

A photograph of a young woman with blonde hair tied back, wearing a black button-down shirt. She is smiling and looking directly at the camera. The background is a blurred interior of a shop, with shelves and a sign that says 'OR TAKE AWAY' visible.

It's a
goodthing[©]

Mini Tender:
Provision of Utilities
Categories: Electricity, Gas and Water
Barnsley Premier Leisure Limited

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Introduction

Barnsley Premier Leisure Ltd (BPL) is a not-for-profit social enterprise and registered charity that operates a diverse mix of leisure facilities across Yorkshire and North Nottinghamshire.

BPL is seeking a Trusted Utility partner(s) to provide Electricity, Gas and Water services across its estate, identified in Appendix, from 1 April 2027 to 31 March 2030 with an option to extend the contract for a further two-years to 31 March 2032.

Our Trusted Partner(s) will work alongside BPL to deliver according to the principles set out in this mini tender.

This tender will be promoted on our website www.bpl.org.uk

Utilities Service Provision

Utilities represent one of BPL's largest areas of indirect expenditure and a key strategic risk.

This tender covers:

- Electricity supply and associated market services.
- Gas supply and associated market services.
- Water supply and wastewater services.
- Market intelligence and risk management.
- Procurement advisory services.
- Invoice validation and bill assurance.
- Portfolio performance reporting.
- Carbon and sustainability support.

The successful supplier should demonstrate experience working with multi-site public sector, charitable or leisure organisations.

Strategic Context

BPL has invested significantly in energy reduction technologies including:

- Combined Heat and Power (CHP).
- Solar PV installations.
- Air Source Heat Pumps.
- Building Management System improvements (BMS).
- Energy efficiency initiatives.

These investments continue to alter utility usage profiles and require a supplier capable of supporting a complex and evolving estate.

Whilst committed to reducing energy consumption and carbon emissions, BPL is also a growing organisation. Two additional venues are expected to join the portfolio during 2027/28, with further growth anticipated over the term of this agreement. We therefore seek a strategic partner that can support both energy reduction objectives and a growing utility portfolio, delivering scalable solutions, commercial value and long-term cost visibility across an evolving estate.

Market Context

Previous procurement exercises identified:

- Significant exposure to wholesale gas markets.
- Electricity costs are being heavily influenced by gas market movements.
- Increasing importance of flexible Procurement Strategies.
- Growing value of market intelligence and trigger-based purchasing.
- Increased relevance of carbon pricing, network costs and energy security risks.
- Lower financial exposure to, and limited influence over, the water market, but opportunities to achieve value through effective management, consumption reduction and operational efficiency.

Suppliers should demonstrate how their proposed approach will help BPL manage these risks and realise the identified efficiency opportunities.

Our Responsible Procurement Framework

Helping people feel good is our purpose at BPL, and we expect our Trusted Partners to help us fulfil this.

Our Responsible Procurement Framework outlines the principles we test when selecting our suppliers and partners.

There are three pillars to our Responsible Procurement Charter:

- 1. Our Commitments**
 - a. **Fairness & Equality**
 - b. **Transparency**
 - c. **Sustainability**
 - d. **Value For Money**
 - e. **Compliance**
- 2. How we work together**
 - a. **Long Term Partnerships**
 - b. **Continuous Improvement**
 - c. **Safe & Ethical**
- 3. Governance and support**
 - a. **Supporting Each Other**

Our Procurement Principles & Procedures

The first thing we do when identifying a supply need is to refer to our Trusted Partner Framework. Our Trusted Partner have been through an application process and scored according to their alignment with our values. We want the things that are important to us to be important to the people we work with too. We only work with Suppliers who are on our Trusted Partner Framework.

Stage 1: Trusted Partner application

The process begins with our Trusted Partner Framework Questionnaire (PQQ) and our Trusted Partner Framework Financial Questionnaire. The PQQ uses a limited number of questions to ascertain if our values are aligned. The Financial Questionnaire provides information which we use to set up your account if you are successful and to complete a credit check.

Stage 2: Mini Tender

Having secured a place on our Trusted Partner Framework, successful applicants will advance to the Mini tender stage.

More details can be found in the Framework section below.

Tender Specification

Barnsley Premier Leisure Ltd (BPL) is seeking to appoint a Trusted Partner for the provision of utilities across multiple sites.

