

## INVITATION TO TENDER – NORTHERN ROOTS APIARY

Northern Roots  
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**INVITATION TO TENDER (ITT)** for the management of a fully working apiary. The apiary forms part of Northern Roots in Oldham, Greater Manchester.

Northern Roots is a charity creating the UK's largest urban farm and eco-park on 160 acres of stunning green space, ten minutes on foot from Oldham town centre. A unique new community asset and visitor destination.

[www.northern-roots.uk](http://www.northern-roots.uk)

The vision for Northern Roots is to harness urban green space to benefit people, planet and place. Our mission is to transform the 160 acre Northern Roots site into a destination for learning, leisure and growing, to benefit the environment, and improve health, wellbeing and livelihoods.

The planning application for Northern Roots was unanimously approved by Oldham Council in October 2022 and given the green light by the Secretary of State for Levelling Up, Housing and Communities in November 2022.

The scheme will include a Visitor Centre, Learning Centre, Forestry Hub, solar array, sports pitches, market garden and swimming pond. Work will start on the Visitor Centre and other elements in 2023.

<https://northern-roots.uk/get-involved/masterplan-building-designs/>

Northern Roots seeks to deliver the following outcomes:

- Build skills and create training, jobs and business opportunities for local people, to enhance the local economy.
- Preserve and enhance the biodiversity of the Northern Roots site.
- Improve the Health and Wellbeing of local residents and communities.

In order to deliver this vision Northern Roots seeks to build and support a collaborative community of businesses and social enterprises to set up and thrive from the site. Business partners will be licensed and supported to operate at Northern Roots, in exchange for contributing to the achievement of the charity's outcomes. Northern Roots will secure revenue income via a variety of streams including business licensing, commercial revenues, commissioning contracts, grant funding, sponsorship, and membership. This will be reinvested to manage and enhance the site and facilities and support the community of businesses operating on the site.

## **The Northern Roots Apiary**

The Northern Roots apiary includes 12 hives, bee colonies, and one observation hive situated in a fenced compound on the Northern Roots site. The compound is adjacent to a small market garden and cabin. A large container provides secure storage within the compound, which is accessible by vehicle. A small car park is less than 100 metres from the apiary.

The apiary was set up in 2020. Since then, we have engaged a Lead Beekeeper, taken 20 local people through a year long beekeeping programme and run a number of very popular, short paid beekeeping sessions for adults and children. We've used the observation hive as an education and engagement tool at Northern Roots events, and produced bee products including honey, candles, wax wraps and lip balm, which we've sold through a range of local outlets.

Northern Roots is now seeking a partner to manage and further develop our apiary, and join the community of businesses operating from the site. We are seeking to achieve the following outcomes:

- Management and protection of the hives all year round
- Production of saleable products sourced from the hives – honey, wax products, nucs etc.
- Development of workshops, courses, corporate events, volunteering programmes etc on bee-keeping and ancillary activities.
- Contribution towards Northern Roots key economic, environmental and social outcomes.
- Broadening accessibility to targeted groups including residents of the areas that neighbour the site, and young people from across Oldham.

You are invited to tender for provision of the above, to the specification outlined in the following sections:

- 1 Instructions and Information on Tendering Procedures
- 2 License Terms
- 3 Proposed Application Framework
- 4 Tender Scoring System

Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.

A site visit can be arranged pre tender deadline. Alternatively applicants can seek further information via email or telephone. Please contact me if you have any questions about the tendering procedure. The enclosed Document 1 also contains details for accessing further information or clarification of NR's requirements.

I look forward to your response.

Yours sincerely

**Neil Jones**

**Finance and Operations Manager, Northern Roots**



**Northern Roots apiary (top of field), cabin (left)**



**Meet the Beekeeper session, July 2021**



**Northern Roots honey, 2020.**

## DOCUMENT 1

### INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

- 1 These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Neil Jones if you have any doubts as to what is required or you have difficulty in providing the information requested.

#### Contract Period

- 2 The contract is to be for a period of two years with an option to extend for a further two years

#### Returning Tenders

- 3 Bids should be sent electronically to [info@northern-roots.uk](mailto:info@northern-roots.uk) NR will send a confirmation of receipt of bid email. Tenders must be delivered by **10am Monday 16<sup>th</sup> January 2023.**

#### Costs and Expenses

- 4 You will not be entitled to claim from NR any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

#### Debriefing

- 5 Following the award of contract, all unsuccessful bidders will be notified in writing.

#### Freedom Of Information

- 6 NR is committed to open governance and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to NR may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by NR should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

#### Conclusions

- 7 Whilst every endeavour has been made to give tenderers an accurate description of NR's requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.

