**Gosport Borough Council**

**Pilot Concessions Opportunity**

**Part A – Pilot Concession Opportunity (Lots 1 – 3)**

**Response Deadline: 26 May 2022 at 12:00**

Contents:

Part A – Pilot Concessions Opportunity (this document)

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Part B – Response Document

Appendix 1 – Concessions Policy

Appendix 2 – Concessions Licence Template

Appendix 3 – Site Maps

#  Introduction

The Council has received numerous ideas and enquiries recently regarding the operation of additional concessions at various locations in the Borough. The definition of a concession is a fixed term consent to trade from Council owned land, where no Council building exists for exclusive use.

In response to enquiries, a draft Concessions Policy has been developed against which future opportunities and bids for concessions will be considered and to give guidance on how to fairly manage expressions of interest in a fair, open and transparent way leading to the successful take up of commercial concessions opportunities for Gosport. The policy assists the Council in supporting local businesses and enterprises to gain a platform to start, grow and succeed. Currently there is a public consultation in progress for the policy which will assist with assessing the public demand and business attitude to new concessions locations and opportunities. However, it is likely that most of these opportunities will not be ready to launch until 2023.

As such, the council have created three pilot opportunities for this summer season 2022. The opportunities are for three different business types to trade in three different locations for Summer 2022 from 10 June - 30 September. These three pilot concessions will give the council a chance to test the policy, areas, and types of concessions, whilst also offering opportunity to businesses for the up-coming season in Gosport to thrive and grow.

To enable a fair process, as long as all mandatory requirements are met, the successful party will be selected based on the highest total Pitch Fee offer at each location for the complete duration of the season Summer 2022 (10 June - 30 September).

# Scope and Specification

**Lot 1**

**Location**

Privett Park - The attached map includes of the entirety of Privett Park. The chosen place to trade from will be selected in detail after the winning bidder has been chosen and by discussion with the winning bidder.

**Business Type:**

Ice cream & Soft Drinks - Ice cream vans, gelato and specialist sellers (not an exclusive list)

The service offer must be lawful, high quality and well maintained, in fitting with the style of the area

**Scope:**

In bidding for a temporary trade pitch, please note that the standard concessions licence cannot be amended or negotiated and nether can the pilot seasonal fixed term (10 June- 30 September 2022).

**Fees:**

In addition to the trade fee offer, there is a legal fee of £250 and administration fee of £100 to complete the paperwork before trading begins.

The Trade Licence Fee offer is to be included in bid and the winner will be selected on this basis, so long as all other mandatory compliance criteria have been met and/or agreed to

The Licence fee to be paid in full at the start (payment plan considered on request with bank references)

**Information required:**

1. Please provide, in as much detail as you can, information about your proposed offering, kiosk, services, products and pricing. Pictures are encouraged, and pictures of the kiosk set up are required
2. Valid Public Liability Insurance to the value of a minimum of £10 million
3. Valid Employee Liability Insurance £5m
4. Risk Assessment specific to the proposal for the agreed site
5. Equipment Safety Certificate
6. Environmental food safety & Hygiene certificates
7. Evidence of level 4 or higher classification as set out on the food.gov.uk web page for food and drink providers
8. Appropriate evidence of method of litter and refuse disposal

**Insurance:**

The successful Respondent will maintain insurance cover for the duration of the licence term and subsequent advisory period and provide evidence of cover to the Council prior to commencement of the licence term and at any time when requested by the Council Minimum: Public liability £10m, Employers £5m, product Liability £1m

**Lot 2**

**Location**

Gilkicker Car Park - The attached map includes of the entirety of the Car Park. The chosen place to trade from will be selected in detail after the winning bidder has been chosen and by discussion with the winning bidder.

**Business Type:**

Hot Drinks and Food - Hot drinks, slushes and milkshakes, snacks, sandwiches, themed cuisine such as vegan (not an exclusive list)

The service offer must be lawful, high quality and well maintained, in fitting with the style of the area

**Scope:**

In bidding for a temporary trade pitch, please note that the standard concessions licence cannot be amended or negotiated and nether can the pilot seasonal fixed term (10 June - 30 September 2022).

**Fees:**

In addition to the trade fee offer, there is a legal fee of £250 and administration fee of £100 to complete the paperwork before trading begins.

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4. Risk Assessment specific to the proposal for the agreed site
5. Equipment Safety Certificate
6. Environmental food safety & Hygiene certificates
7. Evidence of level 4 or higher classification as set out on the food.gov.uk web page for food and drink providers
8. Appropriate evidence of method of litter and refuse disposal

**Insurance:**

The successful Respondent will maintain insurance cover for the duration of the licence term and subsequent advisory period and provide evidence of cover to the Council prior to commencement of the licence term and at any time when requested by the Council Minimum: Public liability £10m, Employers £5m, Product liability £1m

**Lot 3**

**Location**

Lee On The Solent - The attached map includes of the entirety of the seafront under GBC ownership. The chosen place to trade from will be selected in detail after the winning bidder has been chosen and by discussion with the winning bidder.

