid by the contractually agreed dates.

The contract will include the following (although this list is not exhaustive):

- Provision of a bar service for all Victoria Hall bookings and events which require a bar.
- Payment dates for the concession fees. (The Town Council will produce invoices.)
- Maintenance and cleanliness of the bar area to Health & Safety standards including the appropriate appearance and manner of any staff dealing with Town Council customers.
- Compliance with all current legislation.
- Compliance with any relevant Town Council Policy.
- Notification of any defects to property/equipment that are the responsibility of Kidsgrove Town Council to enable prompt repair.
- Cash and card facilities (subject to availability) for customers to purchase beverages.
- Hold keyholder status to allow bar staff to follow Kidsgrove Town Council's locking up procedure at the end of an evening function.
- To organise and hold events (at least two per year) in the Victoria Hall, paying the Town Council the current hire fee, for the benefit of the residents of Kidsgrove.
- Sub-letting will not be allowed.
- Insurance provision
- Termination of contract specifics.
- Frequency of presenting bar accounts to the Town Council.

3. Timetable

General	
Confirmation of receipt of this document	Email confirmation within three working days.
Deadline for submissions	17:00, 8 th October, 2021
Selection of providers for interview	Presentation to a panel comprising Kidsgrove Town Council Members and Clerk the week commencing 11th October, 2021
Contract implementation date	To be agreed.
Email copies of this document	If you would like a word copy of this document please email townclerk@kidsgrovetowncouncil.gov.uk
Questions	Questions arising from this document should be given to Sue Davies (contact details below).
Full contact details	Sue Davies Clerk to Kidsgrove Town Council Kidsgrove Town Council Victoria Hall Liverpool Road Kidsgrove Staffordshire ST7 4EL Townclerk@kidsgrovetowncouncil.gov.uk

4. Respondent Instructions

This section provides detailed instructions to be followed in responding to this ITT. Included are Response Guidelines and Kidsgrove Town Council Contact Information.

It is strongly advised that you inform the Town Clerk of your intention to tender so that you will be on the circulation list to inform of any updates.

Tenderers are welcome to contact the Town Council Office and to arrange to be shown the premises by a member of staff. Any questions resulting from a viewing of the premises should be subsequently submitted by email or post so there is opportunity for the question and answer to be shared with all tenderers. This is to ensure all tenderers are treated equally.

You will be required to submit a written proposal as part of the response ensuring you answer each of the questions in section 5.

You should submit one hard copy written response which should be unbound and can also submit an electronic copy of the document, which should be labelled clearly. Responses should be on A4 paper, with sequential page numbering. You should sign all responses.

The sections should use the same paragraph numbering system as this ITT and **should specifically address all the question set in section 5a, 5B and 5c.**

Please deliver the written response and electronic copy to:

Sue Davies
Clerk to Kidsgrove Town Council

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL

Townclerk@kidsgrovetowncouncil.gov.uk

Kidsgrove Town Council reserves the right to disregard any response submitted after the timetable deadline.

You are expected to supply all required information, or clearly state the reason for being unable to do so.

Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g.; maps, brochures, organisation charts, etc. should be included.

Questions relating to clarification of the ITT will only be accepted in writing to the Kidsgrove Town Council representative. Likewise, all responses from Kidsgrove Town Council will be written and may also be made available to other tenderers (subject to confidentiality). In

the event that any answer materially affects the ITT specifications, an amendment to the original requirement will be communicated to all tenderers.

Kidsgrove Town Council will attempt to answer any question within 3 working days of receipt of that request; otherwise, it will respond within that timescale notifying you of the estimated time to obtain the information.

Kidsgrove Town Council reserves the right to modify the provisions of this ITT at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all tenderers.

Should you wish to propose a deviation from the specification please ensure that you clearly identify and highlight where appropriate in your response.

By submitting a response, you are committing to an understanding that you understand the requirement and have sufficiently addressed all aspects of the tender and information contained within and that you have checked all stated details, to be correct and as intended.

5. Tender Questions to be addressed and Assessment Criteria

a) Pass/Fail Criteria

All bidders will need to pass all of the below selection criteria, providing evidence and explanation where necessary, before their bid will progress further to be fully evaluated.

These selection criteria are the minimum criteria that Kidsgrove Town Council requires tenderers to meet or exceed and so are of a “pass/fail” nature. Any tenderer who doesn’t meet these criteria won’t progress further in the process.

