

INVITATION TO TENDER
FOR THE PROVISION OF CATERING
AT BARNSTAPLE RFC

i Introduction

i.i Invitation to Tender Process

Barnstaple RFC (the Club) is seeking tenders from companies interested in becoming the official caterers for the Club.

This document provides the specification for the catering service and the broad principles that will apply to the service. Nonetheless the Club is prepared to consider other proposals which are broadly in line with those presented here.

The Club wishes the Supplier to be successful, but cannot enter into any agreement that may place the financial stability and sustainability of the Club at unnecessary risk.

Potential Suppliers should provide their tender containing an agreement to meet the specification, any variations from the specification together with details of all relevant experience and references from previous customers.

i.ii Rugby Club Context

The Club runs four senior teams, ten boys junior teams and girls training squads. There are, typically, half the teams at home on match days.

The first team play in South West Premier and attract several hundred supporters for home games and traditionally even more for cup games and the bi-annual Boxing Day fixture with Bideford. The level of support is much reduced for other senior sides that attract around ten to twenty supporters.

On junior match days there can be anything from thirty to three-hundred people at the club depending on the number and nature of the fixtures being played. These will be players and perhaps a

parent for each child. In addition to this there may be touring sides which tend to coincide with school holidays and a festival weekend, which is typically held over the May Bank Holiday weekend.

The season for Rugby Union runs from the beginning of September to the Bank Holiday weekend at the beginning of May. However there are pre-season fixtures in August and the potential for representative games in May.

Matches are typically played on Saturday afternoons for the senior teams and Sunday mornings for the junior teams. There may be the occasional senior game on a Sunday or Bank Holiday, and on some occasions the junior fixtures may extend into the afternoon. Additionally there may be a number of festivals and events which would require catering.

As well as the above rugby activities the Club also rents out its facilities for parties, conferences and meetings.

SPECIFICATION FOR THE PROVISION OF CATERING AT BARNSTAPLE RFC

The scope of the catering services includes:

- Sponsors Match Day Catering
- Players Post-Match Meals;
- Pre-match Meals;
- Supporters Match Day Catering;
- Function and Event Catering.

1. Players Post-Match Meals

1.1 The main requirement is the provision of post-match meals for senior players on Saturday afternoons and junior players on Sunday mornings. The number provide for vary and as such the following figures are for reference only:

- Senior players meals – 1,500 meals;
- Junior players meals – 4,500 meals.

1.2 The number of meals provided will vary depending on a number of factors beyond the control of the Club, such as cancellations due to weather or non-availability of teams.

1.3 The Club cannot guarantee a certain number of meals, and the Supplier will have to be flexible to meet the needs of the Club.

1.4 The Supplier must accept short notice changes of provision, including cancellation of provision, additional or reduced numbers.

1.5 The Club will endeavour to minimise short notice changes, but the Supplier must be sensitive to the nature of Rugby Union. The Club will provide the Supplier with numbers of meals required two weeks in advance on a provisional basis (ie, based upon number of visiting teams); with confirmation of numbers of players provided on the Thursday immediately prior to the event.

- 1.6 For the avoidance of doubt, the Club will not pay for meals in the event of match cancellations, the intention being that the Supplier will prepare food that can be frozen or otherwise stored.
- 1.7 The menu selection is up to the Supplier; however these will require verification from the club and may typically be:
- Senior players' meals - cottage pie, lasagne, chilli con carne, curry and rice, etc.;
 - Junior players' meals – this is more of an after match snack rather than a meal and may be sausage and chips, jumbo sausage rolls and will include a soft beverage.
- 1.8 For the 2018 - 2019 season, Barnstaple RFC or its subsidiaries will pay no more than:
- 1st XV Players meals - £3.70 per head exclusive of VAT
 - Non 1st XV Players Meals - £3.20 per head exclusive of VAT
 - Junior Meals - £1.70 per head exclusive of VAT

2. Pre-Match Meals

- 2.1 On days when the first team are at home (around 15 to 20 times mostly Saturday afternoons during the season), the Club currently offers:
- Pre-match lunches for a small number of loyal supporters, this is typically 2 courses, however with proper marketing this could be expanded;
 - Pre-match buffets for sponsors – typically two sponsors but up to three per match providing approx. up 80 meals per game.
 - Visiting Committee finger type buffet or pre match lunch – up to five per game.
 - Gala, Presidents and Ladies lunches pre-booked meals for sponsors members and guests – on two/three occasions.
- 2.2 The menu selection is up to the Supplier; however these will need to be agreed in advance:

- Pre-match lunches – two course meal (roast, pie, stew etc) and pudding at a cost of £10;
- Pre-match buffets – The caterer should provide 3 sponsor menu choices at a cost to the club of £7.00 p/h, to specify the type of fayre that the sponsor can expect either a hot buffet, cold buffet or a mixture of the two;
- Club Lunches – three course lunch of menu to be agreed in advance.

