

**Workington Town Council**

Town Hall, Oxford Street, Workington, CA14 2RS

Telephone: 01900 702986

Email: [office@workingtontowncouncil.gov.uk](mailto:office@workingtontowncouncil.gov.uk)

Website: [www.workingtontowncouncil.gov.uk](http://www.workingtontowncouncil.gov.uk)



# Workington Town Council

## EVENT PROCUREMENT 2025

**Documents to be returned to**  
[office@workingtontowncouncil.gov.uk](mailto:office@workingtontowncouncil.gov.uk)

<b>Company</b>	
<b>Name (Print Name):</b>	
<b>Date:</b>	

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## Specification:

### Project / Contract Details

- 1.1 Workington Town Council ('the Council') is seeking quotations in line with the specification below.
- 1.2 The project / contract is for approximately 12 months. The intended commencement date is 1 April 2025 and will end on 31 March 2026.

### Background

1.3 The aim of the Council's Culture and Events programme is to improve the cultural offering in Workington. This is delivered through a varied programme of high-quality performances, events and activities that are designed to build an audience within the resident community, and to appeal to visitors and tourists.

### Objectives

1.4 Our objective is to obtain the following provision for specific Workington Town Council events taking place in 2025:

- Staging / Lighting / Power / Sound / Screen

### Our Requirements

- 1.5 Workington Town Council invites quotations for the provision of the above services for the delivery of various events in 2025.
- 1.6 The chosen company must provide the following information or quotes will not be considered:
  - Experience of managing similar events, good customer engagement and service delivery
  - Up to date risk assessments for all equipment including COVID contingencies and health and safety processes for equipment and staff
  - Public (£10m), Employers (£10m) and Professional (£3m) Liability insurance
  - Confirmation of ownership of equipment or third-party hire
  - Photos of equipment and set up
  - Client testimonials (preferably from other local authorities where possible)
  - Health and Safety policies
- 1.7 To get the most accurate quote we have tried to outline what each event will need to the best of our knowledge at this stage. However please note we will require a level of flexibility with what we require for each event closer to the time, due to the nature of the planning process and changing circumstances. This will be made clear in any contracts and supplier agreements:

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Where we have not been able to provide exact details, a price per unit/hour would be acceptable.

We are trying to make our events as green as possible, so please consider how you can help us reduce the carbon emission of our events when providing your quote.

### Reach Out – Friday 30th May 2025

11am - 4pm

Vulcan Park

*(set-up Friday 30<sup>th</sup> May AM, dismantle Friday 30<sup>th</sup> May PM)*

- PA system – with hand held or lapel mics for workshop leaders (inside marquee or gazebo). We may require multiple PA systems depending on the workshop schedule
- Approx. 50" LED Screen, mics and GoPro camera suitable to display cooking demonstrations to a seated audience.
- Generator, estimated 30kva to power workshops and stalls, plus all caballing required (full details will be available closer to the event).

### Party in the Park – Saturday 7<sup>th</sup> June 2025

11am - 7pm

Vulcan Park

*(set-up Friday 6<sup>th</sup> PM or Sat 7<sup>th</sup> June AM, dismantle Sat 7<sup>th</sup> June PM)*

- 6m x 4m stage (elevated) suitable for a series of musical acts, this will include stage PA and suitable lighting. Various mics that may be needed from performers tech specs which will be provided closer to the event.
- Appropriate cover in case of inclement weather
- Generator to power stage and stalls, estimated 30kva plus all caballing required (full details will be available closer to the event)
- Small platform stage for single acts in the marquee
- PA for single acts in the marquee
- Noise Management Plan with sound level checks

### Outdoor Theatre – Friday 13<sup>th</sup> June and Saturday 14<sup>th</sup> June 2025

Friday 13<sup>th</sup> June performances at 12.30pm and 7pm

Saturday 14<sup>th</sup> June performance at 7pm

Workington Hall

*(set-up Thurs 12<sup>th</sup> June PM, dismantle Saturday 14<sup>th</sup> June PM)*

- Generator, estimated 30kva to power stage\* and stalls, plus all cabling required (full details will be available closer to the event)
- At least 2 (preferably 4) x 13amp power sockets. Theatre company will be running 14 LED lights, Sound desk, amp, speakers and electric instruments so good consistent power supply is essential to a successful show.
- Some power and caballing may be required for stalls.

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### **Armed Forces Day - Saturday 28<sup>th</sup> June 2025**

**10pm set up – 3pm dismantle**

#### **Vulcan Park**

- Vocal PA system for speeches with elevated speakers with wireless shotgun mic or lapel mics.
- Cable covering to be provided
- There needs to be good sound spread across the whole of the park, this is a very important event for the town.

