

Invitation to tender for temporary accommodation Godiva Festival and CV One Events



18 February 2010

CV One produces and promotes The Godiva Festival, Coventry Festival of Motoring, Coventry Rhythm Weekend, Coventry Christmas Lights Switch On and other events throughout the year. Tenders are invited for the supply of temporary accommodation where required for 2010 events, with an option to extend for three years up to and including 2012 subject to satisfactory performance, on the basis of pricing and meeting the specification for requirements at Godiva Festival 2010.

Godiva Festival

Godiva Festival is a free public outdoor festival that has run since 1998 in Coventry's War Memorial Park, with a strong live music element across four performance stages, as well a performance arena, exhibition tents, family entertainment, carnival procession, fairground, stalls, bars and catering. For more information, see www.godivafestival.com

The following accommodation units are required for site offices, backstage dressing rooms and equipment storage.

Unit 1 - Site Office

Anti vandal 32' office, 12'8'/12' split

Unit 2 - Artist Liaison Office

Anti vandal 24' office, no split

Unit 3 - Store A

24' Secure container store, supplied with shelving

Unit 4 - Store B

20' Secure container store, supplied with shelving

Unit 5 - Store C

20' Secure container store, no shelving

Unit 6 - Main stage changing rooms

24' Office unit, 10'4'/10' split

Unit 7 - Second stage changing rooms

24' Office unit, 10'4'/10' split

Unit 8 - Security office

24' Office unit, 10'14' split

Unit 9 - Stewards office

24' Office unit, 10'14' split

Unit 10 - Family field office

20' Anti vandal office, no split

All units to be supplied with power sockets, lights and heaters. No sinks are required. Each unit to be supplied with at least 2x keys for each locking door. Units 6-9 may be either anti vandal or timber jackleg (the cheaper option is preferred), but must have grilles or shutters to protect glass windows. Units 6 and 7 require blinds or shutters to enable privacy.

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Units 1-5 to be delivered on **Friday 25 June**.

Units 6-10 to be delivered **Wednesday 30 June**.

Supplier to provide fitter to take responsibility for safely and securely unloading and positioning units based on locations provided by the site manager, this includes supply of timber or concrete packers required to level the units. Fitter to arrive prior to first load and be in attendance for all loads. Site is grass with shallow incline but there is tarmac or heavy duty temporary roadway in place for all locations.

Two keys should be supplied for each locking door.

Units 6-10 may be removed from **Tuesday 6 July**.

Units 1-5 on **Thursday 8 July**.

The supplier will be required to provide copies of public and employers' liability insurance and risk assessments and method statements relevant to the site and tasks. The unloading of cabins should be risk assessed in accordance with the Working at Height Regulations 2005.

The site is a public park with a large car park that is easy to find. From there deliveries can be directed to unloading locations, which will be from tarmac access roads around the park, or from heavy duty temporary roadway. Site address: Memorial Park, Kenilworth Road, Coventry CV3 6PT. Information about the event: www.godivafestival.com

Format of tender

This process is following CV One's formal tender process as the value is likely to fall above the threshold that requires this process if kept in place for three years.

Tenderers should provide a quotation based on the above requirements, with a price breakdown showing transport costs and other items chargeable. Please provide details if you need to substitute a unit for its closest type or size. **Please also include intended pricing for the same schedule of equipment in 2011 and 2012, as this will form part of the selection process.** Please also include the attached Declaration Relating To Collusive Tendering, signed.

Tenders should be sent by post to:

Nicola Leake (ref ACC)
Head of Destination Marketing
CV One Ltd.
1 Castle Yard
off Hay Lane
Coventry CV1 5RF

by Monday 1 March. Selection will be made that week on the basis of price for 2010, pricing over three years, and response to the schedule of requirements.

Any queries should be directed to Danny Greene, Events Production Manager, CV One Ltd. 024 7629 4528 / d.greene@cvone.co.uk

DECLARATION RELATING TO COLLUSIVE TENDERING

Please include this, signed, with your tender.

We declare that this is a bona fide tender, intended to be competitive and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also declare that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any or the following acts:

- a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.

- b) Enter into any agreement or arrangement with any other person that he/she shall refrain from tendering or as to the amount of any tender to be submitted.

- c) Offer or pay to give or agree to pay any sum of 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 tender or proposed tender for the said work any act or thing or the sort described above.

In this certificate, the word "person" includes any persons or any body or association, corporate or non-corporate, and "any agreement or arrangement" includes such transaction, formal or informal, whether legally binding or not.

Signature Date

Name of Company