
Cyngor Cymuned PONTYCLUN Community Council

Request for expressions of interest in providing catering for Café 50 Pontyclun

The Council is inviting expressions of interest from caterers as to how they could provide catering services in Café 50 going forward.

Due to Covid 19 restrictions Café 50 is currently closed and this is therefore an ideal opportunity to review and reset the provision of services in readiness for re-opening once Government restrictions allow. We currently do not anticipate opening for catering before mid/late May 2021 at the earliest.

Whilst Pontyclun Community Council wants to improve the variety of food available to attract more diners and provide customers with a greater choice of food, we appreciate that restrictions in the “post Covid” world will be challenging. Pontyclun Community Council is open to suggestions from you about how a service can be provided. At this time, we are asking for –

1. Expressions of interest to provide catering facilities
2. A general outline of what services you want to provide and how

The Council will consider the expressions received and will invite a few caterers for further discussions prior to selecting a caterer to provide the service.

The Council anticipates that a new contract will start when Café 50 reopens and run for 3 years with an option for the Council to extend for a further 2 years without testing the market.

Potential caterers should note

- When Café 50 reopens for food service there will be a period when numbers may be low and additional support might be needed to get started
Pontyclun Community Council is prepared to be flexible in agreeing
 - initial services,
 - opening dates and times
 - a rent discount for a limited period
- Caterers wishing to view the premises or request further information should contact the clerk to make suitable arrangements.

Expressions of interest should be received by the Council by Monday 19th April. This can be in hard copy by post or e-mail to clerk@pontyclun-cc.gov.wales

Background Information

Café 50 Social Activities

Café 50 is a social hub based in Pontyclun focussing on the over 50s.

It is used by nearly 30 community groups providing various classes, meetings, and events to meet the needs of people from age 50 upwards.

The total number of people attending groups was about 200 a week (though several people attend more than one group).

Café 50 can cater for up to 36 covers in one sitting; however this will most likely be reduced by Social distancing arrangements. The Council will be happy to review the Caterers' Covid risk assessment and support changes that are required.

General arrangements

- All food preparation is done in the Café 50 kitchen.
- The equipment is owned and maintained by the Council
- The caterer pays £65 per week in rent inclusive of all utility bills and maintenance costs for use of the kitchen to provide lunches five days a week.
- The Caterer can use the premises for other catering uses and an additional rent is agreed to cover the Council's extra costs.
- The Caterer gets first refusal on all events arranged at Café 50 by the Council where catering is provided and when groups request catering.

Pre COVID19 catering arrangements

The following is a summary of the Pre Covid catering arrangements

- Cooked food was provided from 12 noon to 1.15 pm.
- A two-course hot lunch with tea/coffee is provided at a cost to diners of £4.50 per meal – Monday to Friday. We believe that most days there are between 10 and 20 covers
- Users queued to be served from a serving area
- Tea/Coffee provided throughout the day on a self-service basis by the caterer and with lunch included in the lunch price.
- Special events were arranged on a basis to be agreed by the Council and Caterer including
 - 2-3 "afternoon teas" each year. The caterer charges £6 per head. These can attract up to 48 people per event
 - 2 Christmas Dinners are organised in December. These replace the normal service on those days and are charged at £7 per head and sell up to 90 tickets in total

Future Lunch service

The Council would prefer that caterers and users have maximum flexibility and choice. We are asking for proposals as to what you would be able to offer. The following is provided as a guide to what the Council would like to be achieved

The offer

The core offer is 2 courses – main and desert plus tea/coffee.

Flexibility for users to have a main course with either starter or desert for same price or starter and desert; or one course at a discount.

“Starters” (or other lite bites) could also be offered as standalone purchases

Price

Price £4.50 per 2 course meal, with appropriate discounts for separate purchases, or increased price for 3 courses. Any increases from this over time to be agreed with Council in advance – the Council would not decline reasonable requests. Current caterer’s contract allows a price up to £5.

Daily Options available

At least 3 choices of main course including a vegetarian option.

Choice of 2 deserts.

We would prefer that there was a selection of lighter meals also offered at lunchtimes e.g. Salads, Soup & a roll. These could be provided by way of offering starters as a standalone purchase

Preparation

The Caterer will use the premises for preparation of meals, though we would consider other options including buying in some parts of meals ready prepared (e.g. purchasing deserts)

Marketing

To support the promotion and advertising of Café 50, menus should be provided at least 1 week in advance and arrangements for special events should be agreed 3 months ahead

Other opportunities

The council is aware that there are opportunities to provide additional services for Café 50 users aged 50 plus. These include

- A variety of smaller meals at a lower cost for people who do not wish to eat a large meal at lunchtime

- Frozen/takeaway food to be offered on a pre-order basis. For example, on Fridays so users have a meal ready at weekends; or takeaway light bites to have at Tea time.
- Regular Afternoon teas between 4 and 6pm Monday to Friday
- Provision of cakes/biscuits for groups who meet in the day on a pre-order basis

The Council also appreciates that there are opportunities for the Caterer at Café 50 to provide extra services to the wider community and we would welcome proposals that include suggestions on these. Our lease of the premises permits the premises to be used as “a Day centre for provision of hot or cold meals, social events and activities for the benefit of the Community” and within this there could be a number of opportunities which we would welcome discussions on.

Examples include

1. opening at weekends for lunches open to a wider audience
2. Friday/Saturday evenings.
3. Preparing food for delivery to outside events/parties
4. Arranging parties/events to be held in Café 50 at Weekends

Alcohol consumption

Caterers should be aware that, in normal usage, serving of alcohol at Café 50 is not allowed due to restrictions in our current lease for the premises. We arrange special permission for Christmas lunches. This is in addition to any normal licensing requirements.

Tea/Coffee arrangements

Tea/Coffee making facilities are available to users through the day

- Hot/Cold water dispenser, crockery, cutlery
- Milk (kept in fridge)
- Tea/Coffee/ Sugar

Users can help themselves with an honesty box for payment at 60p per cup. Monies raised are retained by the caterers. We would be prepared to discuss an arrangement where the Council pays a fixed weekly fee in lieu of the honesty box

In addition, caterer provides tea/coffee with lunchtime meals – this is included with the price.

Improvement to the offering by adding speciality/herbal/fruit teas or Hot Chocolate would be welcomed.

Café 50 share of responsibilities

To ensure that services can be provided to users the caterer and Council will agree their responsibilities. Potential caterers may wish to know the following will apply

Caterers responsibilities

The Caterer

- will supply monthly figures of diners
- is responsible for all cleaning in relation to the Catering service – Kitchen and Store is sole responsibility of caterer and the caterer will clean the tables after lunch service.
- is responsible for provision of tea/coffee/milk for users
- will ensure that waste is dealt with appropriately.
- will attend the Café 50 Steering group meetings, which discuss service improvements and strategy for Café 50. These happen no more than half yearly
- is responsible for compliance in relation to all legal and regulatory requirements to include all Health and Safety provisions and Employment law. This will include
 - valid insurance to cover public and employer's liability provisions
 - aim to achieve and retain a Food Hygiene rating of at least 4

Pontyclun community Council will:

- work with caterer in promoting the meals, special events and other services.
- clean Café 50 including the dining hall and toilets daily (Mon-Fri)
- maintain the Council's kitchen equipment and replace when necessary and ensure that equipment is appropriately tested
- meet to discuss the service with caterer on a regular basis.
- reserve the right to undertake DBS checks on the caterer's staff and decline to accept staff with relevant adverse findings. The cost of any such checks will be borne by the Council.