

**Donegal County Council is inviting expressions of interest from suitably experienced persons to lease the Councils commercial property known as the Seashell Unit at the Sea Front in Bundoran, Co. Donegal.**

### **1. Expressions of Interest:**

Expressions of Interest must be made in writing, in a sealed envelope marked;

“Expression of Interest for the lease of the Seashell Unit from Donegal County Council” F.A.O.  
[Council Secretariat, Corporate Services, First Floor, County House, Lifford, Co. Donegal F93 Y622.](#)

and must be received in Donegal County Council’s offices by 12.00pm on Wednesday 31<sup>st</sup> of May.

All submissions should include the following information:

- Details of person/s applying:
  - Name
  - Address
  - Contact details (phone & email)
  - Proposed Start Date

### **1.Suitability Criteria:**

Proposed leaseholder must meet the following minimum criteria:

- Be of good character and submit two references.
- State the relevant number of years and type of experience in the catering trade.
- The leaseholder will have appropriate health and safety training complying with the Safety, Health and Welfare at Work Act 2005.
- The leaseholder will have the required health/food hygiene training and qualifications recognised by the Food Safety Authority of Ireland and the HSE.

### **2. Selection Criteria:**

The submission will be assessed and marked under two criteria as follows;

- **“Price”** A proposed *bid* for the weekly amount to be paid to Donegal County Council for the lease of the facility. 50% of the marks will be awarded for this with 50 marks being awarded to the highest bidder and a proportion of this for the subsequent lower bids.
- **“Quality”** Details of relevant similar experience in the catering trade including a proposal for what the business plan is for delivery of the service and what qualifications and successful experience they have in this regard. 50% of the marks will be awarded for “Quality” and this will be evaluated under the *Quality Criteria* listed below. 50 marks will be the highest

possible score with a minimum mark of 25 being required for a proposal to be deemed acceptable.

NOTE: Donegal County Council reserves the right to accept the proposal it deems most suitable in line with the above criteria. DCC also reserves the right not to proceed with either the best scoring submission or indeed any of the submissions it may receive.

Qualitative Criteria will be evaluated as follows;

A scoring range of

90-100% “Outstanding” A very comprehensive response demonstrating extensive– fully supported with no reservations.

80-89% “Excellent” An excellent response demonstrating excellent understanding offering assurance to client- strongly supported.

70-79% “Very Good” A very good response demonstrating very good understanding offering assurance to client – fully supported.

60%-69% “Good” A good response demonstrating good understanding offering assurance to client – well supported.

50%-59% “Acceptable” An Acceptable response demonstrating a minimum understanding offering assurance to client – satisfactorily supported.

25%-49% “Mediocre” Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and a fail.

1%-24% “Poor” Response demonstrates very limited understanding of the requirements and has fundamental flaws and lacks credibility with a significant risk of non-delivery. This is unacceptable and a fail.

0% “No Response” Response completely fails to address the criterion under consideration. This is unacceptable and a fail.

### **3. Cost of Preparation of Submission:**

All costs and expenses incurred by Applicants relating to this submission and including any other costs, is to be considered as work at risk and no recovery of any costs from Donegal County Council will be entertained. Donegal County Council have no financial liability prior to signing of the contract. Applicants are advised not to make a submission if this condition is considered unacceptable.

### **4. Confidentiality:**

Donegal County Council will use its best efforts to hold confidential the proposed Lease tender amount provided by submission / expression of interest subject to their obligation under law, including the Freedom of Information Act 1997 and 2003. Donegal County Council will consult with Applicants about sensitive information before making a decision on any FOI request received. Similarly, Donegal County Council requires that all information provided pursuant to this invitation will be treated in strict confidence. The submission(s) / expression of interest(s) will be considered by Donegal County Council staff and any potential leaseholder may be discussed with the elected representatives in a public forum.

## **5. Irish Legislation:**

Applicants should be aware that national legislation applies in other matters such as Official Secrets, Data Protection and Health and Safety. People making a submission must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in preparing submissions.

## **6. Meetings:**

Donegal County Council reserve the right to meet with people making the submission if considered necessary for the purposes of clarification of information received as part of the submission.

## **7. Conflict of Interest:**

Any conflict of interest or potential conflict of interest on the part of an Applicant, individual employees, agents, or subcontractors of an Applicant must be fully disclosed to Donegal County Council as soon as the conflict or potential conflict is (or becomes) apparent. In the event of any conflict or potential conflict of interest, Donegal County Council may invite Applicants to propose means by which the conflict might be removed. Donegal County Council will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating an Applicant from the process.

