# *Invitation to Quote (ITQ) for*

# *Reigate and Banstead Borough Council*

**Invitation to Quote for**

The Management of Redhill Market

# Part A: Essential guidance

# 1. Introduction

**Reigate and Banstead Borough Council**

Reigate and Banstead Borough Council is located due south of London, and largely within the Metropolitan Green Belt. Predominantly open countryside, the Borough is traversed by the North Downs escarpment, the Greensand ridge. It covers 12,900 hectares and encompasses the main village of Banstead in the North, the towns of Reigate and Redhill in the centre and Horley in the South. It borders Greater London to the North, and is surrounded by boroughs of Epsom and Ewell to the North-West, Tandridge to the East, Mole Valley to the West and Crawley and Gatwick Airport, to the South.

In partnership with other agencies (public, private and voluntary) the Council provides a wide range of services to approximately 140,000 residents. It is responsible for managing; planning, local taxation, benefits, environmental health, electoral registration, refuse collection and recycling services, housing, leisure, youth and parks services.

More information can be found on the Council’s website:

<http://www.reigate-banstead.gov.uk>

**The Invitation to Quote (‘ITQ’)**

You are invited by the Council to bid for the requirements detailed in the ITQ documentation in accordance with the conditions outlined in this document (‘ITQ Guidance’). The purpose of this ITQ Guidance is to set out the instructions for the completion of the ITQ.

Your bid response to the ITQ must be completed electronically using the Council’s Procurement e-Sourcing portal (‘e-Sourcing Portal’):

<http://www.sesharedservices.org.uk/esourcing>

The e-Sourcing Portal provides a web-based tool that provides a simple, secure and efficient means for managing quoting activities reducing the time and effort required for both the Council (and other buyers) and potential suppliers.

Please note the following project name and reference number allocated to the ITQ within the e-Sourcing Portal.

|  |  |
| --- | --- |
| *Project Name:* | **RBBC – TP - 6514: Management of Redhill Market** |

Before completing your response to the ITQ (‘Quotation’), you should ensure that the email address that has been used to register will be checked regularly as the e-Sourcing Portal will generate automatic notifications to this email address when there are updates, changes or messages relating to this ITQ. Also, please check that your organisation details are correct and up to date and have at least two email addresses.

 **2. Form of this Invitation to Quote (ITQ)**

You must complete your Quotation electronically via the e-Sourcing Portal.

|  |  |
| --- | --- |
| ITEM | **FORM AND PURPOSE** |
| Documents that relate to this quotation: . |
| ITQ Guidance & Instructions | This document, which is to be read first, sets out the ITQ process and our requirementsThis document should be completed as required and uploaded as part of the Quotation via the e-sourcing portal. |
| Pricing Schedule | Please download and use this document to submit pricing proposals for this tender and upload the completed schedule as part of this quotation. |
| Standard Terms and Conditions | Your submission must be in accordance with the Council’s Standard Conditions of Contract (‘Contract Terms and Conditions’) and your acceptance to the Contract Terms and Conditions must be indicated within the Bidder Warranties document situated in Appendix 1 of this ITQ Guidance |

# 3. Conditions of Quotation

* 1. **Summary of Timetable and Instructions**

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| --- | --- |
| **ITEM** | **DETAILS** |
| Date of Issue | **23rd December 2022.** |
| Clarifications/Queries | **16th January 2023.**All queries relating to content of the ITQ (‘Queries’) should be made via the secure messaging service within the ‘Quote’ tab of the e-Sourcing Portal. Please note it is the Council’s policy to publish responses to all Queries. Any questions deemed to be commercially confidential should therefore be clearly marked. |
| Quote Submission Deadline | **Monday 23rd January 12 Noon.**Quotations received after the Quote Submission Deadline will not be considered unless it can be proven beyond doubt that not meeting the deadline was beyond the Bidder’s control. Quotations received 24 hours after the Quote Submission Deadline will be automatically rejected. |
| Post ITQ Clarification Meeting | **Thursday 2nd February PM. This will be a MS Teams virtual meeting.** |
| Contract Start Date | **1st April 2023.** |
| Contract Term | Two Years. |
| Possible Extension Period | Two further periods of twelve months. |
| e-Sourcing Portal Technical Queries | All technical queries regarding access to, completion and submission of a Quotation should be directed to the e-Sourcing Portal Helpdesk:Phone: 0845 5578079E-mail: support@in-tend.com |
| Submission instructions: | Completed Quotations must be submitted via the e-Sourcing Portal. Full instructions on submitting Quotations are available at <http://www.sesharedservices.org.uk/esourcing> |