### **Freedom Parade – Thursday 3<sup>rd</sup> July 2025**

**11.30am - 1pm**

#### **Vulcan Park or Church (or both) TBC**

- Vocal PA system for speeches with elevated speakers with wireless shotgun mic or lapel mics.
- Cable covering to be provided

### **Festival of Running – Sunday 10<sup>th</sup> August 2025**

**9am - 4pm**

#### **Reds Ground**

- PA system – with hand held mic for race commentator (outdoors, protection under a gazebo)

### **Halloween - Friday 31<sup>st</sup> October 2025**

**4pm set up – 8pm dismantle**

#### **Workington Hall**

- 3m x 2m screen to display films in marquee with PA

### **Remembrance Day - Sunday 9<sup>th</sup> November 2025**

**1pm set up – 3pm dismantle**

#### **Vulcan Park**

- Vocal PA system for speeches with elevated speakers with wireless shotgun mic or lapel mics.
- Cable covering to be provided
- There needs to be good sound spread across the whole of the park, this is a very important event for the town.

### **Christmas Festival and Light Switch on – Saturday 29<sup>th</sup> November 2025**

**11am - 6pm**

#### **Workington Town Centre**

**(set-up Fri 28<sup>th</sup> Nov PM, dismantle Sat 29<sup>th</sup> Nov PM)**

- 6m x 4m stage (elevated) suitable for a series of musical acts and the light switch on at 5pm, this will include stage PA and lighting. Various mics that may be needed from performers tech specs which will be provided closer to the event.

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- Appropriate cover in case of inclement weather
- Generator to power stage and stalls, estimated 30 kva for stalls (may require 2 smaller generators in different parts of the town plus all cabling required (full details will be provided closer to the event)
- Noise Management Plan with sound level checks

**Suppliers are expected to be on hand throughout events to manage their own equipment and staff and act in case of an emergency. Costs must include delivery to each event, erect and dismantle.**

## 2. Timetable

2.1 The proposed timetable for the procurement process is set out below:

Key Tasks	Date to be completed by
Tender documents published	Monday 13 <sup>th</sup> January 2025
Quotation Submission Deadline	Friday 14 <sup>th</sup> February 2025
Evaluation of Quotations including clarification meetings (if required)	W/c 17 <sup>th</sup> February 2025
Award	W/c 3 <sup>rd</sup> March 2025
Contract commencement	1 <sup>st</sup> April 2025

The Council reserves the right to amend the above timetable or extend any time period.

## 3. Evaluation Criteria

3.1 The Contract will be awarded based on the most economically advantageous quotation to the Council based on the evaluation criteria set out below:

CRITERIA	Weighting
Section 1: Price	60%
Section 2: Quality	30%
Section 3: Social Value	10%
TOTAL	100%

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## **Section 1: Price (60%)**

Prices quoted must anticipate all costs in relation to the provision of the project as no additional costs will be accepted unless approved in writing by the Council.

Payment milestones will be agreed with the successful provider on award.

<b>Price Schedule</b>	
Contract Title:	
Event title:	
Organisation Name:	
Contact Name:	
Prices must include for all costs, expenses and disbursements in connection with the provision of services under the contract as no additional costs will be accepted unless approved in advance in writing by the Council.	
Please provide a spreadsheet containing a detailed breakdown of all costs for each element/stage of the project, setting out the team member involved in that element of project delivery and the time allocated.	
<b>Please confirm your total quoted price for the provision of services to deliver the project.</b> All prices stated must be exclusive of VAT.	
Reach Out – Friday 30 <sup>th</sup> May 2025	
Party in the Park – Saturday 7 <sup>th</sup> June 2025	
Outdoor Theatre – Friday 13 <sup>th</sup> and Saturday 14 <sup>th</sup> June 2025	
Armed Forces Day – Saturday 28 <sup>th</sup> June 2025	
Freedom Parade – Thursday 3 <sup>rd</sup> July 2025	
Festival of Running – Sunday 10 <sup>th</sup> August 2025	
Halloween – Friday 31 <sup>st</sup> October 2025	
Remembrance Sunday - Sunday 9 <sup>th</sup> November 2025	
Christmas Festival and Light Switch On – Saturday 29 <sup>th</sup> November 2025	

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## **Section 2: Quality (30%)**

### **Questions**

Please confirm you will be able to deliver all the requirements outlined above at each event in the best possible manner and with professionalism

*Give details of your relevant experience of delivering for similar community based events & festivals. Please detail how the work you have undertaken has influenced positively and led to successful outcomes. Where possible please use examples from across Cumbria as this will be of particular interest.*

*Please add in any previous client recommendations where appropriate.*

### **Response:**

*Please give details of your approach to planning and coordinating each event. Please include details of the staff that will provide the service, including relevant experience, qualifications etc. Please include details of the level of communication you would undertake with the Council.*

### **Response:**

*Can you provide any examples to show how your company is considering and tackling carbon reduction through your service provision?*

### **Response:**



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## Section 3: Social Value (10%)

No.	Themes	Outcomes	Does your company strive to make a position impact?
1	Tackling economic inequality	Create new businesses, jobs and new skills in Cumbria	Yes No (if not, please explain)
		Increase supply chain resilience and capacity In Cumbria	Yes No (if not, please explain)
2	Fighting Climate Change	Effective stewardship of the environment	Yes No (if not, please explain)
3	Equal Opportunities	Reduce the disability employment gap	Yes No (if not, please explain)
		Tackling workforce inequality	Yes No (if not, please explain)
4	Wellbeing	Improve health and wellbeing	Yes No (if not, please explain)
		Improve community integration	Yes No (if not, please explain)

