

DUNDEE CITY COUNCIL

REPORT TO: Leisure and Arts Services Committee

REPORT ON: Dundee Flower and Food Festival 2004 - Tender for the hire, erection & dismantling of Frame Tents, Marquees Tables & Chairs

REPORT BY: Director of Leisure and Arts

REPORT NO: 216-2004

1.0 PURPOSE OF REPORT

1.1 To gain committee approval for the hire, erection and dismantling of frame tents, marquees and other items for the Dundee Flower and Food Festival 2004.

2.0 RECOMMENDATIONS

2.1 That the offers from the following suppliers of frame tents and marquees totaling £37,608 be accepted. After evaluation the suppliers as noted are the most advantageous regarding quality and service.

3.0 FINANCIAL IMPLICATIONS

3.1 The costs of £37,608 will be met from the revenue budget of the Dundee Flower and Food Festival 2004.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 None

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None

6.0 MAIN TEXT

6.1 Tender documentation was sent to six companies, five were returned. The following shows a breakdown of the offers, which will give the most advantageous service at the quality required for the event.

6.1.1 For the following items, Field & Lawn (Marquees) East Mains, Broxburn be accepted as per the following breakdown:

FF1	Food Fair	£ 6,300.00
FF2	Floral	£ 6,750.00
FF3	Events	£ 3,410.00
FF4	Craft	£ 2,360.00
FF6	Exhibits one	£ 6,750.00
FF7	Exhibits two	£ 4,050.00
FF12	Tables	£ 3,420.00
FF13	Chairs	£ 990.00
		£34,030.00

For the following items, Allison-Gray, Longtown Street, Dundee be accepted as per the following breakdowns:

FF5	Children's	£ 1,850.00
FF8	Child/Events	£ 806.00
FF9	Catering Awnings	£ 460.00
FF10	Beer	£ 340.00
FF11	First Aid	£ 122.00
		£ 3,578.00

The cost of the Catering Awnings will be re charged to the mobile catering franchisee for the event.

The following is a breakdown of the whole tender.

Ref no	William Leith	Allison Gray	Purvis Marquees	Field & Lawn	Opus Exhibitions
Frame Tents					
FF1	£ 7,350.00		£ 6580.00	£ 6,300.00	£ 9,420.00
FF2	£ 7,875.00		£ 7,125.00	£ 6,750.00	£ 9,380.00
FF3	£ 3,782.00		£ 3,779.00	£ 3,410.00	£ 5,775.00
FF4	£ 2,756.25		£ 2,467.00	£ 2,360.00	£ 3,675.00
FF5	£ 2,756.25	£ 1,850.00	£ 2,467.00	£ 2,360.00	£ 3,675.00
FF6	£ 7,875.00		£ 7,125.00	£ 6,750.00	£ 9,380.00
FF7	£ 4,725.00		£ 4,230.00	£ 4,050.00	£ 6,165.00
FF8	£ 978.75	£ 806.00	£ 945.00	£ 880.00	£ 1,284.00
FF9	£ 756.00	£ 460.00	£ 648.00	£ 650.00	£ 828.00
Traditional Marquees					
FF10	£ 400.00	£ 340.00	£ 256.00	£ 250.00	£ 595.00
FF11	£ 140.00	£ 122.00	£ 100.00	£ 95.00	£ 200.00
FF12	£ 1,800.00		£ 2,250.00	£ 3,420.00	£ 2,601.50
FF13	£ 825.00		£ 1,375.00	£ 990.00	£ 1,500.00

7.0 CONSULTATION

7.1 The Chief Executive, Deputy Chief Executive (Support Services), Deputy Chief Executive (Finance) and Assistant Chief Executive (Community Planning) have been consulted on this report and are in agreement with its contents.

8.0 BACKGROUND PAPERS

8.1 None

STEVE GRIMMOND
DIRECTOR OF LEISURE and ARTS
24 FEBRUARY 2003