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FAMILY ATTRACTION

BEACH LAWN NO 7.

WESTON-SUPER-MARE

Expressions of interest to be submitted by

11 AM – 25 March 2019

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# INTRODUCTION

**Opportunity**

Use of an area of Beach Lawn’s, Weston super Mare, for the provision of a large-scale child friendly / family-based attraction.

The site is available for the summer season (July and August) 2019 with potential options for 2020 and 2021 at the Council’s discretion.

**Weston-super-Mare**

Weston-super-Mare is an attractive seaside town within North Somerset with

a population of over 76,000 and annual visitor numbers exceeding 7 million.

Further information on visitor numbers can be found at:

<http://www.n-somerset.gov.uk/my-council/statistics-data/economic-impact-tourism-visitor-numbers/tourism-reports>

Further general information on Weston-super-Mare and the surrounding area can be found at: <http://innorthsomerset.co.uk/locate/town-profiles/town-profiles/weston-super-mare>

## Concession Opportunity

* 1. North Somerset Council invites you to submit your proposal for the provision of a family-based attraction on Beach Lawn Number 7 for the summer season 2019 with potential options for 2020 and 2021 at the Council’s discretion.
  2. The site is located to the south of the Beach Lawns, see Appendix 1 (please note the miniature railway track shown has been removed from the site).
  3. The area is approximately 246 meters by 50 meters.

Attraction

* 1. The site can be used for the provision of a large-scale children friendly / family-based attraction. Given the site location it would be beneficial for the attraction to contain a prominent statement structure to draw the public to the area. The attraction must be presented and maintained to a high standard.
  2. During 2018 an area of the beach lawns was used for a large inflatable play attraction, which was very popular with visitors to the area. Whilst the inflatable play attraction was very popular the council is not restricting applications to this use.
  3. During 2019 there will be a fair ground operating within the Tropicana and there will be a sand sculpture event north of the Seaquarium.
  4. The council will not consider proposals for the use of the site for a fun fair based attraction or for the provision of food, drink or beach good outlets.

Operational requirements

* 1. The attraction can operate 7 days a week from 10:00 AM to 18:00 PM, with provision for some additional hours with agreement in advance from the Events Manager.
  2. Any music or any on site noise must be kept to a level where they do not cause a nuisance
  3. The operator can charge for entry/use of the attraction. To assist the council in developing its leisure offering the operator is to provide weekly usage figures to the council.
  4. The operator is responsible for ensuring that the attraction is staffed at all times. Where requested by the council the operator will remove from the site any of its staff that the council, acting reasonably, considers to be unsuitable for working at the attraction.
  5. The attraction must be operated and maintained in accordance with all relevant trade/industry standards and the council’s Safety Advisor Group recommendations.

Site Facilities and Security

* 1. One power point extension, 13 Amp twin supply, can be made available to the successful bidder at a cost of £25 per day.
  2. The operator will be responsible for the security of the site at all times. The operator will be able to fence off the area as required. All fencing/barriers to be subject to approval by the Council and shall be maintained and presented in an acceptable state at all times. The fencing/barriers shall not be used for advertising except for the advertising of the attraction.

Waste management

* 1. Sufficient waste receptacles must be provided by the operator and the operator is responsible for keeping the area covered by the licence(s) and the immediate area clear of litter and debris. The operator must have suitable arrangements in place for the disposal of all waste arising for its operations at the site and will be required to provide when request current Transfer of Waste licences. The council can provide a chargeable commercial waste service if required.

Agreement duration

* 1. The site will be available for use for 1 July to 31 August.
  2. The initial agreement is for the summer period 2019. The council, at its own sole discretion, may also offer the site to the operator for 2020 and 2021.
  3. **Financial Considerations**
  4. The minimum payment that the council will accept in return for this opportunity is £8,000 for July and August, bidders can submit their own financial offer at this level or higher.

