**Operation and Management of Barnehurst Golf Course, Bexleyheath under Lease**

**Notes for completion**

1. Please read all instructions carefully.
2. Please ensure that all questions are completed in full. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified appendix.
3. Faybrook/the London Borough of Bexley (hereafter ‘The Authority’) confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Summary General Requirements**

1. The Operator shall operate and manage the site at Barnehurst Golf Course in a professional, efficient timely and effective manner with proper care and skill
2. It shall operate with appropriately qualified and trained personnel
3. It shall operate in accordance with good practice for the golf and leisure industry
4. The operator shall maintain publicly accessible golf on the site
5. It shall encourage people to be more physically active
6. It shall maintain the green and open nature of Barnehurst Golf Course
7. It shall ensure that the clubhouse is available as a community facility
8. The operator shall comply with all relevant acts of parliament, statutory regulations and government codes of practice.
9. The operator acknowledges that they will aim to make Barnehurst Golf Course a successful and sustainable leisure operation
10. The operator shall satisfy itself that the accommodation is satisfactory prior to commencement
11. The operator shall obtain all necessary consents, certificates, permits and licences for the proper running of Barnehurst Golf Course
12. Evaluation of the proposals will be based upon the following:
	1. 40% weighting - Financial offer and length of lease (The Authority are guiding the rental to offers in excess of £30,000 plus VAT per annum, reviewable on five yearly intervals and have a preference for long term leases up to 30 years)
	2. 40% weighting - Deliverability - (Financial status (10%), track record (10%), business plan, growth (10%), investment plan / funding source (10%))
	3. 20% weighting – Outcomes - accessible sport and physical activity (10%), community access and benefit (10%)

 **SECTION 1: PRINCIPAL CONTRACTOR INFORMATION**

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| **Part 1** | **Question** | **Response** |
| 1.1(a) | Full trading name of the operator |  |
| Registered office address |  |
| Registered website address |  |
| Trading status (PLC, Ltd, LLP, other partnership, sole trader, third sector, other) |  |
| Date of registration |  |
| Company registration number (if applicable) |  |
| Charity registration number (if applicable) |  |
| Registered VAT number  |  |
| Details of membership or registration with any professional bodies |  |
| Are you one of the following: Voluntary Community Social Enterprise (VCSE); Sheltered Workshop; or Public service mutual? |  |
| Are you a Small, Medium or Micro Enterprise (SME)? |  |
| 1.1(b) | **Details of Persons of Significant Control (PSC), where appropriate** |
| Name |  |
| Date of birth |  |
| Nationality |  |
| Service address |  |
| Date became PSC in relation to the company |  |
| 1.1(c) | **Details of parent company (if applicable)** |
| Full trading name |  |
| Registered office address |  |
| Registration number |  |
| Parent company VAT number |  |

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| **Section 1** | **Bidding model** |
| **Part 2** | **Question** | **Response** |
| 1.2(a) | Are you bidding as the lead contact for a group of operators? | Yes / No |
| If yes, please identify all operators |  |
| If yes, please explain the proposed legal structure |  |
| 1.2(b) | Are you proposing to use sub-contractors? | Yes / No |
| If yes, please provide additional details for each sub-contractor: |  |

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| **Section 1** | **Your contact details** |
| **Part 3** | **Question** | **Response** |
| 1.3 | Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address  |  |
| Postal address |  |

**SECTION 2: EXCLUSION GROUNDS**

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| **Section 2** | **Grounds for mandatory exclusion** |
| **Part 1** | **Question** | **Response** |
| 2.1(a) | **Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted anywhere in the world of any of the offences below:** |
| Participation in a criminal organisation | Yes / No |
| Corruption | Yes / No |
| Fraud | Yes / No  |
| Terrorist offences or offences linked to terrorist activities | Yes / No |
| Money laundering or terrorist financing | Yes / No |
| Child labour and other forms of trafficking in human beings | Yes / No |
| If you have answered yes to a question in 2.1(a), please provide further details |  |
| If you have answered yes to a question in 2.1(a), please provide details of measures taken to demonstrate the reliability of the organisation despite the relevant ground for exclusion? |  |
| 2.1(b) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes / No |
| If you have answered yes to question 2.1(b), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

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| **Section 2** | **Grounds for discretionary exclusion**  |
| **Part 2** | **Question** | **Response** |
| 2.2(a) | **Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.** |
| Breach of environmental obligations?  | Yes / No |
| Breach of social obligations?  | Yes / No |
| Breach of labour law obligations?  | Yes / No |
| Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes / No |
| Guilty of grave professional misconduct? | Yes / No |
| Entered into agreements with other economic operators aimed at distorting competition? | Yes / No |
| Aware of any conflict of interest due to the participation in the tender procedure? | Yes / No |
| Been involved in the preparation of the procurement procedure? | Yes / No |
| Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes / No |

