

CABINET MEMBER DELEGATED DECISION – 23 AUGUST 2021

Report title: Lambeth Country Show 2022 – 2025 Tender: Various Lots

Wards: Herne Hill.

Portfolio: Cabinet Member for Equalities & Culture: Councillor Sonia Winifred

Report Authorised by: Bayo Dosunmu, Strategic Director, Residents' Services

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REPORT SUMMARY

This report sets out the award evaluation process and seeks approval for the following Lambeth Country Show contracts:

- Lot 1 – Marquees and Temporary Structures
- Lot 2 – Temporary Fencing and Barriers
- Lot 3 – Sanitary Facilities
- Lot 4 – Traffic Management Services
- Lot 5 – Power Generation and Distribution
- Lot 6 – Waste Management
- Lot 7 – Staging, Front of House and Assisted Viewing Platforms
- Lot 8 – Professional Audio, Lighting and Loudspeaker Systems

All lots will be awarded on a three-year contract with the option to extend for a further one year (3 + 1). This will service the Lambeth Country Show 2022 to 2025 inclusive. However, contract commencement for all lots is recommended to start in September 2021, which is when the 2022 show project is estimated to commence.

The tender process was managed by Lambeth Procurement with the tender being submitted electronically using EU-Supply portal. The evaluation was carried out by officers from the Procurement Team and the Events Team. The Procurement Team scored the commercial element and a panel consisting of senior events officers scored the technical element.

There is a Part II to accompany this report relating to the financial information.

FINANCE SUMMARY

The procurement is for three years at a cost of £322,765.56 per annum, a total cost of £968,296.67 with an option to extend for a further one year bringing the total projected cost to £1,291,062.22. This will be funded from a mix of income generated from the Lambeth Country Show and the existing allocated budget within the Events Team. No deposit payments are required to secure the contracts.

RECOMMENDATIONS

To award eight separate contracts for three (3) years, from 1 September 2021 to 31 August 2024, with the option to extend for a further year to 31 August 2025 (3 +1).

The maximum combined value of the contracts will be £1,291,062.22, which will go to the following suppliers:

REASONS FOR EXEMPTION FROM DISCLOSURE

The accompanying part II report is exempt from disclosure by virtue of the following Paragraphs of schedule 12A to the Local Government Act 1972:

1. Information relating to the financial or business affairs of a particular person (including the authority holding that information).

1. CONTEXT

- 1.1 The value of the entire term for all lots combined, amounting to £1,291,062.22, makes this report a Cabinet Member Delegated Decision Report. The Cabinet Member is being asked to approve the award of all lots on a maximum of 4 years, which includes the 1-year extension. The report also requires approval from the Leader of the Council.
- 1.2 The purpose of all the contract is to support a streamlined approach to planning the Lambeth Country Show on an annual basis. Without reliable and competent suppliers in place, the event would not be given authorisation to go ahead. All lots are key components to successful show delivery. The 3 + 1-year contracts are also designed to maximise savings for the Council and help reduce the overall spend on the event. Until now, all contracts have been awarded on an annual basis through individual RFQ processes, which takes up valuable Council resources and adds unnecessary planning time to the overall project. The savings will come from reduced officer time and management in having to do this annual tendering for the contracts.
- 1.3 The Council has committed to keeping the Lambeth Country Show free for all to attend and is a key event that links to Future Lambeth and the Council's Borough Plan 2016-2021, creating inclusive growth, reducing inequality and building strong and sustainable neighbourhoods.
- 1.4 Due to the impact of the Covid-19 Pandemic, all contracts will be due to commence in September 2021.
- 1.5 This is a Gateway 3 Procurement Report – the Council's final procurement report stage that, in this instance, recommends a decision to award contracts.