## **8. Applicant Exclusion:**

An Applicant may be excluded if, to Donegal County Council's knowledge at the time of the decision, the Applicant has been convicted of an offence involving participation in a prescribed criminal organisation or corruption or fraud or money laundering.

An applicant may be excluded if the Applicant:

- is subject to a bankruptcy or insolvency procedure or process of a kind specified in Regulation 53, paragraph (5) of the European Communities (Award of Public Authorities' Contracts) Regulations 2006 or
- has been found guilty of professional misconduct by a competent authority that is authorised by law to hear and determine allegations of professional misconduct against persons that include the Applicant or
- has committed grave professional misconduct provable by means that the Donegal County Council can demonstrate or
- has not fulfilled an obligation to pay a social security contribution as required by a law of Ireland or the country or territory where the Applicant ordinarily resides or carries on business or
- has not fulfilled an obligation to pay a tax or levy imposed by or under a law of Ireland or the country or territory where the Applicant ordinarily resides or carries on business or

- has provided a statement or information to Donegal County Council or another such authority knowing it to be false or misleading or has failed to provide to Donegal County Council or another such authority a statement or information that is reasonably required by Donegal County Council or other authority for the purpose of making the decision concerned.

#### **9. Queries:**

Queries can be made to Kevin Mc Closkey [kmccloskey@donegalcoco.ie](mailto:kmccloskey@donegalcoco.ie) . Any queries that give rise to any new information or clarification may be issued to all applicants depending on relevance. The identity of the Applicant who raised the initial query shall not be disclosed to other interested parties.

#### **10. Contract:**

Subject to contract / contract denied the acceptance of any proposal(s) by Donegal County Council shall be subject to the final negotiation and agreement of satisfactory terms of contract with the Applicant(s).

### **Important Additional Information**

#### **The Premises**

All the premises known as the Seashell Unit on the Shore Front at Bundoran including its surrounding area and is shown circled red on the map attached.

The premises can be viewed subject to appointment. Please contact either Kevin McCloskey or John McCarron on 07491 53900 to arrange an appointment.

#### **Commercial rates**

Commercial rates will be levied and are the responsibility of the Leaseholder. The new Leaseholder will be liable on a pro rata based for 2023 from the date the lease commences. For information the commercial rate demand for 2023 is €2,154.00

#### **Water & Electricity**

Donegal County Council will pay the Water Charge in full and the Electrical Bill will be split 50/50 between Donegal County Council and the Leaseholder. For information the electricity bill for 2022 in full was €8,109.00

#### **Minimum opening arrangements**

**Summer months** – June, July and August

Open 7 days per week, 10am to 7pm and including bank holidays

#### **September**

Open Saturdays and Sundays from 11am to 6pm each day

## Inventory

<b>Disabled W.C.</b>	<b>Notes</b>
1 x Robus R2500ES Hand Dryer.	
1 x Mira Elite electric shower.	
1 x Magrini baby changer unit.	
1 x Shires disabled toilet and supporting fixtures.	
1 x Miniature sink with mixer tap.	
1 x Arctic San Jamar toilet roll dispenser.	
1 x ceiling light fixture.	
<b>Ladies WC</b>	
2 x shower cubicles with shower heads.	
3 x toilet cubicles with Shires toilets and toilet roll dispensers.	
1 x Robus R2500ES Hand Dryer.	
1 x sink with single tap.	
2 x Automatic Handwashers/Driers	
1 x Magrini baby changer unit.	
1 x Lotus hand drying paper roll dispenser.	
8 x ceiling light fixtures.	
<b>Gents WC</b>	
7 x ceiling light fixtures.	
1 x urinal.	
2 x toilet cubicles with Shires toilets and toilet roll dispensers.	
2 x shower cubicles with shower heads.	
1 x Robus R2500ES Hand Dryer.	
1 x Automatic Handwashers/Dryer.	
1 x sink with single tap.	
<b>Storeroom</b>	
1 x Electric fuse panel.	
1 x Water tank with electric element.	
1 x Water storage tanks.	
1 x Metal shelving unit.	
1 x Ladder.	
1 x CO <sub>2</sub> Extinguisher.	Supplied by ABC Fire Protection
Hand sink & large sink	
Sluice sink and electric water heater	In the cleaning store
<b>Shop Unit</b>	
1 x Alarm Station.	
1 x Reception Bar unit.	
1 x CO <sub>2</sub> Extinguisher.	Supplied by ABC Fire Protection
1 x Foam Extinguisher.	Supplied by ABC Fire Protection
Counter tops & shelving	
Sink unit	

Wooden panelling on walls	
Large glass display fridge	