

**Report of Events Manager**

**Report to Chief Officer Culture and Sport**

**Date: 24/04/2017**

**Subject: Approval to award contracts for Temporary Event Fencing, Barriers and Front of Stage Barrier Systems framework**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. The Council has a requirement at many of its outdoor and indoor events for temporary fencing products. Some of the work can be carried out in-house, but where this is not possible the Council needs to engage the services of external contractors. Currently the external services required are being procured by the Events team obtaining individual quotes for each event.
2. Following a procurement review, the decision was made to go out to tender for a longer term framework. This was intended to cover all requirements and mean that a full tender process would not be required for each event as the framework would be utilised.

This report contains details of the tender process and seeks approval to award the framework.

**Recommendations**

- 1 The Chief Officer of Culture and Sport is recommended to:
  - Note the content of the report;
  - Approve the award of the Temporary Event Fencing, Barriers and Front of Stage Barrier Systems framework agreement to Events Solution Ltd.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to seek approval from the Chief Officer of Culture and Sport to award the Temporary Event Fencing, Barriers and Front of Stage Barrier Systems framework agreement to Events Solution Ltd for a period of two years with an option to extend for up to 24 months.

## **2 Background information**

- 2.1 Leeds City Council is responsible for delivering a year round programme of cultural events and activities in support of its vision to be the best council and city in the UK.
- The council's annual programme includes: Events held in Millennium Square and across the city centre such as: Ice Cube - outdoor temporary ice rink & winter attractions, 'Christkindelmarkt' German Christmas Market, Euro / World Cup football and other national sporting / event screenings, live music concerts, Yorkshire Food & Drink Show, City Beach, Light Night, Leeds Lights Switch-on plus various community led events
  - One-off large scale events staged in Leeds such as; Tour de Yorkshire, World Triathlon Series
  - Roundhay Park bonfire (50,000 audience) plus other community bonfires and various events and activities held in Leeds parks and outer areas of the city
  - Annual and ad-hoc events, functions and activities The council's Breeze Initiative events and activities for young people
- 2.2 Delivering these events safely is critical. This contract is intended to enable the successful professional delivery of future events and mean that the Events team do not have to spend time going out to tender for contracts for each individual event as a framework has already been established.
- 2.3 The Events Team have been working with the Projects, Programmes and Procurements Unit to set up a new framework agreement, and the intention was to appoint a number of contractors to the framework. This was for several reasons – better competition based on different type of service, encouraging interest from small and local contractors and contractors availability based on UK events calendar.

## **3 Main issues**

- 3.1 The Temporary Event Fencing, Barriers and Front of Stage Barrier Systems framework was advertised in March 2017 under the 'open' procedure and tender documentation was available to download from the Yortender website. Suitability questions were detailed in the body of the document.
- Two tender submissions were received by the tender deadline of 5th April 2017.
- 3.2 The evaluation criteria had been approved in advance by the Chief Officer of Culture and Sport and published as part of the tender documents.

- 3.3 The tenders received were evaluated against the published criteria using a consensus score process. The evaluation team included the Events Manager, the Principal Events Officer and the Senior Events Officer. A consensus meeting was held on 21<sup>st</sup> April 2017 to agree the scores and strengths and weaknesses of each submission.
- 3.4 In an attempt to ensure the Council only appoints suitably qualified and competent contractors, an overall 55% minimum quality threshold was set.
- 3.5 Only one organisation submitted a compliant bid which passed the minimum quality threshold. The second organisation failed to submit the method statements required for the quality assessment.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

The Events team have consulted with the Projects, Programme and Procurement Unit and will continue to do so to ensure the delivery of their procurement programme.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 An equality impact assessment has been undertaken to complete the procurement exercise.

### **4.3 Council policies and Best Council Plan**

- 4.3.1 This procurement supports the Council's best plan to help improve the lives of people living in Leeds through the delivery its key strategic objectives and breakthrough projects which includes: hosting world class events on a global stage as a smart organisation, and ties in with a variety of published policies and plans to support increased participation in Leeds' Cultural and sporting opportunities

### **4.4 Resources and value for money**

- 4.4.1 The framework agreement to be entered into as a result of this procurement exercise will be used for the provision of fencing and barrier systems at events delivered across Leeds City Council.
- 4.4.2 There are no additional resource implications once this contract is awarded.

### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 Based on the annual value for this service, this award decision is a significant operational decision and is not subject to call-in.

### **4.6 Risk Management**

- 4.6.1 When advertising for this requirement, it was the Council intention to award on to the framework a number of organisations (up to eight). However, only two organisations submitted tenders by the deadline, one of which was a non-

compliant bid. The compliant tender has been evaluated and met the minimum quality threshold for the scheme. The tender process required the contractor to supply a schedule of rates which will be applied to all future orders. The agreement will be managed and monitored regularly by service area representatives to ensure the benefits of the services are maximised and the contractors' performance will be measured over the life of the contract.

- 4.6.2 In line with the provisions of the Council's Effective Procurement Programme a contract management plan will be developed that will clearly identify roles and responsibilities of officers with contract ordering and performance management and monitoring activities. This plan will also emphasise the perceived aims and objectives of the contract and how their realisation and contract success will be reviewed and managed, in addition to the plan clearly stating the responsibilities of the contractor.

## **5 Conclusions.**

- 5.1 To conclude, the Events team is seeking approval for the award of the Temporary Event Fencing, Barriers and Front of Stage Barrier Systems framework agreement as detailed in this report. This report details the tender process and the outcome of this.

## **6 Recommendations**

- 6.1 The Chief Officer of Culture and Sport is recommended to:
- Note the content of the report
  - Approve the award of the Temporary Event Fencing, Barriers and Front of Stage Barrier Systems to Events Solution Ltd.

## **7 Background documents<sup>1</sup>**

- 7.1 None.

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.