



To: Executive Councillor for Arts & Recreation - Cllr Rod Cantrill  
Report by: Debbie Kaye, Head of Arts & Recreation  
Relevant scrutiny committee: Community Services Scrutiny Committee 14/10/2010  
Wards affected: None

**CONTRACTS FOR THE SUPPLY OF PRODUCTION SERVICES TO THE FOLK FESTIVAL IN THE FINANCIAL YEARS 2011-2013**  
**Not a Key Decision**

**1. Executive summary**

The information in this report will enable Scrutiny Committee and the Executive Councillor to decide whether to allow Arts & Recreation to invite competitive tenders for production services for forthcoming Folk Festivals. The Production services to be tendered comprise:

	<b>£ Pa</b>	<b>Term</b>	<b>Contract value</b>
Porta Cabins	£34,000	3 years	£102,000
Toilets & Showers	£69,000	3 years	£207,000
Sound	£38,000	3 years	£114,000
Marquees	£77,000	1 year	£ 77,000
<b>TOTAL</b>			<b>£500,000</b>

**2. Recommendations**

The Executive Councillor is recommended:

- 2.1 To authorise the Head of Arts and Recreation to tender for a contractors to provide services for the Folk Festival. These services comprise marquees, sound, toilets/showers & porta cabins. Total value of the contracts is estimated at up to £500,000.
- 2.2 To authorise the Head of Arts and Recreation to award the contracts to the most favourable tenders, in accordance with pre-determined selection criteria.

### 3. Background

- 3.1 The current contracts for Folk Festival provision have expired.
- 3.2 A contract of only one year is to be offered for marquees to accommodate possible changes to the Folk Festival specification, as a result of any future re-development of the propagation centre at Cherry Hinton Hall.
- 3.3 The other contracts (Toilets/showers, sound and porta cabins) will be offered on a 3 year basis but with a clause that allows us to end the contract after one or two years service if required.

### 4. Implications

- (a) **Financial Implications.** The contracts have a combined value of £500,000. Budgeted provision is available to cover the estimated total contract value. If for any reason the cost of the contract is more than 15% higher than this, following consultation with the Director of Finance, the Executive Councillor will be asked to consider a decision on the contract award and any such acceptance of a higher offer will be reported to the next Scrutiny Committee. Financial implications are also contained in budget papers.
- (b) **Staffing Implications.** None.
- (c) **Equal Opportunities Implications.** All tenders shall be dealt within accordance with the Constitution and shall be subject to a team evaluation, which shall include an Officer independent of Arts & Recreation
- (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.
- (e) **Community Safety Implications.** Whilst noting environmental implications, those attending our events/parks and residents need to be able to see and be safe.

## **5. Background papers**

These background papers were used in the preparation of this report:  
Details of costs in 2010  
Budget papers 2010/11  
2008-2010 Invitation to Tender, Form of Tender, Contract Conditions,  
Specification

## **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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