**SECTION 3: SELECTION QUESTIONS**

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| **Part 1** | **Quality Assurance / Data Security** |
| 3.1 | Does your organisation hold a recognised quality management certification or have a documented quality management system? | Yes / No |

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| **Part 2** | **Insurance** |
| 3.2 | Please confirm level of insurance cover indicated below:  |
| Employer’s Liability Insurance  | £ m |
| Public Liability Insurance  | £ m |
| Product Liability Insurance  | £ m |

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| **Part 3** | **Compliance with Equality Legislation** |
| 3.3(a) | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court? | Yes / No |
| 3.3(b) | If yes, please provide, as a separate appendix, a summary of the nature of the investigation and an explanation of the outcome.If the investigation upheld the complaint, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. |
| 3.3(c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes / No |

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| **Part 4** | **Environmental Management** |
| 3.4(a) | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  | Yes / No |
| 3.4(b) | If yes, provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. |
| 3.4(c) | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes / No |

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| **Part 5** | **Health and Safety** |
| 3.5(a) | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes / No |
| 3.5(b) | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? | Yes / No |
| 3.5(c) | If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. |
| 3.5(d) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes / No |

# SECTION 4: PROPOSED MANAGEMENT

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| **Proposed Management**  |
| Please respond to each statement question below. You may expand the sections provided or provide your responses on identified sheets and appendices.  |
| Q1  | **Management**  |  |
| This should be a top-level summary providing a method statement for the operation of the golf course, range and clubhouse, which includes statements and descriptions covering the following:* + 1. Business Plan/Mission Statement;
		2. a statement outlining how the Golf Course will be managed including how all abilities of player will be encouraged - from beginners to experienced;
		3. the approach on managing BOTH the Golf Course/range and clubhouse in an urban environment, including community use;
		4. the approach to Health & Safety and environmental management (including wildlife conservation);
		5. sustainability;
		6. staffing philosophy;

If you were awarded the lease how would you manage the contract, including liaison with the Local Authority Landlord? |
| **Response:** |
| Q2 | **Relevant Experience**  |  |
| Give a brief history of the bidder including the length of time it has been continuously trading and details of any parent and associated Companies. If the bidder is a consortium, you should include an outline of how the participant companies were brought together. |
| **Response:** |
| Q3 | **Financial**  |  |
| Please attach sets of your audited accounts for each of the last 3 years for the bidder and the holding and/or parent (if applicable). Please indicate the annual turnover of the bidder over the last 3 years. If the bidder is part of a group, please give figures for both your organisation and the group. Please indicate any impact to the turnover and associated accounts due to Covid-19 in your response below. |
| **Response:** |
| Q5 | **Resource / Staff**  |  |
| Please provide details of all key personnel / key types of personnel to be deployed on the project. |
| **Response:** |
| Q6 | **References**  |  |
| Please provide details of any private or public sector leases (or contracts) you have been awarded for the management of operations similar to those for which you are expressing an interest.These should give a clear indication of your experience and show your ability to manage Barnehurst Golf Course. The Authority may elect to contact any of your listed customer contacts for a reference. Your permission to do so will be assumed unless you state any objections.You should include:1. an outline of the size, complexity and value of each agreement and the year(s) in which the services were provided.
2. the relevance of the agreement to the requirements;
3. customer name and address;
4. customer contact name and telephone number; and
5. name(s) of sub-contractors and/or consortium members and their role(s).
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| **Response:** |
| Q7 | **Information** |  |
| Please identify how you ensure the accuracy of recording of management information. |
| **Response:** |
| Q8 | **Management of Assets** |
| Please provide details of your proposed maintenance regime and any proposed capital investment for the Golf Course, range and clubhouse. An annual Planned Reactive Maintenance Programme is required which will cover the lease period with any major works highlighted at the correct intervals (internally and externally). This programme should be all encompassing (i.e. covering buildings/golf course facilities/golf courses/site furniture/etc.). |
| **Response:** |

# SECTION 5: PRICING SCHEDULE

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| **Level of Green fees and other charges:** |
| **Golf fees:**Please provide details of the proposed green fees to use the Golf Course (including discounted charges to identified target groups).Please provide details of proposed membership prices to use the golf course (including discounted charges to identified target groups).Please provide details of proposed range basket costs (including any discounted charges to identified target groups). |
| **Response:** |
| **Lease Term and Timescales:** Please confirm the term of lease desired (the Local Authority are giving preference to longer lease terms of up to 30 years).Please advise any timescale requirements relating to entering formal agreements |
| **Response:** |
| **Rental offer:**Please provide details of your proposed financial offer to the Authority, taking account of the guide rentals providedRental will be index linked or open market reviewed every five years. |
| **Response:** |

**SECTION 6: DECLARATION**

1. I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.
2. I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.
3. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this process.
4. I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.
5. I am aware of the consequences of serious misrepresentation.
6. I have read and acknowledged the Bidding Instructions provided.

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| Signed: |  | Position: |  | Date: |  |