## Timetable

* 1. The table below outlines the indicative timetable for this opportunity. The council reserves the right to change this timetable.

|  |  |
| --- | --- |
| **STAGE** | **DEADLINE** |
| Submission of quotation | 11 AM Mon 25 March |
| Council evaluate submissions | w/c 25 March |
| Award notification | w/c 1 April |
| Licence commences | 1 July 2019 |

## Expression of Interest Submission

* 1. Submission of this document must be with the council no later than 11 AM on 25 March 2019 and submitted via the portal [**www.supplyingthesouthwest.org.uk**](http://www.supplyingthesouthwest.org.uk)
  2. Any submissions received after the specified deadline will not be considered unless the closing date is formally extended by the council and communicated. Submissions received after the closing date may be considered in exceptional cases where submission is not possible for reasons outside of the applicant’s control. However, this will be permitted only at the discretion of North Somerset Council and their decision on this will be final.
  3. If you are not currently registered on the Portal you will need to do so to apply for this opportunity. Registration is free and once registered you can opt to select notifications of opportunities being let by other councils that may be relevant to your business areas. A link to the registration screen is provided on the front page of the Portal. Please allow a few days for the submission and completion of your registration.
  4. If you are new to using the portal, please take the time to familiarise yourself with it.
  5. ProActis who provide our procurement portal also offer supplier support. For all support issues Bidders should in the first instance log their query via the following email:
  6. [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)
  7. If the query is of a time sensitive nature, they also have an emergency contact number: 03300 050352.
  8. In the first instance Bidders should log their call using the email address.
  9. If you have any queries regarding this opportunity please email [Geoff.wall@n-somerset.gov.uk](mailto:Geoff.wall@n-somerset.gov.uk) or use the messaging section on the portal [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) to log your query.
  10. **Submission checklist.**
  11. Please ensure when uploading your submission, you have included the following
* This document completed with details of bid proposal (Sections 4, 6, 7 and 8)
* Any documents in support of your quality submission (Section 6)
* Completed Health and Safety questionnaire (Appendix 3 – or equivalent documents)

## Compliant Submission

* 1. Before evaluating your submission, the council needs to satisfy itself that you meet its minimum requirements.
  2. Please answer all the following questions and provide evidence if requested. Failure to answer any of the questions below will automatically disqualify your bid. In addition, should a contract be awarded and it is subsequently discovered that these questions were not answered accurately it could render the contract void.

|  |  |  |
| --- | --- | --- |
| **Questions 4.3– 4.9 are a Pass / Fail requirement unless otherwise stated** | | **Please reply using “Yes” or “No”** |
|  | **Acceptance of the Terms and Conditions** - Has your quotation been submitted according to the Licence to Occupy (Appendix 2)? |  |
|  | **Insurance -** Will your organisation have Public Liability Insurance not less than £5 million in place before any contract is signed? |  |
|  | **Insurance -** Will your organisation have Employer Liability Insurance not less than £5 million in place before any contract is signed? |  |
|  | **Collusive tendering** – Have you discussed and/or agreed your submission with any other bidders or third party? |  |
|  | **Canvassing** – Has any person employed by your organisation canvassed any member, employee, agent or contractor of NSC in connection with the award of this contract? |  |
|  | **Health and Safety** –  Please submit and return the Health and Safety Questionnaire (Appendix 3)  (Guidance on risk assessments and Health and Safety Policies can be found at <http://www.hse.gov.uk/risk/casestudies/>) |  |
|  | **Equality and Diversity -** Please confirm that you will comply with all legislation, official guidance and codes of practice relating to equal opportunities, including but not limited to The Equality Act 2010. |  |

## Evaluation criteria

* 1. The council will evaluate all submissions on the basis of what is the most economically advantageous to it. It proposes to consider both quality and price. Submissions will be evaluated according to quality and price at the following ratio: 50% price/50% quality.
  2. The submission offering the highest price will be awarded 50 marks, all other submissions will lose 1% of 50 for every 2% that their offer is lower than the highest.
  3. For example, if the highest bid received was £12,000, it would be awarded 50 marks, a lower bid of £10,800 would be awarded 47.5 marks. (£10,800 is 10% lower than £12,000. 10%/2 = 5%. 50-5%=47.5).
  4. The Council will assess your Operational Health and Safety Risk Assessment on the basis of demonstrating your competence and compliance with regards to Health and Safety legislation. Any submission not meeting the requirements of the council will not be evaluated further.

