Tender brief: Provision of a Marquee for Xmas events 2018 – Lemon Quay

# 1. Introduction

Truro City Council is inviting experienced operators to tender for the provision of a marquee to house the Made in Cornwall market, the Primestock Show and craft fayre, and the Winter Gift Fayre in November and December 2018

**2. Context – Lemon Quay**

Lemon Quay is the largest civic space in the City of Truro and is the main venue for high profile celebrations and events as well as being the location for regular markets and other commercial and entertainment bookings. It is located adjacent to the main bus terminal and public car parks and has high profile retail outlets (including Marks & Spencers and Debenhams) facing into the pedestrian space as well as Cornwall’s primary theatre, the Hall for Cornwall.

**3. Location of the attraction**

The marquee is to be located on Lemon Quay, Truro. The precise location on the Quay will be agreed with the contractor.

**4. Dates for the Provision of the Marquee**

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| Erection of Marquee | The marquee is required from lunchtime on the 26th November; and will be erected either on the 25th.  |
| Made in Cornwall Event | Trading days for the Made in Cornwall event are the 28th November to the 2nd December. |
| Removal of Part of Floor | On the morning of the 3rd December part of the floor must be removed and a rigid panel replaced with a flexible one for the Primestock show. |
| Primestock Show | This takes place on the 5th December |
| Replacement of Flooring | On the 6th December the floor needs to be replaced as rigid panel replaced between the hours of 11am and 4 pm |
| Primestock Craft fayre | This event trades on the 7,8,9 December. |
| Winter Gift Fayre | This event trades on the 12th to the 19th December. |
| Dismantling | The marquee will be dismantled on the evening of the 20th December. |

**5. Specification**

The marquee will be 18m x 50m. It will have rigid sides. Pods and ramps will be provided for up to four entrances. Heating will be provided.

Construction and dismantling will comply with the following general requirements: -

**Conditions for the Erection of Marquee/Tent Structures on Lemon Quay**

**Definitions**

“CDM Regulations” refers to the Construction, Design and Management Regulations 2015

“Hirer” refers to the event organiser who hires the space from the City Council

“Contractor” refers the Company providing the marquee services to the hirer.

Lemon Quay is a busy pedestrian thoroughfare and it is the hirer’s responsibility to ensure that all structures erected comply with the following.

* The structure must be in good condition and fit for purpose. The hirer must ensure that the structure provides no trip hazards particularly trailing ropes
* If the hirer employs a contractor to provide a structure then it is the hirer’s responsibility to ensure that the structure is satisfactory and that the provider is suitably qualified to comply with these requirements.
* The structure must be weighted down sufficiently to ensure that it is capable of resisting winds without moving or lifting. Erection and dismantling must not be carried out when the wind speed is such that the work could cause a danger to the public or to the construction employees.
* The structure and the process of erection/ dismantling must be compliant with the CDM regulations when required. Particularly important is the need to segregate the public from the construction/demolition activity. Apart from the very small gazebo structures this will require a physical barrier such as metal pedestrian barriers. Also the need for construction employees to be identifiable and wearing suitable safety attire.
* It is important from both a health and safety perspective and to minimise disruption to local businesses that construction /demolition is carried out outside of business hours whenever possible. The hirer is responsible to ensure that this is arranged with their contractor.
* Any breach of health and safety legislation, or injury to any person must be reported by the hirer to the City Council without delay.
* If electricity is provided to the structure then the hirer is responsible to ensure that all regulations regarding the provision of electricity are complied with, including the use of a suitably qualified electrician.

**6. Selection Criteria**

All received tenders will be evaluated against the evaluation criteria as laid out in **Appendix 1**. The evaluation criteria has been weighted according to what is considered to be the most important attributes of any proposal.

The evaluation criteria we shall be considering for this piece of work are

* Experience and competence of operator
* Quality of Marquee
* Tender price
* Health and Safety

Once all completed tenders have been received and opened, each will then be scored using the selection criteria matrix. The applicant submitting the highest scoring tender will then be invited to enter into a contract.

**Contacts:**

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**Appendix 1**

**EVALUATION CRITERIA**

**Instructions for Tenderers**

The following information forms an evaluation criterion which is to be used to assist the Council in awarding the licence.

In evaluating the quotations / tenders consideration will be given to the following;

1. Experience and competence of operator
2. Quality of marquee
3. Tender price
4. Health and Safety

As a tenderer you are given the opportunity to add any additional relevant information to the categories listed, which you feel would support your returned tender. Similarly, if you have any points you would wish to declare (i.e. pending prosecution under Health and Safety) you are advised to note this information on the return. It is important to note this would not invalidate your return.

Below, we have highlighted some of the areas which we will look at in order to make a judgement against the categories. If there are any comments you would like to make in support of your tender, please do this in the space provide. Where you do have comments which you would like to make, please return a copy of this form with your tender.

**1. Experience and competence of operator**

* Examples of how and where the operator has undertaken such work in a public setting in the past.
* References or supporting statements from previous / existing clients
* Compliance with tendering requirements, including clear and accurate documentation.

Are there any comments you would wish to make in support of your tender in relation to experience and competence, or points which you wish to declare?

**2. Quality and Appropriateness of attraction**

**2 Quality and Appropriateness of operator**

2. **Quality of Marquee**

Are there any comments you would wish to make in support of your tender / quotation in relation to quality of the proposed marquee?

**3. Tender Price**

Are there any comments you would wish to make in support of your tender in relation to price, or points which you wish to declare?

**4 Health & Safety**

* Demonstration of relevant risk assessments being in place
* Demonstration of relevant insurances in place
* References from others, where necessary

Are there any comments you would wish to make in support of your tender / quotation in relation to health and safety, or points which you wish to declare?

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| FOR OFFICIAL USE ONLY - STANDARD EVALUATION TABLE – TENDERS  |
|  |  |  |  |  |  |  |  |  |
| The following table is to be completed for each returned tender by the relevant evaluating officer – a judgement is to be made against each category on how each tender and tenderers compares. For example, if a tender is considered to be “Good” on Tender Price, then this would score 24, which should be put into the total column on the right. The same logic must then be applied for all remaining categories. These totals should then be added up to give the final score. The highest total score (out of 100) should demonstrate the tender which is most likely to achieve the requirements of the Council based on whole cost and value for money considerations. |
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| **Category for consideration** | **Weighting** | **Will fail to satisfy required standard / need** | **Marginally adequate** | **Average / Acceptable** | **Good** | **Excellent** | TOTAL |  |
| Experience and competence of operator | 30% | *0* | *7* | *15* | *22* | *30* |  |  |
| Quality of marquee | 20% | *0* | *5* | *10* | *15* | *20* |  |  |
| Tender price | 40% | *0* | *10* | *20* | *30* | *40* |  |  |
| Health & safety  | 10% | *0* | *2* | *5* | *8* | *10* |  |  |
|  |  |  |  |  | Final Score | (Out of 100) |  |  |
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