

Description:

West Lothian Council wishes to invite professional Catering Services/ Café operators to tender for this exciting opportunity.

Livingston North Partnership Centre is a bright and spacious building. Located within the Centre there is a wide range of Council services and partner organisations to provide a 'one stop shop' in the heart of the local community. Ideal for a busy and well equipped café.

It is the Local Authority's intention that contract shall be awarded to a single source supplier who will be invited to work closely with the Livingston North Partnership Centre management committee to ensure that the highest standards are met. The authorities terms and conditions shall apply, including minimum operating hours and leasing arrangements.

Rent: Offers of lease over £7,200 (Seven thousand two hundred pounds) per annum to let this pitch are invited.

Permitted uses: The Café will serve a range quality of foods and refreshments including pastries, mixed sandwiches, panini fillings, baked potatoes, children's snacks and hot soup.

Fresh Fruit should be sold with healthy living options given with prominent till points. And confectionary should be placed furthest from site. Teas, juices etc will also be provided.



Cleaning– The responsibility of West Lothian Council, other than table top and cleaning of the kitchen and equipment, which will be the responsibility of the Café operator.

Utility Bills– There will be no metered supply to the kitchen therefore calculations will be carried out to determine Café usage and operator will be invoiced accordingly by West Lothian Council.

Opening hours– Monday to Friday will be 9am – 6pm. Saturday and Sunday 9am– 5pm. However this may be up for negotiation with the Partnership Centre. And it will be open 52 weeks of the year.

Vending Machines– The operator may apply for permission to provide vending machines this will be considered on its merits by the Partnership Centre management team. Maintenance and cleaning of vending machines will be the Café operators responsibility.

Exclusivity– The café operator will have sole access to the designated kitchen area. On occasions, local community groups may hold coffee mornings , dances, presentations etc, these groups will be encouraged to give café operator first refusal to provide catering requirements for their functions, however there may be occasions when groups will make their own arrangements.

Licensing– It is not proposed that the café operator will hold an alcohol licence for the premises. On the occasions where tis would be required, WLC and the management committee will make the necessary arrangements for the application.

Uniforms– All staff must wear clean uniforms as provided by café operator.

Waste disposal– Will be the responsibility of the Café operator.

Rateable Value– This is currently being investigated with the appropriate authority. However rates relief may apply to the property due to the expansion of small business relief. For further information please refer to www.westlothian.com/businessrates

Submitting an offer:

1. Offers should be made in an A4 envelope labelled, "OFFER FOR LEASE CAFÉ PREMISES AT LIVINGSTON NORTH PARTNERSHIP CENTRE."

And the offeror should write his/ her name and address on the back of the envelope . Any additional material should be sealed and attached to the offer envelope.

2. All offers should be sent to,

The Head of Property Services– Offer of Lease

West Lothian Council

West Lothian Civic Centre

Howden South Road

EH54 6FF

3. Offer received by fax will not be accepted

4. The Council does not bind itself to accept the highest or any other offer.

5. Prospective purchasers should also submit with any offer, information sufficient to allow the Council to obtain a suitable financial reference, your proposed price list for the Café offering, a business plan and a completed Application form to lease Commercial or Industrial property, a copy of which can be downloaded at www.westlothian.com/pmd.

