

**RECORD OF DECISION TAKEN UNDER
DELEGATED AUTHORITY FROM
EXECUTIVE/COUNCIL/COMMITTEE
DELEGATED POWERS OUTLINED IN
THE CONSTITUTION**



DELEGATED OFFICER DECISION TAKEN BY:	Strategic Director of Environment & Operations
DELEGATED BY: Martin Eden	Executive (date of delegation) 09-10-23
IN CONSULTATION WITH:	Executive Member
PORTFOLIO AREA:	Growth and Development

SUBJECT: Bar Products and Services Contract

1. DECISION

To seek approval for the procurement strategy for the new bar products and services contract. The contract will be for the supply of bar products and services to King George’s Hall, Blackburn and Darwen Library Theatre.

2. REASON FOR DECISION

The current contract is due to expire in February 2024 and the value of the agreement is above the public procurement tender threshold. Therefore, a tendering exercise is required to appoint a new supplier.

3. BACKGROUND

The principal purpose of the contract is to identify the ‘best fit’ supplier of all types of alcoholic and non-alcoholic beverages who will play a proactive partnership role in the development of a comprehensive catering service to the wide range of user groups utilising the licensed catering venues of Blackburn with Darwen Borough Council.

The licensed premises owned and operated by Blackburn with Darwen Borough Council constitute a varied commercial portfolio offering a mix of entertainment, conferencing, and catering delivery unique to the North West of England.

King George’s Hall has several commercial elements, which combine effectively to promote its position as the cultural and leisure centre of Blackburn.

Main Hall – Serviced by 4 bars, the Main Hall can seat 1800 and 2300 standing for a Theatre/Concert event. Events vary from Soul Nights; Cabaret Nights; Trade Fairs; Opera and Classical Concerts through to Rock, Pop and Comedy.

Windsor Suite – Is a popular function and live performance venue (licensed for 750). Serviced by 2 bars, the Windsor Suite provides an ideal function facility for events like the nationally famous Northern Soul Nights and touring bands.

Darwen Library Theatre is a 210 seat community theatre with one bar for the general public; we host a variety of events from rock and pop to Afternoon Variety Shows and Comedy Nights. Darwen Library Theatre is under consideration of a £3.5 million pound refurbishment in 2024 the space will be extended and an extra bar will be added.

Procurement Strategy

A tender will be conducted in accordance with the Public Procurement Regulations and a contract notice will be published using the UK's Find a Tender Service (FTS). The FTS is the UK e-notification service that has replaced the requirement to publish procurement notices in the Official Journal of the European Union (OJEU). In addition, an advert will be placed on the Contracts Finder website and The Chest e-procurement portal.

The advert will be open for 30 days and suppliers will be able to express an interest in the tender via The Chest portal.

All the companies that formally express an interest will be required to complete a capability assessment questionnaire and responses will be marked on a pass/fail basis.

Companies that pass this stage will then be invited to participate in a reverse auction to provide an overall price for the total annual bar products requirements. The winning bid will be the supplier that offers the lowest price.

The contract will be for two years with the option to extend for a further 2 x 12 month periods.

4. KEY ISSUES AND RISKS

Formally procuring a contract will demonstrate value for money through effective use of competition. Conducting a reverse auction will give the best possible opportunity to make savings.

A two year contract with 2 x 12 months extension will provide extra flexibility if the supplier is not meeting the Council's needs.

5. FINANCIAL IMPLICATIONS

- No major financial implications, the cost of the services to be undertaken will be met from within existing budgets.
- The successful supplier will be required to fix their prices for 12 months and any future price increases will be capped at no more than RPIX.
- This contract may produce some savings, as the reverse auction process is likely to drive down costs to below the current rates. This will seek to meet the general aim of a 10% reduction in costs to the Council.

6. LEGAL IMPLICATIONS

No implications, the procurement process will be carried out in accordance with the Council's Contract and Procurement Procedure rules and the Public Procurement Regulations.

7. RESOURCE IMPLICATIONS

The tender process will be supported by CAPS and Venues teams to secure the best price.

8. OPTIONS CONSIDERED AND REJECTED

Use an existing framework agreement. A suitable agreement could not be identified and therefore this option was rejected.

9. CONSULTATIONS

N/A

10. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and any Member who has been consulted, and note of any dispensation granted should be recorded below:

VERSION:	1
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CONTACT OFFICER:	Martin Eden/Claire Ramwell
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DATE:	09-10-23
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BACKGROUND DOCUMENTS:	None
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