2. PROPOSAL AND REASONS

- 2.1 It is proposed to award contracts to the following suppliers who have submitted the most economically advantageous tender for their lot:

Table 2

Lot	Title	Winning bidder
1	Marquees and Temporary Structures	Field & Lawn Limited
2	Temporary Fencing and Barriers	Entertee Hire Services Limited
3	Sanitary Facilities	Site Equip Limited
4	Traffic Management Services	Event Support Team Limited
5	Power Generation and Distribution	Templant Hire Limited
6	Waste Management	Greenbox Events Limited
7	Staging, Front of House and Assisted Viewing Platforms	Star Group Live Limited
8	Professional Audio, Lighting and Loudspeaker Systems	Subfrantic Production Services Limited

- 2.2 An above threshold open tender was issued via the EU-Supply Tenders Portal, advertised via OJEU and Contracts Finder. The OJEU reference number is 2020/S 178-431092. There were 95 expressions of interest in total and a total of 37 bids received. 28 of these bids were fully compliant and put forward for evaluation. A total of 9 bids were deemed non-compliant and not put forward for evaluation.
- 2.3 During the tender compliance stage, of the 37 tender responses submitted, it was noted that 30 bids had key documentation missing. Where documents such as a signed form of tender, fully completed method statement, pricing schedule or references were missing, as per section 8 of the ITT, clarification was sought and a limited window period was allowed for bidders to submit the missing documents and/or provide clarification of the Lot that had been submitted. Following this exercise, a total of 9 bids were deemed non-compliant as they either did not submit responses to the method statements or other key documentation was found to be missing. Instructions for the submission of documents were made clear in the tender pack with minimum scores for the method statements clearly indicated, which also suggests that responses to these questions needed to be submitted. Bidders had sufficient time to advise if they were experiencing any issues with uploading documents and as correspondence was not received by the council to suggest this, their bid was deemed non-compliant and not considered any further.

Table 3: Submitted bids and bids put forward for evaluation

Lot	Title	No. bids received	Bids deemed non-compliant	No. put forward for evaluation	No. bids rejected during evaluation
1	Marquees and Temporary Structures	4	3	1	0
2	Temporary Fencing and Barriers	6	1	5	2
3	Sanitary Facilities	4	1	3	2
4	Traffic Management Services	8	0	8	1
5	Power Generation and Distribution	3	0	3	1
6	Waste Management	3	1	2	1
7	Staging, Front of House and Assisted Viewing Platforms	2	1	1	0
8	Professional Audio, Lighting and Loudspeaker Systems	7	2	5	1
		37	9	28	8

- 2.4 Tenders were evaluated on a 60% Price and 40% Quality basis.
- 2.5 Following evaluation, a further 8 bids across the Lots were rejected as responses to some method statements were either incomplete, or not submitted, thus resulting in scores awarded as 0 (No Response) or 1 (Unacceptable), these bids were not progressed to the finance evaluation stage.
- 2.6 For reasons of confidentiality, the detailed analysis of the tenders submitted along with the awarded scores is detailed in the Part II report.

Table 4: Evaluation breakdown

No.	Quality	Weighting
MS1a	Service Delivery Proposal	12%
MS1b	Service Development	4%
MS2	Project Management	4%
MS3	Business Continuity and Disaster Recovery	8%
MS4	Service Capability	4%
MS5a	Social Value	2%
MS5b	Sustainability	4%
MS5b	Innovation	2%
Quality		40%
Price		60%
TOTAL OVERALL		100%

- 2.7 Please see the Part II report for the breakdown of the 40% quality assessment.
- 2.8 The winning bidders for each lot passed all of the mandatory questions and were taken forward to be assessed on quality based on their method statement responses.
- 2.9 An evaluation panel was convened to assess the quality element of each bid. This panel consisted of the Lambeth Country Show Project Manager (Tim Fanucci), Head of Events & Filming (Lee Fiorentino) and Events Operations Manager (Olivia Pearcey).
- 2.10 A Moderation Meeting was held for members of the evaluation panel to finalise their scores for each lot through a process of consensus. A procurement officer was included in this meeting to assist with the decision-making process, with notes being taken on both scoring and reasons for those scores and any associated deficiencies with proposals.
- 2.11 The winning bidders for each lot provided a good response overall with a clear understanding of the Council's requirements. Demonstrable evidence of experience providing each requested service and/or commodity for the contracts were provided.
- 2.12 The pricing element of each bid was assessed by a member of Lambeth's Procurement Team.

Contract Management

- 2.13 The Country Show Project Manager will be the contract manager for all contracts. In his absence, any contract issues arising will be managed by the Senior Risk Officer (SRO), which is the Head of Events & Filming.