## Quality Evaluation

* 1. Please respond to each of the questions in the table below. You may submit the information in an alternative document but please clearly cross-reference any submission to the questions.
  2. The weighting of each question is indicated in the table.

|  |  |  |
| --- | --- | --- |
| **Question** | | **Weighting %** |
| 1 | **Details of proposals**  The council is looking for a large scale, high quality, family orientated attraction.  Please provide full details of your proposals including photographs / drawings.  You should include details of   * Attraction being offered * The age of the attraction * The size and visibility statement of the attraction * The target age group of users of the attraction * Indicative pricing range * Anticipated usage numbers * If powered, how power will be provided * If the attraction will be removed on a daily basis and how this will be facilitated. If left on site how will out of hours security of the site be maintained. | 40% |
|  | [Bidder response] |  |
| 2 | **Previous experience**  The council is looking for applicants who have sufficient business and operational knowledge to ensure that their proposal is successful  Please detail your previous business experience / background and the experience gained operating your proposed attraction. | 10% |
|  | [Bidder response] |  |
|  | **Total** | **50%** |

**NB** - **Please answer all of the questions.** Failure to do so will usually mean that you will not be successful as we will be unable to fully assess your suitability.

* 1. The quality evaluation will be scored using the following matrix:

|  |  |  |
| --- | --- | --- |
| **Score** | **Classification** | **Award Criteria** |
| 5 | Excellent | A response that inspires confidence; specification is fully met and is robustly and clearly demonstrated and evidenced. Full evidence as to how the contract will be fulfilled either by demonstrating experience or through a clear process of implementation. |
| 4 | Good | A response supported by good evidence/examples of the Bidder’s relevant ability and/or gives the council a good level of confidence in the Bidder’s ability. All requirements are met and evidence is provided to support the answers demonstrating sufficiency, compliance and either actual experience or a process of implementation. |
| 3 | Satisfactory | A response that is acceptable and meets the minimum requirement but remains limited and could have been expanded upon. |
| 2 | Weak | A response only partially satisfying the requirement with deficiencies apparent.  Not supported by sufficient breadth or sufficient quality of evidence/examples and provides the council a limited level of confidence in the Bidder’s ability to deliver the specification. |
| 1 | Inadequate | A response that has material omissions not supported by sufficient breadth and sufficient quality of evidence/examples. Overall the response provides the council with a very low level of confidence in the Bidder’s ability to deliver the specification. |
| 0 | Unsatisfactory | No response or response does not provide any relevant information and does not answer the question. |

Please note that the council reserves the right to reject any submission scoring 1 or less in respect of any of the quality questions.

## Price Submission

* 1. Please complete the pricing schedule below.

|  |  |
| --- | --- |
| **Concession opportunity** | **Your price offer to the council (Minimum bid price of £8,000)**  **(£)** |
| Beach Lawn Family Attraction  (1 July to 31 August) |  |

* 1. The council will not be bound to accept any submission received and reserves the right to accept all or any part.
  2. The council will not be responsible for any expenses or losses incurred in the preparation of this quotation.
  3. The council will not award a licence if the applicant is in arrears of any sums due to the council in respect of any concession fees, licences or leases.

## Bidder’s details:

* 1. Please complete the following table in support of your submission.

|  |  |
| --- | --- |
| **Question** | **Response** |
| Full name of the potential supplier submitting the information |  |
| Email address |  |
| Contact telephone numbers |  |
| Registered office address (if applicable) or contact address |  |
| Registered website address (if applicable) |  |
| Trading status  a) public limited company  b) limited company  c) limited liability partnership  d) other partnership  e) sole trader  f) third sector  g) other (please specify your trading status) |  |
| Company registration number (if applicable) |  |
| Charity registration number (if applicable) |  |
| Registered VAT number |  |
| Trading name(s) that will be used if successful in this procurement |  |
| Relevant classifications (state whether you fall within one of these, and if so which one)  a) Voluntary Community Social Enterprise (VCSE)  b) Sheltered Workshop  c) Public service mutual |  |
| Are you a Small, Medium or Micro Enterprise (SME)? | Yes ☐  No ☐ |

# Appendix 1 – Site Plan and Kiosk Plan

[Please See separate document]

# Appendix 2 – Licence to Occupy

[Please See separate document]

# Appendix 3 – Health and Safety Questionnaire

[Please See separate document]