- **Contract term: 3 years (with option to extend to 5 years)**
- **Contract start date: 1st April 2027**
- **Forward buying commencement: September 2026**
- **Categories: Electricity, Gas and Water**
- **Multi-site delivery across Yorkshire and North Nottinghamshire**

Tender Owner: Mick Daley (SHEQ Manager)

Tender Sponsor: Lindsey Churchill (Head of Finance)

Reassessment of any offer will be triggered if any tender specifications are not being met.

Contract Requirements

- **Contract term: 3 years with option to extend to 5 years.**
- **Multi-site utility portfolio.**
- **Consolidated reporting.**
- **Monthly management information.**
- **Utility market updates.**
- **Access to specialist utility procurement advice.**
- **Portal access.**
- **Budget forecasting support.**
- **Carbon reduction support.**
- **Invoice validation and dispute resolution support.**
- **Dedicated account management.**
- **Identification of leaks/waste (Water management).**

Electricity

Tenderers must provide:

- **Fixed and flexible procurement options.**
- **Market intelligence.**
- **Market trigger and buying strategies.**
- **Green energy options.**
- **Renewable energy purchasing opportunities.**
- **Hedging and volume management options.**
- **Supply risk mitigation arrangements.**

Gas

Tenderers must provide:

- **Fixed and flexible procurement options.**
- **Market intelligence.**
- **Hedging and volume management options.**
- **Market trigger and buying strategies.**

Water

Tenderers must provide:

- **Retail water supply services.**
- **Wastewater services.**
- **Water efficiency support.**
- **Leak detection and consumption analysis.**
- **Billing validation.**
- **Consumption reduction initiatives.**

Tender Timeline

- Tender issue: 14th August 2026
- Clarification/ Discussion meetings: Week commencing 17th August 2026 with the Owner and Sponsor (Bookable through - helen.thomas@bpl.org.uk - jill.west@bpl.org.uk)
- **Submission deadline: 28th August 2026**
- Award notification: September 2026
- Contract start date: 1st April 2027
- Forward buying commencement: September 2026

A mobilisation period will take place between contract award and the start date to ensure a smooth transition of supply, including system setup, product alignment, and site onboarding.

Tender Scoring

For this mini tender this is how we will be testing and scoring your responses:

	Trusted Partner Framework	Mini Tender	Mini Tender % Score
Our Commitments			
Fairness & Equality			
Transparency	✓	✓	10%
Sustainability	✓		
Value For Money		✓	40%
Compliance			
How we work together			
Long Term Partnerships	✓	✓	25%
Continuous Improvement		✓	25%
Safe & Ethical	✓		

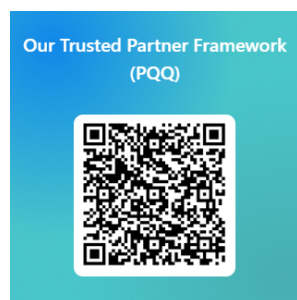
This mini tender pack will outline the specific details for each section.

And through this mini tender process we will measure your adherence to these principles by completing:

1. Our Trusted Partner Framework (PQQ)
2. Our Mini Tender Framework

Our Trusted Partner Framework (PQQ)

This document is required by every supplier to BPL. In the separate document, please use the QR codes to complete the questions and provide the requested information within the Trusted Partner Framework PQQ and Financial Questionnaire.



If you need any assistance completing these please contact helen.thomas@bpl.org.uk or jill.west@bpl.org.uk who can answer any questions and help you through the process.

For the Trusted Partner Framework PQQ, please answer either, Yes, No or Partial. If a question does not apply to you, please select No.

We ask you to provide a copy of your latest filed accounts with Companies House. If you are unincorporated, we may ask you to provide management/internal accounts. A failure to provide these may impact on your score.

Our Mini Tender Framework

This document forms the Mini Tender Framework. A series of questions will be asked to match the scoring criteria highlighted above. Here we need to know more specific details of how you will meet our requirements for following:

Theme	Principle
Transparency	We are open about how we choose suppliers and how we spend our money. Opportunities are published in line with Charity Commission guidance.
Value for money	We look at the whole-life cost, not just the price, and always seek the best value for our charity and community.
Long Term Partnerships	We value relationships that last and deliver great service. We want our suppliers to stick around, just like our customers do.
Continuous improvement	We welcome feedback and ideas from staff and suppliers. If you spot a better way, share it!
Safe & ethical	We expect honesty, integrity and respect in all dealings. Bribery, fraud, and conflicts of interest are never tolerated. If you see something wrong, speak up.

