



Report to:	Development Committee
Subject:	Request to tender for the Supply of Marquees and Temporary Structures
Date:	4 June 2013
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Gerry Copeland, City Events Manager, ext 3412

1	Relevant Background Information
1.1	The purpose of this report is to seek permission from Members to go to tender for the supply of marquees and temporary structures for Council events for a five year period (the contract would be renewed annually). Members are also asked to provide Delegated Authority to the Director of Development to appoint a suitably qualified contractor.
1.2	In order to deliver the Council's annual and one-off events programme a number of key contract suppliers are required. One of these services is the supply, delivery and installation of marquees and temporary structures. This tender would be for corporate wide usage by relevant Council departments, but managed via the Development Department's City Events Unit. All relevant resources would exist within current and planned budgets and would not involve any new finance from Council.

2	Key Issues
2.1	Annually the Council would stage and manage a range of events that would require marquees and temporary structures. These projects range from St Patrick's Day in the Spring through to Rose Week and Halloween later in the year.
2.2	In addition one-off events such as the planned 2014 Giro d'Italia and Tall Ships 2015 would also have a requirement for this service, alongside unspecified ad hoc projects presented to Council.
2.3	The management of this contract would be lead by the Council's City Events Unit. However, the unit would work with Parks and Leisure's Events Unit and other sections within Council.

3	Resource Implications
3.1	<u>Financial</u> It is estimated that the annual cost of this service would be £90,000, with relevant resources contained within current and planned budget. The tender would not involve any new finance from Council.
3.2	<u>Personnel</u> There are no current personnel issues at moment.

4	Equality and Good Relations Considerations
4.1	There are no relevant equality and good relations implications.

5	Recommendations
5.1	Members are requested to: <ul style="list-style-type: none"> - Approve that the Council goes to a public tender for the supply of marquees and temporary structures for Council events for a five year period (the contract would be renewed annually) - To provide Delegated Authority to the Director of Development to appoint a suitably qualified contractor.

6	Decision Tracking
<p>If approved officers will monitor and evaluate the outcomes of the tender and would only present to Members if the there were issues connected to the process.</p> <p>Timeline: N/a Reporting Officer: Gerry Copeland</p>	