**Table 1: Quotation Documents required for this ITQ Process**

|  |
| --- |
| **Requested Documents (these must be returned as part of your submission)** |
| **Method Statement** | This is a detailed description of how you intend to fulfil the requirements we have set out in Part B (below). Please use the same headings in your response in Part CTo be uploaded as part of the Quotation |
| **Cost Breakdown** | You are required to complete the attached ‘Pricing Schedule’ and explain the cost of your proposal.To be uploaded along with the Quotation.**PLEASE DO NOT INCLUDE ANY PRICING INFORMATION IN THE MAIN QUOTATION DOCUMENT.** |
| **Completed Bidder Warranties****(Appendix 1)** | To be signed and uploaded as part of the Quotation |
|  |  |

|  |
| --- |
| **Note:**Please only provide the policies and attachments that have been specifically requested (see above). Other documentation that has not been asked for will not be scored. |

# **Quotation Requirements**

* + 1. A Quotation will only be accepted as compliant if all the required documentation outlined in Table 1 at paragraph 3.1 above is included.
		2. No information contained in this ITQ Guidance, any ITQ Documents or in any communication made between the Council and any Bidder in connection with the ITQ shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with the ITQ.
		3. You must obtain for yourself at your own expense all information necessary for the preparation of their Quotation.
		4. Your Quotation (including the quoted price) should remain valid for the contract duration and should not be qualified in any way.
		5. The Council is not bound to accept the lowest priced or any Quotation and willl not be bound to accept one Bidder as the sole supplier.
		6. It is your responsibility to ensure that your Quotation is submitted no later than the Quote Submission Deadline, as detailed in section 3.1
		7. Any signatures must be made by a person who is authorised to commit the Bidder to the Contract.
		8. In the event that you believe you are unable to submit a Quotation through the e-Sourcing Portal or need help or further information to be able to use the e-Sourcing Portal you must contact the Council via the messaging tool of the e-Sourcing portal no later than four (4) calendar days before the Quote Submission Deadline to enable any technical queries to be investigated and resolved in advance of the Quote Submission Deadline. The Council accepts no responsibility for a Bidder’s failure to raise technical issues in a timely manner.
		9. Direct or indirect canvassing of any Councillor, public sector employee or agent by any Bidder concerning the ITQ, or any attempt to procure information from any Councillor, public sector employee or agent concerning the ITQ may result in the disqualification from consideration for the Contract under this ITQ process (‘ITQ Process’).
		10. The Council reserves the right to issue supplementary documentation at any time during this ITQ Process to clarify any issue or amend any aspect of the ITQ. All such further documentation that may be issued shall be deemed to form part of the ITQ and shall supplement and / or supersede any part of the ITQ to the extent indicated.
		11. This ITQ Guidance and the ITQ Documents are made available in good faith. No warranty is given as to the accuracy or completeness of the information contained therein and any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.
		12. The Council reserves the right to clarify any elements of a Bidder’s Quotation and reserves the right to reject bids that are deemed to be anomalous.
		13. The Council reserves the right to cancel the ITQ at any point. The Council is not liable for any costs resulting from any cancellation of this Procurement or any other costs incurred by any bidder.

# **Contract Requirements**

* + 1. The Quote Response Document details Council’s overall requirements, and the required Service Level Agreements, Key Performance Indicators where appropriate. You are required to confirm your ability to meet these requirements through completion of the relevant ITQ documentation included with this ITQ Guidance on the e-Sourcing Portal.
		2. Your Quotation must be in accordance with the Council’s Contract Terms and Conditions, including compliance with the Council’s policies. You must indicate your acceptance of the Contract Terms and Conditions by signing and returning the Bidder Warranties document as part of the Quotation. The Council reserves the right to reject any Quotation that does not include a signed Bidders Warranty.
		3. A Bidder’s terms of business will not be accepted in lieu of or in addition to the Contract Terms and Conditions published with the ITQ.
		4. As a public body the Council is subject to the Data Protection Act 2018, which places responsibilities and obligations on the Council and a potential Provider/Supplier where the Council and the potential Provider/Supplier will engage in data sharing and data processing activities in the performance of a Contract following a procurement exercise and award. The Council may require the successful bidder to enter into an additional Agreement for Data Sharing and obtain guarantees or undertakings to regulate the framework under which the processing activities and data sharing shall be dealt with between the Council and the potential Provider/Supplier to ensure compliance with the obligations of both parties.
		5. The Agreement will, amongst other obligations, require the successful bidder to act only on the written instructions of the Council
1. Determine the nature of processing activities
2. To ensure that people processing the data are subject to a duty of confidence
3. Submit to audits and inspections;
4. Assist the Council in meeting data protection obligations
5. Not to sub-process personal data without the written consent of the Council
	* 1. The successful bidder will therefore be required to provide details of the technical facilities and measures (including systems and processes) it has in place, or will have in place by contract award, to ensure compliance with the above Act.

