**LIVERPOOL BID COMPANY**

**CHRISTMAS LIGHTS PROJECTS 2023-2025**

**SUBMISSION DEADLINE:**

**Friday 17th March 2023 @ 12pm**

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TENDER DOCUMENTATION & GUIDANCE

# SECTION 1 OVERVIEW OF TENDER

|  |  |
| --- | --- |
| **ITEM** | **CONTRACT DETAILS** |
| Contract Description: | Christmas Lights Tender |
| Period of Contract: | May 2023 for a 3 year period |
| Budget: | Up to £900,000 (for the 3 year contractual period) |
| Authority Contact: | Any queries must be submitted via email to [tender@liverpoolbidcompany.co.uk](mailto:tender@liverpoolbidcompany.co.uk) |
| Additional Documents: | 1. Introduction Letter 2. Pricing Template 3. Specification and Supporting Documents |
| Submission Instructions: | All completed documents must be submitted via email to [tender@liverpoolbidcompany.co.uk](mailto:tender@liverpoolbidcompany.co.uk)  Please ensure that the subject of your email states “Tender Submission and Company Name”.  Due to the size of supporting files and documents, bidders may wish to provide a link to WeTransfer so that Liverpool BID Company is able to download the tender documentation. |
| Submission Deadline for return of Documents: | **Friday 17th March 2023 @ 12pm** |

## Section 1.1 Tender Timeline

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Issue of tender documentation | Friday 10th February 2023 |
| Close of clarification period | Friday 24th February 2023 @12pm |
| Close of Tender Period | Friday 17th March 2023 @ 12pm |
| Evaluation Period – Start | Friday 17th March 2023 @ 1pm |
| Evaluation Period – Close | Friday 31st March 2023 |
| Discussions with Preferred Bidder – Start | Friday 31st March 2023 |
| Discussions with Preferred Bidder – Finish | Friday 7th April 2023 |
| Board Meeting | Week ending Friday 14th April 2023 |
| Inform Suppliers | Week ending Friday 14th April 2023 |

## Section 1.2 Preparation of Tender

1.2.1 It is the responsibility of the Tenderers to obtain for themselves, at their own expense, all information necessary for the preparation of their tenders.

1.2.2 Tenders must be submitted for the whole supply as detailed in the Specification and upon the terms set out in the contract. Tenders for part only will be rejected at the Liverpool BID Companies absolute discretion.

1.2.3 All documents requiring a signature must be signed;

1.2.3.1 where the Tenderer is an individual, by that individual;

1.2.3.2 where the Tenderer is a partnership, by two duly authorised partners;

1.2.3.3 where the Tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for that purpose.

## Section 1.3 Introduction to Tender Questions

1.3.1 The quality questions are set out below and are broken down into Information Only, Pass / Fail Question and Scored Questions. For the scored questions the maximum score for the question is provided, the marking scheme and weighting. The Pass / Fail questions, are clearly marked and requires the contractor to provide evidence. Failure to provide this information may result in your submission not being evaluated.

1.3.2 For the scored Quality Questions there is no word count associated with the questions, but please ensure the word count used is proportionate to the available score. We expect contractors to focus on addressing the question in full and keeping support documentation to a minimum.

1.3.3 Please ensure that any supporting documentation is clearly referenced to the question it relates to and included it as part of your tender response.

1.3.4 For your responses to the quality questions in section 4, must ensure that you use **calibri (body), font size 11** and adhere to the page count and font and size specified within each question. Failure to adhere to this may result in part of your submission not being evaluated.

1.3.5 The winning Tenderer (prior to installation of the Christmas lights and features), must provide a report detailing the output and wattage per hour of each item being used as part of the displays across Liverpool BID Company locations.

## Section 1.4 Clarification Questions

1.4.1 During the Tender period, Tenderers are able to submit clarification questions to the Liverpool BID Company via email. This email address must be used for all queries and requests for clarification regarding the Procurement. Tenderers' queries will be secure and cannot be seen by any other Tenderers. Liverpool BID Company will publish the questions and the response, in a suitably anonymous form, via email regularly during the clarification process to all Tenderers.

