



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

EXPRESSION OF INTEREST (EOI)

- 1. MOUNTAIN BIKE UPLIFT, HIRE AND SALES &**
- 2. MULLAGHCARN MOUNTAIN SUMMIT VISIT
SERVICES AT GORTIN GLEN FOREST PARK**

REFERENCE 2024 EP EOI 007

SECTION 1: INTRODUCTION

Fermanagh and Omagh District Council has in recent years developed 13km of Mountain Bike Trails at Gortin Glen Forest Park and wishes to invite submissions from competent Providers to operate as the Trail Head Provider to offer bike hire (and sales of associated equipment) and to offer a Bike Uplift Service together with Mullaghcarn Mountain Summit Visit Services.

Fermanagh and Omagh District Council, with support from DAERA, has invested almost £2 million in upgrading facilities at Gortin Glen Forest Park, which now offers over 14km of walking trails over 5 way marked routes, over 13km of Mountain Bike Trails (designed by Phil Saxena), a destination play facility and a renovated café building.

The recent development and installation of a wooden sculpture known as '*Darach*' by the internationally renowned artist Danbo has been a significant addition to the visitor experience of the Park. This sculpture located on the summit of Mullaghcarn, forms part of the Sperrin Sculpture Trail consisting of three innovative, unique yet linked artworks commissioned at key locations within the Sperrins region (Mullaghcarn, Crannagh and Davagh Forest).

Visitor figures for 2023 has recorded over 100,000 vehicles, which equates to approximately 200,000 people based on 2 people per car. The Mountain Bike Trails were opened at the end of October 2020, and visitor figures for 2023 indicate 25,000 Mountain Bikers using the trails.

This Expression of Interest (EOI) is for two separate lots and Providers may wish to express an interest in the lots individually or together.

SECTION 2: INSTRUCTIONS FOR THE SUBMISSIONS

CONTRACT DURATION

The contract will be for an initial period of 12 months with an option to renew, at the sole discretion of Council, for 3 x 12 month periods. The agreement will be subject to an annual review which will consider quality of the services being provided.

INSTRUCTIONS

The Council Officer dealing with this Expression of Interest is Christine Clingen. Email: christine.clingen@fermanaghomagham.com

Completed Submissions can be returned as follows:

By Email (to the above email address), post or hand-delivered to
Property Manager
Fermanagh and Omagh District Council
The Grange
Mountjoy Road
Omagh
BT79 7BL

Closing Date: 12:00 Noon on Friday 12 April 2024

Expression of Interest:

- Emailed responses should include the following wording: **EOI Submission: Gortin Glen Forest Park, Mountain Bike Uplift, Hire and Sales; Mullaghcarn Mountain Summit Visit Services 2024 EP EOI 007**. Please note that emailed responses will not be opened until after the closing date/time.
- For return by post or hand-delivery envelopes must be addressed exactly as stated, **clearly indicating the Reference and the item(s) being quoted for**.
- Fermanagh and Omagh District Council Terms and Conditions are available to view at: <https://www.fermanaghomagh.com/procurement/t&c>, please read and tick the Terms and Conditions section in Appendix 1
- Submissions received after the closing date and time cannot be considered. Fermanagh and Omagh District Council cannot accept any responsibility for delivery delays. Please allow sufficient time for submission of your Expression of Interest.
- The attached Form of Submission must be completed and signed; failure to do this will render your submission invalid.
- Please ensure that you include all requested information, your document title should quote the EOI title.
- Fermanagh and Omagh District Council reserves the right not to proceed with this Expression of Interest.

QUERIES

- All queries should be emailed to propertyservices@fermanaghomagh.com. Suppliers should note that responses to all queries will be emailed to all those who have been invited to provide a submission. Queries should be clearly labelled – **EOI Query: Gortin Glen Forest Park, Mountain Bike Uplift, Hire and Sales; Mullaghcarn Mountain Summit Visit Services 2024 EP EOI 007** in the email subject field. Suppliers are advised to clarify any points of doubt or difficulty relating to the documentation before submitting their Expression of Interest.
- Telephone or oral enquires will **NOT** be accepted, all queries must be sent to the email address above.
- Fermanagh and Omagh District Council will not enter into discussions on the requirements of this procurement process with individual respondents.
- Queries may be answered in batches rather than one at a time. Queries received after the deadline may not be acknowledged or addressed.
- In all circumstances, Fermanagh and Omagh District Council reserves the right to issue clarification responses to all enquirers at any stage when it believes, at its sole discretion, such clarifications are required.

