

# PRESCOT TOWN COUNCIL



**REQUEST FOR QUOTATION (RFQ):  
CONCESSION OF THE BAR FACILITY AT PRESCOT TOWN HALL**

## **Section 1: Executive Summary**

### **Introduction**

#### **Prescot: The Town**

Prescot is located within the metropolitan borough of Knowsley which is situated between Liverpool and Manchester. It is connected to these cities by the M57 and M62 motorways and the A580 East Lancashire trunk road. Prescot covers an area of 3 square miles.

#### **Prescot: The Story of Place**

Prescot is a historic town dating back as far as 1391. The Town has a rich manufacturing history particularly in watchmaking (predating the Swiss industry) and more recently British Insulated Callender Cables (BICC).

The current population of Prescot stands at around 39,500.

Both the Town and Borough Councils have recently committed and attracted significant investment into the Town Centre. Most recently, Shakespeare North Playhouse opened in July 2022 and is expected to attract significant visitor footfall to the town.

#### **Prescot Town Hall: the building**

Prescot Town Council successfully purchased a local asset in 2014; and have redeveloped this facility into Prescot Town Hall.

This building houses the essential business of the Town Council and provide residents of Prescot and the wider area with a community facility capable of hosting a range of activities from community group meetings to wedding receptions.

Since 2014, a bar facility has been successfully outsourced at Prescot Town Hall – supporting functions such as weddings, christenings, birthdays and other key events.

#### **Contract Synopsis**

Although the bar function has been successfully outsourced, in accordance with council financial regulations, to achieve best value and to achieve quality services for residents of and visitors to Prescot, the Town Council wishes to re-tender the bar facility.

The bar is located within the Town Hall's multi-function room and is supported by a purpose built ground floor cellar with ancillary storage. Roller shutters and access controls enable the bar area to be secured when not in use. The multi-function room can accommodate 150 people.

A premises licence is held by the Town Council however the operator will be required to hold a personal licence, and as such will be responsible for the retail of alcohol on the premises. The Town Council will continue to favour a profit sharing agreement.

## Section 2: Procurement process instructions

### 1. Return of request for quotation responses

**Request for quotation responses (RFQ's) must be received no later than 5pm on Friday 28<sup>th</sup> June 2024**

Concessionaires are required to complete and return their RFQ by recorded delivery in the envelope provided, or by returning via email to [townclerk@prescot-tc.gov.uk](mailto:townclerk@prescot-tc.gov.uk)

If you have any issues relating to the return of your RFQ then please contact the Town Clerk, as soon as possible.

The Council will not accept responsibility for any delays in submission or delivery of the response.

All submissions must be in the English language. RFQ's must be fully compliant with the requirements detailed in the RFQ documentation. No amendments to the documents should be made.

The Council is not obliged to consider submissions, accept alternative offers or accept the lowest or any submission. Similarly offers made subject to additional or alternative conditions of contract will be rejected.

Concessionaires are advised to clarify any points of doubt or difficulty relating to the documentation before submitting their response. Any queries should be submitted to the Town Clerk as soon as possible.

### 2. General

This RFQ is issued by Prescot Town Council (the Council).

The contents of this RFQ and of any other documentation sent to you in respect of this procurement process are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this document and all associated documents immediately and not to retain any electronic or paper copies.

Concessionaires must not undertake any publicity in relation to the RFQ or the Contract during the procurement process.

This RFQ is made available in good faith, but no warranty is given as to the accuracy or completeness of the information contained in it and any liability arising of any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers. In the event that discrepancies are discovered within the RFQ documentation, the concessionaire should notify the Council immediately.

At any time after the issue of the RFQ and before the closing date for the submission, the Council reserves the right to make amendments to the documentation or vary the process. Concessionaires must take these amendments into account in the preparation of their RFQ.

The Council reserves the right to cancel this procurement process at any time. The Council is not liable for any costs resulting from any cancellation of this process or for any other costs incurred by those applying for this contract.

