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Tender

Saint Ambrose College Community Lettings

St. Ambrose College

F02: Contract notice

Notice identifier: 2022/S 000-006082

Procurement identifier (OCID): ocds-h6vhtk-031e5b

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Section I: Contracting authority

I.1) Name and addresses

St. Ambrose College

Hale Road, Hale Barns

ALTRINCHAM

WA150HE

Contact

Kieren Done

Email

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Telephone

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Country

United Kingdom

NUTS code

UKD34 - Greater Manchester South West

Internet address(es)

Main address

www.st-ambrosecollege.org.uk

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.st-ambrosecollege.org.uk/lettings>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.st-ambrosecollege.org.uk/lettings>

I.4) Type of the contracting authority

Other type

Academy school

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Saint Ambrose College Community Lettings

II.1.2) Main CPV code

- 92610000 - Sports facilities operation services

II.1.3) Type of contract

Services

II.1.4) Short description

Saint Ambrose College is seeking to appoint a lettings management provider. We require a reliable, professional and fully-managed lettings service. We would like a robust and expansive contract which covers all aspects of the lettings process, including booking, invoicing and debt management, staffing, maintenance, and compliance with all legal requirements. It is important that the lettings provider provides a professional service which enhances the reputation of the school.

II.1.5) Estimated total value

Value excluding VAT: £130,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 92610000 - Sports facilities operation services

II.2.3) Place of performance

NUTS codes

- UKD34 - Greater Manchester South West

II.2.4) Description of the procurement

Providers are invited to submit proposals for managing community lettings at St Ambrose College. The College requires a fully-managed service.

St Ambrose is a large secondary academy based in Hale Barns, Altrincham, Greater Manchester. The school has outstanding facilities which can be an asset to the local community. We have an all-weather 3G pitch, a tennis court, a swimming pool, sports hall, and expansive fields and pitches. There is ample parking and we are close to Hale Barns village centre.

We require a reliable, professional and fully-managed lettings service. We would like a robust and expansive contract which covers all aspects of the lettings process, including booking, invoicing and debt management, staffing, maintenance, and compliance with all legal requirements.

It is important that the lettings provider provides a professional service which enhances the reputation of the school.

2. Our facilities

Our school is modern, is in outstanding condition, and boasts the following facilities:

- 25 metre, six-lane swimming pool
- Lecture theatre with capacity for approx. 150 attendees
- 690m² sports hall
- 190m² fitness suite
- 11-a-side 3G astroturf, which can be split into three pitches
- 108m² drama studio
- Cricket nets
- Rugby pitches
- Athletics track and sand pit.

The sports area can be isolated from the main school building and become self-contained. It

includes an all-day café, changing facilities, and a reception counter.

3. Background

The school building and site were redeveloped and construction was completed in September 2012. Due to VAT exemptions the College is unable to commercially let the building until 3rd September 2022. St Ambrose College are therefore now evaluating various options for community letting.

St Ambrose would like a fully-managed lettings service but would invite proposals on how preferential partners could be accommodated. This includes local football / rugby teams and swimming clubs, who have expressed an interest in being the sole user of the football and swimming facilities.

4. Hours of use

School currently has planning permission for community use, and has submitted a planning application to vary the hours. Details can be found on the Lettings Brief document.

School expects priority to be given to its extracurricular sport, which is extensive. The sports fields and changing rooms are used to host rugby fixtures on approximately 20 Saturdays between October and February. School fixtures and swimming galas can extend to 6pm on some evenings. Proposals should take into account school use and outline the arrangements for other ad-hoc occasions where school needs access to facilities.

Catering is likely to be managed in-house, by school, given that staff will have access to and training on the kitchen equipment. We have a café which can serve hot drinks and snacks. However, if any providers do have expertise in providing catering facilities, then this can be included within the proposal.

5. Ethos and vision

The school would like proposals to consider lettings success criteria agreed by the Governing Body:

- To align with the school's vision , mission and values providing enrichment opportunities for the benefit of students, staff and parents whilst attracting potential students and increasing engagement.
- To create strong, inclusive links with the local community, especially local feeder schools.
- To deliver a commercial, sustainable solution which generates an ongoing income to enhance the opportunities and experience for the students and staff.

- To ensure the lettings arrangements are simple to manage and do not impact negatively on the day to day running of the school.

6. Process

Providers are invited to tour the facilities if they have not done so previously and then submit a proposal detailing the following headings, which are also outlined in the ITT:

- Company credentials
- Services offered
- Proposed utilisation of facilities including all the health and fitness suites, pitches, pool, and lecture theatre
- Competitor audit
- Potential partners
- Proposal and recommendation
- P+L to include costings for facilities / staffing / ancillary costs
- Sample timed implementation Gantt
- Staffing
- Equipment provision, usage and storage
- Health and safety - to include safeguarding, insurance, capacity constraints etc
- Maintenance and cleaning
- Booking platform
- Marketing and promotion
- Environmental sustainability
- Testimonials and references
- Additional Information.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £125,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 September 2022

End date

31 August 2025

This contract is subject to renewal

Yes

Description of renewals

Renewal will be at the discretion of the Trust and will be for a period of 12 months with the further option to extend for a further 12 months up to a maximum date of 31 August 2027

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

See tender document

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

3 April 2022

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

4 April 2022

Local time

5:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office, London

Country

United Kingdom