

Invitation to Tender

For

Sound, Visual and Lighting:
Wigtown Book Festival 2018



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1. INTRODUCTION AND BACKGROUND

- 1.1** This invitation to tender relates to the project to supply sound, visual and lighting services as advertised by Wigtown Festival Company on Creative Scotland Opportunities, DG Unlimited and through the companies own website.
- 1.2** Established in 2007, Wigtown Festival Company aims make Dumfries and Galloway a better place to be a reader and a writer – a place where literature changes lives. Our flagship event is Wigtown Book Festival, now in its 20th year. The Festival takes place over 10-days each autumn (21-30 September 2018), with a programme of more than 240 events for adults, young people and children. Events take place in several venues in and around Wigtown and many of these have sound, visual and lighting requirements.
- 1.3** Following the previous 4-year agreement, Wigtown Festival Company is issuing this invitation to tender and brief to companies or individuals interested in undertaking the remit as described herein.

2. PURPOSE AND SCOPE OF THIS DOCUMENT

- 2.1** The purpose of this document is to highlight the level of service and provision required by Wigtown Festival Company (referred to hereafter as WFC) to support sound, visual and lighting at this year's Wigtown Book Festival, which takes place from Friday 21 – Sunday 30 September 2018.
- 2.2** This document describes the level of service required, based on provision at the 2017 Wigtown Book Festival and all current information available about the 2018 programme. It must be acknowledged that the sound, visual and lighting remit may not be limited to this level of service. Final agreements will be made based on the published programme, which will be available from early August 2018. A meeting will take place following the publication of the programme, to highlight any additional requirements, outwith the scope of this document.

3. TENDER PROCESS

- 3.1** Promotion for this invitation to tender will begin on Monday 9 July 2018.
- 3.2** Applicants must complete a coversheet and submit it alongside their tender document, the coversheet can be downloaded [here](#). A copy of the 2017 programme as a guideline for the number of events is available to view [here](#).
- 3.3** The deadline for applications will be 5pm on Monday 16 July 2018.
- 3.4** Applications should respond clearly to the brief, stating ability to achieve each element of the required level of service or a clear indication and plan for how you would overcome any element of the brief you cannot currently achieve.
- 3.5** Wigtown Festival Company will take into account both value for money and quality of service provision when making the final decision regarding the successful applicant. Full evaluation criteria can be found on page 7.
- 3.6** Wigtown Festival Company may request additional information or clarification following receipt of your application.
- 3.7** The successful applicant will be notified by 5pm on Friday 20 July 2018.
- 3.8** This tender is for an initial period of one year, with Wigtown Festival Company reserving the right to extend the award for a further three years, based on agreement with the successful applicant.

4. TENDER CONDITIONS

- 4.1** Applications must fully answer the set brief.
- 4.2** Applicants may bid for one single element of the proposed brief e.g. Festival Marquee; County Buildings; McNeillie Tent; The Burrow; Wigtown Primary School; Musical and entertainment events, however preference will be given to applicants who bid to undertake the whole brief.
- 4.3** Applications must be received no later than the deadline of 5pm on Monday 16 July 2018. No applications will be accepted after this time.
- 4.4** Applicants must be available from Thursday 20 September – Monday 1 October 2018 in order to fulfil commitment to the brief.
- 4.5** No payment will be made prior to the end of Wigtown Book Festival 2018.
- 4.6** The successful applicant is responsible for covering any travel and accommodation required as part of this tender. This should be taken into account within the budget, if applicable.
- 4.7** The successful applicant will be responsible for staffing all venues and events as set out in the brief and agrees to revise as appropriate on receipt of the completed programme in early August 2018.
- 4.8** The successful applicant will be responsible for sourcing and paying for any additional equipment and staffing required to fulfil the requirements set out within the brief. This should be taken into account within the budget.
- 4.9** Wigtown Festival Company reserve the right retract the tender offer should the successful applicant prove unable to fulfil the service level required by the brief. In this instance, Wigtown Festival Company may contact another applicant to offer the opportunity at a later date.

5. INSTRUCTIONS TO TENDERS

- 5.1** Interested applicants can download a copy of the coversheet required by each applicant [here](#), and a PDF of the 2017 Wigtown Book Festival programme is available to view [here](#). If you have any specific queries, you can email them to Anne Barclay, Operational Director at: anne@wigtownbookfestival.com.
- 5.2** Applications must be received no later than 5pm on Monday 16 July 2018.
- 5.3** Applications should be no more than three pages of A4, should answer each element of the brief in order and must include a proposed budget based on the information provided within the brief. Applications should include details of two referees for or with whom similar work has been carried out in the past.
- 5.4** Applications may be submitted electronically to anne@wigtownbookfestival.com or by post (to arrive no later than the deadline) for the attention of: Anne Barclay, Operational Director, Wigtown Festival Company, 11 North Main Street, Wigtown, DG8 9HN. Receipt of all applications will be acknowledged by email.