- 2.14 Reviews for each contract will take place quarterly, prior to preparing for the annual event and after each event has taken place. Lessons learned exercises will take place, as well as performance monitored against a specific set of agreed KPI's for each contract.
- 2.15 Detailed schedules and progress monitoring will be maintained throughout the life of the contracts by the Country Show Project Manager. If the Project Manager leaves their post, then the Head of Events will take on the responsibility of monitoring this contract until a replacement has been established.
- 2.16 The contract manager will assess performance throughout the life of the contracts. Poor performance will be recorded and reported to the SRO in a timely manner. Issues will only be escalated urgently in exceptional circumstances that may affect the overall delivery of the show.

3. FINANCE

Are savings envisaged for this contract	No
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- 3.1 This procurement is for contracts to cover various lots for the Country Show to be produced safely and to offer the best possible value to the Council. These lots are for a three-year fixed price contract agreement with an extension for a further one year.
- 3.2 The annual value of all contracts is £322,765.56; as this report seeks to implement a three-year fixed contract, the total value of the contract is £968,296.67. The agreement for an extension for a further one year brings the total maximum contract value to an estimated £1,291,062.22.
- 3.3 The breakdown of the contracts is as follows:

Table 5

Lot	Title	Winning bidder	3-year value (£)	4-year value (£)
1	Marquees and Temporary Structures	Field & Lawn Limited	193,606.76	258,142.34
2	Temporary Fencing and Barriers	Entertee Hire Services Limited	146,821.47	195,761.96
3	Sanitary Facilities	Site Equip Limited	146,939.90	195,919.87
4	Traffic Management Services	Event Support Team Limited	112,469.06	149,958.75
5	Power Generation and Distribution	Templant Hire Limited	71,738.99	95,651.98
6	Waste Management	Greenbox Events Limited	104,568.69	139,424.92
7	Staging, Front of House and Assisted Viewing Platforms	Star Group Live Limited	105,189.38	140,252.50
8	Professional Audio, Lighting and Loudspeaker Systems	Subfrantic Production Services Limited	86,962.43	115,949.90
		Total	£968,296.67	£1,291,062.22

- 3.4 All costs for the Country Show are covered by income generated from the show or from existing allocated revenue budget for the Show.
- 3.5 The Council's 2022 Country Show budget will be approved through a Cabinet Member Delegated Decision Report due later in 2021. This includes an options assessment for the future of the event in years to come.
- 3.6 No deposit payments are necessary for any of the contracts in advance of any event happening. 100% of payments will be made post show.

4. LEGAL AND DEMOCRACY

- 4.1 The authority to enact this report's recommendation is delegated to the Cabinet Member for Equalities and Culture. Before exercising that authority, this paper should be reviewed by a category board / the Procurement Board.
- 4.2 Under the Contract Standing Orders, all contracts with an estimated value of £100,000 or more should be competitively tendered to ensure that all tenderers have the economic and financial standing, technical ability and resource capacity to fulfil the Council's requirements. This report demonstrates how officers have complied with this requirement.
- 4.3 The statutory procurement regime applies to the proposed award by virtue of the Public Contracts Regulations 2015. For contracts for services which are valued above the £189,330 threshold, the full application of the statutory procurement regime applies. As such, the Council had a duty to publish a contract notice in the official journal and to follow one of the procurement procedures prescribed in the regulations. This report describes how officers complied with these requirements.
- 4.4 As soon as possible after making the decision to award the contract, the Council must provide a written notice to the unsuccessful bidders, naming the winning bidder and describing the characteristics and relative advantages of the successful tender. The notice must also state when the 'standstill period' is expected to expire and the date before which the contracting authority will not enter into the contract or conclude the framework agreement.
- 4.5 This proposed key decision was entered in the Forward Plan on 24 August 2020 and the necessary 28 clear days' notice has been given. In addition, the Council's Constitution requires the report to be published on the website for five clear days before the proposed decision is approved by the Cabinet Member. Any representations received during this period must be considered by the decision-maker before the decision is taken. A further period of five clear days - the call-in period – must then elapse before the decision is enacted. If the decision is called-in during this period, it cannot be enacted until the call-in has been considered and resolved.