# **Commercial Requirements**

* + 1. You must complete the cost breakdown within this ITQ document setting out ALL your costs of providing the Services over the full lifetime of the contract, including all of the obligations under the Contract. If variant bids are stated as being permitted for the ITQ details of any alternative offer proposed by a Bidder must be submitted as a fully priced alternative Quote.
		2. Any additional or alternative pricing proposals can be sent via the messaging tool of the e-Sourcing Portal as an attachment with a reason for their inclusion. Regardless of submitting an alternative Quotation, you must still provide a Quotation that is compliant with the ITQ documentation.
		3. All Prices shall be stated in pounds sterling and exclusive of VAT.

# **Award Criteria & Marking Scale**

* + 1. Quotations will be evaluated using Most Economically Advantageous Tendercriteria. The Council reserves the right to accept the whole or any part of a Quotation.
		2. Quotations will be evaluated according to the prescribed weighting below:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| **Price** (Cost Breakdown) |  **50 %** |
| **Quality**  |  **50 %** |
| **Total** | **100 %** |

**Price Evaluation Example**

Price will be evaluated based on the lowest price Quotation achieving the maximum score (expressed as a percentage (%)) for the pricing element. Higher priced Quotations will receive a proportional score based on the amount higher they are than the lowest priced Quotation.

A worked example is set out below. In this example, the maximum available mark for price is 60%, the lowest price (3) is £425 and the higher price (5) is £625:

Example;

 **Example only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tender** | **Price £** | **Calculation**(lowest price ÷ tendered price) x price weighting (60) | **Points** |
| 1 | 500 | (425 ÷ 500) x 60 | 51 |
| 2 | 622 | (425 ÷ 622) x 60 | 40.98 |
| 3 | 425 | Lowest price | 60 |
| 4 | 440 | (425 ÷ 440) x 60 | 57.90 |
| 5 | 625 | (425 ÷ 625) x 60 | 40.80 |

* + 1. Quality will be measured upon evaluation of Bidders’ responses to the ITQ using the following scoring criteria:

|  |  |
| --- | --- |
| **Score** | **Criteria** |
| **0   Unacceptable** | No response or irrelevant information provided. |
| **1   Poor** | The response provides limited evidence to support the proposed process, implementation or delivery. |
| **2   Adequate** | The response provides minimal evidence and demonstrates a basic understanding of the service requirements. |
| **3   Good** | The response provides good evidence to support the proposed process of implementation and delivery. |
| **4   Very Good** | The response is of a high standard and provides very good evidence through a clear process. Evidence of working towards delivering best value outcomes. |
| **5  Excellent** | The response is of a very high standard and the criteria in the specification are exceeded.  Excellent evidence is provided through a clear process.  Evidence of continuous improvement and innovative ways of working to deliver best value outcomes. |

Any Bidder who achieves an ‘Unacceptable’ score of ‘0’ for any of the questions will be deemed to have failed to meet the Councils’ minimum acceptable standards and therefore will not be evaluated further and will not be considered for Contract award.

**Quality Evaluation Criteria**

Scored questions will be assessed by the evaluation team, who will agree on a single moderated score for each question. Scored questions will carry a weighting, as indicated in each question.

The formula used to calculate the weighted scores for each scored question is:

Question Weighted Score = (Bidder’s Moderated score / maximum score of 5) x Question Weighting.

The weighted scores for each question will then be added together and multiplied by the quality weighting of 50% to give an overall quality weighted score for each submission.