6. EVALUATION CRITERIA

WFC will evaluate applications based on the information provided. The following criteria will be applied:

Set brief answered in full	5%
Ability to achieve set brief	10%
Competence and previous experience identified	5%
Value for money, including a clear budget	35%
Quality of service offered	40%
Provision of two appropriate referees	5%

7. CONDITIONS OF CONTRACT

General Conditions

- 7.1** The contract is awarded based on the evaluation criteria detailed within the invitation to tender document.
- 7.2** It is a condition of this contract that the contracted party must have the ability to achieve all aspects set out in the tender brief. See section 8.
- 7.3** Applicants must be available for the time period stated [Thursday 20 September – Monday 1 October 2018] in order to fulfil the required commitment to the contract.
- 7.4** Failure to achieve the specified brief may result in termination of the contract between the contracted party and WFC. In this instance, WFC will not be liable for any payment in lieu of work undertaken until this point.
- 7.5** WFC guarantee to support the contracted party, within reason, to rectify any failure or potential failure towards achievement of the brief, in instances where the failure occurs outwith the control of the contracted party. Instances where this is deemed impossible may result in implementation of 7.4.
- 7.6** WFC is responsible, in conjunction with other suppliers, for all venues and for all aspects of the venue not pertaining to sound, visual and lighting (including equipment, personnel, health and safety), unless otherwise stated.
- 7.7** WFC is responsible for the provision of equipment as laid out within the brief. This equipment remains the property of WFC for the duration of the tender period, though responsibility for the safe and appropriate use of the equipment lies with the contracted party. WFC will cover any expenditure required to upkeep the equipment, where damage or wear and tear is not due to negligence by the contracted party.
- 7.8** All recorded data remains the property of WFC and may not be kept, sold, broadcast or published elsewhere.
- 7.9** During the period of this contract, you may receive contact information for various performers with whom you are required to correspond regarding the requirements for their event at Wigtown Book Festival. This information is restricted by WFC's data protection policy and privacy statement, and cannot be passed on to third parties or used for any reason other than to fulfil your contract to WFC.
- 7.10** WFC has a safeguarding policy for children and vulnerable adults. During the period of this contract, you and anyone employed by you for the period of this contract, may come into contact with children and vulnerable adults. It is a condition of this contract that no one employed, contracted or sub-contracted by you have any criminal convictions [spent, unspent or pending] which would prohibit contact with these groups. PVG certificates are preferable but not essential.
- 7.11** The applicant must be self employed and will not be an employee of WFC, but a supplier to WFC.
- 7.12** The contracted party must hold their own public liability insurance, and employers liability insurance. The contracted party is responsible for risk assessing their own equipment and set up. Copies of public liability insurance, employers insurance and risk assessments must

be provided to WFC by 1 July 2018.

- 7.13** The successful applicant will be required to meet with WFC staff to discuss the contract during early August 2018, and to discuss any supplementary or altered requirements based on the final programme for Wigtown Book Festival 2018.

Special Conditions

- 7.14** Any changes to contract must be made in writing and agreed by both parties before the changes can be made. This is applicable for changes requested by WFC or by the contracted party.
- 7.15** WFC understand that variation in prices may occur between the date of tender submission and the date upon which the contracted party takes up the contract. Any variation from the original budget must be advised to WFC as soon as it is apparent. WFC must approve any increase in price before they will cover such costs. In a circumstance where WFC believes costs have been miscalculated by the contracted party, the contracted party will be expected to cover these costs. WFC will liaise with the contracted party with regards to variance in labour hours, should the application be submitted on the basis of an hourly labour rate.
- 7.16** WFC will require an official and detailed invoice from the contracted party, following the end of the event [Monday 1 October 2018]. No payment will be made prior to this date. WFC payments are made by cheque.

8. TENDER BRIEF

WFC invite you to present a formal and detailed application to undertake the contract for sound, visual and lighting provision at the 2018 Wigtown Book Festival which takes place from Friday 1 – Sunday 30 September 2018.

Applications should be made in writing to: Anne Barclay, Operational Director, Wigtown Festival Company, 11 North Main Street, Wigtown, DG8 9HN or emailed to anne@wigtownbookfestival.com, no later than 5pm on Monday 16 May 2018.