2.3 The Club will pay no more than:

- Pre-match Lunches - £10.00 per head inclusive of VAT, to be managed and collected by the supplier.
- Sponsors buffets - £7.00 exclusive of VAT.
- Visiting Committee buffer - £5.00 exclusive of VAT
- Gala Lunches – prices to be agreed in advance with the Caterer, however a market price cost must be adopted. Monies to be collected and managed by the Caterer.

2.4 The Club will provide the number of people sitting as the Clubs guests seven days in advance of the event.

2.5 The Club will provide funding for typically 30 or as advised in advance where numbers may decrease or increase depending on the sponsors requirements. Should the sponsor require a more expensively priced menu or other requirements then this can be negotiated directly with the Supplier, however Sponsors' will be invoiced by the Club and recharged by the caterer.

3 Supporters Match Day Catering

3.1 Barnstaple RFC currently offers catering arrangements above the core business and these are included in the tendering process.

3.2 On match days, the Supplier will be expected to offer visitors and spectators a menu for purchase of food and refreshments at the

Club. While the club typically has good support in excess of 300 spectators per match, this cannot be guaranteed.

3.3 On busy days there may be a requirement to provide outside outlets, this can be either provided by the caterer or their partners, any additional income earned for hire either in commission or ground rent will be to the benefit of the caterer.

3.4 Generally, the Club will expect the kitchen to be open to the public between the following hours on match days:

- Saturdays 12.00 – 18.00;
- Sundays 10.00 – 14.00.

3.5 There may be additional requirements outside of these hours which will be notified by the Club in advance.

3.6 The menu to be provided is at the discretion of the Supplier, but the type of food popular at the Club are bacon rolls, pies, pasties and chips; and refreshments include tea, coffee and hot chocolate.

3.7 It is the view of the Club that there are opportunities to grow the revenue from Supporters Match Day Catering, however the Caterers may need to explore these avenues and report back to the club with their findings and recommendations.

4. Function and Event Catering

4.1 The Club currently rents out all or part of its facilities for individuals, groups, companies, businesses and other organisations to use during the weekdays and in the evenings.

4.2 The Club is seeking to grow this business for the benefit of the Club and also the Supplier.

4.3 The Club will market the facilities at Barnstaple RFC for businesses, groups and individuals, and as part of that marketing will promote the partnership with the contracted catering supplier.

4.4 The Club will retain responsibility for booking of Club facilities, but will send out (electronically or hard copy) specimen menus and

contact details for the Supplier as the Club's official caterer. The person or organisation making the booking with the Club may then make an agreement with the catering supplier for the provision of food and refreshments to their satisfaction. The person or organisation booking the Club facilities and catering facilities will be invoiced separately by each party.

- 4.5 The Club expects the Supplier to provide catering services for functions and events and to actively seek agreement with the function or event organiser for the provision of the said catering. In the event that such an agreement cannot be reached the Club reserves the right to use alternative providers for the catering at that function or event.
- 4.6 The Caterer would provide sample menus for the club to use as marketing purposes.
- 4.7 All function catering (e.g. Funeral Wakes, wedding receptions), would carry a flat fee of £20 per event irrespective of numbers.
- 4.8 The caterer would be marketed as the club caterer for functions, other caterers would only be allowed to cater with the prior agreement of the club caterer, the same income levies would apply.
- 4.9 Hirers providing their own food would be subject to hire charges as the club sees fit, however the catering must be undertaken by the individual and not uses any other company otherwise 4.7\4.8 would apply.
- 4.10 Private hirers would be subject to controls agreed between the caterer and the club. Any additional cleaning required as a result of a private hiring would be undertaken by the club or would be charged accordingly by the caterer.
- 4.11 Daytime functions/hires would be managed by the Club and hot drinks would still fall within the clubs remit. To enable a better service the club needs to research the possibility of providing a hot drinks system, which would be portable and easy to site in other locations to suit the hirer.

4.12 Daytime hirers requiring food would be subject to 4.7\4.8.

5. Provision of Kitchen and Kitchen Assets

5.1 The Club will retain the ownership of the kitchen and the assets present in the kitchen at the time the contract commences. An inventory will be agreed between the Supplier and the Club.

5.2 The Catering Operating Charge imposed by the Club will cover the following:

- rental to allow the Supplier to have use and control of the kitchen for the duration of the contract;
- utilities required to fulfil the contract, ie, gas, electricity and water.

5.3 The Club believes that the kitchen and kitchen assets are sufficient to provide the catering services required. However the Club is willing to open discussions on the upgrading of the equipment, should the incumbent consider the equipment is not suitable for the role they are expected to undertake, the funding of which will be subject to negotiation.

5.4 The Supplier is to provide any additional equipment and utensils to fulfil the contract, and to provide any additional crockery and cutlery necessary for the functions and events.

