



Penarth Summer Festival Day 2022

**Invitation to Tender
Ref: PTC/PSF22**

Closing date: 12:00 noon Friday 6th May 2022

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1 Introduction

Penarth Town Council (“the Council”) undertakes an annual summer festival event in Penarth, with the aim of enhancing the town to the benefit of residents, local businesses and tourists. The Council is seeking a suitably experienced provider to tender for the delivery of the 2022 Summer Festival Day in partnership with Penarth Town Council.

You are invited to tender for provision of these Services.

2 Background

Penarth Town Council is a local authority operating at a grass roots governance level of local government and is one of four town councils in the Vale of Glamorgan. The Town Council is a large Town Council in the Sector with around 11,500 hereditaments producing a precept of just under one million pounds. The administration is made up of 16 Council Members and employs a number of staff.

3 Scope

Penarth Summer Festival has been an annual fixture for over 60 years, traditionally centred on a carnival day in mid-July and located on the seafront Esplanade. This necessitates a road closure from the Vale of Glamorgan. Music, food and drink, community groups and participatory activities are included and for some years now, a Downhill Derby soapbox race has been a focal point, assisted by local volunteers.

The event for 2022 is planned for Saturday July 16th, from 12pm to 8pm. The Downhill Derby race is planned between 2pm to 4pm.

Penarth Town Council is seeking a bidder that can deliver a vibrant, engaging, safe and sustainable event in partnership with the Council. The bidder will be required to work with the Council to provide critical event logistics to ensure effective event management and delivery of Council programming.

The Downhill Derby race is co-ordinated by a group comprising volunteers and Council officers. The Council will also arrange stage entertainment and street entertainment.

The bidder will manage all necessary suppliers, site infrastructure, health and safety and traffic management. They will be responsible for liaison with all relevant services, including the local authority, the emergency services and the

Safety Advisory Group, ensuring all consultation, licences and permissions are obtained.

The bidder will work with businesses in the vicinity of the event site, including bars, restaurants and cafes to encourage participation and facilitate trade. The bidder will be expected to extend opportunities to other Penarth businesses and ensure suitable catering provision.

Responsibilities will include:

- Provision of stage, PA and communications equipment
- Stage management
- All event infrastructure, including necessary power
- Road closures, traffic management and local traffic consultation
- Communication with residents affected by road closure and traffic management
- Liaison with emergency services, including RNLI, whose lifeboat station is affected by the site.
- Licensing acquisition, including TENS, Street Trading and any relevant charity street collection
- Comprehensive security and stewarding provision
- Waste & recycling management
- First Aid provision
- Ensuring adequate toilet facilities
- Liaison and management of funfair/amusements
- Evidencing commitment to sustainability through energy efficiency, minimisation of waste and effective recycling
- Elimination of single use plastic in line with Penarth's plastic free status.
- Ensuring events are accessible to the public
- Providing PTC with pre-approval right of sponsorship partners

Downhill Derby responsibilities include:

- Working with the Downhill Derby team to ensure delivery of the race and supply of suitable infrastructure
- Downhill Derby provision and set up of equipment to include:
 - 200m red & white blocks and 140m crowd barriers along the course to include partial coverage of Cliff Hill and race end zone
 - hay bales and tyres to dress course.
 - 2 x inflatable arches.
- Provision of communications radios and earpieces for up to 6 race volunteers, up to 3 microphones for comperes and loudspeakers up Cliff Hill.

4 Objectives

Penarth Town Council's work is driven by The Well-being of Future Generations Act which requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change.

Penarth Town Council's events programme is intended to support the Act's 7 well-being goals:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and Welsh Language
- A globally responsible Wales

To ensure a full understanding of the Council's environment, bidders are encouraged to review Penarth Town Council's Aims, Visions and Objectives which is available on the Council's website www.penarthtowncouncil.gov.uk .

The Council has identified a number of key objectives for the procurement of the Works.

It must:

- deliver value for money – an important driver for this project is the delivery of efficiency savings. The successful bidder will understand the context in which the Council operates and ensure a competitive cost underpinned by a commitment to the principles of cost avoidance, containment and reduction.
- support continuous improvement - the successful bidder must be committed to working with the Council to identify and introduce improvements to the supply of the works and services throughout the agreement period.
- be available within the project timescales.
- meet functional requirements.

