

# PROCUREMENT INFORMATION FOR BIDDERS

for the operation of

## **RIVER TEES WATERSPORTS CENTRE**

Bidders should refer to this document  
before completing their Tender.

Tees River Users' Trust Ltd  
River Tees Watersports Centre  
The Slipway  
STOCKTON ON TEES  
TS18 2NE

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**Important:** Although the information in this publication is believed to be accurate and is given in good faith, Tees River Users' Trust Limited makes no representation or warranty as to the completeness or accuracy of any information given.

## 1. NOTICE

**TEES RIVER USERS' TRUST LTD**  
is seeking expressions of interest for the  
**Operation of the River Tees Watersports Centre**

The River Tees Watersports Centre is a modern facility, opened in 2001, within the exciting North Shore Development at Stockton-on-Tees, offering both sporting and social facilities to its constituent clubs in addition to a developing meetings and events business for up to 150 delegates.

The Centre, which is owned and currently operated by the Tees River Users' Trust Ltd,- having an annual turnover of approximately £90,000 - is going through an exciting stage of development. With this in mind the Trust would like to explore the possibility of partnering with a new organisation in operating the Centre and continuing its development. The Trust is flexible and open to a range of operating mechanisms, from a basic management contract to full operating lease arrangements, with a target start date of early 2010 and a proposed initial term of three years.

Should you be interested in developing a relationship with the Trust through the operation of the Centre, visit the Contract Procurement area on our website [www.rtwc.co.uk](http://www.rtwc.co.uk).

## 2. TENDER PROCESS

The Tees River Users' Trust Ltd (TRUT) is seeking to contract with a partner organisation to operate the River Tees Watersports Centre (RTWC). TRUT is open to a range of operating mechanisms and potential partners are invited to submit Bids for their proposed solution, whether it be

- a contract to manage RTWC on behalf of, and reporting to, TRUT
- a proposal to lease RTWC from TRUT and operate it autonomously
- any other model which will meet the criteria laid down in the Tender document

All information will be published and transmitted electronically, with the single exception of the submission of Bids, which are required to be submitted in hard copy as well as electronically.

Initially, there will be only two documents – the **Tender Document** which should be downloaded and completed by prospective Bidders, and the **Procurement Information for Bidders** – a pdf document providing background information.

There is a clarification period (16-20 November 2009) during which any clarification questions posed by prospective Bidders, together with the Procurement Team's response, will be posted on line in a third document, **Clarification Q & A**.

### 2.1 **Schedule**

Procurement Schedule for the  
**Operation of the River Tees Watersports Centre**

Approval of Process by TRUT Board		5 October 2009
Notice of Procurement Process published <sup>1</sup> Procurement Information for Prospective Bidders <sup>2</sup> loaded on to Website		19 October 2009
Open Session <sup>3</sup>	time tbc	week commencing 2 November 2009
Notification of Intention to Bid submitted <sup>4</sup>	by 12noon	9 November 2009
Clarification period <sup>5</sup>		9-22 November 2009
Closing date for receipt of Bids <sup>6</sup>	5pm	27 November 2009
Evaluation of Bids	w/c	30 November 2009
Shortlisting Meeting		7 December 2009
Notification of shortlisting to all Bidders <sup>7</sup>	by 5pm	8 December 2009
Shortlisted Bidders' presentations at interview	tbc	14 December 2009
Notification of Preferred Bidder(s) <sup>8</sup>	by 12	15 December 2009

<sup>1</sup> **Notice of Procurement Process:** as this is not a Formal procurement process, the Tees River Users' Trust Ltd has no obligation to publish Notice of the process by any particular method or timescale.

<sup>2</sup> **Information Packs** All communication during the Procurement Process will be made electronically, the only exception being the requirement for Bidders to provide their Tender documents in hard copy as well as electronically; prospective Bidders requiring an Information Pack, comprising Procurement Information for Bidders and a Tender Document, should visit the RTWC website.

<sup>3</sup> **Open Session** Notification of arrangements for the Open Session(s) will be emailed to all prospective Bidders who confirm their interest via the website link.

<sup>4</sup> **Notification of Intention to Bid** must be submitted by email, by the deadline, via the website link.

<sup>5</sup> **Clarification Period** Tees River Users' Trust Ltd will endeavour to make any clarifications requested during the period 9 - 22 November. If it is felt that clarifications would be of interest to other potential Bidders the information will be posted on the website.

<sup>6</sup> **Submission of Bids** should be made by email and in hard copy, by the deadline, to the address provided on the website and in section 2.6 of Procurement Information for Bidders.

