



BUCKLEY TOWN COUNCIL

INVITATION TO TENDER

Town & Events Contractor

Title:

Town & Events Contractor

Scope of contract:

To co-ordinate all available and potential resources and in the interests of all stakeholders to enhance the quality, attractiveness and success of Buckley as a place to live, work, shop and/or visit through:

- Town Centre Support and
- Town Centre Events

Purchasing Organisation:

Buckley Town Council, Mold Road, Buckley, Flintshire, CH7 2JB

Contract Details:

Contract to commence from 1st April 2024

To provide Town Centre Events and Town Centre Support through the fulfillment of duties as set out in Schedule 1 attached.

Place & Time of Delivery of Contract:

The usual place for delivery of the contract will be the Council Offices, Mold Road, Buckley, Flintshire, CH7 2JB.

Events are held in or around the Town Centre of Buckley.

Insurance

The Contractor is required to hold all necessary up-to-date insurance policies.

Contract period:

The initial period of the contract shall be three years.

At the end of the three years the contract may be extended for a maximum period of a further one year at the Council's discretion.

Health and Safety Regulations, other Legislations and Council Policies:

The Contractor is expected to adhere to all relevant health and safety legislation and best practice guidance.

The Contractor will carry out risk assessments and provide adequate PPE as appropriate.

Usage of the Contractor's own Equipment:

The use of the Contractor's equipment is explained in Schedule 1 appended to this document.

Tender Submission:

Buckley Town Council is looking for the following :

- 1) Your proposal for the fulfilment of duties outlined and a complete fee breakdown for each year of the contract.
- 2) Details of previous events and town centre support experience to be included in the proposal.
- 3) Professional testimonials from previous clients.
- 4) Health and Safety policy.
- 5) Evidence of public liability insurance.
- 6) Key personnel contact information (if you are awarded the contract).

Prospective Contractors must not contact Councillors or staff to encourage or support their tender outside the prescribed process.

Written tenders must have been received by Buckley Town Council in a sealed envelope marked '**Buckley Town Council - Town & Event Tender**' and addressed to the Town Clerk, by **midday on Friday 23rd February 2024**.

Email submissions are also accepted and should be emailed to townclerk@buckleytc.gov.wales with the subject 'Confidential - Buckley Town Council – Town & Event Tender' The same deadline applies.

Any tenders received after this time will not be considered.

Evaluation Criteria:

Description	Form of Evidence	Allocation
All relevant tender documents received	Tender received on time and all required documents enclosed. (Proposal, H&S, insurance and contact)	Pass / Fail
Environmental	Locality to Buckley (to reduce carbon caused by travel)	20%
Health & Safety	Health & Safety policy Suitable risk assessments	15%
Suitability	Previous experience (a proven track record of organising and managing successful events which attract large audiences. Able to demonstrate a successful support role in the improvements of a town centre) Knowledge of the Buckley area Testimonials	50%
Price	Good value for public money / Affordability	15%

Additional Information:

If you would like to request further information, please arrange with the Town Clerk by emailing townclerk@buckleytc.gov.wales or telephoning 01244 544540. Any information shared will be shared with all interested parties.

Tender bids will be treated as private and confidential.

Electronic or written submissions must be received by midday on Friday 23rd February 2024.

Tender Bids will be opened on Monday 26th February 2024 with a recommendation going to the Council to award the contract on Tuesday 27th February 2024.

The Council will notify the applicants as soon as reasonably practicable.



SCHEDULE 1

BUCKLEY TOWN COUNCIL

TOWN & EVENTS CONTRACTOR

KEY OUTCOMES OF THE CONTRACT:

To co-ordinate all available and potential resources and in the interests of all stakeholders to enhance the quality, attractiveness and success of Buckley as a place to live, work, shop and/or visit through:-

1. TOWN CENTRE SUPPORT

- a) The engagement with town centre traders to achieve a partnership approach to resolve the issues confronting the town centre where possible.
- b) Where required, engagement with the public/shoppers in the town centre to receive their views and ideas.
- c) The engagement of all appropriate agencies, both public and private, to improve the economic viability of the town.
- d) The participation in the implementation of the recommendations of appropriate studies in relation to town centre issues.
- e) To liaise with other Town Council's appointed contractors (e.g. Christmas Lights contractors) relating to the coordination of installation and removal of seasonal decorations in the town, floral displays, festive lighting, bunting etc.
- f) To advise, coordinate and support the Town Clerk concerning facility management of the Council Building and smaller external assets.
- g) To notify Flintshire County Council Streetscene on appropriate matters relating to the town in which they may need to undertake repairs or specialist works.

2. TOWN CENTRE EVENTS ORGANISER

- a) Organising and delivering key events in the town that attract visitors to the town and enhance the public perception of Buckley through attracting the widest possible audience.
- b) To manage and deliver all aspects of the key annual events which include but are not exclusively the only events:
 - The Buckley Show
 - Buckley Fireworks Display
 - Buckley Christmas Light Switch On(Buckley Town Council will provide budgetary provisions for the events).
- c) To support local organisations wishing to use the town centre facilities for one-off special events or annual events e.g. St Davids's Day.
- d) To ensure all insurance, health and safety and licensing obligations are adhered to and that all risk management procedures are in place and followed.
- e) To ensure all events are delivered within budget and that all Council procurement requirements are followed.
- f) To manage volunteers which have been recruited to support Council events as required.
- g) To organise suitable storage of all event equipment.
- h) To liaise with Flintshire County Council and North Wales Police before events.

General requirements

- a) The Contractor must have a suitable vehicle which can be used for transporting all event equipment e.g. the stage, pedestrian barriers etc. to the event locations.
- b) The Contractor must be first aid trained.
- c) Networking is a fundamental part of this role.
- d) The Contractor must prepare monthly reports to Council and attendance at meetings maybe required.
- e) The Contractor is to be responsible for its own administration in support of the duties above.

- f) The Contractor should notify and support the Town Council of any appropriate funding resources, for both events and town centre improvements to help maximisation of the economic viability of Buckley.
- g) The Contractor may from time to time need to liaise with Trading Standards.

Minimum requirements

- That the events do not exceed the budget allocated by the Council without prior approval.
- The Council requires provable value for money from engaging subcontractors in line with its Financial Regulations (The Town Clerk can advise).
- That income from the events to the Council is maximised.
- That each event enhances the success of previous years.
- That the format of the event and main attractions/acts are notified to the Council at least four months in advance of the event taking place and the approval of the Council is obtained.
- That the Contractor should not make any financial gain from the events other than the recharge levied to the Council and/or the use of the Contractor's own equipment without prior approval of the Council.
- All equipment hired must have relevant certificates; medical personnel must be trained to appropriate standards and catering traders must hold a minimum 5-star food hygiene standards rating.

Other Information

Buckley Town Council provides office space, an email address and some storage facilities for the appointed Contractor.

Mileage is claimable for travel outside of Buckley.