5 Award Criteria

5.1 Process

This ITT as a whole is a single stage process containing questions regarding supplier's ability and technical capability to provide and deliver the service within the costs being tendered.

The preferred Bidder will be determined based on the following process.

A two-stage process will be used to assess tenders:

Stage 1-Selection Criteria	Weighting
Relevant contractor experience	Pass/Fail
Technical Capability	Pass/Fail

Bidders who provide the Council with the relevant and satisfactory information will receive a pass mark and move onto the stage 2 and their submission will be evaluated against the following criteria. Tenders will be evaluated on the basis of the most advantageous to the Council, with a weighting explained in the below table.

Stage 2 Award Criteria and Weighting
Cost – 40%
Quality – 60% <ul style="list-style-type: none">• Methodology (40)• Evidence of commitment to local economy and prioritisation of local business (15)• Evidence of commitment to sustainability (5)

The agreement will be awarded to the most advantageous tender.

However, the Council reserves the right not to award all or any of the business to the best scoring bidder or to any bidder.

5.2 Scoring

The following methodology will be used to evaluate Tender responses.

Score Key Assessment	Score	Interpretation
Excellent	10	Satisfies the requirement with material additional benefits and demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services/works. Response identifies factors that strongly indicate that it will offer added value, with evidence to support the response. Bidder has fully recognised the Council's Corporate Plan.
Excellent	9	Satisfies the requirement with some additional benefits and demonstrates good understanding and evidence in their proposed methodology to deliver a solution for the required supplies / services / works. Identifies factors that strongly indicate that it will offer added value, with evidence to support the response. Bidder has fully recognised the Council's Corporate Plan.
Good	8	Satisfies the requirement with minor additional benefits. Above average demonstration by the Bidder of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services/works. Response identifies factors that will offer potential added value, with evidence to support the response. Bidder has demonstrated some recognition of the Council's Corporate Plan
Good	7	Satisfies the requirement with minor additional benefits. Slightly above average demonstration by the Bidder of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services/works. Response identifies factors that will offer potential added value, with evidence to support the response. Bidder has demonstrated some recognition of the Council's Corporate Plan

Acceptable	6	Satisfies the requirement. Demonstration by the Bidder of the understanding in their ability/proposed methodology to deliver a solution for the required supplies/services/works. Bidder has demonstrated recognition of the Council's Corporate Plan
Acceptable	5	Just satisfies the requirement. Some demonstration by the Bidder of the understanding in their ability/proposed methodology to deliver a solution for the required supplies/services/works. Bidder has demonstrates recognition of the Council's Corporate Plan
Some Reservations	4	Satisfies the requirement with some reservations. Some reservations of the Bidder's understanding and proposed methodology, with limited evidence to support the response. The Bidder demonstrates little recognition of the Council's Corporate Plan.
Minor Reservations	3	Satisfies the requirement with minor reservations. Some minor reservations of the Bidder's understanding and proposed methodology, with limited evidence to support the response. The Bidder demonstrates little recognition of the Council's Corporate Plan.
Numerous Reservations	2	Satisfies the requirement with a number of reservations. A number of reservations of the Bidder's understanding and proposed methodology, with limited evidence to support the response. The Bidder demonstrates little recognition of the Council's Corporate Plan.
Serious Reservations	1	Satisfied the requirement with major reservations. Major reservations of the Bidder's understanding and proposed methodology, with little or no evidence to support the response.
Unacceptable/Non-compliant	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the understanding or suitable methodology, with little or no evidence to support the response.

5.3 Bidder Presentations

As part of the tender evaluation, bidders may be required to attend an interview about their proposal. The results of that interview may affect tender scores.

The Council will not be responsible for any costs incurred by a bidder in attending such an interview.

Clarification

Bidders may request clarification on this Invitation to Tender by contacting the Town Council via enquiries@penarthtowncouncil.gov.uk or 02920 700721 up to close of submission.

