**Gloucester Green Outdoor Market Re-tender**

**Soft Market Testing Exercise**

The Gloucester Green Outdoor Market is a traditional Charter Market providing a wide variety of products including street food, fresh fruit and vegetables, flowers and plants, household goods, cheese, pet food, frames, books, fabrics, DVDs, mobile phone accessories, haberdashery, bags, hats, watches and watch batteries, clothing, cakes, sweets, and much more. The market currently operates on Wednesdays, Thursdays, Fridays and Saturdays on Gloucester Green in Oxford. The Charter Market is an important part of the history of Oxford. Its future success is viewed as an important element of the City. A market that is managed effectively will help to ensure a vibrant and bustling offer that attracts visitors and regular shoppers throughout the year, benefiting the City generally.

The Market is situated in the City centre positioned next to the Bus Station and close to the pedestrian shopping zones of Cornmarket Street and the many restaurants in George Street. The Market has the capacity of a maximum of 100 pitches taken up by traders selling a varied range of goods. The original operating days were Wednesday and Thursday and we have operated additional days by agreement on Fridays and Saturdays. The market has been present on a Saturday for over 4 years and more recently on a Friday since April 2019, initially for a 6 month period. In view of the success of the Friday market, this has been extended by agreement for a further 6 months. Wednesday is currently the busiest day.

OCC is looking for a supplier to provide complete management of the market with all services required for the efficient running of the market provided by the supplier (with the exception of cleaning but the market operator is expected to clear and clean the area of debris and any spillage after a trading day). As the current market is under a 7 year management agreement (5 plus 2), which ends on 30 September 2020, OCC are looking for a supplier to identify new and innovative ideas in recognition of the change in the retail sector and markets and in response to the Councils Corporate Priorities.

This PIN exercise will seek to identify innovative ideas for the efficient running and day to day management which can provide the following:

* A vibrant and sustainable market
* A market that supports the local community and integration into the surrounding area
* A market that supports Clean and Green Oxford
* Enhances the revenue for the Council
* Enhanced offer for traders and customers
* Support for local, new and existing businesses

**Councils Corporate Priorities**

The Council has five priorities for 2019 to 2020:

* Delivery of housing
* Tackling homelessness
* Climate change development
* Companies governance
* Service redesign and change

Oxford City Council declared a climate emergency in January 2019 recognising that significant action has to be taken to avoid catastrophic climate change. The City Council is committed to achieving zero carbon and we are working to develop polices which will achieve this. Oxford City Council is directly responsible for 1% of carbon emissions in the city and we therefore need everyone to make changes to reduce the impact of climate change, including changing the way we travel and consume.

Oxford City Council is working in partnership with Oxfordshire County Council on the introduction of a Zero Emission Zone in the centre of Oxford. Gloucester Green Market is likely to fall within this zone in the future when it expands. The Zero Emission Zone will place restriction on the emission standard of vehicles accessing the zone. More information is available here: <https://www.oxford.gov.uk/zez>

Any proposal should support the Council’s Corporate Priorities and in the context of this PIN mainly climate change development and service redesign and change. Your proposals should show how this can be achieved.

The successful operator will be required to provide a service that must include the following key areas, but is not limited to:

* The physical construction of the market infrastructure
* Attracting stall holders
* Allocating stalls
* Collecting stall fees
* All promotion, marketing and advertising of the market; and
* Development of the market to provide additional market days where appropriate or viable
* Provision of waste collection/recycling
* Full management of health and safety – RAMs including adverse weather

Our requirement includes the supply of market stalls and canopies if used, any required storage, transportation erection and dismantling of the stalls, the allocation of pitches, the collection of pitch fees and fees for electricity consumption, market and stall holder supervision, advertising and promotion, security, health and safety, and liaison with key stakeholders

OCC are seeking to work with a single supplier, but will also consider a consortium offer if it can be demonstrated that the key business areas are supported. The prospective supplier should possess a proven track record and demonstrable experience of managing and delivery of successful markets (particularly outdoor markets) with other local authorities and the private sector.

The above should not be considered an exhaustive list of requirements; the soft market testing exercise is aimed at expanding the Council’s understanding of what is available in the marketplace as well as investigating the future road map of the suppliers.

**Current Provision**

The Council currently outsources the entire full management requirement of the market under a management agreement for 5 years with an additional option to extend the term for two years which has been exercised and ends on 30 September 2020. The Council currently pays for waste and recycling but under any new agreement we would prefer this to be the responsibility of a future supplier.

There is currently land allocated for storage for the market structures and limited parking for the existing supplier. There is no parking provision for market traders, vehicular access is permitted for delivery and collection of goods before and after trading only.

**Expressions of Interest**

OCC therefore invite organisations to express an interest in developing options for consideration for this future opportunity. We reserve the right to engage with various suppliers on options we feel may need further investigation/clarification to discuss options put forward early February 2020, any supplier who is not engaged with, will not be disadvantaged as this will be to help us write a specification for our requirements, information will not be given at that time about the future tender.