SECTION 3: SCOPE OF REQUIREMENTS

The successful applicant will be designated as the 'Trail Head Provider/Mullaghacarn Mountain Summit Visit Service Provider' for Gortin Glen Forest Park Mountain Bike Trails for an initial period of 12 months, with an option to extend for 3 x 12 month periods at the sole discretion of the Council.

The agreement will be subject to an annual review which will consider the quality of the services being provided in terms of user satisfaction and complaint handling and complaint resolving.

The following saleable services are required to be offered:

Lot 1: Mountain Bike Uplift, Equipment Hire and Sales Service

A. Mountain Bike Equipment Hire/Sales Service

The appointed Trail Head Provider will be the only Provider authorised by the Council to take payment for such bike related equipment hire/sales within Gortin Glen Forest Park. As a minimum the Trail Head Provider will be required to provide:

- Mountain bikes of a suitable standard for Blue and Red Graded Mountain Bike Trails
- Cycling Helmets with a recognised CE Kitemark. The Operator may also sell/hire bike related equipment including but not limited to; gloves, tubes, lubricants, pumps, helmets, clothing etc.

B. Bike Uplift Service

The Operator will be the sole Uplift Provider on site and therefore the only operator that can officially charge for/sell uplift services. The uplift collection point will be located at the furthestmost car park with two drop off points; one at the top of the Red Trail (The Mountain) and one at the top of the Blue Trail (Kelan's Chase). See **Appendix 7**. This will be a round trip of just over 8km and will require the opening and closing of two forest gates on each trip. As a minimum the Operator will be required to provide:

- An online booking system for day passes and on site booking for single uplift (i.e. on the day)
- Uplift passenger vehicle (up to 16 passengers) and bike trailer both driver and vehicle must meet all legal requirements in terms of licences, tax, psv and insurance
- Passenger and bikes must be carried separately i.e. bikers may not be carried along with bike in a trailer

Location of Services

The Trail Head Operator will be able to operate within the vicinity of the main car park at an agreed designated site. Fermanagh and Omagh District Council will not be providing any temporary or permanent buildings from which to operate. The Operator will be responsible for acquiring council consent for the erection of any structures, which must comply with all necessary statutory approvals.

Minimum Requirements for opening times of Trail Head Services at Gortin Glen Forest Park

- All Bank Holidays (except Christmas Day);
- Every Saturday and Sunday; and,
- A minimum of two from five working days (Monday – Friday) in July and August






Minimum Daily Operating Times

- A minimum of 6 hours per day

Applicants must demonstrate they meet all **8 Minimum Requirements** for Trail Head Service Provision:

1. Mountain bikes of a suitable standard for Blue and Red Graded Mountain Bike Trails
2. Cycling helmets with a recognised CE Kitemark
3. An outline of maintenance systems for bikes and bike related equipment
4. An outline of maintenance systems for vehicles and trailers that will be used for the uplift service
5. Public Liability insurance with minimum £10m cover or a statement that appropriate insurance will be put in place if selected as the preferred Service Provider
6. Appropriate vehicular insurance and vehicle test certification is or will be in place for the uplift service
7. A Health and Safety Plan
8. Appropriate Risk Assessments

Trail Grade Information

 Trail Grade – Green/Easy	 Trail Grade – Blue/Moderate	 Trail Grade – Red/Difficult	 Trail Grade – Black/Severe	 Trail Grade – Extreme
SUITABLE FOR Beginner/novice cyclists. Basic Bike Skills required. Most bikes and hybrids. Some green routes can take trailers.	SUITABLE FOR Intermediate cyclists/mountain bikers with basic off-road riding skills. Mountain bikes or hybrids.	SUITABLE FOR Proficient mountain bikers with good off-road riding skills. Better quality off-road mountain bikes	SUITABLE FOR Expert mountain bike users, used to physically demanding routes. Quality off-road mountain bikes.	SUITABLE FOR Riders aspiring to an elite level of technical ability, incorporates everything from full on downhill riding to big-air jumps.
TRAIL AND SURFACE TYPES Relatively flat and wide. The trail surface may be loose, uneven or muddy at times. May include short flowing singletrack style sections.	TRAIL AND SURFACE TYPES As “Green” plus specially constructed singletrack. Trail surface may include small obstacles of roots and rock.	TRAIL AND SURFACE TYPES Steeper and tougher, mostly singletrack with technical sections. Expect varied surface types.	TRAIL AND SURFACE TYPES As “Red” but with an expectation of greater challenges and continuous difficulty.	TRAIL AND SURFACE TYPES Severe constructed trails and / or natural features. All sections will be challenging. Includes extreme levels of exposure and or risk. Jumping ability obligatory.
GRADIENTS AND TECHNICAL TRAIL FEATURES (TTF’S) Climbs and descents are mostly shallow. No challenging features	GRADIENTS AND TECHNICAL TRAIL FEATURES (TTF’S) Most gradients are moderate but may include short steep sections. Includes small TTF’s	GRADIENTS AND TECHNICAL TRAIL FEATURES (TTF’S) A wide range of climbs and descents of a challenging nature will be present. Expect boardwalks, berms, large rocks, medium steps, drop-offs, cambers and water crossings	GRADIENTS AND TECHNICAL TRAIL FEATURES (TTF’S) Expect large, committing and unavoidable TTF’s. Sections will be challenging and variable. May also have “downhill” style sections.	GRADIENTS AND TECHNICAL TRAIL FEATURES (TTF’S) Will include a range of small, medium and large TTF’s, including downhill trails and mandatory jumps.
SUGGESTED FITNESS LEVEL Suitable for most people in good health.	SUGGESTED FITNESS LEVEL A good standard of fitness can help.	SUGGESTED FITNESS LEVEL Higher level of fitness and stamina.	SUGGESTED FITNESS LEVEL Suitable for very active people used to prolonged effort.	SUGGESTED FITNESS LEVEL A good standard of fitness, but technical skills more important.



