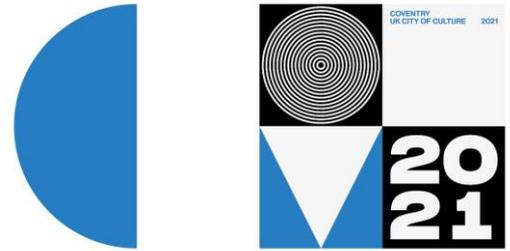


Coventry City of Culture Trust

Mobile Food Concessions Invitation to Tender



Context

Coventry City of Culture Trust was set up in 2015 to bid to be UK City of Culture in 2021. In 2017 the Trust and the city were successful in securing the prestigious title and are now getting ready to deliver an amazing build-up programme, an ambitious UK City of Culture year in 2021 and to ensure a legacy, for the city region and its communities.

In July 2020, we announced that Coventry's City of Culture programme will start in May 2021 and run for 12 months, allowing us to keep our promise to the city and region.

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry and Warwickshire in 2021
- 80% of the city's residents experiencing at least three events in 2021
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Starting a wave of cultural investment across the region
- Minimising the impact of our work on the environment

The Brief

We are looking to establish a number of mobile food concessions to work with the Trust's food and beverage team and partners, to plan and deliver a wide range of ambitious public cultural events this would form part of a residency with multiple dates.

You will contribute to the safe and responsible delivery of events. Your work will be key in ensuring that we meet our aims and commitments and establishing best-practice processes as a legacy for the city.

The 2021 programme will include:

- A series of outdoor events throughout the year including mass participation and artistic collaborations.
- Events that appeal to the broadest range of audiences including those currently underrepresented in the arts, families, students, national and international tourists, industry professionals and local residents.
- Events that cover all art forms including theatre, music, dance, literature, comedy, film, visual art and workshops.

Mobile Food Concessions

We would like to hear from companies who have experience of working on large, high-profile, events, but we also particularly welcome bids from any companies whose operations are suitable for smaller activity.

We would like to encourage businesses from Coventry and Warwickshire to tender.

We are especially keen to ensure that the food and beverage offer is diverse and will support companies through the tender process. All bidders will need to demonstrate their ability to adapt and scale delivery.

The following will be a necessity of meeting the tender criteria:

- Level 2 Food safety & hygiene
- Registration with local authority (Minimum 5-star rating)
- HACCP Plan
- Complete and accessible allergen information
- Risk assessments and method statements
- Current LPG gas safe and P.A.T testing certificates
- Employee's liability cover (£5 million)
- Third party public liability insurance (£10 million)
- Alignment to the Trust's Green/Sustainable policies

Evaluation Criteria

Tenders will be evaluated by the Head of Visitor Experience and Food & Beverage and a senior Trust colleague.

Each proposal will be evaluated against the following criteria:

- Understanding of the project brief demonstrated in the tender documentation
- Credibility and proven expertise in delivering food operations
- Demonstrable knowledge of our context, our city and region
- Proven commitment to sustainability
- Value for money, detail of budget and evidence of good financial management processes
- Ability to scale up and adapt
- Any added value the organisation could bring

Coventry City of Culture Trust will seek value for money but will judge value not solely on price but on the quality, range and scope of the proposals.

The Trust reserves the right not to award a contract if it is judged that no viable or appropriate tender has been received.

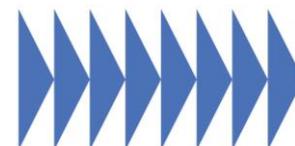
Covid-19 measures and restrictions

Due to changing restrictions, all vendors must be willing to work with the Trust and partners to accommodate and respond to any changes to these measures. A cashless / order and collect system will be in place and will be fully briefed during the tender process.

Green/Sustainable Programme

The environment is at the forefront of what we do and as a necessity of the tender process all bidders will need to demonstrate a commitment to:

- Using only biodegradable products, cups/trays/knives and forks etc
- Using recycled paper i.e., napkins
- Reducing waste
- If using cooking oil, it is disposed of to be recycled with full traceability.
- Sourcing local produce, where possible



- Bidders are encouraged to demonstrate additional measures they have in place to reduce their carbon footprint and efforts they have made towards environmental sustainability.

Process

Applicants are invited to respond to the brief above, by submitting a short proposal and supporting budget, outlining how they would intend to work with us. The submission should include:

- A statement of no more than 500 words providing details of your relevant experience and proposal
- Information on previous projects undertaken to establish credentials for undertaking the work
- Confirmation of availability to commence work within one month of contract being awarded.
- Contact details for two referees

Please contact Tom Mills at foodandbeverage@coventry2021.co.uk if you have any questions.

Proposals to be submitted by email to Tom Mills.

email: foodandbeverage@coventry2021.co.uk before 12pm on 30th April 2021.

