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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

Telephone

+44 2476975232

Country

United Kingdom

NUTS code

UKG33 - Coventry

Internet address(es)

Main address

www.coventry.gov.uk

Buyer's address

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

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

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.

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

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