

## **Invitation to Tender**

**for the operation of**

### **Sunningdale Parish Council's refreshment/catering chalet**

**located in Broomhall Lane Recreation Ground, Sunningdale, SL5 0QS**

Interested and eligible bidders are invited to submit sealed tenders for the operation of the refreshment/catering chalet, owned by Sunningdale Parish Council and located in Broomhall Lane Recreation Ground, Sunningdale, Berkshire SL5 0QS.

1. By **Friday, 21 February 2020** - submission of tender
  - a. Using the form attached at the end of this document, your tender application must be received at the parish council offices in the Pavilion at Broomhall Lane Recreation Ground by the submission date above.
  - b. Your tender should be presented in a sealed envelope addressed '**For the attention of Stephen Dyer, Facilities Manager**' and marked on the reverse '**SPC Chalet/Chalet Tender - Private and Confidential**'.
2. All tenders will remain sealed until the official tender opening.
3. **During February** - potential operators may view the refreshment chalet by appointment on Tuesdays and Thursdays during February. To make an appointment, contact Stephen Dyer, Facilities Manager, on 01344 874268
4. Week commencing **Monday, 24 February 2020** - interviews of potential operators will take place **Tuesday, 3 March 2020** - the successful applicant will be informed in writing. On acceptance, the official contract in duplicate will be sent for signing and return, one copy to be retained.
5. **Monday, 6 April 2020** - the new operator gains access to the chalet
6. **Friday, 10 April 2020** - open to serve customers

#### **Tender applications should include:**

- Information about your background to include qualifications and industry experience
- a description of the service offering proposed
- pricing policy and proposed menu
- proposed hours of operation
- any further information on how you, the operator, would integrate your service offering with other users and operators of the Recreation Ground
- your staffing policy and pay scales

NOTE: The council requires the refreshment Chalet to sign up for the **Refill** scheme and be a registered **Refill Station** providing free tap water - <https://refill.org.uk/>

Should you require additional information, please contact Stephen Dyer via:

phone: 01344 874265  
e-mail: [Facilities@Sunningdaleparish.org.uk](mailto:Facilities@Sunningdaleparish.org.uk)  
address: Broomhall Recreation Ground  
Broomhall Lane  
Sunningdale, SL5 0QS

## Background information

Broomhall Lane Recreation Ground is a highly regarded, long standing and frequently visited recreation ground in the centre of Sunningdale. A significant investment in play equipment for under 12s, teens and adult fitness equipment has been made since 2010 and an ongoing programme of maintenance and replacement keeps the park at a high standard.

Families based in Sunningdale and the surrounding area visit the park on their way home from school, during the daytime, on weekends and in large numbers during the school holidays and summer period. The refreshment chalet has become a popular asset in the park for families, providing ices, coffees, teas and other snacks.

The park also provides 3 LTA (Lawn Tennis Association) floodlight tennis courts with tennis coaching, team competitions, members' play and a casual pay and play availability. The courts are in full operation for a minimum of 24 hours per week, with many more hours booked by the members and players. Players enjoy being able to purchase hot and cold drinks, along with snacks, after and during their sessions and would welcome more hours of opening than are currently being provided.

The park also hosts football teams, corporate events days and local community events, as well as providing toilet facilities for visitors. Crossing the park is a public footpath that is used frequently by commuters travelling to and from the local train station.

The function of the Chalet is to serve a range of refreshments to the Recreation Ground users and visitors, including hot and cold drinks, hot and cold light snacks and healthy food options, as well as confectionery and ice cream. The refreshment Chalet plays an important role in the overall operation of the recreation ground and the Parish Council wishes to appoint an enthusiastic operator to cater for the public's needs.

The Chalet is made available so that the appointed operator will provide a quality service to compliment the sport and recreation provision for the enjoyment of the recreation ground users. The council would like the Chalet to play an important role in the various services and facilities available at the recreation ground.

It is the intention of the council for the operator to be perceived by visitors to the Chalet as an integral part of the council team and Broomhall Lane Recreation Ground's service offer. This could, for example, be where the catering operator acts as an information point on a range of subjects relating to the recreation ground. It is expected that this relationship with the team will be developed and enhanced over time.

## Conditions of Contract

The following information relates to the Chalet and a range of conditions laid down for its use on which to base your tender. Tenders are invited at a fixed fee per calendar month.

### Start Date

- The contract will commence on Monday, 6 April 2020 with the requirement to be operable by Friday, 10 April 2020
- Required funds, insurance details and signed contract must have been received by the Parish Council prior to the 6<sup>th</sup> April 2020

### Rent

- Payable in advance of operation, equivalent to one month rent (to be held as a deposit bond, repayable upon cessation of contract if appropriate) and monthly payments in advance each month thereafter
- The contract duration is a 3-year period

### **Annual Rent Review**

- The annual rent is subject to review on 2<sup>nd</sup> and 3<sup>rd</sup> anniversary dates of the contract, e.g. the second-year rent will be reviewed one year hence from the anniversary date when the initial contract was signed (e.g. 3 March 2021).

