

Invitation to quote for Mobile Food and

Beverage Sales concession

Please read this document fully and use it when preparing your quote.

Send your completed quotation to osofficer@wells.gov.uk before 12 noon 28th February 2024

**About us:**

Wells Recreation Ground is maintained by Wells City Council (WCC) and is a key outdoor recreation destination in the centre of Wells. In particular family groups and dog walkers make use of the play park, pathways and picnic spots. Weekends and school holidays are the busiest time at the site although there is consistent weekday footfall throughout the year.

This information is intended to help applicants, but WCC will not accept any responsibility for any change of circumstances that may occur. Applicants will be expected to make their own assessments of the concession potential of the area and submit bids accordingly. In doing so they should bear in mind the effects of any park operations, severe weather, events, and other permissions.

**What we need**

We are looking to award a contract for a food and beverage sales concession mobile refreshments unit situated at:

Wells Recreation Ground, Silver Street, Wells BA5 1UN

Our intention is to award this contract for a period of one year. WCC or the operator will have the option to bring the contract to an end after the first year should performance not be as expected.

There will be an option to extend the contract by up to a further 2 years (1+1+1), subject

to agreement.

The decision on whether to use the extension option available will be at the discretion of

WCC and we will be based upon performance and wider business planning.

**Background information**

• Toilets: There are public toilet facilities on site operational between 8.00am and 6.00pm

• Mobile signal: the site has moderate signal strength across several major network

providers. Contactless payments facilities are a requirement for the mobile food

and beverage sales offer, subject to connectivity requirements being met.

• Utilities: electricity is available on site via a temporary hook up to the Bandstand.

• Lighting: There is limited lighting in the park.

• Standing: The mobile food and beverage sales pitch is on hard standing.

• Pedestrian access is available at all times.

The park is managed by WCC’s Outside Spaces Officer and his team, but is an unmanned site. Staff responsible for managing this location will be available by phone and email in between site visits.

**Events and permissions**

We receive applications for permission to run events and activities each year, such

as Wells Food Festival, or functions at the Bishop’s Barn. We assess each application and if permitted ensure all 3rd party businesses on site are notified of the event in advance. We expect all on-site partners to make every effort to respect each other and work peacefully together.

**What we are looking for**

The concession at WCC will allow one mobile food and beverage sales unit to operate from the area delineated in the associated site location maps. The exact location for the mobile food and beverage sales unit will be decided between the supplier and WCC in advance of opening. The unit must be presented to a high standard and must meet all current health and safety and hygiene legislation including COVID-19 requirements.

We are looking for a vendor to provide onsite services for a minimum of 5 days a week, two of these days should be Saturday and Sunday. Peak times such as school holidays should be prioritised. We are open to alternative suggestions for number of days per week. Whilst hours of operation must remain consistent with our regular opening hours, actual trading hours are flexible subject to demand. The vendor will not be permitted to sell anything other than food and drink unless WCC offers the opportunity for you to sell related products.

An applicant’s units should be available for inspection prior to the issue of any permission

and a recent photograph of the unit should be included with any submission. Regular

audits will be carried out by WCC throughout the permission period and the

operator must be registered with the relevant environmental health department.

The successful applicant will be required to produce proof of Public Liability Insurance of

ten million pounds minimum cover. The successful candidate will also be held responsible

for maintaining the park free of any litter arising from sales, and the removal of such litter from the site will be the responsibility of the food and beverage sales provider.

The successful applicant will be required to register their food business with the relevant

Local Authority before trading. Evidence of Food Hygiene Certificates and other health

and safety requirements will be monitored.

The licence holder will be responsible for any rates and taxes that may be levied on the

concession by the appropriate authorities.

WCC reserves the right to close the site during periods of severe weather and to carry out operations or ancillary work e.g., fencing, path construction etc. and the concession holder must accept all risks involved. No claim will be entertained for reduction in visitor numbers or sales or any other reason resulting from WCC's programme of operations in the area or for any other reasons beyond their control.

In line with our health and wellbeing messages WCC is keen to encourage healthy food options as well as locally sourced produce. A sample menu must be included with your bid.

**Environmental Responsibility**

WCC works hard to leave a positive impact on the environment, we are looking

for partners with the same ethos. Where possible local supplies should be used to reduce

food miles. Single use plastics should not be used, and we encourage the use of reusable,

recyclable or biodegradable food and drink containers. We welcome innovation from

tenders to improve environmental standards of the refreshment unit. Provision of cleaner

power generation and consumption should be well considered including subsequent sound

and air pollution (maximum 70dBA at 7m).

**Social Responsibility**

The concession should provide a range of heathy eating options and ensure

customer dietary requirements are well met. We are keen to collaborate with food and

beverage sales partners with charitable missions addressing identified local or national

needs. Applicants should provide details of any relevant policies, governance or legal

status to fulfil these aims.

**Raising Awareness and communication**

The concession is likely to be the first point of contact for visitors to the park so we

would welcome tenders from people who are willing to work with us to promote the

park and help us deal quickly and effectively with issues. The gathering of feedback and customer opinion may also be necessary.

**Behaviour and presentation of staff**

We expect your staff to be well presented, professional and respectful of all visitors.

**Quarterly turnover reporting**

There will be a requirement for the operator to provide WCC with accurate Quarterly turnover figures.

**Type and term of contract**

The permission will operate under a licence agreement for the period of one year. There

will be an option to extend the contract by up to a further 2 years (1+1+1), subject to

all parties in agreement. There may also be an option to extend the contract for a further period subject to the agreement of WCC.

The permission will be subject to an annual base fee payable in equal quarterly instalments. This fee will be determined through a competitive tender process, there is no set minimum fee, bidders will need to present their most competitive offer (Financial Offer). Payment to WCC will be quarterly and must be received within 30 days of invoice.

**Important dates**:

Closing date and time for quote returns 12 noon 28th February 2024

Results issued 14th March 2024

Expected contract start date 1st April 2024

**Your questions**

You are encouraged to ask any questions you have about the contract and the quotation

process. All questions need to be emailed to osofficer@wells.gov.uk. Please send your questions by the closing date given.

**General instructions**

• Your completed offer and all accompanying documents are to be in English.

• All prices must be in sterling and exclusive of VAT.

• We do not have to accept the highest financial offer, or part, or all any quotation.

• All information supplied to you by us must be treated in confidence and not disclosed to third parties.

• All details of your offer, including prices and rates, must be valid for our acceptance for a period of 30 days.

• Once the concession has been awarded, any additional costs incurred which are not reflected in the quotation will not be accepted for payment.

• Offering an inducement of any kind in relation to obtaining this or any other contract

with WCC will disqualify your offer from being considered and may constitute a criminal offence.

With your quotation you must provide evidence to fulfil the health and safety

requirements, scanned certification and documentation can be attached alongside the

quotation.

Your organisation will only be evaluated based on the information you present. If you do

not mention any applicable previous experience of working with us in your reply, we

cannot take this into account.