

Invitation to tender: show power, site lighting and traders power - Godiva Festival 2010



18 February 2010

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. In 2009 the event attracted over 80 000 visitors over three days. CV One promote and produce the event, with overall programming and production management in house. For more information see www.godivafestival.com

Tenders are invited for the supply of temporary power equipment, distribution and operation, and site lighting requirements across the site. The successful contractor may keep the contract for three years up to and including 2012, based on satisfactory performance and maintaining a pricing schedule. The successful contractor may also be asked to supply temporary power to other CV One events throughout the period depending on requirements.

Main Stage (18m open air concert stage for up to 15,000 audience)

To include backup / uninterrupted power

Onstage

- Lighting - 125A / 3ph *
- PA - 63A / 3ph
- Work lights
- 1x emergency lighting

Backstage

- Connection to portakabin
- 13A plugboards and lighting in backstage tent
- 16A or 32A/3ph tourbus hook up

* with LED lighting, this may be reduced depending on final stage lighting design

Rhythm Tent (28x40m concert/entertainment tent, capacity 1500)

To include backup / uninterrupted power

Main Marquee

- Lighting - 63A / 3ph
- PA 63A / 1ph
- 2x Emergency Lighting
- 16A supplies for work lights and fire exit signs (supplied by marquee provider)

Backstage

- Connection to portakabin
- 13A plugboards and lighting in backstage tent

Paradise Tent (18x27m cabaret style entertainment tent, capacity 450)

To include backup / uninterrupted power

Main Marquee

- Lighting - 32A / 3ph
- PA 16A / 1ph
- 2x Emergency Lighting
- 16A supplies for work lights and fire exit signs (supplied by marquee provider)

Backstage

- Connection to portakabin
- 13A plugboards and lighting in backstage tent

Lives & Times / GreenSpace (18x50m exhibition tent, table top/shell scheme displays)

Only in use during daylight; house lights, emergency lights and backup are not required

- Up to 80x 13A power supplies distributed in clusters around 50x18m tent
- Connection to portakabin

Kids Tent (18x25m tent children's activities, sculpture and storytelling)

Only in use during daylight; house lights, emergency lights and backup are not required

- 16A / 1ph for small PA
- Multiple 13A supplies at 2-3 locations.

Community Tent (15x30m young people's health information and activities)

- Multiple 13A supplies at 2-3 locations.
- House lighting for tent
- Emergency lighting & fire exit lit signs

Arena

- 16A supply for PA system

Bars

- Two separate locations, multiple 16A & 13A supplies for chillers and bar equipment
- 2x Connection to portakabins

Production compound

Equipment to arrive early on Friday 25 June, to be setup by site crew, and remain until collection on Thursday 8 July.

- Generator and cabling for:
 - 3x portakabins
 - Multiple 16A/13A connections for temporary kitchen catering equipment
 - 13A power and lighting for control tent
 - Bowser with fuel and pump

First Aid

- Main base - house lighting for 12x10m tent, multiple 13A power points
- 3x first aid points - small tents requiring 13A power and light

Site lighting

- 17x self powered tower lights to be sited and kept refuelled (CV One will arrange barriers) with 240v outlets for ad hoc
- Supply and connection of approx 200m festoon lighting on 6m scaff poles (CV One will install scaffold poles)
- Various outdoor floodlights in selected areas for work and security.

Traders

For three years, our power supplier has handled the supply and payments for supplying power to catering and non catering traders (not including bars). Having negotiated their pitch directly with CV One, the trader would then be required to contact the power supplier directly to specify and pay for their power supply. This is the arrangement we would prefer, if you are able to operate in this way please indicate how supplies will be priced. If you are unable to operate in this way, please tender on the basis of each non catering trader requiring a 16A supply and caterers requiring 16x 16A and 16x 32A supplies.

Approximately 32 caterers and 33 non-catering traders will attend Godiva Festival 2010. See site plan for locations.

Fuel

Please tender your cost of fuel per litre used. An invoice for fuel used should be issued separately following the event.

Safe Cable Runs

- Efforts will be made during site layout planning to allow for safe runs of cables wherever possible, eg along fencelines, hedges, marquee walls, underneath structures
- The supplier of aluminium trackway will supply a number of crossover ducts, which the power supplier can advise on locating
- The contractor should bring a supply of cable trunking for areas where cabling must cross tarmac in public or busy backstage areas, and may have to dig in short lengths of cable if necessary

The Site

The site is Coventry's War Memorial Park, on Kenilworth Road. The site is a public park, grass, with good drainage. Production Entrance is on Coat of Arms Bridge Road, nearest satnav postcode is CV3 6PY

Schedule

Site crew and security are on site from Saturday 26 June. The contractor will be expected to work with the production manager on an agreed schedule of installation and operation of equipment. Traditionally, the generators and equipment (apart from the production compound equipment - see above) and electrical crew have arrived on the Wednesday of the build week, and have had sufficient time to install everything for production installation on Thursday and the opening of the festival on Friday early evening. 24 hour site security is present throughout this period.

Forklifts (straight mast and telehandler) will be available for use by electrics crew providing a valid training certificate is held and shown, but the contractor should provide their own site vehicles.

The electrics crew should be onsite throughout the event, with an event radio on production channel, and should be staying nearby to be on emergency call during dark hours.

Derig can start on Sunday 7pm following the event closing, and can run to as late as Wednesday, although in the last few years derig has been finished by end of Monday. The production compound equipment will need to remain until Thursday following the show.

It is preferred that a representative of the power company will be onsite to receive main delivery of equipment and to site generators, although the site manager may be able to take some deliveries by arrangement. Generators may be collected after the departure of electrics crew, providing equipment is brought to a suitable location for collection.

Health & Safety

A full risk assessment and method statement relevant to the event will be required by the successful contractor, as well as details of qualifications of the lead installer and crew undertaking electrical work and proof of public and employer's liability insurance.

References & Accreditation

Please provide contact details for two references who may be contacted for whom similar work has been undertaken. You may like to include testimonials from previous clients. Please provide details of accreditations or membership of any trade associations.

Format of tenders and selection

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 fuel costs and other items chargeable.

Please also include intended pricing for the same schedule of equipment in 2011 and 2012, as this will form part of the selection process (it is not necessary to include fuel costs in pricing beyond 2010).

Please also include the attached Declaration Relating To Collusive Tendering, signed.

Tenders should be sent by post to:

Nicola Leake (ref TPR)
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