5. CONSULTATION AND CO-PRODUCTION

- 5.1 There has been informal consultation with key internal departments through all reports relating to this procurement project. Please refer to audit trail at the end of this report.
- 5.2 No external consultation was required.

6. RISK MANAGEMENT

6.1 The Council has committed to keeping the publicly popular Lambeth Country Show. Without approved and reliable suppliers in place, the event will not be able to go ahead safely and in the most cost-efficient way.

6.2 The main risks that impede on the successful delivery of this procurement and contract are:

Table 6: Risk Register

Item	Risk	Likelihood	Impact	Score	Control Measures	Risk Owner
1	Show not going ahead due to competent suppliers not being contracted	2	8	16	Ensure proposal goes ahead by liaising with stakeholders and guaranteeing the best possible value for the Council.	Tim Fanucci
2	2022 event not going ahead or being severely disrupted due to Coronavirus (COVID-19)	1	8	8	Business Continuity and Disaster Recovery plans have been requested as part of the tender. Risk Owner to work closely with key stakeholders such as Public Health & Emergency Planning to keep track of the threat of the virus in the future. Cancellation terms (due to Coronavirus) to be included in the contract to limit financial impact on the Council.	Tim Fanucci
3	Inadequate quality of service	2	4	8	Ensure a robust specification is produced to mitigate this happening. Ensure the Terms & Conditions include mechanisms to encourage increased service level from supplier.	Tim Fanucci
4	Contracted suppliers are unable to fulfil contract due to financial or operational issues.	1	8	8	The successful suppliers have been requested to submit a Business Continuity Plan in the event of ICT, vehicle and staffing issues. Due diligence has been carried out on the successful providers, such as D&B (Dun and Bradstreet) checks.	Tim Fanucci
5	Contracted suppliers unable to	1	4	4	The successful suppliers have been specifically requested to submit their	Tim Fanucci

Item	Risk	Likelihood	Impact	Score	Control Measures	Risk Owner
	provide levels of resourcing required due to the impact of Brexit.				business readiness plans for Brexit.	

Key

Likelihood	Very Likely	4	Likely	3	Unlikely	2	Very Unlikely	1
Impact	Major	8	Serious	4	Significant	2	Minor	1

7. EQUALITIES IMPACT ASSESSMENT

- 7.1 An Equalities Impact Assessment (EIA), which has been carried out by Lambeth Council for the Events Strategy, shows that there is no anticipated discrimination. Suppliers are expected to carry out their activities with due regard for their obligations under the Equality Act 2010. This expectation was included in the tendering process, as well as the new contracts themselves and will form part of the monitoring process during the contract management phase.
- 7.2 An EIA for this procurement was submitted and approved on 16 October 2019. The assessment documented the diverse demographics that would be affected if this procurement did not take place. Plans to mitigate any negative impacts, as well as plans to promote and deliver its positive impacts, were also documented.

8. COMMUNITY SAFETY

- 8.1 The Lambeth Safety Advisory Group (LSAG) brings together a group of objective, qualified health & safety representatives, responsible officers under the Licensing Act (2003), emergency service and transport partners to review and monitor the safety for the planning and delivery of public events, including the Lambeth Country Show. This is to ensure that any event that takes place in Lambeth is organised and managed to the correct safety standards, thus ensuring public safety of both those organising the event and those attending. The LSAG meets once a month to assess event applications and they also feedback on electronic documentation. This is only for Large and Major events; smaller events are normally fast tracked through this process. Some medium events that are deemed high risk may be taken to the LSAG on a case-by-case basis. SAG considers and reviews the Country Show in February or March each year. Part of this includes assessing and scrutinising key stakeholders and suppliers involved such as all lots within this procurement.
- 8.2 Reference to Lambeth's Serious Youth Violence Strategy was made within the tender specification to make the supplier aware of wider security measures within the borough. This will be included within the event's overall operation management plans and shared with Emergency Services and wider Council stakeholders at SAG throughout the course of the annual projects.

