

The City of Edinburgh Council

Tenderers' Submission

Lot 1 – The Meadows

**Concession Contract for The Meadows & Inverleith Park
Summer Events**

REF: CT1460

TENDERER'S SUBMISSION

The following information requested from the Tenderer in this document will be used in the Tender evaluation process. It is therefore essential that Tenderers supply all the information requested.

Please note that each written statement has an individual word count, which excludes any specific graphs, charts and diagrams requested within each question. Where you exceed the word count all words beyond the word count will be excluded from the evaluation process. Please state your individual word count for each statement. Only information provided as a direct response to the ITT will be evaluated. Unless requested within a question, no additional attachments should be provided, as these will not form part of the evaluation process. Text should be no smaller than Arial or Calibri Font size 10.

Please state your individual word count for each statement.

TENDER COMPLETION

Tenderers should refer to Section 9 (Completion of Tender Documents) of the Instructions to Tenderers to familiarise themselves with the process before completing tender documents.

EVALUATION PROCESS

Please refer to Section 11 (Tender Evaluation) of the Instructions to Tenderers document for a full description of the evaluation process.

Responses which do not meet minimum standards for participation will not be evaluated.

PART A	EXCLUSION AND AWARD CRITERIA
PART A.1	EXCLUSION CRITERIA (PASS/FAIL)
PART A.2	AWARD CRITERIA (SCORED)
PART A.3	FOR INFORMATION ONLY (NOT SCORED)

PART B	TENDER ACCEPTANCE
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PART A.1 – EXCLUSION CRITERIA

Information on exclusion criteria is listed within the electronic SPD and should be answered there.

Part IV: Selection criteria - C: Technical and Professional Ability – Living Wage – Question 4C.4	Please note that tenderers who fail to answer “Yes” to this question will not have their tender considered further or proceed to the Price/Quality ratio calculation
Tenderers are asked to confirm that they will pay staff that are involved in the delivery of the Contract (including any agency or sub-contractor staff) directly involved in the delivery of the Contract, at least the real Living Wage.	YES ☐ NO ☐
Part IV: Selection criteria - C: Technical and Professional Ability – Prompt Payment – Question 4C.4	Please note that tenderers who fail to answer “Yes” OR “N/A” to this question will not have their tender considered further or proceed to the Price/Quality ratio calculation
Tenderers are asked to confirm that they will include the standard clause in all contracts used in the delivery of the requirements, ensuring payment of sub-contractors at all stages of the supply chain within 30 days and include a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require you to actively monitor payment performance and provide evidence and reports to the contracting authority on a regular basis. If you do not intend to use any sub-contractors, please answer N/A	YES ☐ NO ☐ N/A ☐
Part IV: Selection criteria - C: Environmental Management Measures – Question 4C.7	Please note that tenderers who fail to answer “Yes” to this question will not have their tender considered further or proceed to the Price/Quality ratio calculation
Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to: A completed copy of “Appendix 4 Climate Change Plan” located below including planned projects and actions to reduce the bidder’s carbon emissions. This does not need to contain calculated carbon emissions. Where a Tenderer’s response is of a less than the acceptable standard, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.	Please confirm that evidence has been provided: YES ☐ NO ☐

Part IV: Selection criteria - D: Quality Assurance Schemes & Environmental Management – Question 4D.1	Please note that tenderers who fail to answer “Yes” to this question will not have their tender considered further or proceed to the Price/Quality ratio calculation
It is a mandatory requirement that Tendering Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. Bidders should confirm that this condition has been met within the response to this question. Where a Bidder does not have a Health & Safety Policy and is required to do so, the Council may exclude the Bidder from the competition.	Please confirm that evidence has been provided: YES ☐ NO ☐

PART A.2 – AWARD CRITERIA

PART A.2	STAGE TWO – AWARD CRITERIA	WEIGHTING
Q1	EVENT PROGRAMME AND ACTIVITIES	15%
Q2	PROJECT IMPLEMENTATION	15%
Q3	PROJECT TEAM	10%
Q4	HEALTH AND SAFETY	10%
Q5	EQUALITIES AND CUSTOMER CARE	10%
Q6	CONTRACT AND PERFORMANCE MANAGEMENT	10%
Q7	ENVIRONMENT	10%
Q8	COMMUNITY BENEFITS	10%
Q9	MARKETING AND COMMUNICATIONS	5%
Q10	FAIR WORKS PRACTICES	5%