1.4.2 Liverpool BID Company will endeavour to answer all clarification queries about this ITT, provided that such queries are received by 12:00 noon on Friday 24th February 2023.

1.4.3 Tenderers must clearly indicate, when submitting a question, which (if any) part of its question it views as confidential and applicable only to the Tenderer submitting the question. If Liverpool BID Company does not agree that the question is confidential and applicable only to the Tenderer, the Tenderer will be given the right to withdraw the question without it being answered. Otherwise, both the question and Liverpool BID Companies response will be circulated to all Tenderers.

## Section 1.5 Tender Deadline

1.5.1 Tenders must be submitted via email providing either attachments or a link to WeTransfer no later than **12pm on Friday 17th March 2023.**

1.5.2 Liverpool BID Company is unable to consider requests for extension of the closing date and time specified.

1.5.3 The Tenderer is expected to keep his tender valid for acceptance for a period of 120 days from the date referred to in clause 6.1.

1.5.4 Please ensure you allow sufficient time to submit your bid on time either providing a link to WeTransfer or ensuring that an email or emails containing all information required as part of the tender are provided. Failure to submit a tender on time may result in your bid not being evaluated.

# SECTION 2 SUPPLIER INFORMATION

## SECTION 2.1 Company Information

|  |  |  |
| --- | --- | --- |
| **Section 1** | **Potential supplier information** | |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |

|  |  |  |
| --- | --- | --- |
| **Section 1** | **Bidding model** | |
| **Question number** | **Question** | **Response** |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number  (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

### SECTION 2.1.1 Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| **Section 1** | **Contact details and declaration** | |
| **Question number** | **Question** | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

## SECTION 2.2 Additional Questions (PASS/FAIL)

These questions are PASS / FAIL which mean that if you do not provide the necessary information or can provide a satisfactory answer, then Liverpool BID Company may deem your response a FAIL. If this should happen then Liverpool BID Company may decide that your tender response is non-compliant and will not review your tender response any further.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2** | **Additional Questions** | | |
| **2.1** | **Insurance** | | |
|  | **Question** | **Response** | |
|  | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: | | |
| Public Liability Insurance = £30m | | Yes ☐  No ☐ |
|  | Product Liability Insurance = £5m | | Yes ☐  No ☐ |
|  | Professional Indemnity = £1m | | Yes ☐  No ☐ |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.2** | **Health & Safety** | | |
|  | **Question** | **Response** | |
|  | Please provide an up to date copy of your Health & Safety Policy to include site specific risk assessment and method statement. The documentation should include when it was last reviewed and by who or alternatively can be stated in the text box below. In the text box below please state the filename for the document as well as the last review date of your Health & Safety Policy and who undertook the review? | | |
|  | | Yes ☐  No ☐ |
| (Please enter relevant text here) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.3** | **Product Quality** | | |
|  | **Question** | **Response** | |
|  | Please provide relevant certification to evidence that the products that you wish to put forward for this tender are suitably tested for quality. In the text box below please state the filename for the document | | |
|  | | Yes ☐  No ☐ |
| (Please Enter Filename here) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.4** | **Risk** | | |
|  | **Question** | **Response** | |
|  | Please provide an example risk assessment that you would use as part of your installation phase of this contract? In the text box below please state the filename for the document | | |
|  | | Yes ☐  No ☐ |
| (Please Enter Filename here) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.5** | **Quality Assurance** | | |
|  | **Question** | **Response** | |
|  | Please provide details (including registration number) of any quality assurance accreditation that your organisation holds e.g. BS ENISO 9001 or equivalent standard. If no accreditation is held, please attach an outline of your assurance policy.  Please provide details of any quality assurance accreditations for which you have applied. | | |
|  | | Yes ☐  No ☐ |
| Please enter text here (if appropriate) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.7** | **Carbon Reduction Plan** | | |
|  | **Question** | **Response** | |
|  | Please confirm that you are able to provide or would be willing to provide (within 6 months of the award of this contract) a carbon reduction plan in line with PPN 06/21.  ([Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts)) | | |
|  | | Yes ☐  No ☐ |
| Please enter text here (if appropriate) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.6** | **Insolvency** | | |
|  | **Question** | **Response** | |
|  | Please confirm that neither your company or business nor any director, shareholder or employee or worker associated with it has been involved in any form of insolvency process or business failures (including the service of a statutory demand which has not been set aside) or director disqualification proceedings in the last 10 years. | | |
|  | | Yes ☐  No ☐ |
| Please enter text here (if appropriate) | | | |