<sup>7</sup> **Notification of Shortlisting** All Bidders will be notified whether they have been shortlisted for interview; shortlisted Bidders will be required to make a presentation to the Tees River Users' Trust Ltd on 8 December 2009

	noon	
Negotiation of Contract Detail/Legal arrangements		15-31 December '09
Confirmation of Preferred Bidder (if more than one Notified)	by 12 noon	4 January 2010
Handover period		4 January 2010 onwards
Target Contract start		1 February 2010

## 2.2 **Open Session**

There will be an open session during week commencing 2 November 2009 when potential Bidders may visit RTWC and meet with TRUT Board Members and/or other members of the Procurement team. Interested parties should email [opensession@rtwc.co.uk](mailto:opensession@rtwc.co.uk) to notify their interest and confirm arrangements.

## 2.3 **Notification of Intention to Bid**

Bidders must notify their intention to bid by 12noon on Monday, 9 November 2009 by emailing [ITB@rtwc.co.uk](mailto:ITB@rtwc.co.uk)

## 2.4 **Clarification Period**

The Clarification Period is from 9 – 22 November 2009; Bidders may request clarifying information by emailing [clarifications@rtwc.co.uk](mailto:clarifications@rtwc.co.uk). A log of queries and the Procurement Team's responses will be posted on line in **Clarification Q & A**.

## 2.5 **Completion of Tender Document**

The **Tender Document – master** should be downloaded from [www.rtwc.co.uk](http://www.rtwc.co.uk) and saved as **Tender Document – [name of your organisation]**. The Tender Document is divided into eight sections and Bidders are required to provide responses within the blue boxes in each section. If Bidders wish to submit additional information the following procedure should be followed:-

- additional documents should be named Tender Document – [name of your organisation] – Appendix [number of section to which it relates] a.
- appendices should be referred to in the relevant blue box

So if Bidder A N Other wished to submit supplementary documentation in support of their response to Section 5, Corporate and Social Events, the document should be named Tender Document – A N Other – Appendix 5a, and it should be referred to as such in the blue response box within Section 5.

As stated, the TRUT Board is keen to explore a range of operating mechanisms and so the Tender Document is left as flexible and non-prescriptive as possible; however Bids should be underpinned with sufficient detail to allow the Procurement Team to make an informed assessment of the submission.

<sup>8</sup> **Notification of Preferred Bidder(s)** Tees River Users' Trust Ltd reserves the right to select more than one Preferred Bidder, and to pursue negotiations prior to confirmation of contract award on 4 January 2010.

## 2.6 **Submission of Bids**

The completed Tender Document, together with any supporting documents, should be submitted as pdf documents to [bids@rtwc.co.uk](mailto:bids@rtwc.co.uk) by 5pm on Friday, 27 November 2009.

Two copies of the full submission should be delivered to RTWC by the same deadline, marked as follows:-

**Restricted – Commercial  
Procurement Team  
TRUT Board  
River Tees Watersports Centre  
The Slipway  
STOCKTON on TEES  
TS18 2NE**

The Bidder's name should NOT be identified on the outside of the package.

## 2.7 **Selection Criteria**

The Bids will be evaluated on the criteria of

- Service Delivery and Performance
- Cost and Affordability
- Risk

see details appended [SelectionCriteria](#). The Selection Panel will assess all Bids against the criteria, and identify those which should be shortlisted for interview.

Shortlisted bids will therefore have

- Achieved a score for Service Delivery and Performance at least in the top 50% of viable Bids
- Not be deemed unaffordable
- Achieved acceptable Risk Assessments at least in the lower 50% of viable Bids

Tees River Users' Trust Ltd reserves the right to reject any Bid which, in the Selection Panel's opinion, does not adequately meet all three criteria. Further no inference should be drawn regarding the proportion of Bids which will be shortlisted for Interview; Tees River Users' Trust Ltd reserves the right to cease the procurement process if there are no Bids which are deemed to be viable.

## 2.8 **Interview Arrangements**

Shortlisted Bidders will be invited to an interview during the afternoon or evening of Monday, 14 December 2009. The interview panel will comprise members of the TRUT Board together with other members of the Procurement Team. Candidates will be required to present their Bid to the Panel – presentations must last no longer than twenty minutes – followed by a further twenty minutes for the Panel's questions.

Exceptionally, the interview panel may identify more than one Bidder to enter the more detailed negotiation stage although only one Bidder will ultimately be awarded the Contract.

## 2.9 **Target Start Date**

The Target Start date of 1 February 2010 is flexible and may be varied in accordance with the successful Bid; proposing a later (or earlier) Start date will not be detrimental to a Bid.

## 3. **RTWC**



The **River Tees Watersports Centre** is a modern facility, opened in 2001, within the exciting North Shore Development at Stockton-on-Tees. We offer sporting and social facilities for our [constituent clubs](#) as well as a great location for meetings and social or local community functions.

There are currently 8 clubs with 350 active members using the Centre. Hosting the clubs, providing a base for their members and supporting club events on the river is the core business of RTWC.

Whilst membership fees constitute a substantial proportion of RTWC's income stream, so too do "racking" fees paid by clubs and individual members for the storage of boats on the lower level of the building.

