

Clarifications Log



This Log constitutes the complete record of clarifications and correspondence for the project detailed below. Your acceptance of the final log may be required as part of any preferred bidder appointment.

Project	Winchester City Council Enchanted Light Garden	Reference	N/A	Stage Start Date	21.12.22
Stage	Request for Quote	Final Time and Date for Clarification Requests			09/01/2023

Question Number	Date Raised	Question	Date Response Published	Clarification Response	Document Added	Status
001	22/12/22	Can you confirm if the given revenue budget of £15,000 in Y1 and £5,000 in Y2 is expected to include the full suite of operational expenses required to run the event in addition to the management costs? These costs would include stewarding, security & medical staffing, licensing & PRS costs, waste, traffic management, signage and crowd management. Can you confirm this budget is only £5,000 in year 2? Or would this be an additional £5,000 in year 2 taking the total to £20,000?	12.01.23	Correct, these fees all come from the 'revenue' expenditure. There is a total of £15,000 in year one and £5,000 in year two.	No	Closed
002	22/12/22	The tender document references only the 2 dates with live performers 18th and 19th Feb where the chosen contractor would be responsible for stewarding, medics, barriers etc. Is it expected that for the rest of the event these things are not in place or we are not responsible?	12.01.23	Specific safety measures are expected for 'live event' dates, 18th/19th February. Remaining dates do not have live entertainment and therefore additional safety measures are not required other than that which meets the requirements of the temporary instalations. If the supplier feels additional measures are required, these must be met within the budget specified.	No	Closed
003	22/12/22	To confirm there is no additional budget for these items so the medics, stewarding, etc all come from the same £15k budget as the performers, operational management fee and hire of lights?	12.01.23	Correct	No	Closed
004	04/01/23	The council have requested interactive light performers on the 18th and 19th February. Thinking of the welfare issues for the performers, would it be possible to use facilities in either Abbey house or the Guildhall?	12.01.23	Yes, but you will need to factor in any costs in your submission, you are welcome to use any space you feel is appropriate.	No	Closed
005	04/01/23	The council have requested a leaflet drop 2 weeks beforehand to surrounding residents. Do you have a rough idea of how many leaflets would be required?	12.01.23	Approximately 50-100. The council will help to identify the addresses.	No	Closed
006	04/01/23	Much of the funding is required to be for capital spending. Would the equipment bought be specific to such an event in Abbey Gardens, or do you anticipate being able to use it for other events elsewhere?	12.01.23	It is anticipated that the equipment will be useable, by WCC, at any event across the district	No	Closed

007	04/01/23	Would the performers be able to solicit donations from the public – Hat Fair style, or is this not permitted?	12.01.23	Contributions could be solicited by performers, but this alone would not be considered fair remuneration.	No	Closed
008	09/01/23	Does the site / event require additional infrastructure? This would include ground matting, generators & fuel, toilets, outdoor lighting pedestrian and emergency (not including light installations)	12.01.23	It is not envisaged any additional infrastructure would be needed other than to meet any Health and Safety requirements related to the proposal being put forward.	No	Closed
009	09/01/23	Would related expenses costs (travel, accommodation, subsistence) be included in the revenue budget or are those costs covered from another budget?	12.01.23	All expenses are covered by the revenue budget.	No	Closed
010	09/01/23	Is the event organiser / bidder responsible for the marketing, promotion and selling of the event? And if so, are related costs expected to be included in the revenue budget?	12.01.23	The supplier will be expected to support marketing activity which is lead and paid for by the council.	No	Closed
011	09/01/23	Do the council already have preferred suppliers for purchasing and hiring of equipment or will it be the bidder's choice as to which suppliers they work with?	12.01.23	The council expect the supplier to use their knowledge and expertise to source light providers.	No	Closed
012	09/01/23	Please can you clarify the payment schedule, so that we can understand how cash flow will work through the period.	12.01.23	Please include a proposed pricing schedule within your quote for consideration, terms of which we be agreed in the contract. Please refer to page 21 of the tender document.	No	Closed