Applications should answer, in full, the applicants ability to fulfil the brief, in the same order in which the brief is laid out. Applicants can download a copy of the coversheet which must be completed [here](#). This must be submitted with the final application. Applications should be accompanied by a covering letter.

8.1 VENUES

Wigtown Book Festival requires coverage for up to five venues at any single time during the Festival period. The key venues are as follows:

The Festival Marquee (capacity 350) – Marquee 30m x 12m

The County Buildings, Main Hall (capacity 150)

The McNeillie Tent (capacity 100) - Marquee 12m x 9m

Wigtown Primary School (consisting of two venues – capacities 150 and 80 - requiring occasional audio/visual support)

The Burrow (capacity 50) requiring occasional audio/visual support – Marquee 9m x 9m

Smaller venues, may vary (capacity ranging from 30 – 80 people). Information not currently available.

8.2 SET UP/CLEAR DOWN

The set-up schedule will be put in place by the contracted party, after the contract is offered. All sound, visual and lighting equipment must be in place, tested and working no later than 10am on Friday 21 September 2018. The exception to this in 2018 is the County Buildings which will not be available until 2am on Saturday 22 September and will require over-night set-up to be ready by 10am on Saturday 22 September – please take this over-night set up into account in your application. Smaller venues may require set up and take down during the festival, rather than equipment being in place for the duration of the festival.

The final festival event is a Church Service in the Festival Marquee at 7pm on Sunday 30 September 2018. This event will be finished by 8.30pm. Other events in marquees will finish at approximately 6pm. All sound equipment must be removed from The Festival Marquee, McNeillie Tent and The Burrow on Sunday evening – the marquee company will be onsite early Monday morning to dismantle. The final event in the County Buildings will finish at approximately 6pm on Sunday 30 September. The County Buildings equipment must be dismantled no later than 9pm on Sunday 30 September 2018.

Equipment belonging or hired in by WFC will be delivered to the appropriate site and will be collected from there. The contracted applicant must supply sufficient staff to unload and load their delivery vehicle at the arranged times.

8.3 EQUIPMENT AND SERVICE EXPECTATION

WFC **does not** provide any sound equipment for staging literary, musical and entertainment events. It is a requirement of the brief that the applicant takes into account all equipment which may be required

and budgets for this sufficiently, based on requirements from the 2017 programme and known information at the current time.

See below a sample breakdown of equipment that may be used for the Festival Marquee for each type of event. It is your responsibility to establish the best equipment for each venue based on the dimensions and capacities provided above, and the types of event suggested – literary discussions, musical and entertainment events.

Equipment EXAMPLE: The Festival Marquee
For literary discussions

Sound equipment		
Headband radio microphones and body packs and receivers		Contractor
Suitable mixing desk		Contractor
8 loud speakers around the marquee		Contractor
Appropriate p.a. amplifiers		Contractor
2 handheld radio microphones for audience participation with fish pole		Contractor
Batteries for radio microphones – 80 x 9v pp3 and 40 x AA in 2013 (for all venues)		Contractor
Stage box – one to desk		Contractor
Lectern microphones	WBF	
Audio/visual equipment		
Provide back projection projector, with necessary connections from desk DVD player and laptop	WBF	
Provide necessary connections from stage laptop to projector with necessary audio back to desk		Contractor
Laptop for presentations by authors – audio to desk	WBF	
Laptop for projections between events and sound recordings of events, connected to desk		Contractor
Digital video camera for event recording and projection through projector onto back projection screen		Contractor
Rearview projector screen	WBF	
Lectern on stage	WBF	

Service Expectation

General, for all venues and event formats

- Preparation of rota for operators ensuring appropriate cover for every relevant event.
- Employing necessary operators.
- Reporting to Operational Director on set up and clear down progress, and any issues during the event.

Literary discussions

- Rigging the venue for sound and vision.
- Ensuring body packs are ready and operating for every event.
- Operating house music between events.
- Operating laptop to display holding message from sponsor onto the screen.
- Setting the stage for each event with necessary chairs etc.
- Meeting every guest and host and assisting them to put on the headband radio microphones backstage.
- Checking microphone reception through headphones before the event starts ensuring no intervening problem.
- Playing pre-recorded announcements regarding mobile phones, book signings and emergency exit procedures before event and introducing the host.
- Manage digital video camera to project or record when necessary onto screen.
- Operate stage lighting console (installed by marquee company in The Festival Marquee, McNeillie Tent and The Burrow but to be provided as part of this brief for the County Buildings), ensuring event appropriately and efficiently lit.
- Monitoring the desk, ensuring appropriate sound quality and volume without feedback or other difficulties, reacting and addressing any problems that may arise.
- Operate as necessary sound and video files and manage vision switching between devices as required.
- Operating hand-held microphone for audience questions and interaction.
- Assisting guests and hosts to remove the radio microphones at the end of the event.
- Record events for editing and use on Wigtown Book Festival's website.