Mountain biking is a potentially hazardous activity carrying a significant risk. It should only be undertaken with a full understanding of all inherent risks. These guidelines must always be used in conjunction with the exercise of your own experience, intuition and careful judgement.

Lot 2: Mullaghcarn Summit Visit Service

The appointed Mullaghcarn Summit Visit Service Provider will be the only Provider authorised by the Council to take payment for such trips within Gortin Glen Forest Park. As a minimum the appointed Mullaghcarn Summit Visit Service Provider will be required to provide:

1. A safe and accessible transport service from the main car park to the Mullaghcarn Summit car park
2. Maintain the restricted access to the Summit car park by operating the opening and closure of vehicular access barriers

It is important to note that the Mullaghcarn Summit pathways are loose stone and of a gradient that may not comply with full DDA wheelchair accessibility. The transport service will offer a safe mode of transport to the Summit Car Park and due to the natural environment, the paths may not be suitable for all forms of access and disabilities.

Please also note:

- The service may be disrupted for time to time due to adverse weather and organised events
- The Council reserves the right to introduce vehicle entry charging to the Park in the future
- There is no restriction on the hire of bikes/bike related equipment within Gortin Glen Forest Park which are bought or hired from businesses located outside the Forest Park
- The Operator is **not** permitted to sell any food or beverages unless agreed in writing from the Café Provider
- Two businesses can come together to make a joint submission, but Council will only accept one submission
- The Council reserves the right to independently audit the usage of the Trail Head Services
- Service users must be given an option to grant permission for their contact details to be shared with Council for independent audit purposes during the booking process

SECTION 4:

EVALUATION PROCESS

Proposals are invited for the requirements outlined in this Expression of Interest document. All requested information must be provided along with your submission, as failure to provide requested information may result in your submission failing the assessment process. Your response should clearly address each of the Assessment Criteria listed and clearly detail your ability to meet the Council's needs.

All responses should be completed in the spaces provided and, unless specifically requested, no additional information or literature should be provided. Evaluation of the Submissions will follow a two-stage process

Stage 1

Declarations Pass/Fail

Terms & Conditions and Declarations are available to view at <https://www.fermanaghomagh.com/procurement/t&c>, please read these and complete **Appendix 1** Declarations sheet

Insurance

Pass / Fail

The successful Provider will be required to hold the following levels of insurance throughout the duration of the contract: Public Liability (£10 million) and Employer's Liability (£10 million).

In the event that you do not have adequate insurance cover at the time of application, please confirm in writing that you are willing to put in place the required cover if your submission is successful. The successful Provider will be required to supply evidence of all required insurance cover, prior to confirmation of award of the contract. Please complete **Appendix 3**

Stage 2

AWARD CRITERIA

Assessment criteria and weightings will be as follows:

Proposal (12 months) 30%

The maximum mark will be awarded to the Bidder submitting the highest acceptable offer. Other Bidders will then be awarded a pro rata percentage using the following formula:

$$\frac{\text{Available marks [xx\%]} \times \text{Highest acceptable offer}}{\text{Bidder's price}}$$

This score will be added to that obtained for Quality and the Bidder with the highest overall score will be awarded the contract

Quality 70%

The Quality assessment will be determined in terms of:

Sub-criteria A (Minimum Requirements)	40%
Sub-criteria B (Infrastructure Proposals)	20%
Sub-criteria C (Added Value)	10%

Q1. Please clearly demonstrate how your proposal meets all 8 Minimum Requirements for Trail Head Service provision as outlined in **Section 3 Scope of Requirement** of this document.