The third major income stream is generated by hosting corporate, social and community events in the Riverside Room with its kitchen facilities and associated Bar.

The ideal balance for TRUT and RTWC members would be for Events income to be maximised, thus reducing the burden on membership and racking fees, without compromising members' use of the facilities for their respective sporting and social activities.

A 360 degree tour of RTWC is available at [http://www.360fusion.co.uk/tees\\_water\\_sports.phtml](http://www.360fusion.co.uk/tees_water_sports.phtml)

**4. CONSTITUENT CLUBS**

The River Tees Watersports Centre is home to a number of active clubs:-

	Tees Rowing Club	<a href="http://www.teesrowingclub.co.uk">www.teesrowingclub.co.uk</a>	<a href="mailto:info@teesrowingclub.co.uk">info@teesrowingclub.co.uk</a>
	Powerhouse Dragonboat Club	<a href="http://www.powerhousedragons.co.uk">www.powerhousedragons.co.uk</a>	Allyson Butterfield 01642 291356
	Tees Barrage Upstream Sailing Association	<a href="http://www.tbusa.org.uk">www.tbusa.org.uk</a>	<a href="mailto:Sail@tbusa.org.uk">Sail@tbusa.org.uk</a>
	Stockton Divers	<a href="http://www.stocktondivers.co.uk">www.stocktondivers.co.uk</a>	<a href="mailto:stocktondivers@hotmail.com">stocktondivers@hotmail.com</a>
	Tees Tigers Canoe Polo Club		<a href="mailto:paddler911-teestigers@yahoo.co.uk">paddler911-teestigers@yahoo.co.uk</a>
	Teesside University Rowing Club	<a href="http://www.tees-su.org.uk/rowing">www.tees-su.org.uk/rowing</a>	<a href="mailto:sport@tees.ac.uk">sport@tees.ac.uk</a>
	Durham University Rowing for John Snow College	<a href="http://www.dur.ac.uk/johnsnow.boatclub/">www.dur.ac.uk/johnsnow.boatclub/</a>	<a href="mailto:johnsnow.boatclub@durham.ac.uk">johnsnow.boatclub@durham.ac.uk</a>
	Durham University Rowing for Stephenson College	<a href="http://www.dur.ac.uk/stephensoncollege.rowing/">www.dur.ac.uk/stephensoncollege.rowing/</a>	<a href="mailto:m.p.gray@dur.ac.uk">m.p.gray@dur.ac.uk</a>

**5. CORPORATE, SOCIAL AND COMMUNITY EVENTS**

RTWC can host corporate and social events for up to 150 people in the Riverside Room with its kitchen and its associated Bar. The successful Bid will demonstrate an ability to

- further develop the use of the Riverside Room and/or Bar areas
- carefully balance the need to grow the Events revenue stream without impacting negatively on constituent clubs and members
- further develop RTWC as a focal point for activity on and along the River Tees enhancing relationships with, and services to, the local community

**6. INFORMATION AND FINANCIAL SYSTEMS AND MANAGEMENT**

The specific requirements for Information and Financial Systems and Management will vary according to the model of contract proposed in your Bid. However the successful Bid will have demonstrated an ability to implement and develop robust information and financial systems and management which also meet the requirements of current TRUT policies and procedures.

The successful Bid will identify how information and finances will be managed including, but not restricted to,

- managing enquiries from members and potential clients
- ensuring telephone and email messages are addressed appropriately
- maintaining membership databases and ensuring members are kept apprised of news and developments
- managing security systems including allocation of keyfobs, keys, alarm codes etc
- managing banking, staffing and payroll systems  
maintaining full accounts and cash flow forecasts, reporting to the TRUT Board monthly or as appropriate to the nature of the successful bid

**7. ESTATES, FACILITIES AND EQUIPMENT**

RTWC together with its existing fixtures and fittings are the property of TRUT.

The successful Bid will have demonstrated an ability to ensure that the premises are cleaned and maintained to an appropriate standard and that all Health & Safety, and other statutory legal requirements, including the requirements of current TRUT policies and procedures, are met. In addition the Bidder will have confirmed that they are able to provide a Licencee and can run the Bar successfully both on a routine basis for members, but also for booked Events.

**8. COMMERCIAL AND FINANCIAL**

The successful Bid will be able to demonstrate how events and other income will be optimised without negative impact on services to members and in particular identify your proposed business plan including

- marketing plan
- cash flow forecast
- reporting mechanisms

You will need to provide sufficient financial information to demonstrate that your proposed model of service delivery is financially viable, and clearly show how the Bid value has been calculated.

If you are proposing a contract to manage RTWC on behalf of, and reporting to, TRUT you should show how you have arrived at the proposed cost to the Trust.

If you are proposing to lease RTWC from TRUT and operate it autonomously you should show how you have arrived at the proposed lease value.