6 General Requirements

The Supplier will:

- i. comply with all statutory obligations under the Equality Act 2010 and operate in a non-discriminatory manner. Bidders are advised that the Council has a Procurement Policy and Strategy and Equalities policies, copies of which are available upon request. Bidders are required to take account of these policies whilst providing the Services;
- ii. hold valid public liability and employer's liability insurance. The Council's current minimum insurance thresholds are £10m public liability, £5m employers' liability and £1m professional indemnity;
- iii. hold all relevant licences for the management, transport and control of waste;
- iv. ensure the Services are undertaken in a competent and safe manner and adhere to Health and Safety legislation, guidance and relevant Council policies and procedures and take reasonable care for the health and safety of himself and other persons who may be adversely affected by his acts or omissions;
- v. immediately advise the Council of any serious health and safety incident;
- vi. recognise that failure to comply with the health and safety requirements under the Agreement constitutes a substantial breach of contract.

7 Conditions of Tender

7.1 General

- i. All bidders will be subject to the conditions set out in this document and the document entitled "Conditions of Tender for Suppliers" attached at Appendix

- A. Offers made subject to additional or alternative conditions may not be considered and may be rejected.
- ii. The Form of Tender (Appendix B) must be signed by the individual(s) with the appropriate authority to make the commitment.
 - iii. Bidders may request clarification on this Invitation to Tender by contacting enquiries@penarthtowncouncil.gov.uk.
 - iv. Tenders must be open for acceptance for a period of ninety (90) days from the closing date for receipt of Tenders.

7.2 Form of Contract

The Tender shall be subject to the Council's terms and conditions of contract. Any conditions which the bidder may seek to impose shall be excluded and not form any part of the Contract unless each of these conditions have been specifically agreed to in writing by the Council.

7.3 Submission

Electronic submissions should be made via email at enquiries@penarthtowncouncil.gov.uk, marked for the attention of the Town Clerk or by post addressed to the Town Clerk, Penarth Town Council, West House, Stanwell Road, Penarth CF64 2YG.

The closing date for submissions is 12:00 noon Friday 6th May 2022.

8 Response Requirements

Bidders must submit their proposal for providing the Goods/Services/Works. The proposal should include completed:

- Form of Tender, Appendix B;
- Supplier Information, Appendix C;
- Tender Response
- Pricing Schedule

Tenders must be completed in English or Welsh and prices must be in sterling. Prices quoted must exclude VAT.

Tenders containing clauses such as “prices subject to fluctuation” or “those ruling at the date of delivery” will not be accepted.

Appendix A: Conditions of Tender for Suppliers

Appendix A: Conditions of Tender for Suppliers

General

1. Offers made subject to additional or alternative conditions may not be considered and may be rejected.
2. Each bidder agrees that its proposal is submitted on the terms and conditions set out in the tender document supplied, any associated documentation and this document.
3. The bidder agrees that if successful, it will ensure that all employees, servants, agents, contractors or any persons wholly or partly under its control ("Bidder's Personnel") associated with this project adhere to the Council's Safety Conditions, Alcohol and Drugs Policy and Health, Safety and Environmental Policy. All Bidder's Personnel will adhere to the Council's No Smoking Policy whilst on Council premises. Copies of these documents are available upon request.
4. Bidders, by submitting a tender, confirm that they understand and agree to the nature and extent of their obligations if their Tender is accepted.
5. The Form of Tender supplied with the documents must be signed by the individual(s) with the appropriate authority to make the commitment. The bidder shall produce documentary evidence of such authorisation to the Council if requested.
6. The Council does not bind itself to accept the lowest or any Tender and reserves the right to accept any Tender either in whole or in part.
7. The Council is a public body for the purposes of the Freedom of Information Act and other related access legislation. Accordingly, third parties may request copies of documentation held by the Council pursuant to rights granted to them under various access regimes. Section 21(1) of the Public Contracts Regulation 2015 provides "A contracting authority shall not disclose information which has been forwarded to it by an economic operator and designated by that economic operator as confidential."

Accordingly, if your organisation wishes to rely upon the above provision, please describe those parts of your tender you regard as confidential and set out your reasons why in your tender submission. Please note that it is the Council that is responsible for determining whether a bidder has reasonably designated the information as confidential. Bidders are advised that even if they have designated the information as confidential, the Council may not necessarily agree, and the information may be released to a third party if the Council deems it appropriate. Further, some information is required to be made public under

other legislative requirements from time to time in force and organisations are asked to note this.