Your RFQ must be received in accordance with the relevant instructions no later than the time and date indicated above.

### **3. Guidance notes for completing the RFQ.**

It is very important that you fully answer all the questions that apply to your particular company or organisation. Your application will be rejected if you do not answer all the relevant questions. We may require you to provide additional documents or information to clarify your RFQ after you have submitted it.

All sections must be completed without ambiguity and returned as per the instructions provided. Section 3, and 4 must be completed and returned with your RFQ response.

Concessionaires must read and follow the guidelines below for completing this RFQ:

1. To complete this RFQ, responses must be inserted in the space provided below each question, which can be expanded or additional rows added where required.
2. Responses not received in time, not in the correct format or which fail to meet with the requirements of this RFQ will be rejected.
3. Concessionaires are encouraged, where possible, to use a different font colour for its responses in order to assist the Council to identify where an answer has been provided.
4. It is essential that all the questions that apply to the applicant's organisation are answered fully.
5. Responses should be only given in respect of the company or organisation responding to the RFQ and not for the group if the concessionaire is part of a group of companies.
6. Concessionaires must be explicit and comprehensive in their responses to the questions as this in most cases will be the single source of information. Concessionaire must not therefore make any assumptions about the information available to the Council and must therefore make sure that all information that they wish the Council to take into account during the tender process is contained within your response. The Council cannot take account of any information, unless it is contained within your RFQ. On occasions presentations/interviews maybe required as an additional source of information.
7. All concessionaires will be informed of the outcome in due course.
8. It is essential and the responsibility of the concessionaire to ensure that all supporting documents have been referenced within the space provided for each question. Responses can be supported by any relevant documents, illustrations; maps or charts; however please do not include general marketing or promotional material. All supporting documents should be clearly referenced with the question number to which they relate, the title of the document and the name of the concessionaire.
9. The Council reserves the right to request clarification which may include requesting additional information of any RFQ. If a concessionaire omits, in error to include any document or supporting information which has been requested by the Council and referenced by the concessionaire in the response to the RFQ, then the Council will request these missing documents to be supplied. The Council will set a limited period for response of the information; should this information not be received during this

period then the RFQ will be rejected. Please refer to section 4 of this RFQ for a checklist of all requested documents which must be returned with the RFQ.

10. If concessionaires have failed to answer a question fully or made reference to supporting documentation/evidence which has been requested by the Council the RFQ will be marked accordingly.
11. The provision of false or misrepresented information in any form will result in the RFQ response being rejected.

#### **4. Costs and expenses**

Concessionaires must obtain for themselves at their own expense all information necessary for the preparation of the RFQ. Concessionaires will not be entitled to claim from the Council any costs or expenses which may be incurred in preparing their RFQ whether or not it is successful.

#### **5. Amendments to the RFQ**

If it is necessary for the Council to amend the RFQ in any way, prior to receipt of the RFQ's all concessionaires will be notified in writing. If appropriate, the deadline for receipt of RFQ will be extended. The Council reserves the right to issue supplementary documentation at any time during the procurement process to clarify any issue or amend the RFQ. All such further documentation that may be issued shall form part of the documentation and will supplement or supersede any part of the documentation to the extent indicated.

#### **6. Confidentiality**

Concessionaires shall keep confidential the RFQ and other information obtained during this process unless the information is already in the public domain, or the Council has authorised disclosure of specific information.

#### **7. Validity**

The submission (including price) should remain valid for a minimum period of 90 days from the tender return deadline stated above. A bid may be accepted at any time during such period.

#### **8. Canvassing/Bribery Act**

Any concessionaire who directly or indirectly canvasses any official of the Council or bribes or attempts to bribe concerning the award of the contract or who directly or indirectly obtains or attempts to bribe information from such official concerning the procurement process will be disqualified and may also be guilty of a criminal offence.