Musical and entertainment events

- Rigging the venue with a front facing p.a. system with playback monitors.
- Resetting desk inputs.
- Running appropriate number of XLR cables to accommodate artists requirements.
- Set up necessary microphone stands with appropriate microphones and connect to XLR's.
- Set up necessary number of D/I boxes and connect to XLR's.
- Make necessary connections from XLR's to stage boxes back to desk.
- Set up additional stage lighting and lighting effects for event.
- Sound check ensuring all connection working and correctly marked on desk.
- Sound check in advance with artists during their rehearsal.
- Operate sound and lighting desks for event.
- Rigging venue to literary discussion set up after event.

The Wigtown Book Festival programme operates mainly in, but is not restricted to, the venues listed within this briefing document. In addition to this, the sound, visual and lighting team may be required to assist with additional expertise at other, as yet unspecified, venues during the event.

The contract for all venues is due for renewal this year.

8.4 PROGRAMME

The Wigtown Book Festival programme contains 10-days of events and each element of the programme must be considered when planning staffing and equipment resources.

A *guideline* for the programme is as follows:

	Festival Marquee	County Buildings	McNeillie Tent	Other
Friday 21 September	12noon-5.30pm Main programme events 8pm-11pm Opening Party	12noon-6.30pm Main programme events	12noon-7.30pm Main programme events	Set up at Wigtown Primary School for Big Wig after 3pm. 4pm-8pm WTF events in The Burrow
Saturday 22 September	10am – 7pm Main programme events 8.30pm – 11pm Wigtown's Got Talent	10am – 8pm Main programme events	10am – 8pm Main programme events	Occasional support for Big Wig & WTF programmes. Potential requirements for other venues TBC.
Sunday 23 September	10am – 8pm Main programme events	10am – 8pm Main programme events	10am – 8pm Main programme events	Occasional support for Big Wig & WTF programmes. Potential requirements for other venues TBC.

Monday 24 September	9am – 2.30pm Schools	10am – 8pm Main programme events	10am – 5.30pm Main programme events	
Tuesday 25 September	9am – 2.30pm Schools	10am – 8pm Main programme events	10am – 5.30pm Main programme events	
Wednesday 26 September	10am – 5.30pm Main programme events	10am – 8pm Main programme events	10am – 5.30pm Main programme events	
Thursday 27 September	10am – 5.30pm Main programme events	10am – 8pm Main programme events	10am – 5.30pm Main programme events	
Friday 28 September	10am – 7pm Main programme events	10am – 8pm Main programme events	10am – 5.30pm Main programme events	The Burrow in use for McGuffie Commemoration event. No req. Potential requirements for other venues TBC.
Saturday 29 September	10am – 8pm Main programme events 8.30pm – midnight Festival Ceilidh	10am – 8pm Main programme events	10am – 8pm Main programme events	Occasional support for Big Wig & WTF programmes. Potential requirements for other venues TBC.
Sunday 30 September	10am – 6pm Main programme events 7pm – 8.30pm Church Service	10am – 6pm Main programme events	10am – 6pm Main programme events	Occasional support for Big Wig & WTF programmes. Potential requirements for other venues TBC.

8.5 HOURS AND STAFFING

As a guide, in 2017, the equivalent 36 days were invoiced for. This was divided between six members of staff and included set up, event and clear down.

It is an expectation that the contracted party will supply appropriately trained and competent staff to ensure high quality and efficient service throughout the duration of the festival. The reputation of Wigtown Book Festival, with both visiting authors and audience, can be won or lost based on the experience each have with the quality of sound, visual and lighting in each festival venue. Audience numbers are in excess of 22,000 over the 10-day period and therefore Wigtown Book Festival presents an excellent opportunity to show the quality of service you can provide for other events and organisations.

All sound technicians will be employed by the contracted party and answerable to the contracted party. They will not be employees of WFC. The contracted party must have the appropriate public liability and employers liability insurances in place.

8.6 BUDGET

Information contained within the brief should enable the applicant to sufficiently budget for this tender. Budgets should be presented clearly, containing details of all costs.

DOCUMENT ENDS