5.5 The club will maintain the equipment within the kitchen. Should it be felt by the Supplier that additional equipment is required then this must be purchased by the Supplier. The Supplier has the option of selling this equipment to the club at the end of the contract for an agreed price between both parties.

6. Expectations on the Supplier

6.1 The supplier will be expected to cover the following activities:

- Purchase of ingredients;
- Storage of ingredients (although use can be made of Club facilities);

- Preparation of food;
- Provision of utensils and kitchen equipment, in addition to that provided by the club;
- Provision of bowls, plates and cutlery, in addition to that provided by the club;
- Service of food, including table service at Gala and President's lunches;
- Clearing of tables;
- Collection and disposal of food spit on the floor;
- Washing up and cleaning of equipment.

6.2 The Club expects a friendly, family centred approach to service.

6.3 The Club expects adherence to the five core principles of Rugby Union, namely:

- Teamwork;
- Respect;
- Enjoyment;
- Discipline;
- Sportsmanship.

7. What the Club can offer

7.1 The Club will market the Supplier as the Official Caterer for Barnstaple RFC as a partnership arrangement.

7.2 The Club will allow the Supplier a full page advertisement in the Club match-day programme at no cost (value £600).

7.3 The Club will allow the Supplier to place a sign or A board outside the Club to direct people to the kitchen.

7.4 The Club will permit the Supplier to place an advertising sign or board at the pedestrian entrance to the Club.

- 7.5 The Club will permit the Supplier to hand out advertising leaflets to spectators, supporters and visitors.
- 7.6 The Club will make announcements during First XV matches advertising the Supplier and their provision of food and refreshments.
- 7.7 The club will allow up to 2 pitchside advertising boards (space depending), to be placed around the pitch, however Sponsors positions will take precedence should there be a conflict with placing.

8. Price and Payment

- 8.1 The Club is inviting tenders to be the sole club caterer for 12 months, typically to run from 1st August to 31st July. (Subject to 4.9)
- 8.2 The fee will be invoiced by the Club and paid in ten monthly increments in advance due on the 1st of each month and to be paid by fixed Standing Order. The first payment to be on the 1st September.
- 8.3 The fee will cover the:
- The right to take on the sole catering activities (subject to the terms set out above);
 - The rental of kitchen and kitchen equipment;
- 8.4 An annual fee of £1,500 plus VAT, this will be charged to cover the cost of the Hire of the Facility, utilities, refuse collection and other services provided by the club in order for the Supplier to carry out their function. However if due to exceptional circumstances the Caterer is unable to carry out their function a proportion of the Fee may be waived.
- 8.5 The Supplier will invoice for the Players Post-Match Meals within seven days of them being provided.

- 8.6 The Supplier will invoice for the Pre-Match Meals within seven days of them being provided.
- 8.7 The Supplier will retain all the monies taken for sales with respect to Supporters Match Day Catering, with no payment expected by the Club.
- 8.8 The Club will impose a levy on all functions as set out in 4.7 above and invoice the Supplier accordingly.
- 8.9 The Club will endeavour to pay invoices from the Supplier within fourteen days of receipt.
- 8.10 The Club will have the option to provide a catering stall at up to 2 pre-specified matches or events per season for fundraising purposes. All monies will be retained by the club. However the Club will not be in direct competition with the Caterer and will charge prices equal to the caterer for similar or identical items.
- 8.11 The Supplier will not be in direct competition to the Club and any items sold of a similar nature to the Club will be charged at a price to be set by the Club. Should agreement not be made, the Supplier will remove said items for sale.
- 8.12 At times the club may hire out the whole facility\Pitches for an outside event to an individual or company, an example of this maybe to hold a music festival within the grounds. In these circumstances where the Client wishes to bring in their own Caterers a proviso will be included in the hiring that The Club Caterer must be allowed the use of a Catering Pitch within the event at no cost to them or the Club.

9. Contract

- 9.1 The Club is prepared to enter into an initial one year contract with the successful Supplier
- 9.2 The Contract will typically run for 1st August to 31st July.

- 9.3 Any contract will be subject to six monthly commercial reviews and the Club reserves the right to vary its charges as a result of one of these reviews.
- 9.4 Early termination by the Supplier will not cancel the commitment set out in 9.2 and as such the Supplier will still be liable for the whole fee
- 9.5 Should the Supplier wish to use the facility to undertake Catering which is not intended for the use of the Club as set out above then a pre-agreed rental will be imposed. If no agreement is made this will be £15 per day.
- 96 The quality of the service will be under constant review and the contract will contain provisions that enable termination should the level of service be unacceptable.
- 10.4 After the initial term, the tender will go out to review and may be subject to a formal tender process as set out by the club, this will be subject to agreement by all parties, but will be for no longer than three years.