# SECTION 3 EVALUATION AND AWARD CRITERIA

Liverpool BID Company will award the contract to the supplier who, following an evaluation process has the scored the highest marks. The evaluation criteria and process is set out below;

## SECTION 3.1 QUALITY CRITERIA – 80% of Marks

| **Evaluation Criteria** | | |
| --- | --- | --- |
| **Sub Criteria** | **Maximum Score** | **Weighting %** |
|  |  |  |
| Design Proposal | 5 | 20% |
| Project Plan | 5 | 13% |
| Installation Approach | 5 | 12% |
| Call Out & Account Management | 5 | 10% |
| Experience | 5 | 20% |
| Carbon Reduction | 5 | 5% |
| **Totals** | **25** | **80%** |

### SECTION 3.1.1 QUALITY EVALUATION

Evaluation will be undertaken by representatives from Liverpool BID Company.;

* Initially 2 representatives will score the suppliers responses independently using the table and scoring criteria below
* Secondly, the 2 representatives maybe brought together to agree a score for each supplier and each question if there is no agreement.
* The scores may be moderated by an independent individual if there is no agreement between the evaluators. All scores and justification will be noted to provide feedback to all suppliers.
* The score given to the Supplier for each will be divided by the Maximum Score available and then multiplied by the Weighting percentage.

| **Sub Criteria** | **Maximum Score** | **Weighting %** | **Supplier Example Score** | **Supplier %** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Design Proposal | 5 | 20% | 3 | 12% |
| Project Plan | 5 | 15% | 5 | 15% |
| Installation Approach | 5 | 15% | 3 | 9% |
| Call Out & Account Management | 5 | 10% | 5 | 10% |
| Experience | 5 | 20% | 5 | 20% |
| **Totals** | **25** | **80%** | **21** | **66%** |

| **Score** | **Criteria for Award** |
| --- | --- |
| 0 of available points | The proposal and/or answers to the quality questions includes a solution which is unacceptable or would seriously threaten the deliverability of the service. Alternatively, this score will be awarded when the elements under consideration are not clearly included in the submission. |
| 3 of available points | The proposal and/or answers to the quality questions covers some of the areas required but is more of a general statement not fully understanding what is required. The submission also provides a lack of detail and evidence to support the response. |
| 5 of available points | The proposal and/or answers to the quality questions addresses all of the points, offers a high level of detail and provides supporting information. The proposal also includes features which will bring added benefit to Liverpool BID Company. |

## SECTION 3.2 Financial Quality Criteria – 20%

A maximum of 20% will be awarded for price. This will based on the pricing schedule completed in the Document 1 – Pricing Template (15%) and the remaining 5% based on the pricing question contained within Section 4.2. The table below illustrates a pricing scenario and details how the various suppliers would score based on their pricing submission.

The Supplier with the cheapest cost proposed will receive the full 20% with the remaining suppliers receiving a score based on their differential to the cheapest cost.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Formula** |  | **Worked Example** | | | | |
|  | **S1** | **S2** | **S3** | **S4** | **S5** |
| **Total Cost** | A | £500 | £622 | £425 | £440 | £625 |
| **Lowest Cost** | B | £425 | | | | |
| **Calculation** | C = B ÷ A | 0.85 | 0.68 | 1.00 | 0.97 | 0.68 |
| **Convert to Percentage** | D = C x 20 | 17% | 13.6% | **20%** | 19.4% | 13.6% |

In this example Supplier 3 is the cheapest and receives the highest score of 1, the other Suppliers get a score on their proximity to the cheapest price.

This is completed by dividing the remaining Suppliers Price by the Cheapest Price to get a score.

This score is then used to calculate the Financial Score by multiplying the score by the 15%.

