

Didcot Town Council

INVITATION TO QUOTE



Didcot Town Council invite you to quote for the following services regarding the Willowbrook Leisure Centre, Bowmont Water, Off Avon Way, Ladygrove, Didcot, OX11 7AF.

Built in 2002 - Willowbrook Leisure Centre is currently a vacant building in the centre of the Ladygrove Ward of Didcot. It has operated as a gym and leisure centre for the last 18 years but the space could be used for a wide variety of sports and leisure activities. The building contains the following rooms:

- Sports Hall (the size of four badminton courts and high ceilings)
- Fitness Suite (space for 30 – 35 stations and floor to ceiling mirrors)
- Small Hall (currently divided into two rooms with mirrors)
- Meeting room with separate toilets, office, store room and access to shared kitchen facilities
- Kitchen
- Café with seating area
- Foyer and reception area
- Offices off the reception
- Indoor changing rooms
- External changing rooms (one set used exclusively by Didcot Town Football Club)
- Disabled access
- Free level parking shared with Didcot Town Football Club

Didcot Town Council require a quote for the following:

- **Planning and strategy** – the market place has changed since the last tender opportunity in 2012. The Town Council need a clear “road map” on how to turn this challenge into an exciting opportunity. The Town Council require advice on both short and long term options. Please quote for a review of the leisure sector post covid in this area and how we may identify any gap in leisure provision – taking into account that Didcot is rapidly growing and the increased population will require a variety of leisure provision throughout the town.
- **Tender options** – we have around twenty-five expressions of interest to take over the running of the building. Many of these are sports clubs who are probably not set up for running a large building. Please quote for putting together a professional tender package to give the interested parties the information they need to formulate their business proposals. Again there may be a need to raise tender opportunities for both short term and long term options. The Town Council offices have plenty of information on the running costs of the centre.

- **Analysis of the tenders** – The Council will need assistance to evaluate the tenders in line with best value; the aspirations of the Councillors and the wishes of the residents. Quotes for this work should include specialist legal advice in the relevant areas to ensure that the Town Council operates within the procurement legislative guidelines at all times.
- **Procurement** – if the Council decide to engage a third party – we were getting around £80,000 a year from the previous occupants. This deal was however coming to the end of a ten year contract and in the aftermath of covid is unlikely to be replicated. Again we need to balance what are the best activities to offer for the Didcot area with what the residents want – and what interested parties are able to offer. Please quote for assistance with the procurement process which is likely to include managing the presentations and advice on any the awarding of a contract – if this is the path the Council decide to follow.
- **Option to run the building in-house on a short term arrangement.** Please quote for how you could assist the Town Council to stay compliant and robust in the event of challenge. Also to look at options of leasing out parts of the building such as the gym whilst DTC maintain overall management responsibility.
- **Legal assistance with documentation** – The implementation of any decision is always a high risk time in terms of compliance with documentation. Please quote for a specified number of hours to assist.
- **Transition** – Please quote for assisting the Town Council with the tasks that need to be taken to enable the building to re-open – working with the successful bidder.

The document will need to be advertised on the contracts finder website and find a tender. There is a thirty day period in which the tender should remain open and so it will be early August before an appointment can be made.

It may however be possible to award a part of the contract sooner – perhaps for the provision of a Strategic Outcomes Plan which could be commissioned prior to the award of the main work. Please therefore break down the sections to allow the Council to consider this option.

Photographs of Willowbrook are available on www.didcot.gov.uk

Sealed tenders must be received by Didcot Town Council by 4th August 2021. Tenders may be emailed but password protected to allow for opening on 4th August 2021.

**Postal tenders to be sent to: Didcot Town Council; Council Offices; Britwell Road, Didcot, Oxon OX11 7HN.
Emailed tenders to be sent to: jwheeler@didcot.gov.uk – passwords to be sent on 4th August 2021**

**Mrs Janet Wheeler
Town Clerk**