**Expression of Interest**

**Sport and Recreation contract to manage the Jubilee Field**

**Location** – Jubilee Field, Headcorn Rd, Staplehurst, Kent TN12 OBB

**Published** – 10th June 2024

**Closing date**: - 12th July 2024

**Closing time** – **5pm, 12th July 2024**

**Contract start date** – to be confirmed – Spring 2025

**Contract end date** – 15 years from start date

**Contract type -** Management service contract

**Procedure type** – Open

**Is contract suitable for SME’s** –

**Is contract suitable for VCSE’s** -

**Summary of site and contract**

Staplehurst Parish Council is working in partnership with Football Foundation, Maidstone Borough Council and local groups to develop a 3G pitch at the Jubilee Field.

The management contract will be subject to a successful;

* planning application,
* submission to the Football Foundation
* construction of the 3G pitch.

The management service contract will include;

1 x floodlight 3G pitch,

1 x 11 v 11 junior grass pitch,

11 v 11 adult grass football pitch,

Grounds maintenance,

Pavilion with 4 changing rooms, toilets, kitchen and small lounge

Skate park.

Car park

As the management contract is for 15 years we would welcome initial ideas for investment into the site.

The Parish Council will retain Tree Survey and Tree management of the site boundary and ditches - as part of Parish wide contract.

The Girl Guides Centre has a separate lease and will a key partner at the site, but their building is not part of the management contract.

**Project Timeframe**

Planning permission – submit by June 2024

Planning Decision – Summer 2024

Submission to Football Foundation for funding Summer 2024

Football Foundation Decision – October 2024

Construction early - 2025

Opening – spring /summer 2025

Supporting information

* Plan to go to Planning permission
* Football Foundation Terms and Conditions – Pavilion
* Standard Football Foundation Terms and Conditions - 3G pitch

**What information do we require?**

Company details / background

Status – Company / Trust / Charity

Any subcontractors who may manage the site or provide a key element of the service

3 years company accounts

New company – guarantor / bond

Copy of Public Liability Insurance

Request for references – contact details of management of similar sites

Confirm you have read and understand Football Foundation T and C’s and will abide by them if you are successful

Any added value you believe your organisation has to offer

**Assessment criteria scoring**

|  |  |
| --- | --- |
| **Assessment Criteria** | **Weighting Percentage** |
| Abide by Football Foundations terms and conditions | **Yes / No** |
| **Assessment** |  |
| Financial checks | **50%** |
| Experience of similar size projects | **20%** |
| Quality References | **25%** |
| Added value | **5%** |
|  |  |
| **Total** | **100%** |
|  |  |
| **Scoring 1- 10** |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Scoring Matrix** | | |
| **Score** | **Judgement** | **Interpretation** |
| 10 | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 8 | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 6 | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 4 | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 2 | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0 | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

**Submission Information**

Staplehurst Parish Council intends using Contract Finder throughout this procurement exercise.

Potential suppliers need to

* If not already registered, register your company with the Contract Finder
* Complete the Expression of Interest form
* You can make seek clarifications
* You need to submit by **5pm 12th July 2024.**