Mini Tender Framework Response

Please indicate the services tendered for Y/N:

Electricity (Power)	
Gas	
Water & sewerage	

Theme 1: Transparency

Our Principle

We are open about how we choose suppliers and how we spend our money. Opportunities are published in line with Charity Commission guidance.

We expect our Trusted Partner to collaboratively work with us to facilitate dynamic hedging, working with agreed thresholds/parameters, offering market insights to enable informed decision making in respect of forward purchasing.

The following sections highlight how Transparency forms part of executing the procurement strategy.

- We expect our partner(s) to be fully compliant with relevant industry regulations and statutory obligations.
- We are an ethical trader; we pay a fair wage and treat our staff as our greatest resource. We are looking for a partner(s) who trades ethically.
- We pride ourselves on our commitment to financial resilience and want to choose partners who are resilient and financially responsible.
- We are looking for transparent associated management fees or bureau costs.
- We ask each tenderer to specify their procurement strategy, and the influence BPL has in making procurement decisions.
- We will also require you to highlight any additional information in support of meeting these criteria in the application/tender.
- We ask tenderers to identify any implications of changing utility providers (suppliers) in your framework within the supply period identified, should this occur.

Response: Transparency

Please indicate how you will satisfy the Transparency requirements.

Theme 2: Value For Money

Our Principle

We look at the whole-life cost, not just the price, and always seek the best value for our charity and community.

We look at whole-life value, not simply the lowest price.

BPL is seeking a Trusted Partner that can demonstrate:

- Competitive and value for money management/bureau fees.
- Effective procurement strategies.
- Risk management.
- Bill validation.
- Consumption reduction opportunities.
- Optimisation of value rather than manage price risk (Water management).

Response: Value For Money

Please indicate how you will satisfy the Value for Money requirements.

Please specify your procurement approach including fixed versus flexible purchasing options.

How do you minimise exposure to market volatility.

Please specify your fee structure, including value-added services.

Please give examples of savings delivered to similar organisations.

Theme 3: Long Term Partnerships

Our Principle

We value relationships that last and deliver great service. We want our suppliers to stick around, just like our customers do.

Delivery Performance

Suppliers are expected to meet agreed service levels, including:

- Dedicated account management.
- Sector expertise.
- Supply continuity.
- Escalation routes.
- Reporting arrangements.

Service Level Agreement (SLA) & Performance Monitoring

BPL requires all Trusted Partners to meet the defined service standards throughout the contract term. Supplier performance will be monitored against the following key performance indicators:

KPI	Target
Invoice Accuracy	99%
Query Resolution	5 working days
Reporting Timeliness	100%
Market Updates	Monthly
Account Review Meetings	Monthly

Suppliers must:

- Monitor and report performance against these KPIs upon request.
- Participate in regular performance review meetings.
- Provide root cause analysis and corrective action plans where KPIs are not met.

Failure to meet agreed service levels may result in:

- Potential contract renegotiation or termination.

Supply Chain Resilience

Trusted Partners must demonstrate their ability to maintain continuity of supply under varying conditions.

Tender submissions must include:

- Account management continuity.

Response: Long Term Partnerships:

Please indicate how you will satisfy the Long-Term Partnerships requirements.

Theme 4: Continuous improvement

Our Principle

We welcome feedback and ideas from staff and suppliers. If you spot a better way, share it!

Our Trusted Partners will support BPL with improvements and ideas that help us stay efficient and sustainable.

We welcome ideas that improve efficiency and sustainability.

Trusted Partners should demonstrate how they will help us:

- Make optimum use of utilities.
- Reduce carbon emissions and energy consumption.
- Improve value, reduce waste and enhance water efficiency.
- Use technology and data analytics.
- Achieve our Net zero ambitions.
- Act on market insights.
- Improve ESG reporting.
- Support our utility budgeting and forecasting process

Please let us know how you will support BPL, share your ideas and keep learning.

Response: Continuous Improvement

Please indicate how you will satisfy the Continuous Improvement requirements.

Tender Terms

Invitation to Tender

- 1.1 Barnsley Premier Leisure Limited (BPL) invites tenders for the carrying out of Utility procurement in accordance with the Specification of Service Requirements.
- 1.2 The Tenderer must ensure that it is entirely familiar with the nature and extent of the obligations to be accepted by it if the tender is accepted. If in doubt as to the meaning of any part of this document the Tenderer should make a written/ email enquiry to:
- PRIVATE & CONFIDENTIAL
Barnsley Premier Leisure
The Executive PA
Unit 1
Acorn House
Mount Osborne Industrial Park
BARNSELEY
S71 1HP
Email : helen.thomas@bpl.org.uk – jill.west@bpl.org.uk

- 1.3 The invitation to tender is extended subject to the Conditions of Tender. The Tenderer must comply in every respect with the Conditions of Tender.

