



Plymouth City Council

Catering and Bar Concessions Information Document

British Firework Championships 2 year contract starting

Wednesday 17, Thursday 18 August 2022 until August 2024

Plymouth Hoe

Plymouth City Council, are inviting submissions for catering and bar concessions to sell food, soft drinks and alcoholic beverages at the above event for a 2 year period starting August 2022 until August 2024.

The Council is looking for a single offer to manage the entire franchise, with the rights to sub-let any part(s) of the contract.

Plymouth City Council encourages healthy eating, the use of local produce and sustainability.

Submissions will be evaluated on:

- Environmental sustainability including reduction of single use plastics – 10%
- Evidence of local procurement including stock and sub-contractors – 10%
- Management competency and experience – 20%
- Quality and suitability of outlets submitted – 10%
- Pricing of food – 10%
- Fee submitted – 40%

1. Business Potential

This is the twenty fifth year that the city has hosted the British Firework Championships with a normal footfall of approx. 20-30,000 throughout the event across the Hoe and immediate waterfront area.

The Hoe will host a stage and entertainment programme along with a fairground.

The fairground will be open from 14.00 each day with the stage programme starting at 18.00 each day.

The stage evening programme will primarily be for the immediate crowd on site hosting a musical programme on both nights which will run from 18.00-21.15

NB: There is a licensed café and two small fixed refreshment concession onsite which will be trading throughout the event.

2. Catering Required

There will be provision made for up to the following listed below



1: Maximum 14 fixed catering units on top of the Hoe promenade some fixed positions some to be agreed with the successful company

2: Two fixed Bars

3: Three fixed ice cream vans

4: Three fixed catering units on Madeira road

5: One fixed catering unit on the junction of Hoe Road Madeira road

We are looking for a mixed food offer involving street food, traditional event fayre and at least one healthy option.

All food outlets will be permitted to sell non-alcoholic soft drinks (**Indicated in Green on attached plan**)

Ice cream vans can **only** sell ice cream, frozen ice lollies, choc ices and semi-frozen 'slush' drinks.

Any positions not indicated will be discussed with the successful bidder.

Alcoholic drinks cannot be sold from the food outlets only the two on-site bars.

The sale of Burgers, Hot Dogs, Chips, Bacon Baps, Roast Meats, Sandwiches/Baguettes, Crisps, Hot Jacket Potatoes, Doughnuts/Waffles, Sweets/Confectionery, Coffee/Hot Drinks, Pasta, Pasties, Vegetarian and alternate foods from outlets other than those awarded the particular concession will **not** under any circumstances be permitted, outlets selling food other than specified on the tender will be denied entry to site and no refund of site fee given. It is anticipated that most of the outlets will be grouped on two sites; the final catering positions on the Hoe promenade will be agreed with the successful bidder and Plymouth City Council.

Alternate foods from outlets other than those awarded the particular concession will **not** under any circumstances be permitted, outlets selling food other than specified on the tender submission form will be denied entry to site and no refund of site fee given.

3. Bar provision

It is the Council's intention to secure a maximum of two bars, positions are indicated on the attached map*. The Licensee will be responsible for making application for any licenses and infrastructure required under the conditions attached to the licence. **Note:** The successful licensee can operate under the council's Hoe premises for the selling of alcohol, but will need to apply to the licencing department to be added to the licence as the Designated Premise Supervisor (DPS) for the duration of the event as required under the conditions attached to the licence.

(*Indicated in **Pink** on the attached plan)

4. Concession Outlets



Each concession pitch is based on a 7m x 3.5m area with one support vehicle allowed, any outlet larger than this must be identified within the tender submission and agreed prior to awarding the contract.

5. Draft Site Licence

The main terms and conditions upon which submissions are invited are indicated on the attached Draft Site Licence.

6. Special Conditions

The submission may not be resold or traded on to another company nor the license transferred. The Licence is between the Council and the Licensee and failure to abide with this will result in termination of the agreement.

7. Sponsorship

The Council will not take into consideration sponsorship as part of your proposal. We would be happy to discuss sponsorship opportunities with you separately.

Please submit this offer with your tender documentation but on a separate sheet.

8. Plastics reduction

Building on work already carried out by Britain's Ocean City: Plastics Task Force, Plymouth City Council are a key partner in the Preventing Plastic Pollution Project, delivering citywide initiatives to reduce the amount of plastic entering the marine environment. The project supports the wider targets of the Plymouth Plan for Plastics, Plymouth Climate Emergency Action Plan and the National Marine Park.

We are looking for a catering contractor who is willing to adapt and introduce new ideas and ways to reduce plastics over the period of the contract in line with the council's objectives.

In order to fully understand the financial implications of significantly reducing single use plastics at events, caterers are invited to submit based on two potential options, as outlined in the submission documents. Tenderers may choose to submit for Option 1, Option 2 or both options. PCC reserves the right to award either option and this will form part of the final site license.

9. Submission of Proposals

- Proposals must be submitted on the forms provided and returned to Plymouth City Council via email catering.events@plymouth.gov.uk The forms must be received by us by no later than 09:00 on Tuesday 26 July 2022.
- Please note that any proposals that are received after this time **WILL NOT** be considered
- The Council **does not** bind itself to accept the highest or any quotation



10. Further Information

In the event of prospective applicants requiring further information they should contact Ray House, Plymouth City Council Senior Events Officer on telephone number (01752) 307024 alternatively you can email ray.house@plymouth.gov.uk

11. Disclaimer

The Council gives notice that these particulars, together with the attached draft site licence, are set out as a general outline only for the guidance of prospective tenderers and do not constitute part of an offer or contract. All descriptions and dimensions are given in good faith and are believed to be correct but tenderers should not rely on them as statements or representations of fact but must satisfy themselves by inspection or otherwise as to the correctness of each of them. The Council does not make or give any representation or warranty in relation to the concessions; neither have Council staff authority to do so.

12. Freedom of Information Act 2000

Please be advised that the Council works in strict accordance with any legislation that requires information held by the Council and will only keep confidential information that is properly confidential in its nature and then only for a reasonable amount of time. Applicants should provide a schedule in their responses of the information that they consider would prejudice their commercial interests if made available to the public after the quotation is awarded.