#### **9. Whistle Blowing**

The Council takes fraud, misconduct, or corruption seriously and is committed to eradicating it. Our policies include a whistle blowing procedure, which enables employees, and staff within partner and contracting organisations to raise, in good faith, any concerns they may have without fear of victimisation. Such concerns may include:

- Health and safety risks;
- Damage to the environment;
- Abuse of vulnerable clients;
- Fraud, bribery and corruption; and,
- Any conduct which is illegal.

## 10. Complaints Procedure

If you wish to make a complaint regarding the Council's procurement process, please see the Council's complaints procedure on the Prescot Town Council website.

## 11. Disclosures

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for, or are currently undertaking, is listed as an exception under the act.

As the concessionaire you will need to ensure all your employees are eligible to work in licensed premises.

They must also comply with reasonable directions from the Council including health and safety and site rules and procedures, as well as equal opportunity, data protection and other similar policies, which are required by law.

## 12. Timetable

The following timetable is indicative only and may be subject to change according to circumstances.

Monday 3 <sup>rd</sup> June 2024	Amendment of RFQ following meeting of Council on 30 <sup>th</sup> May 2024
Tuesday 4 <sup>th</sup> June 2024	Issue RFQ
5pm, Friday 28 <sup>th</sup> June 2024	RFQ submission deadline
Friday 5 <sup>th</sup> July 2024	Evaluation of bids
Thursday 25 <sup>th</sup> July 2024	Award of concession

## 13. Evaluation

All bids will be evaluated in terms of understanding and meeting the requirements as set out in the specification. The evaluation will be carried out by Members appointed by Council against pre-determined evaluation criteria as provided below. The award will be on the basis of the 'most economically advantageous' tender.

The marking scheme detailed below will be used in the evaluation of Section 3 schedules for completion.

The proposed methodology section is worth 60% of the evaluation scoring. Each question within this section will also have a weighting applied to that question. This is detailed at the end of each individual question in schedule 1.

To score each question the actual score (range as below 0-5) is multiplied by the question weighting and divided by the maximum available score.

### Evaluation Scoring Examples

#### Schedule 2 : Proposed Methodology (Section Weighting Score of 60%)

##### Q1 - this question carries a weighing of 20%

Maximum score allowed = 5

Assuming the actual score given = 4 (Very Good),

To work out the adjusted weighting

$$\begin{aligned} & \text{Actual score multiplied by question weighting divided by maximum score} \\ = & \quad 4 \quad \quad \quad 20 \quad \quad \quad 5 \\ = & \quad \quad \quad \quad \quad \quad \quad 16\% \text{ (Adjusted Weighting Score)} \end{aligned}$$

##### Q2 - this question carries a weighing of 20%

Maximum score allowed = 5

Assuming the actual score given = 5 (Exceeds Expectations),

To work out the adjusted weighting

$$\begin{aligned} & \text{Actual score multiplied by question weighting divided by maximum score} \\ = & \quad 5 \quad \quad \quad 20 \quad \quad \quad 5 \\ = & \quad \quad \quad \quad \quad \quad \quad 20\% \text{ (Adjusted Weighting Score)} \end{aligned}$$

**Q3 - this question carries a weighing of 20%**

Maximum score allowed = 5

Assuming the actual score given = 3 (Capable)

To work out the adjusted weighting

$$\frac{\text{Actual score} \times \text{question weighting}}{\text{maximum score}}$$

$$= \frac{3 \times 20}{5}$$

$$= 12\% \text{ (Adjusted Weighting Score)}$$

The sum of all of the percentages from each question will be added to give a total for this section.

16% + 20% + 12% = **48% Section Weighting Score**

**Schedule 3 : Pricing Schedule (Section Weighting Score of 40%)**

The pricing section is worth 40% of the evaluation scoring.

Marks will be awarded in proportion to highest percentage offered from the concessionaire's Gross Expected Profit.

