



To: Executive Councillor for Arts, Sport & Public Places
Report by: Elaine Midgley, Arts & Events Manager
Relevant scrutiny committee: Customer **10/10/2013**
Services
Wards affected: Cherry Hinton

**Cambridge Folk Festival Portable Cabin production tender for the 2014 event (with option to extend to 2015 and 2016)
Key Decision**

1. Executive summary

The contract for the provision of Portable Cabins for the Cambridge Folk Festival expired after the 2013 event. Officers are seeking permission to enter a formal tender process for the provision of this service for the Cambridge Folk Festival from 2014 for up to a maximum of 3 years.

The contract will be awarded to the successful contractor on a single year basis with an option to extend the contract annually subject to satisfactory performance of the contractor and no anticipated changes to requirements.

The anticipated contract financial value is £35,000 pa (£105,000 total for a 3 year term).

Price includes a 10% flexibility in case of changes to specification.

2. Recommendations

The Executive Councillor is recommended:

2.1 To authorise the Head of Arts & Recreation to tender for a contractor to provide Portable Cabin services for the Folk Festival.

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

3. Background

3.1 The current contract for Folk Festival provision for the above service has expired after the 2013 event.

3.2 Procurement of this service 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. Therefore the service will have a proposed maximum contract term of 3 years before we will go back out to market.

3.4 The 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 maximum term.

3.5 The reason for awarding contract on an annual basis is to enable the Festival to terminate a contract sooner if the requirements of the event change, or the relationship proves unsatisfactory. Due to the proposed re-developments of Cherry Hinton Hall Grounds in the form of the Masterplan, this has a high likelihood. This enables the Festival to flexibly respond to these changes.

3.6 In addition, the Council is continually reviewing 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 contract value is approx £105,000 over the course of the entire term and the annual Folk Festival budget contains provisions for these services. 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 in line with Procurement guidance.

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

The tender will be project managed by the Arts & Events Manager with the support of a project team consisting of officers from procurement, finance, legal 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. This is due to be repeated during Autumn 2013 and will consider procurement implications.

(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.

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

None.

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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