[40%] (maximum score 5 x weighting factor 8)

Response to be provided in **Appendix 4 (Maximum 2 pages in Arial font size 12)**

Q2. Please detail the proposal for the provision of infrastructure to operate the Trail Head Service at Gortin Glen Forest Park. Detail how these will be installed/operated to provide a quality visitor experience.

[20%] maximum score 5 x weighting factor 4)

Response to be provided in **Appendix 5 (Maximum 2 pages in Arial font size 12)**

Q3. Submissions should demonstrate how the provision of services will add value to Gortin Glen Forest Park Mountain Bike Trails and/or exceed the minimum requirements as set out above, for example, offering additional services and/or bespoke visitor experiences

[10%] maximum score 5 x weighting factor 2)

Response to be provided in **Appendix 6 (Maximum 2 pages in Arial font size 12)**

The quality criteria responses for **Question 1** will be evaluated against the following scoring indicators. Those submitting a proposal must achieve a minimum of 3 against the scoring indicators for each quality criteria; any submission which achieves less than a score of 3 against the scoring indicators will be considered unsatisfactory and will be excluded from the assessment process.

Assessment	Score	Indicators for Question 1 only
Excellent	5	Evidence that all 8 Minimum Requirements have been met with an excellent level of detail supporting the submission
Good	4	Evidence that all 8 Minimum Requirements have been met with a good level of detail supporting the submission
Satisfactory	3	Evidence of all 8 Minimum Requirements have been met with a satisfactory level of supporting detail in the submission
Limited	2	The submission provided is of limited relevance and has not demonstrated all 8 Minimum Requirements. Several material omissions and/or weaknesses identified
Poor	1	The submission provided is of poor relevance and has not demonstrated all 8 Minimum Requirements. Major omissions and/or weaknesses identified
Nil response/ Very Poor	0	No response or unacceptable information provided

The quality criteria responses for **Questions 2 and 3** will be evaluated against the following scoring indicators. Those submitting a proposal must achieve a minimum of 3 against the scoring indicators for each quality criteria; any submission which achieves less than a score of 3 against the scoring indicators will be considered unsatisfactory and will be excluded from the assessment process.

Assessment	Score	Indicators for Question 2 and Question 3
Excellent	5	The submission provided is of excellent relevance and is fully supported by a comprehensive level of detail No omissions and/or weaknesses identified
Good	4	The submission provided is of good relevance and is well supported by a good level of detail Only minor omissions and/or weaknesses identified
Satisfactory	3	The submission provided is of satisfactory relevance and is supported by an adequate level of detail Some omissions and/or weaknesses identified
Limited	2	The submission provided of limited relevance and partially detailed Several material omissions and/or weaknesses have been identified
Poor	1	The submission provided is of poor relevance and is inadequately detailed Major omissions and/or weaknesses have been identified
Nil response/ Very Poor	0	No response or unacceptable information provided.

The score achieved out of 5 will then be multiplied by the weighting factor detailed beside each quality criteria. The quality score will be added to that obtained for price. The Bidder with the highest offer and quality score will be awarded the contract.

In the event that 2 suppliers submit exactly the same price, each of the lowest submissions will be assigned a number and the successful number will be randomly selected.

Appendix 1

Fermanagh and Omagh District Council Declarations

The following declarations can be viewed at: <https://www.fermanaghomagh.com/procurement/t&c>

	(Please Tick) ✓
Terms and Conditions I/We have read the Terms and Conditions	<input type="checkbox"/>
Mandatory Exclusions I/We confirm that any convictions have been declared. Please detail if any convictions are to be declared: <div></div>	<input type="checkbox"/>
Fair Employment and Treatment (Northern Ireland) Act 1998 I am/We are not unqualified for the purposes of Article 64 to 66 of the Fair Employment and Treatment (Northern Ireland) Act 1998. I/we undertake forthwith to inform Fermanagh and Omagh District Council should any notice stating that I am/we are unqualified be served upon me/us by the Equality Commission.	<input type="checkbox"/>
Certificate relating to Bona Fide Submission I/We have read and now understand the requirements of the submission system in relation to bona fide compliance as detailed in the above mentioned 'Certificate Relating To Bona Fide submission'.	<input type="checkbox"/>
Equality Declaration I/We recognise Fermanagh and Omagh District Council's duty as stated above under Section 75 of the Northern Ireland Act 1998. I/We undertake not to act in any way that would contravene the Council's statutory obligations and are committed to promoting good relations and equality of opportunity in all our activities (including in the recruitment, promotion and training of all our staff.	<input type="checkbox"/>
Freedom of Information Act I/We have read and now understand the requirements in relation to freedom of information as detailed on the attached information sheet.	<input type="checkbox"/>
Safeguarding Declaration I/We acknowledge the importance of safeguarding of children and adults at risk of harm if I am/We are successful in this procurement process.	<input type="checkbox"/>

