

STRATEGIC ESTATES  
DEPARTMENT



## Bute Park Mobile Catering Opportunity

### Property Particulars



**All offers must be received no later than  
27<sup>th</sup> November 2020**

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg



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## **Introduction**

Cardiff Council's Strategic Estates Department would like to invite interested operators to tender for the opportunity to trade at 3 designated catering pitches from a mobile catering unit within the northern part of Bute Park. Users of the central and southern areas of Bute Park have the choice of 3 cafes but a significant number of users pass only through the northern areas so a potential gap in the market has been identified.

## **Background**

Northern Bute Park is well used by the sporting fraternity as it contains sports pitches at Blackweir, fitness equipment, popular routes for running, walking and cycling. It is also very well used by the student population housed in residences along the park's eastern boundary. The Welsh Ambulance Service Trust are based at a unit behind Blackweir Changing Rooms and staff may also wish to access the opportunity.

## **Location**

Site locations for this opportunity have already been identified as shown on the next pages.

## **Utilities**

There are no fixed services for the sites, however, water and toilet facilities will be available at site 3.

## **Site Usage Figures**

Interested parties are encouraged to spend time at the trading locations in order to assess levels of footfall and identify peak times.

## **Trading**

The licence holder is free to choose which days and times to trade, however, the Council will keep this under review and monitor against visitor feedback. The licensee will have sole trading rights over all 3 sites.



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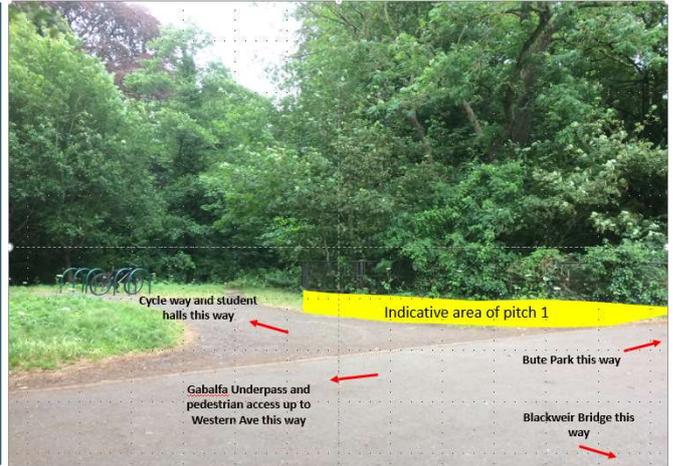
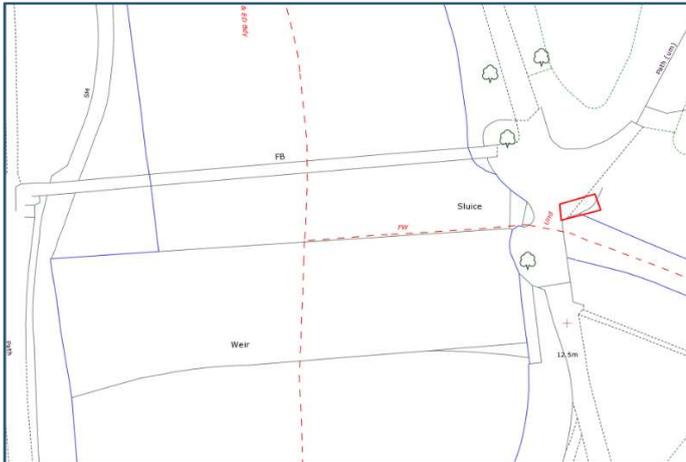
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## Locations

