Northstowe Town Council 1 The Green, Pathfinder Way, Northstowe, CB24 1FD Email: <u>townclerk@northstowetowncouncil.gov.uk</u> Tel: 07724 588 949

INVITATION TO QUOTE

MARKET MANAGEMENT – NORTHSTOWE MARKET SUPPORT

The Northstowe Town Council ("the Council") wishes to receive quotations from interested providers, to manage and deliver monthly Northstowe markets, as well as to provide support in attracting and liaising with market traders.

GENERAL INFORMATION

Interested providers must thoroughly review the nature and extent of obligations outlined in this document before submitting their quotation. All quotations must include VAT (if applicable).

Any queries regarding the interpretation of this document should be directed to the Town Clerk, Mark Nokkert (<u>townclerk@northstowetowncouncil.gov.uk</u>), no later than 5:00 PM on Friday 11th April 2025.

The Council's decision is final, and while limited feedback may be provided on unsuccessful quotes at the Council's discretion, the Council is not obligated to accept the lowest or any quote.

The successful quote, together with the Council's written acceptance, will form a binding agreement under the terms of this Invitation to Quote and associated documents.

Quotes must be submitted using the templates provided in Appendices A, B, and C. Late submissions may not be considered unless prior agreement has been obtained from the Council.

Interested parties are required to ensure they fully understand the nature and scope of the obligations they will undertake if their quote is successful.

For clarification on any part of the contract documents, queries should be directed to the Town Clerk no later than two working days before the submission deadline (see above).

The submission deadline is Monday, 14th April 2025, and the Council's decision is final. While limited feedback may be offered at the Council's discretion, providers should be aware that the Council is not obliged to accept the lowest or any quote.

The successful quotation together with the Council's written acceptance, will constitute a binding agreement in accordance with the terms outlined in the contract documents.

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SUBMISSION DETAILS:

(a) Complete and return the following documents: Appendix A – Quote Template Appendix B – Questionnaire

Appendix C – References

(b) Submit your quote and all related documentation to:

Email: <u>townclerk@northstowetowncouncil.gov.uk</u> Or by post to: 1 The Green, Pathfinder Way, Northstowe, CB24 1FD Deadline: 5:00 PM on Monday 13th April 2025.

(c) Clearly mark all packages or email subjects as: 'Northstowe Market Support'.

Unless otherwise agreed in advance, late quotes may not be considered.

DESCRIPTION OF WORKS

The provider will be responsible for the delivery of monthly Northstowe markets and associated support, including attracting and liaising with market traders.

SPECIFICATION OF WORKS

On Market Days (10 per annum):

- Manage all aspects of the Northstowe market, held inside the community centre 'The Cabin' and outside on 'The Green', CB24 1FD.
- Deploy two market/event management staff to oversee operations from 8:00 AM to 3:00 PM on the first Sunday of each month (except January and August). The market will be open to customers from 10:00 AM to 2:00 PM.
- Act as the key point of contact for traders, customers and volunteers.
- Coordinate logistics, including electricity supply, stall positioning, and traffic management (e.g., closing roads, directing parking).
- Ensure compliance with the Council's Risk Assessment for the Northstowe Market, monitoring health and safety, weather risks and adjusting layouts as needed. Communications to all traders re: location first-aid kit.
- Monitor footfall, waste, and bin usage, reporting recurrent issues and ensuring site cleanliness post event.

Between Markets (approx. 5-6 hours/week):

- Liaise with Northstowe Town Council (NTC) staff for administrative tasks.
- Research and contact new traders, focusing on key categories (e.g., bread, fish, meat, vegetables, fruit) when regular traders are unavailable.
- Schedule traders, create market maps, and verify necessary documentation (e.g., risk assessments, insurance, food hygiene ratings).
- Collect and report customer and trader feedback, suggesting improvements to NTC staff.
- Provide photographs from each market for promotional purposes.

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ESSENTIAL REQUIREMENTS

- Proven experience in running markets or similar regular events.
- Consistency in staffing to maintain relationships with traders and customers.
- All staff must be first aid trained; CPR training and defibrillator use knowledge are highly desirable.
- Established network and direct links with a diverse range of traders.
- Public Liability Insurance (min requirement of £5mil) and compliance with all trading standards.

DURATION OF CONTRACT

The contract will operate on a monthly rolling basis, with an initial minimum commitment of four months. After this period, either party may terminate the contract with one month's written notice. Continuation beyond the initial four months will also be on a monthly rolling basis unless otherwise agreed.

SCHEDULE OF PRICES

Quotations must include a detailed breakdown of costs, including:

- Per market day (staff, logistics, materials).
- Administrative hours between markets.
- Any additional expenses (e.g., insurance, training).

Total costs should be inclusive of all profits, overheads, and risks. Use the Quote Template in Appendix A to submit pricing.

PAYMENT TERMS

The provider will submit monthly invoices in arrears, detailing completed works and dates. Payments will be made via BACS directly into the provider's bank account upon contract commencement.

TERMINATION

Either party may terminate the contract with one month's written notice after the initial four-month period, without providing a reason.

GENERAL

The Council may conduct regular inspections to ensure compliance with the Specification of Works. The Council reserves the right to amend the contracting information with three months' notice.

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<mark>APPENDIX A</mark> – Quote Template Northstowe Town Council – Market Management Support

Total Cost: £

Per Market Day Cost Breakdown (e.g., staff hours, admin, materials, overheads):

I/We agree to complete the work in accordance with the Invitation to Quote.

I/We understand that the Council is not obligated to accept the lowest or any quote and that the Council will not be responsible for any expenses incurred in preparing this quote.

I/We certify that the amount of the quote has not been calculated by agreement or arrangement with any other person, firm, or company and that the amount of the quote has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of quotes.

Signed:	Name:
Position:	Date:
Company:	
Address:	
Telephone Contact number:	
Email address:	

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APENDIX B – Questionnaire Northstowe Town Council – Market Management Support

1. Company Name:
2. Address:
3. Telephone number (landline & mobile)
4. Email address:
5. Contact Name:
6. Position in Company:
7. Nature of Business:
8. Is it a Subsidiary of another Company?
If yes, please give details:
9. Date of Business formation:
10. Please give any other details, which you feel may be relevant (e.g., contracts in the area or for similar authorities:
Signed:
Position:
Date:

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APPENDIX C - References Northstowe Town Council – Market Management Support

Please provide the contact details of two corporate referees:

Reference 1 Contact Name

Company

Contact Telephone Number

Contact Email

Reference 2 Contact Name

Company

Contact Telephone Number

Contact Email