Q.1 – EVENT PROGRAMME AND ACTIVITIES	Quality Weighting: 15%
With reference to Sections 1 and 2 (Background and Service Requirements) of the Specification please provide full details of the event that you wish to conduct in this location. Your response must include but is not limited to: • proposed event, build and strike dates; • ticketed venue; • proposed site layout plans (may be submitted as a separate attachment); • description of the cultural event(s)/show(s), or live performance(s); • dawn to dusk opening times/performance times; • ongoing event development over the life of the Contract; including annually refreshing the programme; • maximum capacity; and • forecast expected visitors per day. <i>Higher marks will be given to Tenderers who propose a credible, well considered event which would enhance the City of Edinburgh during the summer festival period. The Council's preference is for an event backed by empirical research which considers the likely preferences of both visitors and residents.</i> Your response must not exceed 3000 words, excluding site layout plans. Statement: [Word count utilised: 0000]	

Q.2 – PROJECT IMPLEMENTATION	Quality Weighting 15%
With reference to Sections 1, 2 and 3 (Background, Service Requirements and Tree Protection) of the Specification please provide detailed information including evidence (e.g. case examples showing end to end process) of how you will deliver the service requirements for this Contract in relation to the document Specification. Your response must provide details of how you will deliver: • mobilisation of the event including delivery of materials on site; • build & strike period; • site protection approach to prevent ground and tree root & canopy damage; • deliveries during the period of the event - how you will ensure public access to key sites is maintained and deliveries can be made during the period of the event; • how you will limit damage to the site during build/strike periods and the event itself; • operations including lighting, pathways, ticket office; • waste management and recycling; • traffic management plan; • security; • toilet provision; • power supply; • accessibility, and • Business Continuity arrangements - both organisational and event. (It is expected that the event shall have a tailored plan in line with Section 14 of the Specification. Your response must not exceed 4000 words. Statement:	

[Word count utilised: 0000]

Q.3 – PROJECT TEAM

Quality Weighting 10%

Please provide the name, title, qualifications, and experience of the key management team members who will be employed on this Contract in a single page CV format.

Your response must include the following and align with the Specification:

- dedicated Contract Manager and site manager (if different) and contact details;
- details of team resources and capabilities, including a CV for the person responsible for managing Health and Safety;
- the specific role and proportion of time that each team member will contribute to this Contract and their responsibilities;
- details of the management structure including an organogram which may be provided as a separate attachment; and
- how you will manage subcontractors throughout the event mobilisation and delivery.

Your response must not exceed 1500 words, excluding CVs and organogram.

Statement:

[Word count utilised: 0000]

Q.4 – HEALTH AND SAFETY

Quality Weighting 10%

Referring to Sections 2 and 15 (Service Requirements and Health and Safety) of the Specification please provide a copy of your organisations Health and Safety Policy statement and provide a statement detailing how this policy relates to the event.

Your response must include but is not limited to:

- how you will ensure that all appropriate Health and Safety regulations are fully met as the Contractor and how you will co-ordinate all subcontractor work to meet these regulations;
- an up to date copy of your Health and Safety Policy which may be provided as a separate attachment;
- how you intend to meet and engage with the requirements of the Events Planning and Operations Group (EPOG) and other safety advisory stakeholders;
- how you will manage all site security, including overnight, throughout build, operation and strike periods;
- a detailed assessment of your management responsibilities, including your subcontractors, for Health & Safety on this Contract and CDM or other safety requirements; and
- the process you would follow to complete Risk Assessment and Method Statement (RAMS).

Your response must not exceed 2000 words, excluding Health and Safety Policy.

Statement:

[Word count utilised: 0000]

Q.9 – MARKETING AND COMMUNICATIONS	Quality Weighting 5%
Please refer to Sections 5 and 6 (Communications and Marketing) of the Specification and provide details of your proposed marketing, communications and stakeholder engagement strategy for this service:	
Your response must include:	
• your approach to media relations, including social media and strategy for raising the profile of the event and engaging with the public; • your proposed use of visitor experience questionnaires or other market research; and • Your organisations procedure for managing communication with all stakeholders.	
<i>Higher marks will be given to Tenderers who provide a marketing plan that is sufficient to maximise event attendance as well as seek to positively engage with all stakeholders and demonstrate how their organisation and event will enhance the local area.</i>	
Your response must not exceed 1500 words.	
Statement:	
[Word count utilised: 0000]	

