

## SERVICE CONTRACT OPPORTUNITY FOR THE MONTHLY MARKET

### **Background**

The Council runs a monthly market on the second Saturday of each month on the Market Place however under the current Covid-19 pandemic the stalls are set out on two sites. The additional site will vary between the Memorial Gardens on King Street and the Coppice car park adjacent to the Market Place depending on the season. The Council owns all of the market equipment.

### **Service Requirements**

An opportunity has arisen for a contractor to erect canopies on 26 stalls before 7am on the market day and at 3pm remove all of the stalls and equipment and store away in the Council's depot. From April until September inclusively the Council intends to run a craft market on the Sunday after the regular market. This would mean that the pattern of work will differ for these months. The stall canopies will need to be erected and dismantled on the Saturday with the stalls remaining erect. The canopies will need to be erected by 7am on the Sunday morning and all of the stalls and equipment removed and stored away after 3pm. These are outdoor events that always run despite foul weather, they will only be cancelled if an adverse weather warning is issued by the Met Office in accordance with the Council's Adverse Weather Policy

### **Essential**

The Council requires a committed and reliable contractor that will deliver a service as specifically described above. The Council will pay £300 net per Saturday market from April 2021 to March 2022 inclusively and £300 per Sunday market from April to September inclusively. The Contractor will need a clean driving licence which includes towing a trailer. The contractor requires their own public liability insurance cover of £5 million. Contract duration 4 years which includes a probationary period of 1 year

### **OVERVIEW**

Contract duration: 4 years including 1 year probationary

Contract annual value: £5,400

Insurance Cover: Contractor to hold Public Liability Cover £5 million

Risk Assessment: Contractor's responsibility to submit a copy to the Council for approval

Method Statement: Contractor's responsibility to submit a copy to the Council for approval