

ASSESSMENT OF TENDERS

The following is provided to inform tenderers regarding the proposed method for assessment and evaluation of tenders received. The Council reserves the right to vary the detail of methodology and to reproduce or interpret the content of all or part of any tender or proposal in reporting to the Council's Members.

The Council reserves the right to discuss any matters of clarity or negotiate the meaning of any aspect of proposals where it appears to be in the interest of the Council either before or after reporting to Members.

Tenders will be evaluated by officers in line with the following criteria before reporting to Members for decision. The report to Members will include that analysis in order to inform their decision.

A draft lease can be found on the website. This is intended to set out the Council's initial view on terms **for guidance only**. If tenderers wish to seek alternative terms these should be set out in their proposals.

Rent:

The proposed annual rent is to be included as the financial consideration.

Other Benefits

The value of other benefits is hard to quantify. Although the law allows the Council to take these into account, provided their delivery is secured by covenants in favour of the Council, for the purposes of the tender price they do not have a financial value. The Council's officers will report to Members the nature of tenderers' proposals together with any necessary interpretative detail. Members may elect to accept a tender or tenders other than those at the highest rent based on other aspects of the proposals and assessment as below.

Members will make a qualitative decision based on the rent and the other benefits based on officer's assessment of the proposals relative to the benchmarks set out on the following page. Tenders will be graded on a scale of 1 to 5 relative to the benchmarks where:

1 = the proposal includes no detail or proposal relative to the benchmark

2 = the proposal includes detail but falls short of the benchmark

3 = the proposal includes detail demonstrating the satisfying of the benchmark

4 = detail in the proposal exceeds the benchmark

5 = the proposal includes substantial additional content or goes significantly beyond the expectations of the benchmark

It is not proposed that these grades will be used in direct comparison with rents but will be indicative of the relative strengths of proposals. The weight going to the assessment of the price will be 50%, the weight given to the development of the property and the resultant enhanced benefit to the town and wider area will be 50%. This information will be provided in the form of a table together with the proposed rent in order to assist Members to compare the details of proposals. Bids will be valid for consideration whether or not they meet all or any of these benchmarks.

Members may elect to accept tenders for all or part of the site, not to accept any tender, or to instruct officers to negotiate with one or more tenderers before accepting any tender.

Indicators of Compliance	Benchmark
<u>Financial: 50% of the score</u>	
<p>All rent levels proposed will be reported to Members including ranking of tenders relative to the highest submitted. Provide clear evidence of rental level proposed and the ability to pay this rent, business rates and associated insurances.</p> <p>A rent-free period associated with the rental level will be considered as the building is currently in a poor condition and requires significant investment.</p>	<p>The benchmark set is a rental value of £1,200.00p/a. The Council will consider tender proposals that offer a lower rent, however this will be measured directly against the above benchmark.</p> <p>Bidders may choose to propose a rent-free period or reduced rent period or any level of consideration that they feel supports their offer.</p>
<u>Non-Financial: total 50% of the score</u>	
The tender sets out a quality use for the site that provides diversity and additional resident/visitor benefit, attractions and/or facilities.	Proposal provides a service or attraction that is not already available in this area. 20 points (4 X score as scheduled).
The proposal includes cogency and richness of detail that demonstrates the robustness and deliverability of the proposal	Provide clear and substantial detail of what is proposed. 10 points (2 X score as scheduled).
The tender sets out proposals for the creation of local jobs or some other local/community benefit	Proposal includes plans that will lead to the creation of additional local jobs or provide some other measurable benefit to the local residents or community. 10 points.
The proposal demonstrates that planning permission and funding are reasonably available.	Proposal should demonstrate that planning permission for any necessary work or change of use is achievable and any funding that is being relied upon is readily available. 10 points

Minimum Requirements.

The property is located within a Conservation Area in accordance with Tendring District Council's Local Plan 2013-2033 and is considered to be in a key area for the public and visitors. Accordingly, the Council will expect the following minimum requirements for tenders:

1. In all cases proposals should illustrate the deliverability and timescale of proposed benefits.
2. If your proposed use offers a service or operation available to the public, then your proposal should specify minimum opening days and hours as this will be considered when evaluating under the categories above.
3. All proposals should include a list of proposed works to the property.