The pricing question will be assessed in line with the table below;

| **Sub Criteria** | **Maximum Score** | **Weighting %** | **Supplier Example Score** | **Supplier %** |
| --- | --- | --- | --- | --- |
| **Pricing** | **5** | **5%** | **5** | **5%** |

## SECTION 3.2.2 Final Evaluation

* As part of the final evaluation the financial and quality scores for all tenderers will be brought together and totalled up.
* If for example Supplier 1 scored 66% on Quality and 17% on Financial then they would score a total of 83%
* The tenderer with the highest score will be the preferred bidder and will be informed. Final discussions / clarifications around price, project plan, design and terms and conditions can take place before making a final decision and selecting the supplier.

# SECTION 4 – TENDER SUBMISSION

## SECTION 4.1 Quality Submission (SCORED) – 80%

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Question** | **Maximum Question Score** | **Weighting** |
| **4.1** | **Design Proposal**  Provide your design proposal to meet the specification as set out in the tender documentation.  Tenderers will be expected to showcase their understanding of the local area (including previous displays), the associated budget, keeping to the specification, your subject matter as well as product knowledge.  The maximum will be scored if a contractor is able to satisfy Liverpool BID Company that they have addressed all key points in full and provided suitable supporting documentation.  **Please note there is a page limit of 6 sides of A4 to this response. Any words or characters over this limit will not be evaluated. Tenderers must use calibri (body) font, size 11 to detail your response to this question.** | **5** | **20%** |
|  | Enter Text Here |  |  |
| **4.2** | **Project Plan**  Please provide your proposed project plan to ensure you are able to meet the timelines (as set out in the specification) and deliver your design proposal as set out in question 3.1.  Tenderers will be expected to set out all key activities and milestones, as part of their response. Tenderers may wish to include a GANTT Chart or equivalent as a separate attachment and clearly referenced in their response) and well as supporting commentary.  The maximum will be scored if a contractor is able to satisfy Liverpool BID Company that they have addressed all key points in full and provided suitable supporting documentation.  **Please note there is a page limit of 4 sides of A4 to this response. Any words or characters over this limit will not be evaluated. Any supporting documentation will not count towards the page limit. Tenderers must use calibri (body) font, size 11 to detail your response to this question.** | **5** | **13%** |
|  | Enter Text Here |  |  |
| **4.3** | **Installation Approach**  Please detail the approach that you would undertake for the installation of the Christmas Lights within Liverpool City Centre and the areas set out in this tender documentation.  Tenderers will be expected to set out how they will ensure the installation runs to plan, how risks are managed and mitigated, how they ensure health and safety is applied and adopted whilst minimising impact to the operatives and the general public.  The maximum will be scored if a contractor is able to satisfy Liverpool BID Company that they have addressed all key points in full and provided suitable supporting documentation.  **Please note there is a page limit of 5 sides of A4 to this response. Any words or characters over this limit will not be evaluated. Any supporting documentation will count towards the page count for this question. Tenderers must use calibri (body) font, size 11 to detail your response to this question.** | **5** | **12%** |
|  | Enter Text Here |  |  |
| **4.4** | **Call out & Account Management**  Describe how you will manage any call outs, and your account management process through the contractual period.  Tenderers will be expected to set out how they will ensure that they have a robust strategy in place for call outs and set out their approach, from when a call is received through to rectification. Tenderers will be expected to set out how they would provide assurance to Liverpool BID Company during the contractual period that the project plan was on track?  The maximum will be scored if a contractor is able to satisfy Liverpool BID Company that they have addressed all key points in full and provided suitable supporting documentation.  **Please note there is a page limit of 4 sides of A4 to this response. Any words or characters over this limit will not be evaluated. Any supporting documentation will count towards the page count for this question. Tenderers must use calibri (body) font, size 11 to detail your response to this question.** | **5** | **10%** |
|  | Enter Text Here |  |  |
| **4.5** | **Experience**  Set out your suitability for this project by providing evidence of similar previous projects you have undertaken, the suitability of your staff to carry out the contract and by displaying your understanding of our requirement.   * Tenderers will be expected to provide 2 examples (including a summary) of similar projects delivered within a city / town centre either through a BID Company or alternatively the Local Council. Please ensure you provide a named contact and telephone number as part of your response. Liverpool BID Company will contact the named contacts for the winning bidder as part of the award process. * Tenderers are also required to provide the qualifications and experience of staff who will work on the project. * Tenderers will be expected to provide a summary of their understanding of our project and their suitability to meet and exceed our expectations. * Tenderers will be expected to provide evidence of their experience of dealing with local authorities, fire service, highways agency and others to secure consent for their planned structural lightshow installations.   The maximum will be scored if a contractor is able to satisfy Liverpool BID Company that they have addressed all key points in full and provided suitable supporting documentation.  **Please note there is a page limit of 6 sides of A4 to this response. Any words or characters over this limit will not be evaluated. Any supporting documentation will count towards the page count for this question. Tenderers must use calibri (body) font, size 11 to detail your response to this question.** | **5** | **20%** |
|  | Enter Text Here |  |  |
| **4.6** | **Carbon Reduction – Net Zero**  Set out how your organisation will work towards the transition to Net Zero by 2050, including but not limited to;   * When your business is targeting to reach Net Zero * Your understanding of your total business carbon usage. * What carbon reduction initiatives that you would carry out if awarded to reduce your total business carbon emissions. * How you would update Liverpool BID Company to provide an update on the initiatives that you are carrying out and the anticipated benefits including reduction to your total business carbon emissions.   The maximum will be scored if a contractor is able to satisfy Liverpool BID Company that they have addressed all key points in full and provided suitable supporting documentation.  **Please note there is a page limit of 2 sides of A4 to this response. Any words or characters over this limit will not be evaluated. Any supporting documentation will count towards the page count for this question. Tenderers must use calibri (body) font, size 11 to detail your response to this question.** | **5** | **5%** |
|  | Enter Text Here |  |  |