9. ORGANISATIONAL IMPLICATIONS

Environmental

- 9.1 The Lambeth Country Show is the highest certified public event in the UK for our work in reducing the environmental impact. We have been assessed against Julie's Bicycle Creative Industry Green criteria based on emissions data and evidence submitted and received 3 stars (the highest possible) in recognition of our efforts to embed environmental sustainability into our operations and

activities. In-depth detail of these operations can be found on the show website:

www.lambethcountryshow.co.uk/sustainability

All suppliers and key stakeholders are required to outline their commitment to sustainability as a priority along with quality of service. Applicants were made aware of the Council's environmental commitments, including improving air quality as a priority. The Country Show Project Manager will work with all successful bidders to ensure everything possible is being done to help mitigate their environmental impact. This will be carried out through specific environmental KPI's and data capturing at the event which will be co-developed with the Lambeth sustainability team.

The event will be planned and delivered in accordance with the Lambeth Green Events Guide, including measures such as:

- Avoid diesel generators, where possible and review availability of electric charging points
- Follow the waste hierarchy
- Continue the ban on single use plastics
- Consolidate deliveries and scope potential for delivery by EVs to reduce vehicle emissions
- Provide additional cycle parking to encourage active travel to the event
- Continue to provide potable water refill stations to reduce number of purchases of bottled water

Organisers will work closely with council grounds and tree teams to develop a robust plan to minimise the impact on the environment and return the ground to its original condition after the event.

Health

- 9.2 The Lambeth Country Show is a platform for Public Health messaging, particularly around the Council's Five Ways to Wellbeing campaign: Connect, Give, Take Notice, Keep Learning, Be Active. The event provides numerous activities that promote being active and mental wellbeing across the two days. Health & Wellbeing of all supplier personnel is the responsibility of the supplier and will be monitored through the contract management process for the life of the contract.

Corporate Parenting

- 9.3 Not applicable.

Staffing and accommodation

- 9.4 There will be no increase or decrease in staff and accommodation resulting from these contracts. All staffing and accommodation will be managed by the suppliers.

Responsible Procurement

Good Quality Jobs with Fair Pay and Decent Working Conditions

- 9.5 Lambeth's commitment to the London Living Wage (LLW) was set out as a requirement within the tender specification for each lot outlining that direct employees and sub-contracted staff be paid the LLW of at least £10.75 per hour. It is the Council's policy to approach zero-hours contracts unfavourably, but it should be noted that these types of contracts are common practice within the events industry supply chain. The freedom for all employees to join a trade union and not be treated unfairly as a consequence of belonging to one has also been requested within the tender specifications.

Quality Apprenticeships, targeted Employment for Lambeth residents and Lambeth Priority Group

- 9.6 Requesting suppliers take part in an apprenticeship scheme is not appropriate for these type of contracts as the successful bidders will only be present in the borough for a few days each year with a high level of temporary staff for the event supply itself. It has been requested that any job opportunities arising from any contract be advertised within the borough first via the Council's opportunities website page and social media.

Reduce Emissions: Lambeth Council has a commitment to being Zero Carbon by 2030

- 9.7 Applicants were made aware of the Council's commitment to being Carbon Neutral within the tender documents and asked for information on their commitments and impacts as part of the method statement questions. The evaluation panel scrutinised all responses including the requested Environmental Policies and Sustainability Action Plans.

The winning bidders will be required to update their policies and Action Plans/create Action Plans in the cases where one wasn't submitted, with actions in the Lambeth Green Events Guide. These will be approved by the event organisers to ensure the guide is followed. They will also be required to monitor and report to the council the emissions associated with this contract e.g. transport. There will be no net loss of greenery due to the event.

Single Use Plastics

- 9.8 Information on what suppliers are doing to reduce the use of single use plastics, unnecessary packaging and consumables within their operations were requested within the tender specifications. All winning bidders provided acceptable responses within their policies and action plans. The existing show policy of no single-use plastics at the event will continue to be enforced, which includes all supplier and contractor use whilst on site.