For example

- Company A = 10%
- Company B = 12%
- Company C = 15%
- Company D = 17%
- Company E = 19%

To work out the adjusted weighting

Company	A	B	C	D	E
<b>Offered Percentage of Gross Expected Profit</b>	10	12	15	17	19
<i>divided by</i> <b>Highest Offered Percentage</b>	19	19	19	19	19
<i>multiplied by</i> <b>Section Weighting Score</b>	40	40	40	40	40



Therefore

Company A <b>Score</b>	=	10 divided by 19 = 0.52 multiplied by 40	=	<b>21.05% Section</b>
Company B <b>Score</b>	=	12 divided by 19 = 0.63 multiplied by 40	=	<b>25.26% Section</b>
Company C <b>Score</b>	=	15 divided by 19 = 0.79 multiplied by 40	=	<b>31.58% Section</b>
Company D <b>Score</b>	=	17 divided by 19 = 0.89 multiplied by 40	=	<b>35.79% Section</b>
Company E <b>Score</b>	=	19 divided by 19 = 1.00 multiplied by 40	=	<b>40.00% Section</b>

### Section 3: Schedules for completion

<b>Schedule 1: Organisation information (for information only)</b>	
Name of the organisation (This should be the name of the legal entity we would be contracting with should the contract be awarded):	
Business/Trading Name if different from above:	
Address of the organisation:	
Company Registration Number:	
Authorised Officer (This should be the name of the company representative who is authorised to sign the contract):	
Is your organisation:	
A Public Limited Company	<input type="checkbox"/>
A Limited Company	<input type="checkbox"/>
A Partnership	<input type="checkbox"/>
A Sole Trader	<input type="checkbox"/>
Voluntary/Community Association (Third Sector)	<input type="checkbox"/>
SME	<input type="checkbox"/>
A Consortium – If so, please answer questions below	<input type="checkbox"/>
Other – Please Specify	
<b>Consortiums</b>	
Please note that bids will be accepted from consortium's who are in the process of forming. However, the consortium will need to be fully legally formed when the contract commences.	
You should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided. However, please note Prescott Town Council reserves the right to require a successful consortium to form a single legal entity in accordance with regulation 28(3) of the Public Contracts Regulations 2006.	
Prescot Town Council recognises that arrangements in relation to consortia may (within limits) be subject to future change. You should therefore respond in the light of the arrangements as currently envisaged. You are reminded that any future proposed change in relation to consortia must be notified to Prescott Town Council.	
Please give details of the consortium. Please state the names and addresses of all organisations that are part of the consortium.	
Please give details of when the consortium was legally formed.	
If the consortium is not yet a legal entity, please give an approximate date of when this will happen.	
Insurance Information (This should be used if contract is to be sealed)	Please state the following (Delete as appropriate)  Public Liability insurance in the sum of £[ ] million Employers Liability Insurance in the sum of £[ ] million Products Liability Insurance in the sum of £[ ] million

**Schedule 2 – Proposed methodology** (section weighting 60%)

Concessionaires must provide a full and detailed response to the following questions in this schedule. If your response is to include any supplementary information you must clearly cross reference. The response provided to these questions will form part of the evaluation. This list is not exhaustive and those submitting responses to this quotation should include any additional information they feel is relevant.

- Q.1. Please provide details of your current operations and other previous experience of delivering bar facility services to a range of audiences in this thematic area or similar including staff experience. (Question weighting 20)

**Answer:** Please use a separate page if required

- Q.2. Outline how you would deliver this service in Prescot Town Hall (including a brief delivery plan use of staff, concessionaires, dealing with difficult situations etc). (Question weighting 20)

**Answer:** Please use a separate page if required

- Q.3. Please supply references and contact details for 2 referees relevant to the provision of this service (weighting 20)

**Answer:** Please use a separate page if required





#### **Schedule 4 – Checklist of Required Documents**

1. Copy of your existing personal alcohol licence
2. Copy of accounts submitted to HMRC for the previous 3 years accounts
3. Copy of up-to-date insurance certificates as detailed in schedule 1