Form of Contract

8. Any successful bidder will be required to execute a contract with the Council. The form of contract will be subject to approval by the Town Clerk
9. No binding contract will exist until the Council and the chosen bidder execute and deliver a formal contract sealed with the Council's crest.

Costs

10. Bidders are responsible for obtaining all information necessary for the preparation of their respective tenders and all costs, expenses and liabilities incurred by any bidder in connection with the preparation and submission of a proposal or tender shall be borne by that bidder.
11. A bidder shall be deemed to have full knowledge of the liability to be incurred by reason of the Tender and shall not, after acceptance by the Council, be entitled to increase any prices or change any terms on the grounds that an error has been made or withdraw the Tender by reason of not having made enquiries which any prudent bidder would have made prior to responding to the Tender or for any other reason.
12. Bidders shall take all reasonable care in the preparation and submission of a Tender and acknowledge that the Council may rely upon the representations made in the Tender.
13. All payments and royalties that may be payable shall be included in the prices detailed in the Tender and will be paid by the bidder to the relevant persons.
14. The Council shall not be responsible for or pay any costs, expenses or losses incurred by any bidder or would be bidder who fails to Tender, in the preparation of their Tender.

Submission

15. Prices must be in sterling and must relate to all elements included in the proposal. All prices submitted by bidders must be inclusive of supply, including packaging and carriage but exclusive of VAT. Supply current price list with Tender.
16. Tenders containing clauses such as "prices subject to fluctuation" or "those ruling at the date of delivery" will not be accepted.
17. All documents requiring a signature must be signed by an individual with the appropriate authority to make the commitment.

18. Non-adherence to any of the above procedures may lead to disqualification.
19. The Council may, at its absolute discretion, extend the closing date above. Any such extension shall apply to all bidders.

Notification of Selection

20. All bidders responding to this document will be notified of the outcome of the Council's evaluation of their proposals.
21. A bidder shall be deemed (for all purposes connected with the Invitation to Tender and any contract awarded as a result) to have carried out all research, investigation and enquiry which can reasonably be carried out and to have satisfied itself as to the nature, extent, volume and character of the Council's requirements (in the context of and as described in this Invitation to Tender. No bidder shall have any claim whatsoever against the Council in respect of such matters and in particular (but without limitation) the Council shall not make any payments to the bidder save as expressly provided for in any formal contract made pursuant to this Invitation to Tender.

Confidentiality of Invitation to Tender

22. This Invitation to Tender, the fact that a bidder has been invited to tender, and all other documentation issued by the Council relating to the Tender ("the Tender Documents") shall be treated by the bidder as private and confidential for use only in connection with the Tender and any resulting contract and shall not be disclosed (save as may be required by law) in whole or in part to any third party without the prior written consent of the Council.
23. The Tender Documents and all copies of the same are and shall remain the property of the Council (whether or not the Council shall have charged a fee for the supply of such documents) and shall not be copied or reproduced in whole or in part and shall be returned to the Council forthwith upon demand.
24. If a prospective bidder decides not to respond to this Invitation to Tender, then the bidder is required to return the whole document unmarked to the Council by the date and time set for receipt of tenders.
25. Bidders may copy and disclose the Tender Documents to their professional advisers solely for the purpose of assisting in the preparation of a tender submission in response to this Invitation to Tender.

Collusion and Canvassing

26. Any proposal submitted by any bidder in respect of which the bidder:

- i. fixes or adjusts prices and rates shown in its proposal by or in accordance with any agreement or arrangement with any other person or by reference to any other proposal or communicates to any person other than the Council the amount or approximate amount of the prices and rates shown in its proposal except where such disclosure is made in confidence, in order to obtain quotations necessary for the preparation of the proposal or for the purposes of financing or insurance; or
- ii. enters into any agreement with any other person that such person shall refrain from submitting a proposal or shall limit or restrict the prices to be shown by any other bidder in its proposal; or
- iii. offers or agrees to pay or give or does pay or give any sum of money, inducement, or valuable consideration directly or indirectly to any person for doing or having done or causing or having cause to be done in relation to any other tender or any other person's proposal any act or omission; or
- iv. in connection with the award of the contract commits an offence under the Bribery Act 2010 or gives any fee or reward, the receipt of which is an offence under sub-Section (2) of Section 117 of the Local Government Act 1972; or
- v. indirectly canvasses any member or officer of the Council concerning the acceptance of any proposal or who has directly or indirectly obtained or attempted to obtain information from any such member or officer concerning any other bidder or proposal submitted by any other, shall be rejected by the Council provided always that such rejection shall be without prejudice to any other civil remedies available to the Council or any criminal liability of the bidder.

Bidder's Warranty

27. In submitting a proposal, a bidder warrants to the Council that:

- i. it has not engaged in any of the acts or matters referred to in Clause 26 and has complied in all respects with these tendering requirements;
- ii. all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by the bidder or its operatives in connection with or arising out of the Tender Documents (together with any proposal) are true, complete and accurate in all respects;

- iii. it has made its own investigations and research, has satisfied itself in respect of all matters relating to the Tender Documents and that it has not submitted any proposal and will not have entered into any contract envisaged by the Tender Documents (“the Contract”) in reliance upon any information, representations or assumptions (whether made orally, in writing or otherwise) which may have been made by the Council;
- iv. it has full power to enter into the Contract and to make the provision required by the Invitation to Tender and will, if requested, produce evidence of such to the Council;
- v. it is of sound financial standing, and the bidder and its directors, partners, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the bidder’s proposal) which may adversely affect its financial standing in the future;
- vi. it will procure and will have sufficient working capital, skilled staff, equipment, machinery and other resources available to carry out the Contract in accordance with its terms.

Disclaimer

- 28. Any and all documentation and other written or oral information provided or made available by Penarth Town Council has been prepared in good faith but does not purport to be comprehensive or to have been independently verified.
- 29. To the full extent permitted by law Penarth Town Council does not accept liability or responsibility for the adequacy, accuracy or completeness of the Tender Documents or with respect to any other written or oral information provided or made available to the bidder.

Legislation

- 30. In submitting a response to this Tender, the bidder acknowledges full compliance with (Sale of Goods Act 1979) and all UK Legislation relevant to the goods, services and works being proposed.
- 31. The Supplier is responsible for identifying accreditation from their suppliers as necessary to comply with all legislation and quality assurance processes.
- 32. All produce must be packed and handled in accordance with best commercial practices to prevent damage or deterioration during transportation and storage.
- 33. The supplier shall maintain a Quality System and will be subjected to audit by Penarth Town Council representatives.

Freedom of Information

34. The Council shall not be in breach of the provisions of Tender Documents or the Contract where it can show that any disclosure of Information is made solely and to the extent necessary to comply with the Freedom of Information Act 2000 (“the Act”) or the Environmental Information Regulations 2004 (“the Regulations”) or any legislation of a like kind from time to time in force. To the extent permitted by the time for compliance under the Act or the Regulations, the Council shall consult a bidder where the Council is considering the disclosure of Information under the Act or the Regulations and, in any event, shall provide prior notification to the bidder of any decision. Whether or not to disclose Information in order to comply with the Act or the Regulations is a matter in which the Council shall exercise its own absolute discretion, subject always to the provisions of the Act or the Regulations.
35. “Information” means any information in any written or other tangible form disclosed to one party by or on behalf of the other party under or in connection with the Tender Documents or the Contract.

Appendix B: Form of Tender
Penarth Summer Festival Day Ref PTC/PSF22

To: Penarth Town Council

Having examined the Invitation to Tender and ancillary documents for the above service and having examined the Council's Contracts Procedure Rules I/We offer to provide Services set out in the Tender in accordance with the said Invitation to Tender for the amounts specified in the price schedule.

I/We agree that the tender shall be on a firm price basis and will not be subject to any adjustment

We further agree that we shall keep this offer open for acceptance by the Council for ninety (90) days from the closing date for receipt of tenders.

I/We further agree that I/We will not communicate, under any circumstances, to any person other than the Council the amount of our proposed tender.

I/We further agree that I/We will not adjust the amount of the proposed tender in accordance with any agreement or arrangement with any person other than the Council.

I/We enclose herewith the following tender documents and associated information.

I/We hereby certify that I/We have not canvassed or solicited any member, officer, or employee of the Council in connection with the award of this tender or proposed tender for the Works and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertaken that I/We will not in future canvass or solicit any member, officer, or employee of the Council in connection with the award of this tender or any other tender or proposed tender for the Works and we will procure that no person employed by me/us or acting on my/our behalf will do any such act.

Dated thisday of2022

Signature

Name / Firm

Appendix C: Supplier Information (to be returned):

Supplier Identity

Name of supplier	
Contact	
Address	
Tel No	
Email	
Website	
Registered Address (If Different from above)	
Is your organisation (Please indicate) <ul style="list-style-type: none">• A Public Limited Company• A Limited Company• A Partnership• A Sole Trader	
Date of organisation's formation	
Date of incorporation in UK if different	
Company Registration Number and Date and Registration	
VAT registration Number	

Financial information

Please state Annual Financial Turnover for the last 3 years (not Group turnover):

Year: Turnover:

Year: Turnover:

Year: Turnover:

Has your organisation or any director of your organisation who has the powers of representation, decision or control of the organisation been convicted of any of the offences listed at Regulation 23 (1) (a)-(f) of the Public Contracts Regulations 2015 If the answer is Yes, the Council may require further information.

YES/NO

Are there any court actions and/or tribunal hearings outstanding against your organisation which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, infringement of data protection legislation)? If the answer is yes, please give details.

YES/NO

Has your organisation been involved in any court action and/or tribunals over the last 3 years which relate to the provision of this contract (including but not limited to negligence claims discrimination cases, infringement of intellectual property rights, infringement of data protection legislation)? If the answer is yes, please give details.

YES/NO

Please give details of your bankers:

Bank Name:

Bank Address:

Account No:

Sort Code:

Number of year's account has been open:

May bankers be approached for a reference? **YES/NO**

Please confirm that copies would be available on requires of your Audited Accounts and Annual Report for the last two years:

YES/NO

If goods, services and or works proposed in your tender return are sub-contracted, the Council will require financial documents from each third party.

A financial credit check may be undertaken on your organisation as part of this tender process.

Business Capability

Please give a description of the main business activities that your organisation undertakes.

How many staff do you employ?

How would you work on this project?

Insurance

Please provide details of your organisation's insurance protection in respect of the following. A copy of your insurance papers must be provided as an appendix. This is a pass-fail requirement

Public Liability Policy Number	Insurer	Indemnity Value (£) in respect of any one incident
Personal Liability Policy Number	Insurer	Indemnity Value (£) in respect of any one incident
Professional Indemnity Policy Number	Insurer	Indemnity Value (£) in respect of any one incident

Health & Safety

Please provide a copy of your organisations Health and Safety at Work Policy

Has the organisation been subject to any prosecutions or enforcement actions in relation to health and safety by any enforcing authority within the last 5 years? If yes, please give details:

YES/NO

Technical capability

Does your organisation have experience of delivering public events	YES/NO
Please provide evidence to show a recent project that you have undertaken of a similar size to this one	
Has the organisation ever had a contract terminated? If yes, please provide details:	YES/NO
Has the organisation ever withdrawn from a contract? If yes, please provide details:	YES/NO
Has the organisation ever been refused renewal of any contract due to failure to perform to the terms of the contract? If yes, please provide details:	YES/NO

References

Please provide details of private or public sector contracts not related to Penarth Town Council that you have been awarded for the provision of goods, services and/or works similar to those required over the last five years.

Reference 1
Name:
Referees Job Title:
Reference Organisation's Name:
Address:
Contact Telephone Number:
Contact Email Address:
Contract Name:
Contract Start/End Date:
Total Value of Contract (£)
Reference 2
Name:
Referees Job Title:
Reference Organisation's Name:

Address:
Contact Telephone Number:
Contact Email Address:
Contract Name:
Contract Start/End Date:
Total Value of Contract (£)
May customers be approached for a reference?