Please tick the following as applicable:	
<b>Foundation Living wage</b>	
YES - we currently pay employees the equivalent or higher of the Foundation Living Wage (FLW).	
NO - we do not currently pay employees the equivalent or higher of the Foundation Living Wage (FLW).	
<b>Zero Hours Contracts</b>	
YES - we operate Zero Hours Contracts (Please provide details for operating this in the comments box below)	
NO - we do not operate Zero Hours Contracts	

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## Subcontracting

Is it the intention of your company to subcontract

**\*(please tick what your response is)**

<u>YES</u>	<u>NO</u>

If your answer to the above is yes please state which company you will be subcontracting to, the percentage and description of work you intend to subcontract:

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Percentage of Work to be Subcontracted: \_\_\_\_\_

Description of Work to be Subcontracted: \_\_\_\_\_

Please note any company requesting to subcontract work must obtain written permission from the Chief Officer for Workington Town Council.

Any company found to be subcontracting who has failed to declare this at tender stage may incur the following action:

1. The contract being cancelled
2. All other contracts/frameworks won by your company may be reassessed

**PLEASE COMPLETE A NEW FORM FOR EACH SUBCONTRACTOR YOU WILL BE USING. THIS INCLUDES OTHER CONSULTANTS IF THEY ARE TO BE USED.**

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## Scoring System

5	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
4	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
3	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
2	Below exceptions	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
1	Poor to deficient	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading
0	Unacceptable	Totally deficient and non-compliant for that criterion

### 1. Format for Response

Information received via email is acceptable, please ensure you provide the following:

- Detailed breakdown of costs
- Designs / visuals if necessary
- Risk assessments and method statements
- Public liability insurance
- Testimonials from previous customers

Contact for the tender; any questions relating to the tender and organising site visits should be directed to: Emma Chapman, Chief Officer, Workington Town Council, Town Hall, Workington, CA14 2RS.

01900 702986

[office@workingtontowncouncil.gov.uk](mailto:office@workingtontowncouncil.gov.uk)

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## **Anti-Collusion Certificate**

The essence of the public procurement process is that the Council shall receive bona fide competitive quotations from all Bidders. In recognition of this principle we hereby certify that this is a bona fide Bid, intended to be competitive, and that we have not fixed or adjusted the amount of the Bid or the rates or prices quoted by or under or in accordance with any agreement or arrangement with any other Bidder (other than a member of our own consortium). We have not and insofar as we are aware neither has any Bidder Party (as defined in the Invitation to Negotiate):

Entered into any agreement with any other person with the aim of preventing Bids being made or as to the fixing or adjusting of the amount of any Bid or the conditions on which any Bid is made; or

Informed any other person, other than the person calling for this Bid, of the amount or the approximate amount of the Bid, except where the disclosure, in confidence, of the amount of the Bid was necessary to obtain quotations necessary for the preparation of the Bid for insurance, for performance bonds and/or Contract or Framework guarantee bonds or for professional advice required for the preparation of the Bid;

or

Caused or induced any person to enter into such an agreement as is mentioned in Paragraph (1) and (2) above or to inform us of the amount or the approximate amount of any rival Bid for the Contract or Framework; or committed any offence under the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972.

or

Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid for the Works any act or omission.

or

Canvassed any other persons referred to in Paragraph (1) above in connection with the Contract or framework.

or

Contacted any officer of the Council about any aspect of the Contract or Framework including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Bidder of such officer for the purpose of the Contract or Framework or for soliciting information in connection with the Contract or Framework.

We also undertake that we shall not procure the doing of any of the acts mentioned in Paragraphs (1) to (7) above before the hour and date specified for the return of the Bid nor (in the event of the Bid being accepted) shall we do so while the resulting Contract or Framework continues in force between us (or our successors in title) and the Council.

In this certificate

The word "person" includes any person, body or association, corporate or incorporated and "agreement" includes any arrangement whether formal or informal and whether legally binding or not.

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## Declaration

### PLEASE READ AND SIGN THE DECLARATION BELOW

I/We apply to be considered for the provision of event procurement 2025 (as stated above)

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/We accept the conditions and undertakings requested in the quotation. I/We understand that false information could result in my/our exclusion from consideration for this or any other contract or framework with the Council.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract or framework currently in force and will result in my/our exclusion from consideration for this or any other contract with the Council.

I/We confirm that:

- (i) I/We have not communicated and will not communicate to any person, under agreement or arrangement, the amount of this quotation.
- (ii) The amount of this quotation has not been adjusted under any agreement or arrangement with any person.

### Signed for and on behalf of the organisation:

<b>Company:</b>	
<b>Signature:</b>	
<b>Full Name (printed):</b>	
<b>Designation:</b>	
<b>Date:</b>	
<b>Telephone:</b>	
<b>Email:</b>	