### **Permitted Hours of Trading**

Based upon summer and winter hours which are aligned with the daylight savings clock

- Summer
  - 7 days a week
  - 7am to 9pm
- Winter
  - 7 days a week
  - 7am to 7pm

### **Required Hours of Trading**

The council require the Chalet to be open for the following core hours of operation

- Summer
  - 7 days a week as weather permits / makes viable
  - 8am to 6pm
  - Sunday 8am to 4pm
- Winter
  - 7 days a week
  - 3pm to 6pm - Mon – Fri
  - 10am to 2pm - Sat and Sun

### **Termination of Contract**

- The operator or the Parish Council shall give a minimum of 6 months' notice to terminate the contract
- Monthly audits will be reported against Red, Amber and Green status flags. Red status requires actions highlighted to be corrected with 7 days; Amber status require actions to be corrected within 28 days. Failure to comply with the audit correction timings will result in termination of the contract, unless extenuating circumstances are agreed in advance

### **Chalet Specification provided by Sunningdale Parish Council**

The Chalet will provide the appropriate facilities to ensure that food and drink can be served in an environment that meets food preparation and serving standards.

- Size: 20ft x 13ft
- Fully secure, full side access side opening chalet (As per pictures below)
- Front open double doors that can be used to display menu or advertising boards
- Painted in a RAL colour of Sunningdale Parish Council's choice
- Floor area covered to a non-slip paint compliant standard in the kitchen area and vinyl astro turf in the café area
- A window provides a serving hatch direct from the kitchen on the front wall
- The Chalet is placed in a busy area with covered seating area and tables adjoining
- Electrical supply and 6 no. Twin sockets
- Wash hand basin and one further basin (food prep) plus hot and cold water
- Fluorescent lighting

### **Permitted items of sale**

This is an indicative list of items for sale, which will be reviewed regularly with the Facilities Manager to ensure food preparation, storage and serving regulations, and customer requirements are met.

- Hot drinks - tea, coffee, hot chocolate, etc.
- Milk and non-milk alternatives
- Soft drinks
- Non-alcoholic drinks
- Soup and other snacks that require heating
- Pre-prepared cold/fresh snacks, e.g. sandwiches, etc
- Confectionery
- Ice creams

### **NOTE**

- The preparation, storage and sale of any goods must comply with current Environmental Health Regulations as regulated by RBWM
- The operator of the Chalet is solely responsible for ensuring that all health and safety regulations, trading standards regulations and environmental regulations are adhered to
- All staff serving and preparing items for sale must be qualified in accordance with the serving and preparation of foods, i.e. Chartered Institute of Environmental Health Food Hygiene Certificate for Catering / Food Safety. A pricing policy and proposed menu should be provided by the operator
- The operator has a special responsibility for safeguarding the health of customers and for ensuring that the food and drink they serve, and sell is safe to consume. Any claims for food related injuries will be met by the operator
- Approval to sell goods not listed above must be sought from the Facilities Manager of Sunningdale Parish Council before adding these to the menu
- Discounts or free refreshments must not be given to council staff or members without prior approval of the Facilities Manager or Clerk to the Council
- Fire extinguishers 1 x CO2 and 1 x dry powder and a fire blanket will need to be provided by operator.
- Monthly audits will be jointly conducted by the operator and the parish council representative, normally the Facilities Manager

### **Cleanliness**

- The operator must ensure that the Chalet is kept in a clean and tidy condition to meet industry standards, as well as the requirements of the Environmental Health Department of RBWM and any improvement notices or regulations they might set.

### **Litter**

The operator will be responsible for:

- keeping the refreshment Chalet free of litter with internal bins emptied at the end of each operating day as a minimum. This may need to be increased in the summer to reduce nuisance with wasps.
- maintaining the area within the black bow topped fencing free of litter at the end of each operating day
- keeping the table area under the adjoining gazebo clean and clear, with tables wiped down at the beginning and end of each operating period and at regular intervals during the open hours
- ensuring that glass, cans, cardboard and any other recyclable product are disposed of using the recycling bins at the recreation ground. However, depending on volumes, this might necessitate the removal of recyclable materials from the recreation ground for disposal at an approved recycling centre.

### **Storage of Goods**

- Goods are the responsibility of the operator and, if stored on site, may only be stored in the refreshment Chalet
- No goods may be stored in any council building or storage buildings at the recreation ground

## **Health and Safety**

- The operator is required to comply with the Health & Safety at Work Act (1974), the Management of Health & Safety at Work Regulations (1999) and all other relevant legislation pertaining to Health and Safety.
- Firefighting extinguishers are not provided. It is the responsibility of the operator to ensure they are installed and annually serviced and maintained to a satisfactory standard.
- The council takes every precaution to ensure the refreshment Chalet is safe for the operator to use. Any defects with council property must be reported immediately to the Facilities Manager or, in his absence, to the Clerk.
- If any danger or significant risk exists, the facility is to be shut and isolated immediately.
- The use and storage of propane gas is not permitted.

