**Procurement opportunity for provision of Bar Services for**

**Sea Bangor Festival 2022**

Closing Date: 09/05/2022

Completed applications to be emailed to [thomas@urbaneventsni.com](mailto:thomas@urbaneventsni.com) by 5pm on 09/05/2022

Urban Events NI are inviting expressions of interest from interested parties for the provision Bar Services at Sea Bangor Festival on 4th and 5th June 2022.

Sea Bangor Festival 2022 is being organised in partnership with Ards and North Down Borough Council on the 4th and 5th June 2022. The event will comprise of a pier side fair, interactive installations, food truck dining and family entertainment. Estimated visitor number for the event is 30,000.

The Successful candidate will be responsible for:

1. A suitable serving area will be agreed to suit the site and event with an adequate construction, maintenance, manning and management of the bar.
2. Position and size to be agreed on site on appointment.
3. Liquor/Drinks Licence.
4. Tills, sinks and the supply and dispensing of all beverages.
5. Full compliance with the Council’s newly adopted environmental standards. All glassware must be fully recyclable or compostable.
6. Maintenance of site in a clean and reasonable condition.
7. Own security for bar storage area
8. The successful contractor will retain all monies from the bar facility
9. Relevant Public & Employers Liability Insurance.
10. Value £10m Public Liability and £5 Employers Liability.
11. The applicant is also requested to advise what sponsorship they can bring on board i.e. brewery with a focus on locally produced products
12. All potential suppliers are reminded that the Terms and Conditions refer to all contractors and personnel including sub-contractors.
13. Successful contractor must supply 4 SIA staff working at each event and list of names and contact details to be provided 1 week before event takes place.
14. Successful candidates will be required to pay Urban Events NI £650.

Urban Events NI with Ards and North Down Borough Council will provide the following support and infrastructe:

1. Canopy cover for the designated bar area
2. Seating for the designated bar area
3. Security fencing around the perimeter
4. Lighting
5. Toilet facilities
6. Utility services
7. Professional First Aid and Ambulance Services

The designated bar area will adopt a 1950’s American Diner theme. Bidders are asked to demonstrate how they will deliver within this theme.

**CANCELLATION OF EVENT**

If, for any reason, the Sea Bangor Event is unable to take place, the Council and Urban Events NI reserves the right to cancel, at its entire discretion, upon giving 14 days’ notice without incurring any liability whatsoever for compensation or otherwise to the Service Provider or its agents or to any trader intending to take part in the event.

**COVID 19/CORONAVIRUS**

Following award of the contract, the successful service provider must submit a Covid-19 risk assessment that takes into account social distancing, risk mitigations and hand sanitiser stations.

Please note that Council and Urban Events NI reserves the right to change or cancel the event, especially given the current restrictions. Each event will depend on the restrictions outlined in the Health Protection (Coronavirus Restrictions) Regulations (Northern Ireland) and guidance from the Public Health Agency. Furthermore, the requirement for service provider’s staff, council staff and the public to wear face coverings at events will be determined by The Health Protection (Coronavirus, Wearing of Face Coverings) Regulations (Northern Ireland).

Please Note: no management/admin fee or cancellation fee to be included in your cost bid due to Covid-19 or for any other reason.

**FINANCIAL CONTRIBUTION**

The successful service provider is require to make a minimum financial contribution of £650.

Bidders should make provision in their bid for appropriate financial contribution. Please note, Urban Events NI is not bound to accept the highest or any quotation, nor will the Urban Events NI be involved in expenses incurred in the preparation of the quotation.

