

## Freedom of Information Request No. 5409

Received 6/9/2019

Responded 23/9/2019

### Request/Response

**Question:** Could you please clarify the situation regarding the provision of the small children's merry go round on the Western lawns.

1. What procurement process was used and did it conform to the Council's procurement regulations and was "MEAT" (Most economically advantageous tender) demonstrated

The process was as set out in question 2 below to obtain 3 written quotes. As only one quote was relevant to the service we required and the company required confirmation of booking before the equipment was committed elsewhere, an Exemption Form was completed in line with Procurement Procedure Rule 6.3.

2 How many providers were invited to submit bids?

Research was completed online to establish names of companies who may be interested in providing a fairground ride on the seafront for the school summer holidays. These companies were contacted by phone and of these enquiries only 3 expressed an interest in providing the service and had possible equipment available on the required dates. These three fairground ride operators were invited to submit written quotes, however only 1 written quote and 1 verbal quote were received, with the verbal quote being for a minimum of 3 rides. Therefore only one company was able to provide the service for the dates we required.

3 On what basis was the provider appointed? ie fixed term rental with the Council covering all operational costs?

Fixed term rental which included delivery, set up, operation by trained staff 7 days per week and dismantle/removal at the end of the booking. The Council supplied the electricity.

4. What was the total cost to the Council?

£12,850.00