



To: Executive Councillor for Arts, Sport & Public Places
Report by: Elaine Midgley, Arts & Events Manager
Relevant scrutiny committee: Customer 28/06/2012
Services
Wards affected: Cherry Hinton

**Cambridge Folk Festival production tenders for the 2013 event (and potentially 2014 – 17)
Key Decision**

1. Executive summary

The contracts for the provision of marquees, power & lighting, toilets and bars will expire after the 2012 event. Officers are seeking permission to enter a formal tender process for the provision of these services for the Cambridge Folk Festival from 2013 for a maximum of 5 years.

Each contract will be awarded to the successful contractor on a single year basis with an option to extend the contract for between 2-5 years subject to satisfactory performance of the contractor and no anticipated changes to requirements.

The below anticipated contract financial values are:

Marquees: £77-79k per annum

Power & Lighting: £77-82k per annum

Toilets: £72-79k per annum

Bars: £81-87k per annum

2. Recommendations

The Executive Councillor is recommended:

2.1 To authorise the Head of Arts & Recreation to tender for contractors to provide services for the Folk Festival.

2.2. To authorise the Head of Arts and Recreation to award the contract(s) to the most favourable tender(s), in accordance with pre-determined selection criteria.

3. Background

3.1 The current contracts for Folk Festival provision for the above services will expire after the 2012 event.

3.2 Each of the current contractors for these services has provided an excellent standard of service during their term on the event.

3.3 Procurement of these services is a lengthy and resource heavy process. The Council's procurement team have advised that it is preferable to have a lengthy contract term to prevent having to repeatedly re-tender for services.

3.4 Each service will have a proposed contract term of between 3-5 years. Marquees and bars are proposed at 3 years and toilets and power & lighting at 5 years.

3.5 Each contract will be offered on an initial 1 year basis with an option to extend on an annual basis until the completion of the proposed term.

3.6 The reason for awarding contracts on an annual basis is to enable the Festival to terminate a contract sooner if the requirements of the event change. Due to the proposed re-developments of Cherry Hinton Hall Grounds, this has a high likelihood and this enables the Festival to flexibly respond to these changes.

3.7 In addition, the Council is seeking to review the delivery processes for all areas of its outdoor events and the contract may need to be terminated at an earlier date if a new method of delivery is selected or the contract needs to be transferred to another party.

4. Implications

(a) Financial Implications

The combined contract values are approx £1.2 million over the course of the entire term. If for any reason the cost of the contract is more than 15% higher than anticipated, following consultation with the Director of Finance, the Executive Councillor will be asked to consider a decision on the contract award/s and any such acceptance of a higher offer will be reported to the next Scrutiny Committee.

(b) Staffing Implications (if not covered in Consultations Section)

The tenders will be project managed by the Arts & Events Manager with the support of a project team consisting of officers from procurement, legal, production and arts & events.

(c) **Equal Opportunities Implications**

All tenders shall be dealt within accordance with the Constitution and shall be subject to a team evaluation. An EQIA was undertaken on the Council's outdoor events, including the Folk Festival, in 2010 and included contractor considerations.

(d) **Environmental Implications**

Environmental performance of contract bidders (such as their recycling policy and appropriate minimising of power use) will form part of the selection criteria. Reference will be made to the Council's Green Procurement Guidelines as part of the tendering and selection process.

Rating: -L negative impact (based on the impact on the Cherry Hinton Hall site of marquee structures).

Follow the guidance on the intranet at <http://intranet/sustainability/policies-and-procedures.html>

(e) **Consultation**

The implications of the Folk Festival on the local community are considered within consultation meetings with Friends of Cherry Hinton, through complaints & complements received, social media feedback, and debriefs with event contractors and staff.

(f) **Community Safety**

All contractors have to meet minimum legal health & safety requirements.

5. **Background papers**

These background papers were used in the preparation of this report:

Details of Folk Festival costs in 2010/11/12
Previous ITTs and specifications for specified services

6. **Appendices**

None

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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