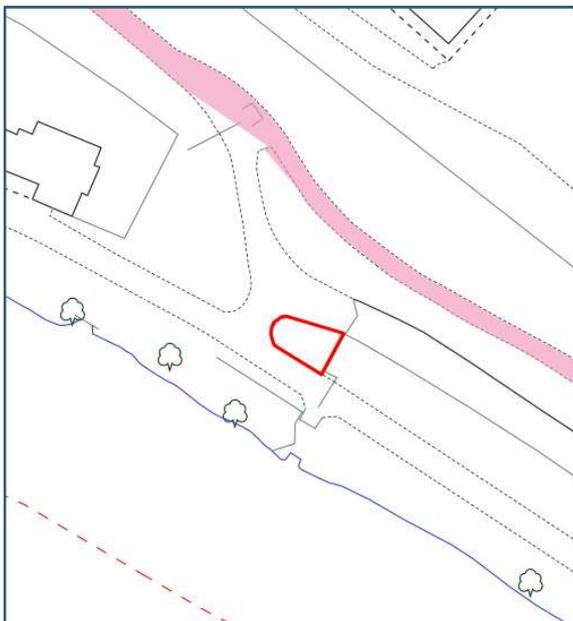
### Site 1 - Site near Blackweir bridge: Approx 20 sq. m.

Benefits from good footfall throughout the year, popularity of this walking and cycling route, proximity to Blackweir Bridge



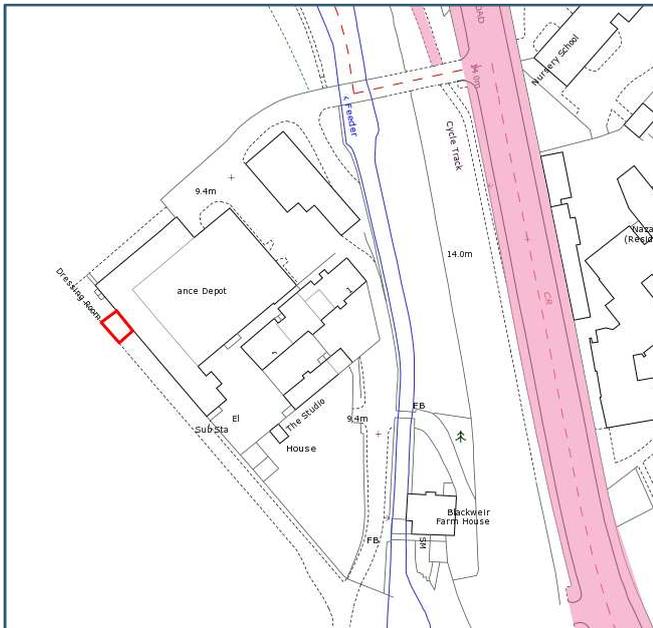
### Site 2 - Site near Tal-y-bont halls: Approx 30 sq. m.

Benefits from good footfall throughout the year, popularity of this walking and cycling route, proximity to student accommodation, upgraded surfacing and integration into North Rd segregated pedestrian/cycle route (photos taken before scheme completion)



