

Instructions for bidders and Tender Evaluation Process

Property: Former Stroud County Branch Library, Lansdown, Stroud

Background to the disposal

Gloucestershire County Council (GCC) has declared the above property surplus to operational requirements and in accordance with its Disposal Policy is marketing the site in an open and transparent manner.

GCC is required to sell surplus assets for 'Best Value' to generate capital receipts to provide funding for the vital services the council provides.

GCC also supports wider government initiatives to identify and enhance social value. Where surplus properties that have been listed as Assets of Community Value are offered for sale, the assessment of submitted bids will take account of the wider social, economic, and environmental outcomes.

Throughout the bidding and disposal process, all organisations will be treated equally to ensure a transparent and fair bid evaluation and selection of a purchaser.

Tender process

The bidding process will commence on 9th May 2025 with a return date for proposals by 30th June 2025

The proposed evaluation provides a structured process to achieve the best offer received, based on both quantitative and qualitative criteria as outlined in the table below:

	Criteria	Description	Weighting
QUANTITATIVE (50%)	Price	Proposed financial offer	25%
	Source of funding	Evidence and analysis of funding	20%
	Financial credentials of purchaser	Audited accounts /credit rating/evidence of grants proposed	5%
QUALITATIVE (50%)	Delivery	Evidence of track record – similar projects and locations/case studies/testimonials/references.	13%
	Timescales	Proposed timescales to implement proposals (including obtaining planning permission etc.)	2%

Criteria	Description	Weighting
QUALITATIVE (50%)	Social Value	Positive social, economic and environmental benefits
	Quality of design	Development innovation, safer communities
	Sustainability	Contribution to net zero and sustainability agenda
	Total 100%	

Evaluation Method

Each bid must be validated for any potential conflicts of interest and contain sufficient information to demonstrate how the proposal will achieve 'Best Value'. Information not relevant to the evaluation criteria will not be considered in the final decision.

It is proposed that an evaluation panel is formed to appraise all bids received. This panel will consist of a range of suitably experienced individuals who will assess each bid against the stated criteria and weightings in a fair and transparent manner.

The recommended preferred bid will be subject to detailed due diligence and legal contract.

Proposals received by the offer deadline will be assessed on the following basis:

Evaluation Criteria

The highest offer will receive the full allocation of marks with other bids allocated marks based on the difference between the highest price expressed as a percentage.

Proposals are required to provide details of the source, certainty and conditionality of the proposed financial offer which should include:

- Evidence and analysis of the sources of capital funding.
- Details of the financial credentials of the proposed purchaser, including latest audited accounts and a credit reference.
- Evidence /confirmation of external grant funding or other external capital funding.

Key elements of the evaluation criteria will be the track record of the proposed purchaser, positive contributions to social value (social economic and environmental benefits), and the approach to sustainable development.

The inclusion of indicative layout drawings, development appraisals, sustainability statements, including case studies and testimonials will assist the panel in assessing the overall quality of a bid.

Bidders are required to provide details of the following:

- Evidence of an organisation's track record delivering projects of similar size and similar locations.
- Proposed timescales and milestones for the discharge of conditions (planning permission etc.) leading to the completion of the disposal.
- Case studies, testimonials and references to be contacted.
- Details of how the proposal will deliver social value – positive social, economic, and environmental benefits.
- Quality of design.
- Sustainability - contribution to net zero carbon and sustainability agenda.
- Business Cases are required from community groups/parish/town councils who submit an offer to purchase and are proposing to use the property for community purposes. Business Cases will be considered on their merits and a decision made against common criteria in accordance with the following key principle. The overriding aim should be the delivery of financially sustainable not-for-profit community-led service/s. Please refer to related guidance/criteria on submitting a business case.

As a guide for bidders, GCC will assess the social value based on the themes, outcomes and measures (TOMs) set out below:

Based on National Social Value Measurement Framework – Themes, Outcomes and Measures (TOMs)

THEME	OUTCOME
Jobs: Promote Local Skills and Employment	<ul style="list-style-type: none"> • More local people in employment • More opportunities for disadvantaged people • Improved skills • Improved employability of young people
Growth: Supporting Growth of Responsible Regional Business	<ul style="list-style-type: none"> • More opportunities for local MSMEs and VCSEs • Improving staff wellbeing and mental health • Reducing inequalities • Ethical Procurement is promoted. • Social Value embedded in the supply chain
Social: Healthier, Safer and more Resilient Communities	<ul style="list-style-type: none"> • Creating a healthier community • Vulnerable people are helped to live independently. • More working with the Community

Environment: Decarbonising and Safeguarding our World	<ul style="list-style-type: none"> • Carbon emissions are reduced. • Air pollution is reduced. • Safeguarding the natural environment • Sustainable Procurement is promoted
Innovation: Promoting Social Innovation	<ul style="list-style-type: none"> • Social innovation to create local skills and employment. • Social innovation to support responsible business. • Social innovation to enable healthier safer and more resilient communities. • Social innovation to safeguard the environment and respond to the climate emergency

Final Assessment

On receipt of compliant bids before the tender deadline on 30th June 2025, a due diligence exercise will be undertaken by GCC, Bruton Knowles (the Council's retained property agent), and possibly other specialists to determine a final weighted score for each bid.

All due diligence, particularly the financial credentials of the proposed purchaser(s) should be completed before the evaluation panel reviews and moderates the final scores.

Unconditional bids (offers not tied to the grant of planning permission or other requirements) will be considered in the same manner as conditional bids, ensuring due diligence on the financial position and delivery track record of the bidder being considered as part of the assessment process.

Clarifications and Shortlisting

Further clarification, evaluation or negotiation of bids may be required as part of the final bid evaluation process. This could include issues such as planning, timing and the conditionality of proposals require clarification, a shortlist of bidders will be agreed by the panel for each site on a consensus basis.

Final Interview

The shortlisted parties for each site may be invited to a final stage interview before a preferred bidder is selected for each site disposal.

Preferred Bidder and Timing

It is anticipated that a preferred purchaser will be identified in July 2025

The final scores, justification for shortlisting and the preferred bidder selection decision will be recorded for audit purposes.

Other considerations:

1. A key factor for GCC's decision in selecting a preferred bidder is the level of confidence that the transaction will be concluded within the required timeframes. The source(s) of funding, the financial credentials of the bidder, the conditionality of proposals and the delivery timescales carry significant weighting in the evaluation process (40%).
2. The opportunities for positive contributions to social value and a commitment to the ongoing development of the sustainability agenda will form a key part of the assessment enabling the Panel to assess how well the bid might support GCC's strategic aims.
3. The creditworthiness of the offerors will be examined before any bid is accepted. Any bidder may be rejected if unsatisfactory references and financial checks are received.
4. The qualitative assessment of the delivery / track record of the bidders will utilise market knowledge provided by the Council's retained property adviser. This will include an assessment on a bidder's previous successful purchases, market reputation and their ability to deliver over the required timescales. Bidders should include their relevant track record, case studies, testimonials, and references as evidence to support their bid.
5. GCC is not obliged to accept the highest or any offer put forward for each site disposal and reserves the right to withdraw from the selection and evaluation process at any stage.
6. All information and documents submitted will be treated as confidential and not disclosed, copied, reproduced, distributed, or passed to any other party outside of the evaluation team. GCC will avoid conflicts of interest and bidders should note that any actual or potential conflict of interest should be immediately identified.

All enquiries and further information relating to the bidding process, evaluation criteria and site information should be directed to the Council's retained property adviser.