



Tender document

Epping Monday Market stall erection and dismantling

1 Introduction

This request for a tender relates to the erection and dismantling of market stalls at Epping's Monday Market.

2 Epping's Monday Market

a) General

Epping's Monday Market has been chartered since 1253 and is managed by Epping Town Council. It occupies the left hand side of the High Street (from London) and requires closure of the High Street parking bays for the duration of the market.

Epping Town Council own A-frame metal stalls, with wooden display boards and top cover tarpaulins. These are housed in our market garage, just behind the High Street and are transported to and from the market by Council's tractor (so a driving licence with Category F will be required).

b) Personnel

This will require a small team (approx 4 persons) including a manager. It is likely to be awarded as a contract, with the main contractor employing their own team.

c) Requirements

- Approx **30-35** traditional metal stalls to be erected and dismantled in Epping's Monday Market. (This would be monitored and any changes renegotiated/extra stalls needed paid per stall.)
- Stalls consist of A frames, joining poles, 6ft x 3ft wooden trading boards and tarpaulin roof covers

- Stalls are fairly heavy, so physical strength will be required to erect and dismantle them
- Stalls are erected all year round, in all weather, unless the market is cancelled for safety reasons
- Stalls are erected from approximately 5am until 7am and dismantled from approximately 4pm-6pm.
- One team member should be on site during the day to assist with any last minute movement requirements. Contractor manager/key member hours to be confirmed as close working with the market manager will be required. This is likely to be all day and will involve policing of space and rules and trader collections.
- Erection of crowd control barriers where required

d) Market stall design (two single stalls shown)



e) Style of market



The market has evolved into two styles:

- 1) A traditional linear style market (stalls in this contract).
- 2) Selected traders use their own stalls, which are larger than the traditional.

f) Related requirements

- **Positive rapport and professional working relationship with the traders**
- Flexibility should things need to be changed/adjusted
- Physical strength, some antisocial hours and the ability to work outside in all weathers.
- An understanding of market traders' issues and requirements
- Good working relationship with the market manager and Epping Town Council
- Public liability insurance (£15 million), employers liability insurance, team safety clothing (PPE), health & safety policy, staff training records
- Ensuring health & safety standards are met and policies adhered to
- Willingness to suggest proposals for improvements to the market
- Commitment to provide Council with a long notice period (ideally six months)

g) Resource consent

Market equipment is provided by Epping Town Council, including the tractor to move the stalls. Contractor will be required to oversee the health of the stalls and recommend/undertake basic maintenance, if possible/required.

3 Information Sought

Contractors submitting an expression of interest must provide in writing information on the required points. Where it says later stage, should your submission be successful for further consideration, this information will be required.

a) Track record (required)

Evidence of running a market stall erection company or having considerable market experience as a trader or manager.

b) Financial abilities (later stage)

Evidence of the financial capability to staff and run a successful stall construction operation.

c) Hours of operation (required)

Please indicate your proposed hours of operation.

e) Business Plan (required)

To include a basic business plan for Year 1 and preferred length of contract. (Length of contract will be subject to negotiation.)

f) Set up time to operate (required)

Please provide Council with your available start dates.

g) Referees (required)

The names of a minimum of two reputable persons (or companies) with whom the party has had a business relationship with in the past year.

h) Residency (required, if applicable)

Evidence (in the case of an individual) of either UK citizenship or the requisite permits to work in the UK. Evidence of all staff's permits to work in the UK will be required.

4 The Process

Tenders are to be received before **17th January 2019**.

On receipt of tenders, Council will undertake due diligence on each application and entirely at Council's sole and absolute discretion may enter into negotiations with any party which has submitted a tender.

There shall be no requirement for Council to negotiate with nor accept any offer received.

Please note, the anticipated start date is mid April 2019.

Decisions will be made by full Council, informed by our Procurement Policy (available on request).

Epping Town Council are happy to consider any alternative ideas and suggestions.

5 Closing Date

Tenders should be addressed to:

Town Clerk, Epping Town Council, Epping Hall, St Johns Road, Epping, Essex.CM16 5JU.

To be received by **17th January 2019**.

If you have any questions in relation to this document or submission, please contact the Town Clerk on 01992 579444.

Epping Town Council, Dec 2018, Town Clerk