**INVITATION TO TENDER: ITT**

To lease an area of the car park located at the Lee Valley Ice Centre

Lee Valley Ice Centre

Contract Reference: LVLT133S1501

|  |  |
| --- | --- |
| **NAME OF TENDERER:** |  |

Lee Valley LEISURE TRUST

1. INTRODUCTION

**Invitation To Tender to operate a car washing premises**
An area of the Lee Valley Ice Centre car park is available to lease to a car wash operator for a period of 3 years, subject to planning.

The proposed area of the Ice Centre Car Park is equivalent to 9 car park spaces to the South West end of Car Park. The centre is owned and operated by the Lee Valley Trust. To obtain further information about the Trust, please visit our website at [www.leevalleypark.org.uk](http://www.leevalleypark.org.uk)

The Lee Valley Ice Centre (LVIC) is a centre of excellence for ice sports and ice skating in London and the South East. Lee Valley Ice Centre offers an international sized (56m x 26m) ice pad that creates a magnificent facility for up to 800 skaters; the Centre also has seating for up to 760 spectators.

The LVIC located in the London Borough of Waltham Forest, is adjacent to Lea Bridge Road and offers excellent visibility from one of the busiest roads in the Borough.

The selected tenant is to use the premises for a car washing operation, and the tenant will be required to secure all requisite planning permits.

1. INVITATION TO TENDER - ITT

2.1 You are invited to submit a formal tender to lease the premises for a car wash operation.

2.2 You are required to submit all relevant information as required in Section 6-Selection

2.3 Please submit your Tender submission and Pricing Schedule to:-

For the attention of the Procurement Department

Invitation to Tender: LV ICE CENTRE CAR WASH OPPORTUNITY

LVLT133S1501

Lee Valley Leisure Trust

Myddelton House

Bulls Cross

Enfield

Middlesex

EN2 9HG

**By 12:00 Noon on Tuesday 15th December 2015**

2.4 Should any Tenderer have any query or clarification is sought in connection with any of Tender documents, the Authorised Officer stated below shall endeavour to answer **written enquiries** or **email enquiries**, to be sent no later than **5pm 9th December 2015**

2.5 Should you require any clarification of any aspects of this ITT, you should contact:- Stephen Roberts, Head of Property Services by email:

 procurement@leevalleypark.org.uk

* + 1. All email enquiries must be headed: ‘ ITT – LVLT133S1501’ and submitted before 5pm 9th December 2015.
		2. **All Clarification(s) will be posted on the Trust Buyers Profile before 5pm 11th December 2015, viewable via the following hyper link:**

<http://www.leevalleypark.org.uk/en/cotent/cms/corporate/business-finance/procurement/#current-tenders>

2.7 The packaging (large envelope(s) or parcel etc.) of the documents MUST NOT bear any name or indication as to the identity of the sender. The envelope(s) or parcel(s) (if more than one) should be taped together securely using clear self-adhesive tape.

2.8 No tender will be considered unless it is packaged as described above and delivered by the deadline by one of the following means:

2.9.1 Via the postal service – ‘Registered Post’ (except Datapost who indicate the sender on the envelope); or

2.9.2 During office hours (8:30 - 17:00) by hand to Main Reception, Myddelton House.

2.9 The Trust does not undertake to consider submissions received after the due date and the times specified above.

2.10 The Trust accepts no liability for the preparation or delivery of your submission. You must bear all the costs associated with the preparation and submission of the proposal.

1. APPLICATION INFORMATION REQUIRED
	1. Applicants who wish to be considered should produce a proposal outlining their offer, this should include details of:
* experience of operator, including
* 3 past years’ trading accounts (or an explanation as to why these cannot be submitted)
* minimum of 2 trade references
* proposal for sales
* expectation of how the car wash would operate within the centre to contribute to the venue
* dress code / uniform
* customer service values
* confirmation of Public Liability insurance of not less than £5 million

This information will be used to evaluate the proposals and the successful company will be offered the opportunity to lease the demised area based on the responses.

