

Tender Brief

KIOSK / CAFÉ – KINGSGATE PARK, YATE

This opportunity is to tender for a contract to provide and run a kiosk / café unit in Kingsgate Park, Yate for a 3 year period commencing spring 2016.

ABOUT KINGSGATE PARK, YATE

Kingsgate Park is located within central Yate and is an extremely well-used facility, particularly during school holiday periods and during special events. It is within close proximity to three schools, many residential properties and covers approximately 7.58 hectares. It contains an ornamental lake, water feature area and a hugely popular wooden play area, along with a play area for smaller children.

The park has been managed by Yate Town Council since 2003 and is currently leased to The Town Council under a 50 year lease (expiring 29 March 2053). The land itself is owned by South Gloucestershire Council.

There is also a strong community element as Kingsgate Park benefits from the support of a very active friends group comprised of park users and local resident. The 'Friends of Kingsgate Park' work with Yate Town Council to help manage the park and facilities.

Following requests received from members of the public, Yate Town Council has decided to invite catering providers to tender for the contract to provide a café / kiosk style catering unit in Kingsgate Park, Yate.

The desired location for the kiosk/ café unit is close to the toddler play area (as indicated on the attached map).

THE REQUIREMENT

This opportunity is to tender for a 3 year contract commencing from spring 2016 to include the following:

- Provision and siting of a kiosk/café unit (design specifics outlined below);
- From the kiosk/ café unit, provide a good quality yet affordable range of refreshments e.g. hot and cold beverages, hot and cold food and snacks, cakes, soft whip ice cream, milkshakes etc.;
- Opening hours would be determined by the tenderer – but please specify what these will be in your tender submission;
- Ongoing maintenance of the unit would be the responsibility of the tenderer; this includes graffiti or vandalism to the unit or surrounding area;
- Exclusivity would be granted in that no other catering units would be granted a pitch within Kingsgate Park (excluding special events, whereby Yate Town Council reserves the right to invite additional vendors if deemed appropriate).

DETAILS

- Litter within 25 Metres of the café / kiosk should be picked on a daily basis;
- No cash or valuables should be left on site overnight;
- The sale of alcohol is strictly prohibited;
- Dogs are permitted within Kingsgate Park.

DESIGN BRIEF

The project includes a design element, which this brief describes. Tenderers are invited to put forward proposals to provide the catering unit, the specification for which is as follows:

- The unit must be a fully self-contained, temporary (so removable) structure;
- The contract holder would retain ownership of the physical kiosk / café unit and all associated liabilities;
- The unit must be fully secured when not in use – the use of shutters or similar would be desirable;
- A wooden clad unit which would be in keeping with the aesthetics of Kingsgate Park would be desirable;
- Approximate size of the desired unit would be 17ft long x 8ft wide x 10ft high;
- If foundation work is required to site the kiosk / café unit, details for this must be included in the tender proposal;
- A possible electrical supply may be in place by March 2016 (this is being investigated currently) but to cover all eventualities, all
- services to the kiosk / café would need to be supplied by way of a generator and water tank; Details of how this will be provided must be included in the tender proposal and the noise levels produced by generators MUST be specified in dB at 1 meter from the generator;
- The provision of outside tables and chairs around the kiosk / café unit would be desirable;
- Specific examples/ details of fixtures, fittings, furniture, signage and lighting to be supplied.

The kiosk/ café provider will also be required to provide the following:

- Food Hygiene Rating Certificate from South Gloucestershire Council;
- Certificate of Food Safety Awareness in Catering;
- Street Trading Consent Notice if required;
- Certificate from DBS Scotland;
- Cover the costs of the legal fees to draw up the formal contract with Yate Town Council;
- Insurance – to include:
 - Caterers Liability Insurance (including employers liability (£10000000));
 - Public Liability (£5000000 any one occurrence);
 - Products Liability (£5000000);
 - Buildings and Contents Insurance for the catering unit as appropriate;
 - Two references.

FINANCIAL INFORMATION

The following financial information will be required:

- Financial business plan to include a 3 year forecasted budget showing predicated income and expenditure, broken down by month;
- Include details of proposed food and drink offerings and prices;
- Proposal outlining the annual sum you offer to pay Yate Town Council by way of a license fee to operate the kiosk/café unit for year 1, year 2 and year 3 (it is appreciated there will be initial costs associated with the provision of the physical unit, please show these projected costs in your business plan).

Please note – Yate Town Council does not control what happens outside of Kingsgate Park, and as of November 2015, it is understood that a take away style bakery / coffee shop business is planning to open imminently located on Stanshawe Drive.

The prospective business has formally asked Yate Town Council to consider installing a direct gate and path from Kingsgate Park to their business premises nearby. A decision as to whether permission for this gateway will be granted has been held in abeyance until March 2016.

If the creation of a gate / path as outlined above would impact upon your tender submission, we would encourage you to make your formal submission as outlined below, but forward two license fee proposals for the following scenarios:

- **As outlined below – without the creation of a gate to the neighbouring business;**
- **With the creation of a gate through to the neighbouring business.**

N.B Even if a direct gate/ path is not created, park users would currently be able to access the new business via an existing gateway.

ASSESSMENT

Proposals will be judged against the following criteria:

- Suitability of the design of kiosk/ café unit;
- Robustness of the business plan and financial information provided;
- Income paid to Yate Town Council for the annual license.

HOW TO APPLY

Please notify Yate Town Council on the details below to advise whether it is your intention to submit a formal tender. If you do wish to tender, a special tender envelope will be sent to you for you to return your submission.

Please return your submission, including the documents below, in the envelope provided, to be received by Friday 12th February 2016 at 12.00 noon. Documents received after this cut off time will not be accepted, and will be returned to the sender unopened.

Please include the following documents:

- Proposal for the design of the unit including details of how it meets the specification;
- Copies of insurances as applicable;
- Financial business plan and 3 year forecast as outlined above;
- Details of the license fee payable annually to Yate Town Council;
- Details of two references.

The owner of the successful tender will be contacted by Friday 4th March 2016.

If you wish to discuss any aspects of this project, please contact Yate Town Council Parks Supervisor Phil Jones on Tel: 01454 866251 for more information or to arrange a site visit to Kingsgate Park.

Yate Town Council, Poole Court, Poole Court Drive, Yate, BS37 5PP

Email: info@yatetowncouncil.gov.uk

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