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Tender

## **Guildford Borough Council Leisure Services Contract Management**

Guildford Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-035443

Procurement identifier (OCID): ocids-h6vhtk-04b334

Published 1 November 2024, 11:15am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Guildford Borough Council

Millmead House

GUILDFORD

GU24BB

#### **Contact**

Paul Barrett

#### **Email**

[paul.barrett@guildford.gov.uk](mailto:paul.barrett@guildford.gov.uk)

#### **Telephone**

+44 7912225263

#### **Country**

United Kingdom

**Region code**

UKJ25 - West Surrey

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.guildford.gov.uk/>

**I.3) Communication**

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

[http://www.sesharedservices.org.uk/esourcing\\_](http://www.sesharedservices.org.uk/esourcing_)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[http://www.sesharedservices.org.uk/esourcing\\_](http://www.sesharedservices.org.uk/esourcing_)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Guildford Borough Council Leisure Services Contract Management

#### **II.1.2) Main CPV code**

- 92610000 - Sports facilities operation services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Guildford Borough Council Leisure Services Contract Management

The service contract will be for the management and operation of Guildford Borough Council's Leisure Services, including Guildford Spectrum Leisure Centre, Ash Manor Leisure Centre, and Guildford Lido.

The current contract expires 31 OCT 2025 and the new service provider will assume responsibility for contract management from 1 November 2025.

#### **II.1.5) Estimated total value**

Value excluding VAT: £20,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKJ - South East (England)

Main site or place of performance

Guildford, Surrey

#### **II.2.4) Description of the procurement**

The service contract will be for the management and operation of Guildford Borough Council's Leisure Services, including Guildford Spectrum Leisure Centre, Ash Manor Leisure Centre, and Guildford Lido. The new contract will commence on 1 November 2025 with an initial 10-year contract term and the potential for an extension of up to 5 years subject to mutual agreement.

Arrangements will be made for all bidders (including technical colleagues) who wish to attend site visits to the individual leisure sites as they prepare for their bid development. Currently the thinking is to provide bidders with one opportunity to visit the sites as a group during the SQ stage and then shortlisted bidders will be given two opportunities to visit the sites on an individual basis during the ISIT stage.

The tender procedure selected for this procurement exercise will follow the 'Competitive Procedure with Negotiation' procurement exercise in accordance with Regulation 29 of the Public Contract Regulations. (PCR2015). TUPE regulations will apply to this procurement, to enable bidders to understand the detail of the overall TUPE requirement will be shared during the SQ stage.

Stage one of this process comprises a 'Supplier Questionnaire' (SQ) designed as an initial assessment tool to identify and shortlist suitable potential candidates.

Stage two will be the Invitation to Submit Initial Tenders (ISIT), involving those organisations identified and selected from stage one. Full details of the service requirements, specification, TUPE, and Contract will be published in the ISIT. GBC reserves the right to select an operator or reduce the shortlist at ISIT stage and reserves the right not to negotiate.

Stage three will be the Invitation to Submit Final Tenders (ISFT) for those bidders successful at ISIT stage. It will consist of negotiation meetings based around a small number of workstreams including, service delivery, commercials, contract and TUPE to explore with bidders their solution followed by the opportunity for bidders to submit a Final Tender Submission.

#### **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: £20,000,000

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

Duration in months

120

This contract is subject to renewal

Yes

Description of renewals

There is provision for a five (5) year extension based on performance and budget availability.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 4

Objective criteria for choosing the limited number of candidates:

GBC will NOT be shortlisting bidders at SQ stage.

Following evaluation of the ISIT GBC will take four bidders through to the Negotiation Stage

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Competitive procedure with negotiation

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

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

Date

29 November 2024

Local time

12:00pm

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

English

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom