

# WESTON-SUPER-MARE TOWN COUNCIL

## Expressions of Interest for Professional Market Organiser

Weston-super-Mare Town Council is seeking Expressions of Interest from suitably experienced and qualified companies or individuals who wish to be considered for selection to tender for the management and operation of a market in Weston-super-Mare. The successful applicant will ideally have Practical knowledge of food safety/environmental health regulations and processes for approvals/licences in relation to markets as well as practical knowledge of health and safety in relation to markets. It is hoped that the markets open Autumn 2024.

### Overview of service required:

- Weekly General Market in Town Square
- Minimum of 21 stalls with aspirations to grow this to a significant size
- Organise dates Thursday or Friday – working to ensure no clash with other markets in the region
- Variety of quality Stalls (food, plants, bakery, meat, cheese and crafts)
- Work in partnership with WSMTC and the Town Centre Partnership
- Management of all Health and Safety and compliance with regard to insurance and statutory needs
- Responsible for collection of trader's fees
- Advertising and Marketing requirements
- Responsible for waste disposal and need to provide waste management details with environmental issues are being met

### Focus of market organiser:

- Provide Customer experience, to attract new and repeat customers to the Town Centre
- Ensure a quality Stallholder Experience
- If you would like to discuss further we would be happy to make an appointment with the town Centre manager for a walk around.

Companies from whom Weston-super-Mare Town Council procure goods and services must demonstrate that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery, as appropriate to the nature of the contract. Following a decision made by Weston-super-Mare Town Council in July 2020, the Council is committed to working with Contractors who pay the Real Living Wage to their employees.

Companies from whom Weston-super-Mare Town Council procure goods and services must be able to demonstrate an excellent Health and Safety record, accordingly contractors that cannot demonstrate an excellent record, free from enforcement action, will not be considered. Contractors must also be able to demonstrate how they provide social value with the work being carried out, within parameters set out by the Town Council.

Weston-super-Mare Town Council will evaluate the Expression of Interest submissions received, and shortlist qualifying companies to invite tenders for the project. Registration of interest does not imply inclusion on the tender list. Details of tender and individuals' proposals will be required first week in August. The service is anticipated to commence Autumn 2024.

## **EVALUATION & ASSESSMENT OF EXPRESSION OF INTEREST**

The evaluation will be in accordance with the following criteria, a fail under the Health and Safety criteria will automatically result in exclusion from the tender list.

An aggregate of 3 or more fails will automatically result in exclusion from the tender list.

<b>Evaluation Criteria</b>	<b>Pass / Fail</b>
Proven experience in Professional market organisation	Pass / Fail
Financial capability	Pass / Fail
Proven experience working for local authority/town council clients	Pass / Fail
Evidence of an excellent Health & Safety Record (no enforcement action under current legislation)	Pass / Fail
Resources and availability to commence market Autumn 2024	Pass / Fail

Interested parties are asked to submit Expressions of Interest to include their:

- Company/individual name, address, contact name and registration number (if applicable)
- Company/individuals bankers name and account number
- Details of any enforcement action under Health & Safety Legislation
- Brief details of two recent (within last 36 months) similar projects undertaken by the company/individual (Max 1000 words)
- Confirmation that the company will be able to submit a tender and should they be successful, commence the service Autumn 2024

Expressions of Interest should be sent no later than **12 noon on Wednesday 31<sup>st</sup> July 2024** to:

Sarah Pearse  
Chief Executive Officer / Town Clerk  
Weston-super-Mare Town Council  
32 Waterloo Street  
Weston-super-Mare  
BS23 1LN

Email: [development@wsm-tc.gov.uk](mailto:development@wsm-tc.gov.uk)