## **Utilities**

- The operator will be responsible for any National Non-Domestic Rates (i.e. business rates), or any similar charge, levied by any statutory authority in respect of the Chalet operation
- Any electricity or water consumed from the Council's supply will be charged at the rate prevailing through sub-meters installed

## **Security**

- The Chalet has been fitted with locks to ensure effective security. The operator will be issued with one specific set of keys
- The council must be notified immediately if any of these keys are lost or if there is any attempt to breach the security of the chalet, i.e. attempted break in.
- The council will not be held responsible for any goods or monies owned by the operator, lost through fire, flood or theft.

## **Insurances**

- The operator shall insure the contents of the Chalet against fire, theft and damage for the period of the contract.
- For the operator to be appointed and permitted to trade copies of the following minimum value insurances will need to be registered with the Council at the time of contact signing and payment.
  - Employers Liability - £10 million
  - Public Liability - £5 million
  - Products Liability (including Food Poisoning) - £5 million

## **Safeguarding**

- Prior to the commencement of the contract, the operator must sign to confirm compliance with the council safeguarding policies for the recreation ground and tennis courts.
- A DBS check may be required by the council for a member of staff or all the operator's team at the discretion of the Welfare Officer.
- The operator is responsible for ensuring that all their employees are made aware of the safeguarding requirements.

**SUNNINGDALE PARISH COUNCIL**  
**TENDER APPLICATION TO OPERATE THE REFRESHMENT CHALET**  
**RECREATION GROUND, BROOMHALL LANE, SUNNINGDALE**

<b>1. Name and Address</b>		
Name:		
Address:		
		Postcode:
Email:		
Contact Tel Number:		
Trading Name (if different to above):		
Trading Address:		
		Postcode:

<b>2. References from other operations undertaken previously</b>		
1 <sup>st</sup> Referee Name:		
Address:		
		Postcode:
Email:		
Contact Tel Number:		
2 <sup>nd</sup> Referee Name:		
Trading Name (if different to above):		
Trading Address:		
		Postcode:

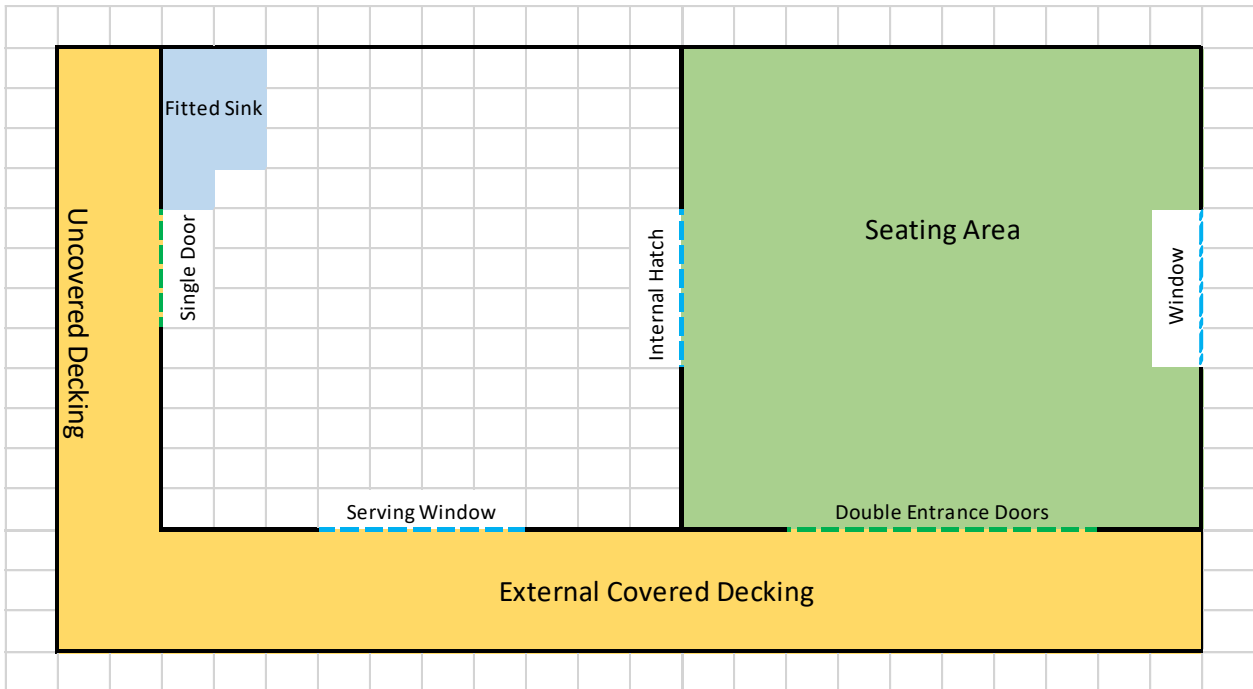
<b>3. Period of Concession:</b>	
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<b>4. Tender offer price (ex-vat):</b>	£	per month (ex-vat)
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Signed:	
Name:	
Dated:	

**TO BE RETURNED NO LATER THAN 12 NOON ON FRIDAY 21<sup>ST</sup> FEBRUARY 2020.**

## IMAGE AND FLOORPLAN



Floorplan is not to scale