Conditions of Tender

Submission of Tender

- 2.1 The tender shall be deemed to have been made subject to all matters contained or referred to in the Tender Document.
- 2.2 Tender documents issued by the BPL to a prospective Tenderer must not be passed on to a third party without the permission of the BPL. All information supplied by the BPL in connection with the tender shall be treated as confidential by the Tenderer.
- 2.4 It is the Tender's responsibility to ensure that he has allowed in his tender for all items and services set out in the specification of service requirements.

Entries on Tender

- 2.5 The text of this document shall not be altered or otherwise qualified by the Tenderer unless expressly instructed in writing by the Tender Owner or Tender Sponsor on behalf of BPL before the submission deadline.
- 2.6 All entries such as rates, price totals, etc entered on the tender by the Tenderer will be accepted digitally, or in black ink. All entries must be easily read and pricing clear.
- 2.7 Failure to complete **all** answers digitally in the form of tender and specification may be interpreted by the BPL as a failure to meet the minimum specification and hence be sufficient to disqualify the tender.

Return of Tender

- 2.8 Tenders and accompanying documentation must be returned to (preferably via email):
- PRIVATE & CONFIDENTIAL
Barnsley Premier Leisure

The Executive PA
Unit 1
Acorn House
Mount Osborne Industrial Park
BARNSELEY
S71 1HP
Email : helen.thomas@bpl.org.uk – jill.west@bpl.org.uk

- 2.9 Tenders must be received via email or post by 28th August (12 noon)
- 2.10 The tender must be signed by two company directors/partners, or by a director/partner and a secretary, or such persons being duly authorised for that purpose; each signatory must also print his/her full name and capacity in which he/she has signed the tender.

Additional Conditions

- 2.11 Late tenders will not be considered and there will be no further opportunities to amend the tender submitted after the closure date.
- 2.12 The Tenderer shall bear its own costs in connection with the preparation and submission of the tender and the execution of the formal contract. Tenderers may be required to provide a presentation of their services; including how they will fulfil the requirements expressed within this document.
- 2.13 The BPL shall reject all tenders submitted following any canvassing, collusion with any other Tenderer, or offer of any inducement to any member of employee of the BPL.

2.14.1 Evaluation Detail

Each tender will be assessed on how the tender meets our How We Work Together Principles:

- **Transparency**
- **Value For Money**
- **Long Term Partnerships**
- **Continuous Improvement**

Tenders will be evaluated and scored against each principle.

- 2.15 The Tender is for the supply of Electricity, Gas and Water.
- 2.16 The BPL does not bind itself to accept any tender. **Tender may be accepted for part of the services detailed.**
- 2.17 The tender must remain open for acceptance until 28th August 2026
- 2.18 If before the closure date in the opinion of the BPL the tender contains a genuine error of computation the Tenderers shall be required to elect:
- 2.18.1 to stand by its tendered rates and prices (in which case the BPL's representative shall make the necessary adjustment to the tender total);
- or
- 2.18.2 withdraw its tender

Form of Tender

- 3.1 We, the undersigned, hereby offer to provide the services detailed within our tender to the BPL.
- 3.2 We, hereby offer to execute a Contract for provision of the services in the form agreed by the legal representative of the BPL which reflects the tender accepted.
- 3.3 We agree to this tender being valid for the **contract period of at least 3-year (Three) period ends (with option for additional two-year extension)**, then a full review to extend or re-tender will be undertaken.
- 3.4 We understand that the BPL are not bound to accept the lowest or any tender and that the BPL will not be responsible for any expenses incurred in preparing this tender.
- 3.5 We understand that should the BPL intend a major variation in the supply service required, it reserves the right to re-negotiation of the contract at the end of each period end.
- 3.6 The Tenderer in submitting this tender, warrants and represents to and undertakes with the BPL that:
- 3.6.1 It has complied and will comply in all respects with the
- Conditions of tender;