Q.10 – FAIR WORKS PRACTICES	Quality Weighting 5%
Please describe and demonstrate how you will commit to adopting Fair Work First for workers (including any agency or sub-contractor workers) engaged in the delivery of this contract as detailed in Section 21 of the Specification and Appendix 3 of the Instructions to Tenderers. This should include current and planned actions that show how you will embed these practices during the lifetime of this contract. Answers should include tangible and measurable examples and should also describe how you will report on, and demonstrate progress, to the Council during the lifetime of the contract. Tenderers are asked to describe how they are committed to adopting Fair Work First: - appropriate channels for effective voice, such as trade union recognition - investment in workforce development - no inappropriate use of zero hours contracts - action to tackle the gender pay gap and create a more diverse and inclusive workplace - providing fair pay for workers (for example, payment of the real Living Wage). - offer flexible and family friendly working practices for all workers from day one of employment - oppose the use of fire and rehire practices Your answers should reassure evaluators that your company is committed to adopting Fair Work First and to progressing towards wider fair work practices set out in the Fair Work Framework for the workers engaged in the delivery of this contract and those in the supply chain working on this contract. Fair Work First expects employers to go beyond their minimum statutory obligations. Answers need not be constrained to, or be reflective of, any examples given alongside this question. <i>Higher marks will be awarded to answers which clearly address each of the aspirations for workers outlined in the Fair Work First documentation and provide credible and measurable implementation plans/examples with an accompanying explanation of how plans will be reviewed, monitored and reported on.</i> Your response must not exceed 1500 words. Statement:	

[Word count utilised: 0000]

PART A.3 – FOR INFORMATION ONLY

1. FAIR WORK MANAGEMENT INFORMATION	Quality Weighting N/A – FOR INFORMATION ONLY
The Council is required to report data on payment of the real Living Wage, and accreditation held by Council Suppliers. This is used for statistical reporting only and will not be used in evaluation of the Tender. In relation to the provision of the contract please indicate: 1. whether your organisation is an accredited living wage employer; 2. if not currently accredited do you intend to become accredited during the first year of the contract? Responses to this question are for information only and will not be scored.	1. YES ☐ NO ☐ 2. YES ☐ NO ☐

PART B – TENDER ACCEPTANCE

1. Prior to submission of your Tender, please read the following sections and sign and complete the box below to confirm compliance.
2. Failure to supply all information requested, comply with the requirements of the ITT or the supply of misleading information, shall result in exclusion of the Tenderer from participation in the Tender process or termination of any Contract awarded as a result of that process.
3. In this Tender, the word “person” includes any persons and any body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

B.1 - BONA FIDE TENDER

The essence of tendering is that the Council shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by, or under, or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do, at any time before the hour and date specified for the return of this Tender, any of the following acts:-

1.
 - (a) Communicating to a person other than the person calling for those Tenders the amount or approximate amount of the 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;
 - (b) Entering into any agreement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted;
 - (c) Offering or paying or giving or agreeing to pay or give, any sum or money or valuable consideration, directly or indirectly, to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work, any act or thing of the sort described above.
2. We further certify that the principles described in paragraph 1 (a) - (c) above have been, or will be, brought to the attention of all sub-contractors, Suppliers and associated companies providing services or materials connected with the Tender. Any Contract entered into with such sub-contractors, Suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

B.2 - CERTIFICATE AS TO CANVASSING

To: The City of Edinburgh Council (the COUNCIL)

We hereby certify that we have not canvassed, lobbied or solicited any Member, Office, representative or Employee of the Council in connection with this tender process and that no person employed by us or acting on our behalf has done any such act.

We further hereby undertake that we will not in future canvass, lobby or solicit any Member, officer, representative or Employee of the Council in connection with the award of any Contract which may follow hereon nor any other part of the process, any other tender or proposed tender or any other Contract and that no person employed by us or acting on our behalf will do any such act.

We acknowledge that failure to comply with the above will result in our Tender or any other proposed Tender being disqualified.

B.3 DECLARATION OF COMMUNITY BENEFITS COMMITMENT

We declare that the Community Benefits offered shall be fulfilled as outlined and acknowledge that if required the precise benefits shall be clarified and agreed prior to Contract award.

DECLARATION

I/we certify that:

- (1) the information supplied in this Tender is accurate, to the best of my/our knowledge and understanding;
- (2) the certifications at B.1, B.2 and B.3 above are true and accurate; and
- (3) that I/we agree to be legally bound by the Conditions of Tender and the requirements set out in the ITT.

Tenderer's Name (block capitals):	
Tenderer's Signature:	
Company Name & Address:	
Witness Name (block capitals):	
Witness Signature:	
Date:	day of 20

To be signed by a partner in her/his own name on behalf of the firm or company.

N.B. The above must be signed, scanned and returned as part of your submission. Please ensure that scanned documents are fully legible.

Failure to supply all information requested, comply with the requirements of the ITT or the supply of misleading information, shall result in exclusion of the Tenderer from participation in the Tender process or termination of any Contract awarded as a result of that process.

End of Tenderer's Submission