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Tender

## **COV - Provision of Event Ticketing, Admission Control and Car Parking Management**

Coventry City Council

F02: Contract notice

Notice identifier: 2021/S 000-000133

Procurement identifier (OCID): ocids-h6vhtk-0287cb

Published 5 January 2021, 2:33pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Coventry City Council

Council House, Earl Street

COVENTRY

CV15RR

#### **Contact**

Procurement Services

#### **Email**

[procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

#### **Telephone**

+44 2476975232

#### **Country**

United Kingdom

**NUTS code**

UKG33 - Coventry

**Internet address(es)**

Main address

[www.coventry.gov.uk](http://www.coventry.gov.uk)

Buyer's address

[www.csw-jets.co.uk](http://www.csw-jets.co.uk)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.csw-jets.co.uk](http://www.csw-jets.co.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.csw-jets.co.uk](http://www.csw-jets.co.uk)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

COV - Provision of Event Ticketing, Admission Control and Car Parking Management

Reference number

COV - 10048

#### **II.1.2) Main CPV code**

- 79952000 - Event services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Council wishes to appoint a Supplier to provide the following services for its events within the City.

- Sell the event tickets on the Council's behalf via the Supplier's sales platform and an on site box office
- Provide staffing and equipment during the actual event for admission control / to validate the event tickets when the customers arrive
- Sell the event car parking tickets on the Council's behalf via the Supplier's sales platform and on arrival
- Provide staffing and equipment during the actual event to validate the car parking tickets when the cars arrive
- Provide an internal (i.e. inside the event grounds) traffic management service and Staff to manage the actual car parking during the event.
- Provide staffing and equipment to manage on site visitor parking at the event, and control visitor vehicles while in the event site
- Provide up to date sales data on a weekly basis and on-site real time data

- Work with the Council to establish customer conditions of sale for tickets

#### **II.1.5) Estimated total value**

Value excluding VAT: £900,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKG3 - West Midlands

#### **II.2.4) Description of the procurement**

The Council wishes to appoint a Supplier to provide the following services for its events within the City.

- Sell the event tickets on the Council's behalf via the Supplier's sales platform and an on site box office
- Provide staffing and equipment during the actual event for admission control / to validate the event tickets when the customers arrive
- Sell the event car parking tickets on the Council's behalf via the Supplier's sales platform and on arrival
- Provide staffing and equipment during the actual event to validate the car parking tickets when the cars arrive
- Provide an internal (i.e. inside the event grounds) traffic management service and Staff to manage the actual car parking during the event.
- Provide staffing and equipment to manage on site visitor parking at the event, and control visitor vehicles while in the event site
- Provide up to date sales data on a weekly basis and on-site real time data
- Work with the Council to establish customer conditions of sale for tickets

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The framework period is for 2 years with an option to extend by a further two 12 months periods at the Council's discretion. The framework may be renewed after this point.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The framework period is for 2 years with an option to extend by a further two 12 months periods at the Council's discretion.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

8 February 2021

Local time

4:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

9 February 2021

Local time

9:00am

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Coventry City Council Procurement & Commissioning

Coventry

CV1 2GN

Country

United Kingdom