**Business Type:**

Leisure & Art - E.g Art work, portraits, crafts, fixing bikes, skateboard parts, art supplies, towels etc (complementary to current activities) (not an exclusive list) - please note this does not include watersports.

The service offer must be lawful, high quality and well maintained, in fitting with the style of the area

**Scope:**

In bidding for a temporary trade pitch, please note that the standard concessions licence cannot be amended or negotiated and nether can the pilot seasonal fixed term (10 June - 30 September 2022).

**Fees:**

In addition to the trade fee offer, there is a legal fee of £250 and administration fee of £100 to complete the paperwork before trading begins.

The Trade Licence Fee offer is to be included in bid and the winner will be selected on this basis, so long as all other mandatory compliance criteria have been met and/or agreed to

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**Information required:**

1. Please provide, in as much detail as you can, information about your proposed offering, kiosk, services, products and pricing. Pictures are encouraged, and pictures of the kiosk set up are required
2. Valid Public Liability Insurance to the value of a minimum of £10 million
3. Valid Employee Liability Insurance £5m
4. Risk Assessment specific to the proposal for the agreed site
5. Equipment Safety Certificate
6. Appropriate evidence of method of litter and refuse disposal

**Insurance:**

The successful Respondent will maintain insurance cover for the duration of the licence term and subsequent advisory period and provide evidence of cover to the Council prior to commencement of the licence term and at any time when requested by the Council Minimum: Public liability £10m, Employers £5m, Products liability £1m

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#  Timetable

This opportunity will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Respondents are treated equally.

Key dates for this opportunity:

|  |  |
| --- | --- |
| Event | Indicative Date |
| Opportunity Advertised | 05 May 2022 |
| Deadline for receipt of queries | 16 May 2022 |
| Deadline for receipt of bid | 26 May 2022 at 12:00 |
| Notification of award decision | 31 May 2022  |
| Licence commencement date | 10 June 2022 |
| Licence end date | 30 September 2022 |

Any changes to the timetable shall be notified to all Respondents as soon as practicable, via the messaging function on the Proactis portal.

#  Bid process

All submissions must be uploaded via the South East Business Portal, also known as Proactis.

Link to the portal: <https://sebp.due-north.com/>

Your response must include:

* Completed Part B per lot (all sections)
* Photos of what you will trade from

Submissions to this opportunity must be submitted in the manner prescribed in this document, no later than the deadline set out in the timetable.

Any bid received after the deadline shall not be opened or considered. The Council may, however, in its own absolute discretion extend the deadline and in such circumstances the Council will notify all Respondents of any change.

The Council will not enter into exclusive discussions regarding the requirements of this opportunity with potential providers.

The Council reserve the right to decline to make an award for this opportunity, or to abandon or cancel the process. The Council will not be responsible for any costs or expenses incurred as a result of following this course of action.

Any costs incurred by the Respondents in responding to this opportunity or in support of activities associated with the response to this opportunity are to be borne by the Respondent and are not reimbursable by the Council.

The bid must be clear, concise and complete. The Council reserves the right to exclude them from the bidding process if their bid contains any ambiguities or lacks clarity.

For the successful bidder, there is an administration cost of £100 and legal fee of £250 on completion of the licence, payable before trading commences.

The council have provided a copy of the concessions policy (Appendix 1) and a concessions licence template (Appendix 2) which the successful bidder must sign and enter into for the duration of the season.

All bids will be assessed based on the Licence Fee offer, giving consideration to the quality of offer, appearance and style of trading unit, sustainability and environmental practices, required consents to trade, relevant accreditations, health and safety qualifications, track record of business, pricing structure and menu choice.

Any clarifications in relation to this opportunity must be raised within the timescales provided and submitted to the Council's procuring officer via the South East Business Portal, also known as the Proactis Portal (link above).

The Council will respond to all reasonable clarifications as soon as possible via Proactis. To ensure a transparent and consistent approach all clarifications will be made available to all providers apart from where commercial sensitivity exists.

If a Respondent wishes the Council to treat a clarification as confidential and not issue the response to all Respondents, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will inform the Respondent and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all Respondents.

The Council reserves the right (but is not obliged) to seek clarification of any aspect of a bids received during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Respondents are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly or render the bid non-compliant.

Respondents are required to respond to requests for clarification as requested and no later than within 3 working days. If in the opinion of the Council the Respondent fails to provide an adequate response to one or more points of clarification, the Respondent may be excluded from progressing further in the process.

#  Award procedure

You must pass all mandatory requirements stated in section 2 in order for your bid to be evaluated.

All bids will be assessed based on the Licence Fee offer at each location for the complete duration of the season Summer 2022 (10 June - 30 September), giving consideration to the quality of offer, appearance and style of trading unit, sustainability and environmental practices, required consents to trade, relevant accreditations, health and safety qualifications, track record of business, pricing structure and menu choice.