2024 EP EOI 0007 - EXPRESSION OF INTEREST FOR:

- 1. Gortin Glen Forest Park, Mountain Bike Uplift, Hire and Sales and/or,**
- 2. Mullaghcarn Mountain Summit Visit Services**

RETURNABLE ON OR BEFORE 12 NOON Friday 12 April 2024

To: Fermanagh and Omagh District Council

I/We confirm that I/We have read and understood all of the Declarations detailed in **Appendix 1** and understand our obligations.

I/We offer: to provide **Gortin Glen Forest Park, Mountain Bike Uplift, Hire and Sales; and/or, Mullaghcarn Mountain Summit Visit Services 2024 EP EOI 007** for Fermanagh and Omagh District Council as follows:

Details of Costs

Lot 1: Bike Uplift, Hire and Sales

Description	Price in STG
Bike Uplift, Hire and Sales Proposal for one 12 month period	£

Lot 2: Mullaghcarn Mountain Summit Visit Services

Description	Price in STG
Mullaghcarn Mountain Summit Visit Services Proposal for one 12 month period	£

NOTES

Offer quoted shall be in pounds Sterling (GBP) and be exclusive of VAT (VAT will be applicable)

Name: _____

Address: _____

Postcode: _____

Telephone: _____ **Mobile:** _____

***Email:** _____

***Please note that this email address may be used for correspondence with regard to this Expression of Interest.**

Contact Name (Print in Caps): _____

Position in Organisation (If Applicable) : _____

Signature: _____

Date: _____

Data Protection

In accordance with the Data Protection Act 2018, Fermanagh and Omagh District Council has a duty to protect any information we hold on you. The personal information you provide here will only be used for the purpose of procurement and payment and will not be shared with any third party unless law or regulation compels such a disclosure or in the processing of external funding applications and associated claims. For further guidance on how we hold your information please visit the Privacy section at www.fermanaghomagh.com/your-council/privacy-statement/

<p align="center">Fermanagh and Omagh District Council</p> <p align="center">Insurance Information</p>
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Section One. Insurance.	
A. Public/Products Liability Insurance Minimum £10 million	Yes/No*
Limit of cover: Public Liability	£
Product Liability	£
Insurance company name	
Broker name and address	
Expiry date	
B. Employer Liability Insurance Minimum £10 million	Yes/No*
Limit of cover	
Insurance company name	
Broker name and address	
Expiry date	
C. Vehicle Insurance	Yes/No*
Limit of cover	
Insurance company name	
Broker name and address	
Expiry date	

Duly authorised to sign for and on behalf of:

****In the event that you do not have the required level of insurance cover at the time of application, please confirm in writing that you are willing to put in place the required cover if your submission is successful. Please note evidence of Insurance cover will be required at Award Stage.**

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Appendix 4 Quality – Minimum Requirements [30%]

Please clearly demonstrate how your proposal meets all 8 Minimum Requirements for Trail Head Services provision as outlined in Section 3 Scope of Requirement of this document

[40%] (maximum score 5 x weighting factor 8)

Please use this text box to provide your response (max 2 A4 Arial font 12)

Appendix 5 Quality – Proposed Trail Head Infrastructure [20%]

Please detail the proposal for the provision of infrastructure to operate the Trail Head Service at Gortin Glen Forest Park. Detail how these will be installed/operated to provide a quality visitor experience.

[20%] (maximum score 5 x weighting factor 4)

Please use this text box to provide your response (max 2 A4 Arial font 12)

Appendix 6 Quality – Added Value [20%]

Submissions should demonstrate how the provision of services will add value to Gortin Glen Forest Park Mountain Bike Trails and/or exceed the minimum requirements as set out above, for example, offering additional services and/or bespoke visitor experiences

[10%] (maximum score 5 x weighting factor 2)

Please use this text box to provide your response (max 2 A4 Arial font 12)

Appendix 7

Gate Locations - Gortin Glen Forest Park