Any Bidder who achieves an ‘Unacceptable’ score of ‘0’ for any of the questions will be deemed to have failed to meet the Councils’ minimum acceptable standards and therefore will not be evaluated further and will not be considered for Contract award

**Quality Evaluation - Example only.**

|  |  |
| --- | --- |
|  | **Company 1** |
| **Marks Awarded** | **Marks Awarded** | **Marks Awarded** | **Moderated Score** | **Weighted Marks** |
| Assessor 1 | **Assessor 2** | **Assessor 3** |
| **Criteria** | **Mark out of 5** | **Question Weighting %** |  |  |  |
| Criteria 1 | 5 | 20 | 3 | 4 | 3 | 3 | 3/5 x 20% = 12 |
| Criteria 2 | 5 | 20 | 4 | 4 | 4 | 4 | 4/5 x 20% = 16 |
| Criteria 3 | 5 | 20 | 4 | 3 | 4 | 4 | 16 |
| Criteria 4 | 5 | 20 | 3 | 3 | 3 | 3 | 12 |
| Criteria 5 | 5 | 20 | 3 | 4 | 5 | 4 | 16 |
| Total Score |  | 100 |  |  |  |  | 72 |  |

**Additional Information, Disclaimers & Legal Compliance**

The attached document in Appendix 1 provides essential further information, and your bid must be compliant with it as appropriate.

Part B: Specification of Requirement

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| **INTRODUCTION** |
| The borough of Reigate & Banstead is located in Surrey, due south of London, and largely within the Metropolitan green belt. The borough benefits from excellent transport links, Reigate is located at J8 of the M25 and Redhill is situated on the A23/M23 both areas benefit from good rail links into central London and the South Coast.The towns of Redhill and Reigate are located approx. 1.5 miles apart and sit in the heart of the Borough. The Borough has a growing population of approx. 149,243 residents (2020 E). The area has good employment with large number of office jobs within Redhill and Reigate.**The Vision**We are seeking to increase footfall and dwell time in Redhill with our market offering. We want to entice shoppers who park and shop in Sainsburys’ out of the supermarket and into the town centre with a vibrant market offering and make the offer appeal to wider demographic. We also want to attract more people to the town, with the addition of visiting monthly markets such as vegan, antique, continental foods which are promoted and draw people into the town.**Redhill**Redhill is an established market town with a population of 38,171 (2020 E). The town centre has 74 national chains and the popular Belfry shopping centre. Redhill has been going through regeneration for a number of years to maintain its status as an attractive sub-regional centre and a vibrant place to live work and spend time.The new town centre development the Rise - will turn the western side of Marketfield Way and the end of the High Street into a vibrant destination.a new multi-screen cinema, boutique bowling and a diner run by cinema operator The Lighta Tesco Express seven units for restaurants and shops on the ground and first floors150 new one- and two-bedroom homes to be rented through private housing provider Kooky.landscaping and public space improvements including a 'galleria' pedestrian route through the site flanked by shops and restaurants.**Redhill Footfall**The footfall in Redhill has been affected by covid and less staff working in the office every day average weekly footfall for the town is 84,045These visits are broken down to:21.8% Short - 12-20 minutes - Worker lunch breaks, food-to-go43.8% Medium - 20-40 minutes - Targeted shopping, grocery34.4% Long - 40-60 minutes - Shopper browsing (clothing), big grocery shopsPre covid footfall showed a clear lift in footfall in the town centre on market days, the busiest days in Redhill Town centre are now Wednesday and Thursday, possibly to reflect more staff going into the office on Wednesday and Thursdays.Footfall by day of the week - RedhillWhat Brings Visitors to Redhill? |

**METHOD STATEMENT**

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| **1. Overview – *what it is that we require*** |
| Current market provisionThe current market is an outdoor general market which runs on Thursday, Friday, and Saturday. There is a certain amount of promotion on social media but no signage around Redhill indicating market days.We have seen a reduction in overall stalls but there are several traders who have been with the market 20+ years. There has been an increase in the number of hot food traders, during the contract although the numbers are kept to less than 1/3 of the total traders:The price of the stall currently is: Thursdays and Friday £32Saturday £35Saturday (Food Traders) £40Trading figures for week 42 (17 October 2022)**Permeant stalls                               Thu                       Fri                          Sat**Number                                             15.5                      17                          16.5Income                                              £500                     £508                     £642**Casual** Number                                             4                            5                            8Income                                              £140                     £175                     £295**TOTAL INCOME                          £640                     £723                     £897****WEEKLY TOTAL                         £2,260**Anger Symbol with solid fillAnger Symbol with solid fillThe market is centrally located around Maple Square on the High Street, London Road and Station Road in the pedestrianised Redhill town centre. Current Market arrangementsThe market runs in Redhill on Thursday, Friday and Saturday. The current operator pays a % income share to the council to run the market. * Book traders and take payment,
* erect/dismantle stalls, which are currently stored in a shipping container in Gloucester Road car park.
* Pay for vehicle and trailer to move stalls
* Manage traders and layout of stalls
* Complete environmental health checklist
* Deal with issues that arise
* Pay Reigate & Banstead Borough for trade waste collection with the bins stored behind the Belfry
* Social media for the market.
* Pay for traders parking permits