**EVALUATION METHODOLOGY**

The evaluation criteria which will be used to ensure the most economically advantageous offer is accepted are:

**STAGE 1 – SELECTION CRITERIA**

| **Insurance** | Provision of valid Public Liability Insurance of £10Million – copy of certificates to be provided. | PASS/FAIL  If not completed or unwilling to meet the levels required – ‘Fail’, Otherwise ‘Pass’. |
| --- | --- | --- |
|  | Provision of valid Employers Liability of £5 Million – copy of certificates to be provided. | PASS/FAIL  If not completed or insufficient commitment demonstrated – ‘Fail’. Otherwise - ‘Pass’. |
| **Declarations, Terms & Conditions** | Signed agreement with Ards and North Down Borough Council’s Environmental Management conditions | PASS/FAIL  A fully completed and signed sections will ‘Pass’, otherwise ‘Fail’. |
|  | Signed agreement with all Health and Safety requirements as outlined in Ards and North Down Borough Council’s Policy | PASS/FAIL  A fully completed and signed sections will ‘Pass’, otherwise ‘Fail’ |
|  | Completed Declaration For Applicants | PASS/FAIL  A fully completed and signed sections will ‘Pass’, otherwise ‘Fail’ |

**Selection Criteria Evaluation**

Bidders must submit **all** Selection Criteria documentation. This documentation will be scored **Pass or Fail**.

Only bidders who have achieved a full pass rate in all of the Selection Criteria will progress to the Award Criteria Evaluation.

* Service Delivery Proposals (100%) (see sub criteria below)

| **Criteria** | **Weighting**  **%** |
| --- | --- |
| **Service Delivery Proposals**  Capability to deliver Bar Service as described  Experience of the Service Delivery Team  Methodolgogy and Theme: Details of how your organistion will deliver the bar service as described and the 1950’s Diner Theme.  Bidders should make provision in their bid for appropriate financial contribution.  The successful service provider is require to make a minimum financial contribution of £650. | **100** |

**EXPRESSION OF INTEREST FOR THE APPOINTMENT, OPERATION AND MANAGEMENT OF BAR SERVICES AT SEA BANGOR FESTIVAL 2022 –**

**Please refer to pages Annex 1**

**I/We agree to operate under the environmental management conditions as set out by the Ards and North Down Borough Council with regard to control and disposal of waste.**

**Signed:**

**Position in Company:**

**Company Name:**

**Date:**

**HEALTH AND SAFETY POLICY ARDS AND NORTH DOWN BOROUGH COUNCIL STATEMENT of the general policy of the Council with respect to the health and safety at work of its employees and the organisation and arrangements for the carrying out of that policy.**

1. This statement has been prepared for the purposes of Article 4 of the Health and Safety at Work (Northern Ireland) Order 1978 (hereinafter referred to as “the Order”).

G E N E R A L P O L I C Y

2. The Council recognises and accepts its duty under the Order, to ensure so far as is reasonably practicable, the health, safety and those aspects of welfare at work which are the subject of health and safety regulations of all its employees.

3. In particular, the Council recognises and accepts that the matters to which this duty extends includes:

a. the provision and maintenance of plants and systems of work that are, so far as is reasonably practicable, safe and without risk to health;

b. arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

c. such information, instruction, training and supervision, so far as is reasonably practicable, to enable all employees to avoid hazards and contribute positively to their own safety and health at work;

d. so far as is reasonably practicable, with regard to any place of work under its control, the maintenance of it in a condition that is safe and without risks to health and provision and maintenance of means of access to and egress from it that are safe and without such risks;

e. the provision and maintenance of a working environment for its employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

4. The Council further recognises and accepts its duty to consult any safety representatives appointed from amongst its employees with a view to the making and maintenance of arrangements which will enable the Council and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the Council’s employees and in checking the effectiveness of such measures.

5. The Council further recognises and accepts its duty, if requested by safety representatives in any workplace, to establish a safety committee having the 14 function of keeping under review the measures taken to ensure the health and safety at work of Council employees at that workplace.

6. The Council further recognises and accepts its duty to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in its employment, who may be affected thereby, are not exposed to risks to their health or safety.

