

**REPORT TO: ENVIRONMENT COMMITTEE – 10th MARCH 2014**

**REPORT ON: TENDER FOR THE HIRE OF MARQUEES FOR THE FLOWER AND FOOD FESTIVAL**

**REPORT BY: DIRECTOR OF ENVIRONMENT**

**REPORT NO: 125-2014**

**1.0 PURPOSE OF REPORT**

1.1 To seek approval for the hire of marquees as required by the Director of Environment for the Dundee Flower and Food Festival.

**2.0 RECOMMENDATIONS**

2.1 It is recommended that the committee approve the hire of marquees for 2014 at a total cost of £60,172.25 as outlined below, and the Director of Environment be authorised to agree any future extensions for the following two years.

**3.0 FINANCIAL IMPLICATIONS**

3.1 The Director of Corporate Services advises that the overall cost of hiring the marquees can be met from the Dundee Flower and Food Festival’s account.

**4.0 MAIN TEXT**

4.1 An invitation for the hire, transport, erection and taking down, anodised aluminium or steel clear span frame tents for the 2014 Dundee Flower and Food Festival was prepared and posted on the Public Contracts Scotland Portal. Tenders were invited for one year with the option by the Council for a further extension for two years. Tenders were received and evaluated as follows:-

Contractor	Tender Price	Quality Score	Price Score	Overall Score
Field & Lawn (Marquees) Ltd, 7 Dunnet Way, East Mains Industrial Estate, Broxburn EH52 5NN	£60,172.75	40	60	100
Purvis Marquee Hire Ltd, 4B East Mains, Ingliston Road, Edinburgh EH28 8NB	£66,773.64	40	54.1	94.1
John Attwooll & Co (Tents) Ltd, Whitminster Lodge, Whitminster, Gloucester GL2 7LX	£88,633.65	32	40.7	72.7
Owen Brown Ltd, Station Road, Castle Donington DE74 2NL	£168,551.75	32	21.4	53.4

- 4.2 It is recommended that the tender from Field and Lawn (Marquees) Ltd is accepted for the Dundee Flower and Food Festival 2014, and the Director of Environment be authorised to agree any future extensions for the following two years.

## **5.0 POLICY IMPLICATIONS**

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

## **6.0 CONSULTATION**

- 6.1 The Chief Executive, Director of Corporate Services and Head of Democratic and Legal Services have been consulted and are in agreement with the content of this report.

## **7.0 BACKGROUND PAPERS**

- 7.1 None

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Ken Laing

Director of Environment

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Gary Robertson

Head of Environmental Management

**Date : 19<sup>th</sup> February 2014**