The market currently turns over approx. £2,205 per week (Feb-July 2022) **What we are looking for** We are looking for a provider who will manage all aspects of market operations in Redhill town centre. Booking stalls, setting out stalls, checking insurance and quality of traders, dealing with and enforcing health and safety legislation, putting away stalls and creating a positive image/brand for the market.This will include growing the market stall holders. Also booking ad/hoc visiting markets which could be incorporated into the main market footprint or run on a Sunday e.g., French Market, International Food Market, Antiques Market, Vegan markets to create additional vibrancy.The traders are the lifeblood of the market: * Currently traders pay £35 for a stall we would like regular traders to have two weeks leave (without having to pay for their stall)We want to remove Cash payments from the marketThere is not currently electricity or running water available on the market

We would like to see Quotes for the full management of Redhill Market.In addition, we would be interested to hear your proposals for operating the market and reducing the overheads of the market.This could include traders bringing their own gazebos, reducing the headcount for set up and vehicle costs for their movement. etc |
| **2. Criteria - *the factors that are important to us in this purchase***  |
| **Communication with traders** – How will booking enquiries be dealt with, how will traders book stalls, checking of insurance and food safety documents**Market days** – set up- who will be onsite during set up/knock down to ensure that traders are set up within the stall area, ensure that food traders display hygiene status.**During the day** – who will be on the market to deal with trader queries and any issues that arise during the market days, run through a check list and collect and bank (non-cash) payment for stalls**Growing the market** – How do you propose to attract new traders**?****Money –** Please detail how income would be split with the council. |
| **3. Performance Monitoring – *how we will measure satisfactory performance*** |
| We will require regular performance reviews to asses your activity and the income being generated. |

Part C – Bidder Submission.

**1. MAIN CONTACT DETAILS**

|  |  |
| --- | --- |
| Company Name(Please state if you are a Limited Company /Sole Trader/Other) | Limited Company/Sole Trader (delete as appropriate). If ‘Other’ please specify status below |
| Company Registration NumberCharity Registration Number |  |
| VAT Registration Number |  |
| Contact name of person who will work on Contract |  |
| Contact's position |  |
| Contact's telephone number |  |
| Contact’s email address |  |
| Are you aware of any potential conflict of interest |  |
| If yes please explain |  |
| Name of authorised signatory for the contract and position  |  |