Positive Health and Wellbeing

- 9.9 The Lambeth Country Show is a platform for Public Health messaging, including the promotion of Lambeth's 5 ways to wellbeing. This procurement allows the event to be safely produced in the most cost-effective way, which the Council has committed to delivering.
- 9.10 This procurement does not result in the contracting of providers with more than 250 staff and therefore not subject to the London Healthy Workplace Charter or signing of the Time for Change Employers Pledge and Suicide Prevention Strategies.
- 9.11 Coronavirus (COVID-19) will be monitored closely with key stakeholders within Public Health and Emergency Planning during the life of the contracts. Currently it is not known what precautions will need to be in place in summer 2022 when it comes to major events, but social distancing measures and planning will be considered at every stage. Suppliers will be made aware with enough time for them to react effectively, if required. Business Continuity and Disaster Recovery Plans have been requested and reviewed as part of this tender to enable us to determine if their business is prepared for such an outcome.

Other Offers (Innovation)

- 9.12 Offers of innovation have included reinvestment of profits into haulage fleets to achieve carbon emission reduction, remote usage monitoring of equipment through revolutionary apps, battery powered generators, combining site services to reduce transportation and recording of live music to work with local music organisations.

10. TIMETABLE FOR IMPLEMENTATION

10.1 The table below details the stages and deadlines for implementing the recommendations:

Activity	Proposed Date
Submit to Procurement Category Manager	18 May 21
Submit to Procurement Board Administrator	25 May 21
Procurement Board – CMDRR (GW3)	1 June 21
Decisions Online	13 August 2021
Alcatel Standstill	4 – 14 June 21
OJEU Contract Award Notice despatch	17 June 21
Contract commencement	Sept 21
First contract delivery date – Lambeth Country Show 2022	16 & 17 July 22

AUDIT TRAIL

Name and Position/Title	Lambeth Directorate	Date Sent	Date Received	Comments in paragraph:
Councillor Claire Holland	Leader of the Council	25.06.21	19.07.21	Entire Report
Councillor Sonia Winifred	Cabinet Member for Equalities & Culture	21.06.21	05.07.21	Entire Report
Bayo Dosunmu, Strategic Director	Resident Services	17.06.21	07.07.21	Entire Report
Venetia Baptiste-Reid, Director of Environment	Resident Services	17.06.21	24.06.21	Entire Report
Kevin Crook, Assistant Director, Neighbourhoods	Resident Services	13.04.21	16.04.21	Entire Report
Lee Fiorentino, Head of Events & Filming	Resident Services	09.03.21	15.03.21	Entire Report
Andrew Ramsden, Assistant Director, Finance	Finance and Property	17.03.21 04.06.21	13.04.21 04.06.21	3
Michael O'Hora, Legal Services	Legal and Governance	17.03.21	17.03.21	4
Marianna Ritchie, Democratic Services	Legal and Governance	17.03.21	18.03.21	4
Grace Ferris, Sustainability Officer	Sustainable Growth & Opportunity	17.03.21	24.03.21	9
Kevin Edgar, Category Manager	Finance and Property	18.05.21	24.05.21	Entire Report
Sophie Eveso, Senior Procurement Officer	Finance and Property	27.01.21 13.04.21	02.03.21 17.05.21	Entire Report

REPORT HISTORY

Original discussion with Cabinet Member	19.08.20
Date final report sent	21.06.21
Part II Exempt from Disclosure/confidential accompanying report?	Yes
Key decision report	Yes
Date first appeared on forward plan	24.08.20
Key decision reasons	Expenditure, income or savings in excess of £500,000.
Background information	CMDDR Lambeth Country Show 2019.pdf
Appendices	Appendix A – <i>EIA assessment</i>

Approval by Cabinet Member or Officer in Accordance with Scheme of Delegation

I confirm I have consulted Finance, Legal, Democratic Services and the Procurement Board, and taken account of their advice and comments in completing the report for approval:

Signature: _____ **Date:** _____

Post: Tim Fanucci
Event Productions Manager

I approve the above recommendations:

Signature: _____ **Date:** _____

Post: Bayo Dosunmu
Strategic Director, Resident Services

I confirm I have consulted the relevant Cabinet Members, including the Leader of the Council (if required), and approve the above recommendations:

Signature: _____ **Date:** _____

Post: Councillor Sonia Winifred, Cabinet Member for Equalities & Culture

Any declarations of interest (or exemptions granted): None

Any conflicts of interest: None

Any dispensations: None