## SECTION 4.2 Financial Submission (SCORED) – 20% of Marks

Bidders must complete the following information to be considered in the financial evaluation and the figure inputted

below must match the amount contained within Appendix 1

|  |  |
| --- | --- |
| **OVERALL 3 YEAR PRICE (INCLUDING EXPENSES)** | |
| **Price (Excluding VAT)**    This should be equal to the  Total in Document 1 –  Pricing Template for the  Total costs for the £200k a  year and £300k a year  budgets | £ |

|  |  |  |  |
| --- | --- | --- | --- |
| **4.2.1** | Pricing  Set out how you will ensure that the pricing that you have set out in Appendix 1 will adhere to the budget and provide the quality and visuals required within the specification. This should include but not be limited to;   * How you will prioritise the various locations that fall under the responsibility of Liverpool BID Company? * How you will ensure that you are offering Liverpool BID Company value for money? * How you will ensure that the project keeps to the budget that you have proposed in Document 1 – Pricing?   The maximum will be scored if a contractor is able to satisfy Liverpool BID Company that they have addressed all key points in full and provided suitable supporting documentation. | **5** | **5%** |
|  | Enter Text Here |  |  |

# Section 5 – Background to Liverpool BID Company

Liverpool BID Company is an independent non-profit organisation that represents more than 1,500 businesses in Liverpool city centre via the City Central BID and Commercial District BID (Business Improvement Districts).

Its main focus is to support and improve the business trading environment by investing monies, raised from a levy and sponsorship, into a programme of events, environmental and safety projects, as well as the marketing of the city centre as a world class visitor destination and business location.

Liverpool BID Company was formed in 2005 as one of the first in the UK. The company is a founding member of the Northern BIDs Group.

How BIDs Work

* Over 300 in the UK (Liverpool CEO is Chair of national network)
* Voted for by businesses based on proposal
* If 50% of businesses say ‘YES’ a compulsory levy is put into place to fund the proposal, usually for 5 years.
* Proposals generally based around ‘Adding Value’ on top of statutory services (e.g. Councils, Police etc)

Governance

* Boards made up of businesses
* Representative of the areas they represent

Liverpool BID Areas

* Retail & Leisure BID – Est 2005 (4th Term)
* Commercial District BID – Established in 2011 (2nd Term