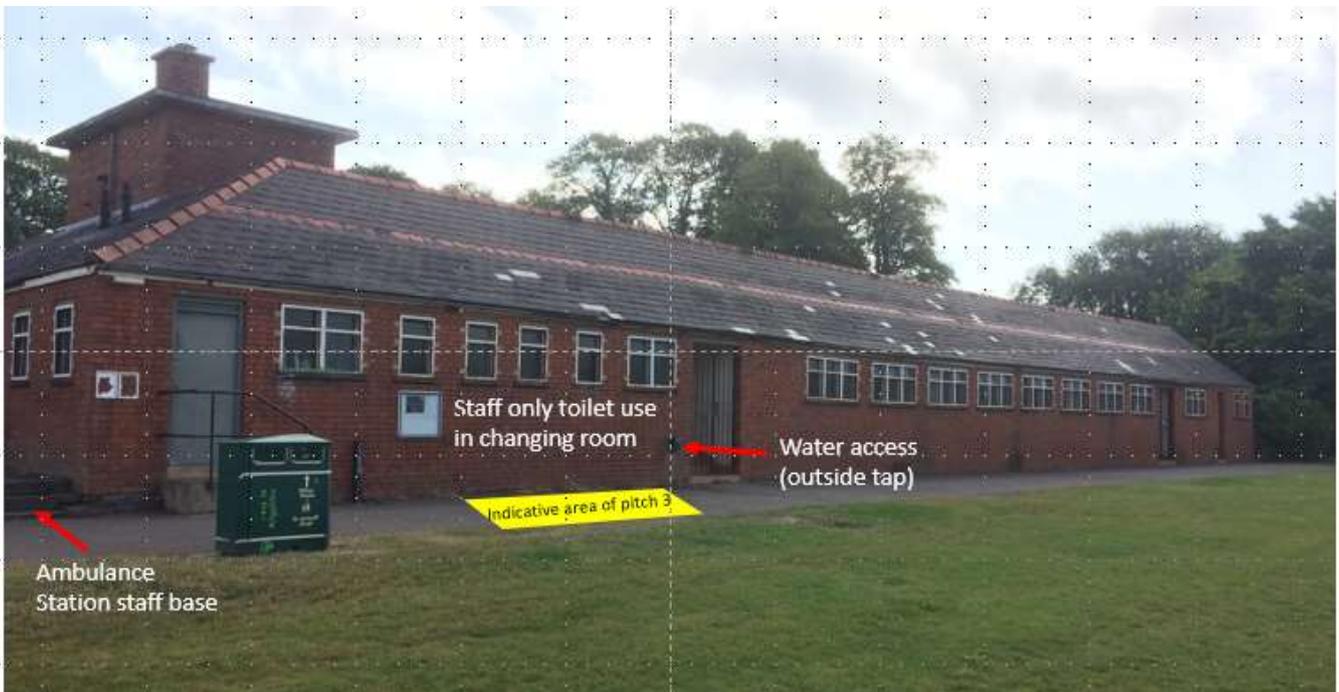
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## Site 3 – Blackweir Changing Rooms: Approx. 43 sq. m.

Benefits from proximity to the sports pitches, proximity to Ambulance Station offices and other office accommodation along North Road, access to a water supply and access to a staff toilet (not shared with general public)



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## Assessment Information

Cardiff Council has set the following criteria in order to evaluate tenders received for this opportunity. Each part of your application will be weighted according to the scoring defined below:

- Indicative priced menu – 20%
- Statement of previous experience and qualifications in catering – 10%
- Statement on waste minimisation and how the business will try to operate in an environmentally conscious way – 10%
- Indicative trading schedule – 10%
- Business experience and business plan – 10%
- Financial offer – 40%



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## Proposed Key Commercial Terms

<b>Term</b>	A Licence for a term of 12 months (from a date to be agreed).
<b>Premises</b>	A “temporary area” will be provided by way of a red outline plan.
<b>Rent</b>	Determined by tender submissions.
<b>Insurance</b>	The licensee to be responsible for obtaining adequate public liability insurance.
<b>Litter</b>	The licensee to be responsible for clearing litter within 20m radius of sites.
<b>Trading Rights</b>	The licensee will be have sole trading rights on the trading sites.
<b>Food Safety</b>	The operator must be able to achieve and maintain a rating of at least 3/5 from the Food Standards Agency
<b>Access</b>	The licensee will be given key holder status in order to access the sites from Tal-y-bont student halls and will be given access to toilets and water at the changing rooms.
<b>Sites</b>	Sites are to be taken as seen, with any potential works to be carried out by the licensee. All works are subject to Cardiff Council prior approval.
<b>Waste</b>	Waste is to be disposed of in pre-agreed commercial waste areas, and not to be placed in public litter bins.
<b>Alcohol</b>	The trade of alcohol and tobacco will not be permitted and any tender containing the sale of either will not be considered.
<b>COVID-19</b>	The licensee will be responsible for adhering to applicable COVID-19 regulations as set out by the Welsh Government/UK Government.
<b>Other Concessions</b>	The licensee will not be permitted to trade within 500m of any other concession within Bute Park.
<b>Costs</b>	The licensee will make a contribution the Council’s reasonable surveyors fees amounting to £550 & legal fees amounting to £460
<b>Other</b>	The licence to be subject to such other terms and conditions as the Council’s Chief Legal Services Officer considers appropriate.

Following the completion of the tender process, terms will be finalised by way of agreed Heads of Terms.

