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Contract

## **Security & Stewarding Services 067-2024 Provision of Event Security and Stewarding Services at MCCCL**

Manchester City Council

F03: Contract award notice

Notice identifier: 2024/S 000-023636

Procurement identifier (OCID): ocids-h6vhtk-045270

Published 29 July 2024, 3:45pm

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

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

Manchester City Council

Manchester Central, Petersfield

Manchester

M2 3GX

#### **Contact**

Mr Luke Sheldon

#### **Email**

[l.sheldon@manchestercentral.co.uk](mailto:l.sheldon@manchestercentral.co.uk)

#### **Telephone**

+44 16183427003245

#### **Country**

United Kingdom

**Region code**

UKD - North West (England)

**Internet address(es)**

Main address

<http://www.manchester.gov.uk>

Buyer's address

<http://www.manchester.gov.uk>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**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**

Security & Stewarding Services 067-2024 Provision of Event Security and Stewarding Services at MCCCL

Reference number

DN692964

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

- 79710000 - Security services

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

Services

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

Manchester Central is currently looking for a Contractor to provide and manage workers for

event services consisting of security and stewarding. The successful Contractor will be committed to the development of the security and stewarding function and will provide competent staff members who have received the relevant training applied to such roles.

The Contractor will ensure that personnel onsite at Manchester Central are NOT self-employed OR zero-hour employees. Flexible working arrangements via annualised hours or

casual contracts for service arrangements are permissible.

Members of staff will be providing services to clients and delegates at Manchester Central,

and therefore must be fully conversant, fitting in with Manchester Central's values.

The Contract period will be for three (3) years with the option to extend for up to an

additional two (2) years. It is intended for the contract to commence on 1st August 2024.

There will be an opportunity for a site visit to Manchester Central on Thursday 9th May 2024. The visit will take the form of a small briefing, followed by a walk-around of the venue

in order to possibly observe an event and an opportunity for open questions.

Following the evaluation of sections D, E and F, Manchester Central will invite the top 3 bidders to make a formal presentation in support of their bid, the anticipated date for this is

Monday 10th June 2024, please can you ensure your availability. Further information will be

provided to bidders nearer the time

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £1,500,000

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

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

NUTS codes

- UKD - North West (England)

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

Manchester Central is currently looking for a Contractor to provide and manage workers for event services consisting of security and stewarding. The successful Contractor will be committed to the development of the security and stewarding function and will provide competent staff members who have received the relevant training applied to such roles. Please see Appendix 3 for full tender specification.

The Contractor will ensure that personnel onsite at Manchester Central are NOT self-employed OR zero-hour employees. Flexible working arrangements via annualised hours

or casual contracts for service arrangements are permissible.

Members of staff will be providing services to clients and delegates at Manchester Central, and therefore must be fully conversant, fitting in with Manchester Central's values.

The Contract period will be for three (3) years with the option to extend for up to an additional two (2) years. It is intended for the contract to commence on 1st August 2024. The Contractor shall offer Manchester Central internal and external clients a professional and effective level of management, with regard to the fulfilment of the service, including but not limited to the following key responsibilities:

- They will deliver exceptional customer service and expertise at the level expected by Manchester Central and clients, in conjunction with Manchester Centrals Head of Security and event management teams.
- The provision of such number and types of management and SIA licensed staff and trained stewards as may be necessary to operate the event at any appropriate time on days of events to reasonably meet event needs.
- The Contractor will be responsible for ensuring sufficient SIA licensed staff and stewards are available as outlined in the deployment schedule provided by Manchester Central.
- The Contractor shall ensure that staff are provided with sufficient assignment instructions and briefings to deliver the required service provision ahead of each event.
- Given the dynamic nature of the event industry, the Contractor will be expected to react and respond to service provision queries or operational demands at short notice.
- The Contractor will be responsible for providing all staff with name badges and formal identification, and sufficient levels of communications devices to successfully operate the event. (Radios will be provided by Manchester Central)
- The Contractor will be responsible for providing all staff with adequate uniform, design and style to be discussed.
- The Contractor will be responsible for providing all staff with sufficient safety / PPE (Personal Protective Equipment).
- Operational representatives, event security operatives and stewards must work alongside the Manchester Central event management team to ensure a cultural fit.