7. The Council will take such steps as appear to it from time to time to be necessary or desirable to bring to the notice of every employee –

(a) his duty, under Article 8 of the Order, while at work:

(i) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(ii) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with; and

(b) the provisions of Article 9 of the Order to the effect that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

**I/We agree to operate under the above Health and Safety as set out by the Ards and North Down Borough Council.**

**Signed:**

**Position in Company:**

**Company Name:**

**Date:**

**Service Delivery Proposals – TO BE COMPLETED BY COMPANY Please detail how you will carry out the contract requirements (please use additional pages if necessary)**

**Please complete this form with your Company details and include it with your submission:**

**1 Company Name:**

**2. Address, for correspondence**

**3 Postcode:**

**4 Telephone Number:**

**5 Email address:**

**6 Name of person to contact in connection with this submission:**

**7 Position in Company:**

**8 Mobile Telephone number:**

**9 Website [if applicable]:**

**EXPRESSION OF INTEREST – DECLARATION FOR APPLICANTS 2022**

**It is a requirement of all Expressions of Interest to Ards and North Down Borough Council that applicants complete this declaration.**

**I/We \_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_ Have completed the enclosed documentation in respect of my/our Expression of Interest for recruitment, operation and management of stalls at Tourism Events in 2022 - 2023 and declare that the following documents have been completed and enclosed where applicable:**

* Provision of valid Public Liability Insurance of £10Million – copy of certificates to be provided.
* Provision of valid Employers Liability of £5 Million – copy of certificates to be provided.
* Signed agreement with Ards and North Down Borough Council’s Environmental Management conditions
* Signed agreement with all Health and Safety requirements as outlined in Ards and North Down Borough Council’s Policy
* Completed Company Details
* Completed Declaration For Applicants

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name [Block Capitals] \_\_\_\_\_\_\_\_**

**Position in Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALL OF THE ABOVE LISTED DOCUMENTS MUST BE COMPLETED AND RETURNED. FAILURE TO DO SO WILL RESULT IN THE SUBMISSION NOT BEING ACCEPTED.**

**Appendix G – Terms and Conditions**

**EXPRESSION OF INTEREST – TERMS AND CONDITIONS – SERVICES**

**Please ensure that you have read the terms and conditions, which can be found on the Council’s website, www.ardsandnorthdown.gov.uk before completing the following statement.**

**I/We have read the terms and conditions and agree to abide by same.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in Company: \_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANNEX 1**

The Council is accredited to ISO14001 for Environmental Management so is committed to ensuring that sustainability is considered in all aspects of Council activity. It is committed to best practice in environmental management, the efficient use of resources, prevention of pollution and to minimising its carbon footprint throughout its operations.

**Waste Management including minimisation and recycling.**

The Vendor must minimise the waste associated with the services by taking all the below factors into consideration:

The Council has a ban on the use on Single Use Plastics. Milk, condiments, and sauces must be served in reusable containers where this does not compromise food safety.

Straws/bags/cutlery should not be offered by default but if requested compostable versions can be provided.

Food waste must be minimised during preparation and portion control to ensure reduced waste.

Food/compostable/recyclable waste must be separated from landfill waste and placed in the correct bins. Refer to council website or Binovation app as to what is recyclable locally.

Rubbish associated with Vendor activity must be taken away and not placed in litter bins provided for use by the public for general litter.

The sale of glass bottles are prohibited.

**Litter**

The successful applicant must ensure all food waste and packaging is cleared from

each stall and taken away after the event. If this is not adhered to a penalty charge

will be invoiced to contractor after each event.

The vendor must take adequate measures to prevent littering from the stall

**Packaging and Disposables**

Polystyrene is not permitted for use by the Vendors.

The Vendor MUST use compostable/recyclable packaging for all products being sold.

Refer to council website or Binovation app as to what is recyclable locally.

Such packaging includes cups, plates, food boxes, cutlery, and all other food packaging and on confirmation of your application, samples of all packaging materials will be subject to spot inspections of materials by Council officers, and non-compliant Vendors will risk withdrawal of their licence to operate.

The Vendor must use paper napkins made from recycled material.

Single use plastic is not permitted, where disposables are unavoidable, compostable,

or readily recyclable items should be used. Refer to council website or Binovation

app as to what is recyclable locally.

All compostable items must have the following standard mark. A picture containing logo

Description automatically generated

**Pollution Control**

If there are drains nearby, they must not be used by Vendor.

Staff should be trained in the use of spill kits, if appropriate.

**Energy and Water Use**

The Vendor will be expected to exercise good practice to minimise energy and water use and, when purchasing any new equipment, to identify the most efficient equipment, fit for purpose.

**Carbon Management**

Vendors shall seek to find ways to reduce their carbon footprint.