Interested parties will not be prejudiced or advantaged by any response or lack thereof to this PIN and a response to this PIN does not guarantee any invitation to participate in any future opportunities.

This PIN does not constitute a call for competition to procure any services, supplies or works for the Council.

The Council is not liable for any costs fees or expenses incurred by any party in replying to the PIN.

When expressing an interest, please do so via the South East Business Portal <https://procontract.due-north.com> ensuring that the following information is provided.

The indicative timetable for this procurement is:

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| **Stage/activity** | **Date** |
| PIN published | 12th November 2019 |
| Deadline for additional information from Suppliers | 20th December 2019 |
| **Deadline for receipt of responses to the PIN** | **24th January 2020 @ 12 noon** |
| Estimated ITT/tender Commencement | 17th March 2020 |

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| **Contact details and declaration** |
| **Question** | **Response** |
| Registered and Trading name (if different of your organisation |  |
| Contact name |  |
| Role in organisation |   |
| Phone number |   |
| E-mail address  |   |

To enable OCC to understand your potential delivery model for the Gloucester Green Outdoor Market could you please include answers as below:

**Introduction to your Company**

Please provide full details of your company and the areas you currently operate in.

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**Option(s) available**

Please provide details of the options you consider you could provide in relation to our requirement that would be relevant and appropriate for Gloucester Green Market. This could include but not limited to:

* Details of sites you already manage
* The scale of provision your company can deliver
* Innovative ideas

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Below are the questions we would like to ask all suppliers expressing an interest in this PIN, the answers may have already been included in your ‘short description’, if so please state ‘as above’.

These questions will not be evaluated in any respect and are intended to give us greater understanding of what your business is able to bring to OCC and how we should build any further procurement documents for a tendering exercise.

**All answers should be no more than 300 words per question**

**Current operation of markets – Please include examples you are happy to share with us, where you have operated outdoor markets**

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| **Question 1:** Provide a short description of operating methods we should consider for markets you have managed on behalf of public sector Landlords. |
| **Response:** |
| **Question 2:** Are there any areas you consider we would be unable to operate as a public sector landlord? |
| **Response:** |
| **Question 3:** What would be your preference in respect of a contract term and reasons why - taking into consideration our requirement for future investment? |
| **Response:** |
| **Question 4:** We are keen to understand the level of personnel support that would be appropriate in respect of current market operations and how they would support the running of the market |
| **Response:** |
| **Question 5:** The Council’s objectives for the market are to deliver social value, environmental sustainability and financial return. Please advise what you would consider to balance these three areas in delivering a successful market. |
| **Response:** |

**Physical Assets of the Market**

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| **Question 6:** The current market stalls are provided by the existing operator and have come to the end of their useful life. Please provide a short description on the nature and scale of provision you feel would suit the location and requirement within Gloucester Green Market - providing options as necessary |
| **Response:** |
| **Question 7:** Please advise on any considerations for managing the physical assets over the term of the contract |
| **Response:** |
| **Question 8:** There is currently land allocated for use for the market for storage where the present supplier has a storage container. Please provide storage details (including approximate size) that would be required. |
| **Response:** |

**Services and Maintenance**

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| **Question 9:** Please provide a short description of options in respect of the responsibility for maintenance and services. |
| **Response:**  |
| **Question 10:** Please provide details of any emergency support we should consider. |
| **Response:** |

**Social Value**

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| **Question 11:** Social value is part of our day to day business across the Council and we are constantly looking to enhance, achieve and create additional value for our communities and society. We would be interested in feedback from a supplier’s point of view of what social value means to them and how it could impact on any future contract. |
| **Response:**  |

**Mobilisation period**

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| **Question 12:** We would be interested in feedback from suppliers in respect of mobilisation. Please state the timescale appropriate to the options you have provided above, practical elements and any problems you have encountered and resolutions. |
| **Response:**  |

**Indicative Costs**

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| **Question** | **Response** | **Indicative costs** |
| In order for OCC to be able to forecast its budgetary requirements/return for this provision, could you show **indicative** costs covering:- |
| **Management:** | Please indicate what this includes |  |
| **Waste disposal:** | Please indicate what this includes |  |
| **Recycling:**  | Please indicate what this includes |  |
| **Marketing and promotion:** | Please indicate what this includes |  |
| **Any other costs we should consider:** | Please indicate what these are |  |

**Other Initiatives**

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| **Question 13:** Please outline any new initiatives you would like to share with us and their success. |
| **Response:** |
| **Question 14:** Are there any funding bids that could be considered for Gloucester Green Market? |
| **Response:** |
| **Question 15:** Are there any software systems that you consider could improve efficiencies in the running of the market? |
| **Response:** |

Oxford City Council understand that the suppliers responses in this document are to advise us and are not reflective of full statements that will/could be provided in a full Invitation to Tender document and that indicative costs are provided to assist us forecast budgets required and not full statements of a Pricing Schedule.

***The re-tender of Gloucester Green Outdoor Market does not in any way effect the running of the Covered Market which will remain under the direct management of the Council.***