**Plymouth City Council**

Plymouth Hoe Observation Wheel 2025 to 2028

Submission Form

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| 1 | **Quality and suitability of proposed Observation Wheel**  | 15% |
| 1.1 | LH Background 150 V3Please describe your proposed Observation Wheel and include photographs of both day and night operation. Please identify the exact size of the Wheel, number of capsules including wheelchair accessible capsules, capacity, decorative lighting, and age of the Wheel. Please also explain if the wheel is owned or sublet by the tenderer.***NB.*** *Higher marks will be awarded to larger, newer Wheels which have attractive lighting and are accessible for people with disabilities.* | 15% |
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| 2 | **Management competency and experience** | 15% |
| 2.2 | Please detail previous experience of siting and managing Observation Wheels of a similar scale in the UK in the past 6 years. ***NB.*** *Higher marks will be awarded to tenderers who can provide letters of recommendation and case studies within the past 6 years from Local Authorities or BIDs. Additional documentation can be attached when returning this document.* | 10% |
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| 2.3 | Please enclose an example Risk Assessment and Method Statement for the Wheel and it’s operation | 5% |
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| 3 | **Social Value**  | 10% |
| 3.1 | Please state where you and the owner (if not you) will come fromPlease state where the majority of your staff will come from***NB.*** *Higher marks will be awarded to tenderers and owners who are based in the PL postcode area and can demonstrate that the majority of their subcontractors and staff will come from the PL postcode area.* | 5% |
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| 3.3 | What measures will you take to reduce your carbon footprint in the implementation of the Wheel? | 5% |
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| 3.4 | Will you provide discounted packages for local school children and disadvantaged groups, particularly looked after children and their families? | PASS/FAIL |
|  | ***NB:*** *If you are not able to provide such packages your submission will be disqualified* |  |

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| 4 | **Documentation**  | Pass/Fail |
|  | Please attach the following mandatory documentation.  |  |
|  | * A current/valid ADIPS Declaration of Operational Compliance (DOC) certifying that the Attraction has been inspected/tested by an ADIPS registered inspector and has been found safe.
* Evidence of Employer’s liability insurance with a limit of indemnity of not less £10,000,000 per claim but otherwise unlimited during the period of the policy
* Evidence of Public liability insurance with a limit of indemnity of not less than £10,000,000 per claim but otherwise unlimited during the period of the policy

***NB:*** *If the above is not provided your submission will be disqualified**The below must be provided a minimum of four weeks prior to access to site:** Full Risk Assessments and Method Statements
* Fire Risk Assessment
* Vehicle Movement Plan
* CDM Plan
* A current/valid PAT Electrical Safety Certification certifying the Attraction has been inspected/tested by a N.I.C.E.I.C approved electrician
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| 5 | **Fee**  | 60% |
| 5.1 | The Council is inviting tenders in excess of £36,000 in year 1.Please outline your proposed fee for year 1 of the Licence.**NB.***The annual licence fee will increase in line with the Retail Price Index on the 1st April each year for the duration of the contract.* *It is understood that due to planning permission time frames it may not be possible to locate a wheel on the site for the entirety of the season, or at all, in 2025. The annual fee for 2025 will therefore be pro-ratad according to the period of occupation on site.* | 60% |
|  | Proposed fee for year 1 of the Licence:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

Please submit this form and supporting documentation to Plymouth City Council via email to

catering.events@plymouth.gov.uk

**No later than midday on Tuesday 1st October 2024**