- 3.6.2 All information, representations and other matters of fact communicated (whether in writing or otherwise) to the BPL by the Tenderer or its authorised representatives in connection with this tender are true, complete and accurate in all respects;
- 3.6.3 The tenderer has not submitted this tender in reliance upon any representation or statement (whether made orally, in writing or otherwise) which may have been made by or on behalf of the BPL other than the Tender Documents;
- 3.6.4 the Tenderer is satisfied before submitting this Tender as to the accuracy and sufficiency of the rates and price stated in it which rates and prices shall cover all the Tenderers obligations contained or referred to in the Tender Document and has obtained for itself all necessary information and approvals as to risks, contingencies and any other circumstances which might reasonably influence or affect this Tender;
- 3.6.5 it has full power and authority to contract and perform the Service at the tender specified;
- 3.6.6 it is of sound financial standing and can perform the Service in accordance with the contract for the entire Contract period.
- 3.7 The Tenderer declares that this is a bona fide Tender, intended to be competitive, and that it has not fixed or adjusted the amount of this Tender by or under or in accordance with any agreement or arrangements with any other person. The Tenderer also declares that it has not and it undertakes that it shall not do before the Tender return date any of the following acts:
- 3.7.1 Communicate to any person the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;
- 3.7.2 Enter into any agreement or arrangement with any other persons that he shall refrain from tendering or as to the amount of any Tender submitted;
- 3.7.3 Offer to pay or give or agree to pay any sum or valuable consideration directly or indirectly to any person for doing or having done or causing to be done in relation to any other tender or proposed Tender for the service any act of the sort described above.
- 3.8 In this context the word "person" includes any persons or anybody or association, corporate or non-corporate but shall not include any proposed sub-contractor or agent and "any agreement or arrangement" includes such transaction, formal or informal, and whether legally binding or not.

Purchasing Arrangements

- **Payment terms:** 30 days from the end of the month in which a valid invoice is received
- **No Purchase Order, No Payment:** we will only be able to process and pay invoices that quote a valid BPL purchase order (PO) number
- **All Invoices:** to be submitted via email to AccountsPayable@bpl.org.uk

Invoices received without a valid PO number will not be processed for payment and may be returned to you, which could delay settlement.

What this means for you. To help ensure invoices are processed and paid promptly, we ask that you:

- Ensure you receive a valid BPL purchase order **before** supplying goods or services
- Clearly quote the PO number on all invoices
- Raise any queries about missing or incorrect PO numbers with your BPL contact as soon as possible

Our finance team can be contacted at accountspayable@bpl.org.uk

Appeals

Should you wish to appeal against any decision made through this process please contact headoffice@bpl.org.uk and your appeal will be overseen by a member of our Resilient Business Team.

Signature Acceptance of Terms

Signed

Name &
Position

Date

Signed

Name &
Position

Date

Appendix

BPL Venues Included in This Tender

Barnsley Metrodome Leisure Complex

Queens Road, Queens Ground, Barnsley, S71 1AN

The Metrodome is a regional leisure and entertainment facility attracting more than 1.5 million visits annually. The site incorporates multiple activity areas, providing various activities including; Waterpark, Arena Hire, Conference and Banqueting, Fitness suite and studios, Adventure Play and Restaurant and bar.

Wombwell Hillies Golf Course

Wentworth View, Wombwell, Barnsley, S73 0LA

A 9-hole golf course and clubhouse located in Wombwell overlooking beautiful surrounding landscape. The clubhouse is popular with golfers and is a function room.

Your Space Hoyland

West Street, Hoyland, Barnsley, S74 9EH

A popular leisure centre with a fully equipped gym, sports hall & swimming pool.

Your Space Royston

Station Road, Royston, Barnsley, S71 4EP

Another one of our popular leisure centres with a fully equipped gym, sports hall & swimming pool.

Your Space Royston Civic

Station Road, Royston, Barnsley, S71 4EQ

General Royston Civic is a versatile community venue in the heart of Royston, offering flexible spaces for meetings, celebrations, performances and community events.

Your Space Mansfield

Portland Street, Mansfield, NG18 1HB

Your Space Mansfield is our Health club with pool, relaxation area, studio and café area for a large portfolio of members.

Dorothy Hyman Sports Centre

Snydale Rd, Cudworth, Barnsley S72 8LH

A popular sports Centre with a fully equipped gym, sports hall, athletics tracks, 3G Football pitches & pitch side café.

Your Space Pontefract

1 Racecourse Retail Park, Park Rd, Pontefract WF8 4PR

A popular fitness Centre with a fully equipped gym & studios, and café area.

Your Space Dearneside

Goldthorpe Rd, Goldthorpe, Rotherham S639EN

A popular fitness Centre with a fully equipped gym & studios, pool and café area.