### Contacts:

Julia Sas (Bute Park Manager)  
Tel: 02920 788401  
Email: [jsas@Cardiff.gov.uk](mailto:jsas@Cardiff.gov.uk)

David Jones (Graduate Surveyor)  
Tel : 02920 871977  
Email: [david.jones6@Cardiff.gov.uk](mailto:david.jones6@Cardiff.gov.uk)



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I / We.....have read the conditions attached and hereby offer, subject to contract, the rental sum of for the 12 month licence:

£ ..... (pounds) ..... (pence)

(£ : p) per week, month, quarter (delete as appropriate) excluding VAT

I / We understand that we are submitting this offer at our own expense and that the Council is not bound to accept any offer.

I / We declare that we are not party to any scheme or agreement under which:

I / We inform any other person the amount of our offer; and/or

I / We have fixed the amount of any offer in accordance with a price fixing arrangement.

I / We accept that the Council is entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if it is discovered that there has been any corrupt or fraudulent act or omission by which in any way induced the Council to enter in to the contract.

I / We agree that if, before acceptance of this offer, any doubt exists as to the amount of this offer we will be afforded the opportunity of clarifying the amount of the offer or withdrawing the offer.

I / We agree that the insertion by us of any qualifications to this offer or any unauthorised alterations to any of the particulars will not affect the original text but will cause the offer to be liable to rejection.

I / We agree that the offer will remain open for acceptance by the Council and will not be withdrawn by us for a period of 28 days from the last date fixed for the receipt of offers or any notified extension thereof.

I / We certify that this is a bona fide offer.

I / We agree to paying the surveyor fees of £550.00 & legal fee of £460.00

**This is not a binding offer and the Council reserves the right to not accept any offer received.**



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**Priced menu [20%]**  
Please include the range and type of food and beverages you propose to serve plus price information

**Statement of previous experience and qualifications in catering [10%]**  
If you have an existing food business please provide your current FSA rating

**Environmental statement [10%]**  
You may wish to cover waste reduction, your commitment to minimising air pollution, water use, spill and pollution prevention, recycling, waste and litter management etc.

**Indicative trading schedule [10%]**  
Please state proposed days and times of trading and how this will change seasonally. How many staff will support the trading schedule? What cover is there for sickness and holiday periods?

**Business experience and business plan [10%]**  
Please provide evidence of your credibility as a business person and/or your outline business plan. Include details and images of the vehicle you will trade from, brand/brand concept and some income and expenditure forecasts

**Your financial offer [40%]**  
Please state how you propose to schedule your payments. If you propose to link these to business performance, how? And if so, what evidence of performance will you provide?

Please include answers to these sections as separate documents in your submission



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Address	
Telephone	
Name	
Signature	
Date	
Witness name	
Witness signature	
Date	



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Where the Offeror is an incorporated “ body or ” association, the company secretary or a duly authorised director “ or trustee ” should sign. In the case of a partnership a partner should sign. In the case of an individual the proprietor should sign.

**This form of offer should not be detached and the whole document should be completed and returned by email to:**

**David.Jones6@cardiff.gov.uk**

**All offers must be received no later than Friday 27<sup>th</sup> November 2020**

If you require this document in Welsh please email the Strategic Estates inbox [propinfo@cardiff.gov.uk](mailto:propinfo@cardiff.gov.uk)

Also feel free to visit our Strategic Estates website [www.cardiffcouncilproperty.com](http://www.cardiffcouncilproperty.com)

Disclaimer:

- 1. The information above and contained within this document is given as a general outline only for the guidance of interested parties and does not constitute part of an offer or contract.*
- 2. All descriptions, dimensions, plans, reference to condition and necessary permissions for use and occupation and other details are given without responsibility and any interested parties should not rely on them as statements or representations of fact, but must satisfy themselves by inspection or otherwise as to the correctness of each of them.*
- 3. No person in the employment of Cardiff Council has authority to make or give any representations or warranty whatsoever in relation to this property/land.*
- 4. The Council reserves the right not to accept any offer received.*



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