 The lease agreement to be entered into by the successful applicant and the Trust will be prepared by the Authority.

3.2 The following instructions are relevant to this proposal:

* + - Rent is to be stated in pounds sterling.
		- The fact that a company has been invited to submit a formal proposal does not necessarily mean that it completely satisfies all of the Trust’s requirements. The Trust may require further information as appropriate.
		- The information contained in this document must be treated with the strictest confidence, at all times. No information may be disclosed to any third party, other than relevant subcontractors, without the prior written permission of the Trust.
		- Formal proposals shall be valid for a minimum of 3 calendar months from the closing date for receipt of proposals.
1. Premises Details

An area of the Lee Valley Ice Centre Car Park of an approximate size equivalent to 9 spaces, to South West end of Car Park and space for a container. See attached plan with the area to be leased shown in red.

The tenant will be required to pay the annual rent in equal instalments monthly in advance.

The tenant will be responsible for:

* Rates
* Electricity
* Water
* Telephone and other communication connections
* Securing all requisite planning permits
* Keeping the condition of the demised areas, together with all drains, conduits and other areas used by the tenant in good repair and condition

Use:

* Car valeting operation, including the washing, polishing, vacuuming of vehicles. Specifically excluded are vans, lorries, commercial and heavy goods vehicles.
* The Tenant may erect a temporary canopy and use moveable equipment. Under no circumstances is the Tenant permitted anything of a permanent nature.
* All equipment and signage must be removed at the end of each period of opening
* Environmental Compliance -No trade effluent may run off into the surface water drainage system. Only biodegradable detergents may be used by the tenant

The following will be made available to the tenant:-

* Shared use of toilets
* The landlord will permit the tenant to display an advertising sign within the cartilage of the Ice Centre Car Park, Signage will be organised by the landlord but at the tenants’ cost
* Directional service by reception staff

The Tenant will be required to:-

* Operate within the Health and Safety rules as they apply to the centre
* Not to interfere, damage, change or alter in any way the service pipes, electrical cables or conduits in the car park
* Not make any structural changes
* Ensure all deliveries are quickly collected and taken to its demise
* Not to do anything that might compromise the security systems or data communication cables
* Operate within the following hours:

0800 hrs to 1900 hrs daily, or longer as convenient to the Landlord and at its discretion

* There may be times during the holding of events when there is a security lock down. On these occasions, access could be restricted and may not be possible for several days. No such periods are expected during the term of the lease, but should it arise, then the Tenant will have to accept the disruption. A minimum of 3 months’ notice in advance will be given.
1. INDICATIVE Timetable

**Inspection**

This can be made by prior arrangement with the Centre or Duty Manager on 020 8533 3154

**Tender Submission**

Invitation To Tender submissions are to be completed and received by not later than the date stated in 2.3 above

Interviews and clarification meetings may be arranged, if needed during week commencing 21st December 2015

Notification of the successful tenderer will be made soon thereafter.

**Draft Lease**

The draft lease will be made available from 3rd December 2015 for interested parties wishing to submit a tender.

**Lease Completion**

A conditional ‘agreement for lease’ with a long stop date of 1 year to enable the successful tenderer to secure requisite planning permits.

1. SelectION

The Trust will make its selection based on the most economically advantageous bid, assessed by the rental offer (75%), and the quality of the bidders proposal (25%)

|  |  |
| --- | --- |
| AWARD CRITERIA | WEIGHT |
| Rental Offer  | 75% |
| Quality | 25% |

Details of the prospective tenant as listed in 2.1 above are to be submitted.

Rental offers will be considered on:

1. Best rental offer (75%)

The quality assessment will be evaluated on the bidders:-

* Experience (15%)
* Consideration of details as outlined and submitted in accordance with 3.1 above (10%)

The Trust does not bind itself to accept any proposal.

1. FORM OF Lease

The selected party will be offered a 3 year lease contracted outside of the security of tenure provisions of the 1954 Act.

Alienation: The tenant shall not be permitted to charge, sublet, assign or part with possession of part or the whole of the demise.