## **LICENCE TERMS**

### **1. Operator**

- Operator will be responsible for staffing the apiary to ensure operation of the hives, production, training and events.
- 90% of all produce will be available to the Operator to sell for their benefit. 10% of produce to be returned to Northern Roots.
- Operator to provide community engagement at a minimum of three Northern Roots events per year.
- Annual license fee, payable to Northern Roots, to be proposed by applicants as part of their tender, and negotiated as part of finalisation of license terms.
- Operator's contribution towards Northern Roots' environmental, economic and social outcomes to be proposed by applicants as part of their tender, and negotiated as part of finalisation of license terms. Proposals could include number of free school visits, free training places for local residents, provision of volunteering or social prescribing placements, etc.
- Operator will be responsible for liability insurance to a value of £10million.
- Operator to ensure compliance with all relevant Health and Safety, environmental and safeguarding legislation.
- Operator to produce risk assessments as required.
- Operator required to adhere to Northern Roots' values with regards to recruitment, accessibility, Living wage and circular economy.
- Operator to attend quarterly review and planning meetings with Northern Roots to review financial and operational performance for the previous quarter and agree plans for the coming quarter.

### **2. Northern Roots**

Will provide the following support to the operator:

- Access to Northern Roots hives and colony.
- Use of bee keeping equipment and jarring machine.
- Access to on site storage.
- Maintenance of the car park which services the apiary.
- Communications, marketing and promotional support – on social media, website and other promotional materials.
- Support with fund-raising and securing investment.
- Support with recruiting volunteers.
- Support in engaging with partners, clients and local communities.

## **PROPOSED APPLICATION FRAMEWORK**

The following is a suggested format for compiling your tender application. Please include additional information as you feel relevant.

### **1 Introduction/Background**

A background on your skills/experience and previous work in this field.

### **2 Delivery**

Please set out the range of activities you will carry out, both for the management of the hives and hive products, and the delivery of training and events.

Provide a proposed weekly programme for four sample weeks from spring, summer, autumn and winter, demonstrating how the proposed activities will be delivered, with pricing.

Indicate how activities will contribute towards Northern Roots' environmental, economic and social outcomes and engage key demographic groups. Proposals could include number of free school visits, free training places for local residents, provision of volunteering or social prescribing placements, etc.

### **3 Finance**

Business Plan showing projected income and expenditure, turnover and profit. For years 1 and 2.

### **4 License fee**

Applicant to propose a license fee, payable to Northern Roots, for years 1 and 2 in line with their business plan.

### **5 Risk Assessment**

The top three risks and mitigations you envisage arising in the operation of the Northern Roots apiary.

### **6 Future**

Any proposals for other ways in which you will contribute to the wider success of Northern Roots and other businesses operating from the site.

**TENDER SCORING SYSTEM**

The scoring matrix that will be used for bids in the Award Stage.

<b>Assessment</b>	<b>Score</b>	<b>Summary</b>	<b>Interpretation</b>
Excellent	5	Very strong evidence of appropriate knowledge, skills or experience.	As well as addressing all, or the vast majority of, bullet points under each criteria heading, it will demonstrate a deep understanding of the project. All solutions offered are linked directly to project requirements and show how they will be delivered and the impact that they will have on other areas/stakeholders.
Good	4	Sufficient evidence provided of appropriate knowledge, skills or experience. Have confidence in their ability to deliver the required service	Will reflect that bidders will have addressed, in some detail, all or the majority of the bullet points listed under each criteria heading. Evidence will have been provided to show not only what will be provided but will give some detail of how this will be achieved. Bidders should make clear how their proposals relate directly to the aims of the project and be specific, rather than general, in the way proposed solutions will deliver outcomes
Acceptable	3	Reasonable evidence of appropriate knowledge, skills or experience. Meets requirements in many areas but not all.	Will again address the majority of the bullet points under each criteria heading but will lack some clarity or detail in how the proposed solutions will be achieved. Evidence provided, while giving generic or general statements, is not specifically directed toward the aims/objectives of this project. Any significant omission of key information as identified under each criteria heading will point towards a score of 3.
Minor Reservation	2	Some evidence of appropriate knowledge, skills or experience. Meets requirements in some areas but with important omissions	Will reflect that the bidder has not provided evidence to suggest how they will address a number of bullet points under the evaluation criteria heading. Tenders will in parts be sketchy with little or no detail given of how they will meet project requirements. Evidence provided is considered weak or inappropriate and is unclear on how this relates to desired outcomes.
Serious Reservations	1	Very little evidence of appropriate knowledge skills or experience	Will reflect that there are major weaknesses or gaps in the information provided. The bidder displays poor understanding and there are major doubts about fitness for purpose.
Unacceptable	0	No evidence/respons e	Will result if no response is given and/or if the response is not acceptable and/or does not cover the required criteria.

## Matrix for scoring applications

<b>Area</b>	<b>Weight</b>
Experience	20%
Social value – job creation, accessibility, health and wellbeing	20%
Delivery of training	20%
Wider contribution to NR	10%
Commercial viability, profitability	30%