The selection criteria are as follows:

Selection Criteria			Assessment
a)	Compliance with tendering procedure	Tenderers must submit a fully compliant, complete and signed tender bid.	Pass / Fail
b)	Financial Stability	Kidsgrove Town Council may use an external credit rating agency, to evaluate the financial stability and suitability of potential contractors. This section is passed unless the Town Council considers there is evidence which causes concern.	Pass/Fail
c)	Insurance	Tenderers must have the minimum levels of insurance which are as follows: £10m Public Liability Insurance £5m Employer’s Liability Insurance or be willing to increase their current insurance levels to these if they are successful.	Pass / Fail
d)	Experience and References	Tenderers must have a successful/acceptable track record of delivering services similar to those sought by this tender in the last 3 years or, at least, clearly have experience to allow confidence that they could deliver these services. Tenderers must submit two acceptable references with their tender. NB: Only full references are	Pass / Fail

		<i>acceptable. Referee details alone are not sufficient.</i>	
e)	Health & Safety (H&S)	<p>Tenderers are required to demonstrate their approach to H&S matters, by providing a copy of their H&S policy statement or any other applicable evidence such as a recent risk assessment.</p> <p>Tenderers must also confirm that:</p> <p>a) they have not encountered any Health and Safety Executive or Local Authority enforcing action in the last three years or</p> <p>b) if enforcing action has occurred in the last three years, it must be demonstrated that appropriate steps have been taken to rectify such problems.</p>	Pass / Fail
f)	Servicing of Town Council events and functions	Tenderers need to give assurance that they will be in a position to provide a bar service to all the Town Council events and hall functions that require a bar. This includes assurance that you will have a supply of suitably trained staff to meet needs.	Pass/Fail
g)	Accounting	The tenderers need to give assurance that they agree to accounts and bar takings data being made available to the Town Council at an agreed contractual frequency and inform how this will be done in a manner that assures the Town Council that the figures are correct.	Pass/Fail

b) Concession Fee

A percentage concession fee payable from the total bar takings that will be paid to the Town Council each month over the period of the contract.

This will be weighted at 50% of the tender score.

The concession fee tendered will be scored as follows to give a score out of 50:

$(\text{Percentage Tendered} / \text{Top Tender Percentage Offer Received}) \times 50$

c) Methodology and other criteria.

This will be weighted at 50% of the tender score.

The answers to the following questions will be considered and marked. The total marks available for each question is shown in the assessment column.

50 marks are available.

Method Statements Selection Criteria		Assessment
Q1	<p>Product suitability/quality:</p> <p>Please list the types of products that you intend to have available for sale, if successful. The Town Council will score variety of choice for customers more highly.</p>	8 marks
Q2	<p>Bar opening hours:</p> <p>Please describe how you propose to manage/open the bar outside of event bookings. There is an option to open as a standalone bar. Do you propose any routine opening hours as a stand-alone pub and if so, what hours and how will you manage this during events?</p> <p>The Town Council will mark this based on an innovative and a sensible approach rather than amount, if any, of standalone opening hours.</p>	4 marks

Q3	<p>Staffing for Events</p> <p>How will you ensure that you have available a sufficient number of competent staff to service our larger events which can be approaching 300 attendees on occasion?</p>	8 marks
Q4	<p>Implementation</p> <p>Please provide a method statement for your operation of the bar.</p>	8 marks
Q5	<p>Communication</p> <p>Please indicate how you would ensure effective communication with Town Council employees, your staff, clients and security etc during the course of an event and leading up to/ following an event.</p>	4 marks
Q6	<p>Customer Payments</p> <p>Please describe the methods of payment available to customers and any cashback facilities</p>	5 marks
Q7	<p>Timeframe</p> <p>Please provide your outline project plan/ timeline to include your initial proposed set up, delivery of equipment and stock. When do you feel you might be able to be operational?</p> <p>The Town Council wishes to have the bar up and running as soon as practically possible and will score an earlier but realistic possible start date more highly.</p>	8 marks
Q8	<p>Events</p> <p>The contract holder is able to put on events in the Victoria Hall, paying the Town Council the letting fee. Is</p>	5 marks

	<p>this something you would like to do and have you any ideas?</p> <p>The Town Council is looking for ideas and innovation.</p>	
Q9	<p>Catering for Events</p> <p>The answer to this question is for information purposes and will not be scored. Would you wish to also provide a catering service for events?</p>	Not scored.

d) Interview

The Town Council will select the top scoring tenders for an interview and reserves the right to choose the cut-off score after evaluation of all tenders received. All those invited for interview will be treated equally. The interview will be used to further evaluate the scoring given and further questions may be added at the interview stage that will be put to each interviewee and will require no advance preparation.

e) Contract Award

The contract will be awarded to the top-scorer after re-evaluation of the methodology scores following interview and ratification by Council or a recommendation will go to the Council to re-issue a tender.

6. Briefings for Unsuccessful Participants

Kidsgrove Town Council intends to offer a feedback session to every Bidder submitting an unsuccessful proposal. Kidsgrove Town Council reserves the right to control the format and content of any such briefing, and to limit it in any way believed by Kidsgrove Town Council to be appropriate (which includes, in exceptional circumstances, the right to refuse a briefing without giving any reason for doing so).