



SHREWSBURY TOWN COUNCIL

Livesey House, 7 St John's Hill, Shrewsbury, SY1 1JD

Please ask for: Mr S Farmer
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E-mail: stuart.farmer@shrewsburytowncouncil.gov.uk

Thursday, 09 May 2024

Shrewsbury Town Council – Ice Cream Rights and the sale of hot and cold beverages at the Quarry Shrewsbury

Shrewsbury Town Council are reviewing the rights for the sale of ice creams and the sale of hot and cold beverages in the quarry park, the current licence is due to expire in March 2025.

This licence will be valid for an initial 3-year period with the possibility of a further 2-year extension providing all parties can reach agreement and are satisfied with the service provided.

This tender opportunity will be live through out the summer period of 2024 with a Closing date of **1pm on Friday 27th September 2024**

Background Information

The Quarry Park is Shrewsbury's jewel in the crown, a 29-acre listed park. The beneficiary of a £1.5 million grant from the heritage lottery grant fund in 1998 seeing the works completed in 2005, attracting annually around 1.4 million visitors it is now one of the most visited and well used facilities in the town. The park hosts the Shrewsbury Flower Show and has a varied events programme throughout the year.

The location of the concession is indicated on the attached map, this is a proven successful location for the concession close to the children's playground, canoe hire location as well bouncy castle concessions in the summer months.

Please register your interest in submitting a tender by sending an email to stuart.farmer@shrewsburytowncouncil.gov.uk this must include all contact details. This will enable us to inform you of any alterations that may occur during the tendering period.

Please Note: All infrastructure connected to the current coffee kiosk and ice cream stands including seating and canopies are the property of the current licence holder and do not transfer as part of this tender.

Health and Safety

- All tenderers are to supply Shrewsbury Town Council with copies of the following.
- Health and Safety Policy
- General Risk Assessments
- Certificate of Public Liability Insurance
- Certificate of Employers Liability Insurance
- Carbon Policy (where applicable)

Climate Emergency

In 2019 Shrewsbury Town Council declared a climate emergency and is currently working towards carbon neutrality by 2030. Please provide any information you hold in respect of the carbon footprint of your proposal.

General Scope of Contract

Location:



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There are currently 3 locations agreed within the licence:

- Site of Coffee Cabin at end of playground close to Porthill suspension bridge
- Ice Cream Concession opposite Porthill suspension bridge ramp
- Ice cream Concession at top of Quarry in front of Quarry lodge. (Due to some events taking place this can be relocated to close to the Hercules statute with officer agreement)

The Licensee Can:

- Operate on daily basis from 11th March 2025 through until 31st March 2028 initially, with the exception of Events days such as The Shrewsbury Flower Shower and Lets Rock (dates to be provided) providing all parties are satisfied with this initial 3-year period a further 2-year extension can be negotiated.
- Site 1 Coffee Cabin, 2 Ice Cream vehicles at the specified locations
- Enter the park with registered vehicles for restocking using the Victoria Avenue entrance.

The Licensee Shall:

- Insure in the sum of at least £5 Million in respect of liability for claims made by third parties (including claims made for food poisoning)
- Provide litter bins near the vehicles or structures and be responsible for the cleansing of litter within a 50-meter radius and ensure that all refuse is taken away from site.
- Not dispose of trade waste in public litterbins
- Utilise the 16amp electricity sockets where supplied, the council will supply a key and it will be the licence's responsibility to provide the appropriate plugs and leads. Where electricity is provided vehicle generators should not be operated.

Payment

Payment terms will be agreed with Shrewsbury Town Council but as a guide. All prices are to NET, excluding VAT

- 35% to be paid on receipt of this first invoice (to be raised on 1st April each year)
- 65% to be paid on receipt on the second invoice (to be raised on the 1st of June each year)

Evaluation of tender

All tenders will be evaluated on the following criteria using the information provided.

Criteria	Maximum Score
Tendered Amount	50
Health and Safety Policy	20
Carbon Policy	10
Evidence of Insurance	10
Evidence of Risk Assessments	10

Timetable for tendering

Invitation to Tender: 9th May 2024

Closing Date for tenders: 1pm 27th September 2024

Award of Tender: 11th October 2024



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Submitting a Tender

Should you wish to submit a tender, please use the submission sheet provided and ensure delivery is made prior to the closing date **1pm on Friday 27th September 2024**. Late submissions will not be evaluated and will be removed.

If you require any further information during the tender process, please direct them via email to stuart.farmer@shrewsburytowncouncil.gov.uk

Yours sincerely

Stuart Farmer
Acting Operations Manger



Tender Return

Company Name	
Name	
Company Position	
2025 Tender Amount	£
2026 Tender Amount	£
2027 Tender Amount	£
Total for 3-year period	£
Signed	
Date	

Please return the following by stated deadline:

- Tender Return
- General Risk Assessments
- Health and Safety Policy
- Insurance Certificates