**2. STANDARD SELECTION QUESTIONNAIRE**

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| **Questions 1 to 3 are evaluated on a pass / fail basis.** |
|  |
| 1. Is your organisation or any of the Directors, Partners or Proprietors:
 |
| In a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings? | Yes | No |
|  |  |  |
| 1. Has your organisation or any of the directors, partners or proprietors of the Organisation been convicted of any offences which are considered grounds for mandatory or discretionary exclusion under Regulation 57 of the Public Contracts Regulations 2015. (Regulation 57 of the legislation can be found here: <http://www.legislation.gov.uk/uksi/2015/102/regulation/57/made>
 | Yes | No |
|  |
| 1. If your answer is “Yes” to the above question (2) please provide a statement dealing with the offence/s, including details of what has been done to put things right.
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|  |  |  |  |
| **Questions 4 to 6 will be assessed on a pass / fail basis** |
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| ***Financial standing*** |  |  |  |
|  |  |  |  |
| 1. Please indicate which of the following you are able to provide should the Council need to undertake a financial evaluation:
 |
| * + 1. Copy of your audited accounts for the most recent 2 years (most recent should not be older than 18 months).
 | Yes | No |
| * + 1. Statement of turnover, profit and loss account and cash flow for the most recent trading year.
 | Yes | No |
| * + 1. Statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position
 | Yes | No |
| * + 1. Alternative means of demonstrating financial standing if you have been trading for less than one year.
 | Yes | No |
| 1. If you are part of a wider group (e.g. a subsidiary of a holding/parent company) are you able to provide the Ultimate / parent company accounts for the most recent two years.
 | Yes | No |
| 1. If yes, would the Ultimate / Parent company be willing to provide a guarantee if necessary?
 | Yes | No |
|  |
| *Please do not provide these at this stage they will be requested should your bid be recommended for acceptance.* |
|  |
| ***Insurance*** |  |  |  |
|  |  |  |  |
| **Questions 7 to 9 will be assessed on a pass / fail basis.** |
|  |  |  |  |
| 1. Please confirm that your organisation currently holds the following insurances, or should you be successful in the bid will be will to provide cover to this level.
 |
| 1. Public Liability Insurance (Minimum £5million)
 | Yes | No | Will Provide |
| 1. Employers Liability Insurance (Minimum £5 million)
 | Yes | No | Will Provide |
| *Employers Liability Insurance is not required if you are a sole trader.* |
|  |  |  |  |
| ***Health & Safety*** |  |  |  |
|  |  |  |  |
| **Questions 10 to 13 will be assessed on a pass / fail basis.** |
|  |  |  |  |
| 1. Please confirm that your organisation complies with all of its legal obligations and responsibilities under the Health and Safety at Work etc. Act 1974
 | Yes | No |
| 1. Does your organisation have a Health and Safety Policy?
 | Yes | No |
| 1. Please provide the name and position of the person with overall responsibility for Health and Safety in your organisation.
 |  |
| 1. Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
 | Yes | No |
| If your answer to this question was “Yes”, please provide details in the box below of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. |
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|  |
| *The authority may exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.*  |
|  |
| ***Equality and Diversity*** |
|  |
| **Questions 14 to 16 will be assessed on a pass / fail basis.** |
|  |
| 1. Does your organisation comply with its legal obligations under the Equalities Act 2010?
 | Yes | No |
| 1. In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal?
 | Yes | No |
| 1. In the last three years has your organisation been the subject of a formal investigation on the grounds of alleged unlawful discrimination by, for example, the Commission for Racial Equality (CRE), Disability Rights Commission (DRC) , Equal Opportunities Commission (EOC) or Equality and Human Rights Commission (EHRC)?
 | Yes | No |
| *If the answer to the above two questions (15 & 16) is “Yes”, we reserve the right to request further information.* |
|  |
| ***Environment*** |
|  |
| **Question 17 will be assessed on a pass / fail basis.** |
|  |
| 1. Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?
 | Yes | No |
| If your answer to this question is “Yes”, please provide details in the box below of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. |
|  |
|  |
|  |  |  |
| *The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.* |
| ***Performance*** |
|  |
| **Question 18 will be assessed on a pass / fail basis.**  |
|  |
| 18. In the last 3 years has your organisation had any contracts terminated by the client earlier than originally intended for poor performance.  | Yes | No |
| If the answer this question is “Yes” please upload a copy of the steps you have taken to rectify poor performance and outline the specifics circumstances faced. |
| *Q18 is assessed on a pass / fail basis, with any supporting information provided in relation to “Yes” answers which support the steps undertaken to prevent future reoccurrence taken into account.* |

**3. METHOD STATEMENT**

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| --- |
| **1. Overview – *how will you meet our requirements? Total Weighting (50%)*** |
| Please provide a statement (max 2,000 words) of how you will deliver the service as detailed in the specification above.In particular:**Communication with traders** – How will booking enquiries be dealt with, how will traders book stalls, checking of insurance and food safety documents**Market days** – set up- who will be onsite during set up/knock down to ensure that traders are set up within the stall area, ensure that food traders display hygiene status.**During the day** – who will be on the market to deal with trader queries and any issues that arise during the market days, run through a check list and collect and bank (non-cash) payment for stalls**Growing the market** – How do you propose to attract new traders**?****Money –** Please detail how income would be split with the council. |

**4. COST BREAKDOWN.** (**Total Weighting 50%)**

|  |
| --- |
| **Please complete the attached ‘Pricing Schedule’ document this to include all information that relates to the pricing for this ITQ. Please do not include any pricing information as part of this document.****Please note that there is an option to indicate a lump-sum cash charge as well as a percentage figure against each criteria. Please complete one or the other in each case.** |

**5. If you have supplied works/services/supplies** **to The Council in**

 **the last 18 months, please supply your Council supplier number.**

|  |  |
| --- | --- |
| **Supplier Number:** |       |

**Appendix I**

1. **Additional Information, Disclaimers & Legal Compliance**

To be read in conjunction with this ITQ

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1. **Bidders Warranty Document**

To be signed and uploaded as part of this submission.

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1. **Terms & Conditions**

**Reigate and Banstead Borough Council**