Customer Service Standards - Scheduling

- Enquiries shall be responded to (by the Contractor) in an appropriate timeframe.
- The Contractor is expected to work in conjunction with the event operations teams, offering sound advice and bringing any issues to the attention of the relevant Manager in a timely fashion.
- The Contractor's main point of contact day to day will be the Head of Security. The Contractor's operational representatives will be expected to meet with the relevant team member to discuss requirements for each event.

### Deployment

- The events industry is dynamic and is busy throughout all months of the year, which will need to be considered within the tender bid.
- All staff must be able to carry out their allotted tasks competently and safely, but they must also be committed to the high standards of customer service, which underpins all of Manchester Central's operational services.
- A deployment copy on an event-by-event basis must be provided to the Contract Manager and also uploaded onto the MCCC software Ungerboeck.
- All Contractors staff must wear the above-mentioned uniform with the Contractor's logo clearly visible. All staff must carry their identity pass.

### Service Level Agreement

- The SLA will detail precise response times in respect of all aspects of the service.
- The SLA will detail pre-event procedures, on site procedures, escalation, and post-event procedures.

Contract partners will be required to have periodic Contract review meetings with the Director of Facilities Management, Contract Manager, Event Manager and Head of Security. The frequency of such Contract review meetings will be determined by Manchester Central and may vary from time to time. The meetings will discuss the performance of previous months' events, the events coming up ahead and any positive / negative feedback with regards to staff members.

The service provider is to provide an agreed number of qualified and appropriately SIA licensed event security operatives and non-licensed event stewards, the number as outlined in the deployment schedule provided by MCCC. MCCC events require event security and stewarding at any time to cover 24 hours a day, over any 365 days a year, this being dependent on event requirements.

The service providers staff availability and time keeping will be monitored on an event-by event basis. All staff members are to be available on site 30 minutes prior to times agreed to facilitate briefing at zero cost to MCCC. The service provider is to provide the agreed level of event security and stewarding cover during events in conjunction with the on-site security staff to deter unauthorised entry, trespass, theft, vandalism, damage, loss through negligence, fire, flood, breaches of health and safety of the site.

The service provider shall always recognise the importance and impact of the stewarding service and will hire staff who are reliable, professional, and tactful in demeanour. At no time will the service provider allow a shortfall in the presentation of this provision service thus providing maximum reassurance to MCCC's staff of its professionalism.

The service providers personnel will be required to be knowledgeable about MCCC and its location and should be able to provide a high standard of customer service and personal presentation.

The service providers personnel are required to contribute towards providing a welcoming, positive customer friendly site which enhances the customer experience

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

Quality criterion - Name: Quality / Weighting: 15

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Presentation / Weighting: 30

Price - Weighting: 35

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

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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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

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-012251](#)

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## **Section V. Award of contract**

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

29 July 2024

#### **V.2.2) Information about tenders**

Number of tenders received: 22

Number of tenders received from SMEs: 12

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 22



The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Carlisle Security Services Limited

First Floor, 251 The Boulevard, Capability Green,

Luton

LU1 3LU

Email

[adrian.white@carlisesupportservices.com](mailto:adrian.white@carlisesupportservices.com)

Country

United Kingdom

NUTS code

- UKD - North West (England)

The contractor is an SME

No

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £1,500,000

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## **Section VI. Complementary information**

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

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

Manchester Central Convention Complex Ltd

Windmill Street

Manchester

M2 3GX

Email

[procurement@manchestercentral.co.uk](mailto:procurement@manchestercentral.co.uk)

Telephone

+44 16183427003245

Country

United Kingdom