**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Appointment of new market operator for Gloucester Green Market |
| **Decision date:** | 29 March 2023 |
| **Source of delegation:** | Express delegation made on 16 November 2022 at Cabinet to:   1. **Approve** the re-tender of a contract for the operational management of Gloucester Green Outdoor Market; 2. **Authorise** the Executive Director (Development) to finalise the tender documents; and 3. **Delegate authority** to the Executive Director (Development) in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Head of Financial Services/Section 151 Officer and the Head of Law and Governance to finalise terms and enter into a new contract for the operational management of Gloucester Green Outdoor Market. |
| **What decision was made?** | To finalise terms and enter into a new contract with LSD Promotions for the operational management of Gloucester Green outdoor market.  The new contract should run for a term of 5 years with the ability to be extended for a further 5 years. |
| **Purpose:** | To finalise terms and enter into a new contract with a market operator for Gloucester Green market, to ensure the provision of operational management oversight of the market. |
| **Reasons:** | The decision was made to support the recommendation to award a contract as detailed above following a compliant open tender process. 2 bids were received from LSD promotions and AV Corporate Ltd. The bid from AV Corporate was not evaluated because it appears to be a bid to be part of the market and not a tender to run the market as requested. Following 3 individual evaluations, scores were calibrated with the winning supplier having an overall score of 89%. The winning supplier was the result of a full and detailed evaluation process. |
| **Decision made by:** | Tom Bridgman, Executive Director (Development) |
| **Other options considered:** | Not to finalise terms and enter into a new contract with a market operator for Gloucester Green market. This option was rejected due to the need to ensure provision of operational management oversight of the market.  To finalise terms and enter into a new contract with an alternative supplier as the market operator for Gloucester Green market. This option was rejected as the winning supplier scored the highest during the procurement process and the other supplier did not submit a tender to run the market as requested in the specification. |
| **Documents considered:** | Appendix 1 (background information) and Tender document including Profit & Loss Report – Exempt as they contain commercially sensitive information |
| **Key or Not Key:** | Key |
| **Wards significantly affected:** | Carfax & Jericho Ward |
| **Declared conflict of interest:** | None |
| **This form was completed by:**  **Name & title:**  **Date:** | Elaine Philip, Markets Manager  22 March 2023 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Tom Bridgman, Executive Director (Development) | 29 March 2023 |

**Consultee checklist**

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| ***Consultees*** | ***Name and job title*** | ***Date*** |
| **Senior officer** | Emma Gubbins, Corporate Asset Lead | 28 March 2023 |
| **Head of Financial Services** | Nigel Kennedy, Head of Financial Services (section 151 officer) | 22 March 2023 |
| **Head of Law and Governance** | Susan Sale, Head of Law and Governance | 23 March 2023 |
| **Cabinet Member** | Cllr Ed Turner, Deputy Leader (Statutory) – Finance & Asset Management | 22 March 2023 |