

Garstang Town Council
Tender for Christmas Lights and
Associated Maintenance in
Garstang Town Centre
2023 to 2028 (5 Years)

Responses Required by: 5.00pm 17th April
2023

Budget: £18,000 excluding VAT

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1. Background Information

Garstang Town Council has taken on responsibility for the Christmas lights displays across Garstang town centre from 2023, supported by a range of community organisations.

We are seeking tenders for the supply of new Christmas lights, the installation and removal, storage of pre-owned infrastructure, storage of the new lighting, the maintenance and testing of high-quality festive light displays.

We are excited to review tenders and keen to understand new ideas for how we can illuminate Garstang for the next 5 years for the festive season.

This contract would run from 2023 to 2028, with installation and removal to be undertaken within the timeframes specified within this document. Attendance will be required at the actual light switch on, to set the lights going and deal with any issues on the night.

2. History

Garstang is an ancient market town and civil parish within the Wyre borough of Lancashire, England. It is 10 miles north of the city of Preston and 10 miles south of Lancaster.

Lying on the River Wyre, River Calder and the Lancaster Canal, Garstang is situated close to the A6 road, the M6 motorway. Garstang is steeped in history.

The town's history stretches as far back as the Domesday book and beyond when it was spelt "Cherestanc". For centuries Garstang, situated between the much larger communities of Preston and Lancaster, has been the hub of the wider agricultural community. A market with a heritage dating back to the Stuart period and earlier continues to be held every Thursday.

The central high street is the main commercial hub of the town with several offshoot streets and weinds making up the town centre. The town centre has a number of key focal points, with the most prominent being the Market Cross at the top of the High Street. Lighting up the Town Centre for the festive season is a key part of the towns festive celebrations, and helps to enhance the visitor experience during this time.

3. Outline Requirements

Garstang Town Council wishes to secure the provision of Festive Lights in the areas specified in the appendix and section 4.1 and is seeking a suitably qualified organisation to provide a full festive lighting solution.

The objective of the contract will be to produce and innovative an energy efficient illuminated display/decorations package, utilising the established hanging points and new hanging points, set out in the appendix.

The contract will include the design, supply, delivery, installation, removal and storage of the festive lighting features provided under the contract, along with all associated electrical work and infrastructure requirements. The design of the features will be approved by the Council and the Council will hold the copyright to any bespoke features.

Tenderers should note that the contract is for new lighting products only and second hand or refurbished units will not be considered.

The Town Council is looking for a colour theme which is in keeping with and sensitive to the Town, however it is receptive to consider a range of options.

4. Detailed Requirements

4.1. Design Specification

The below table sets out the specification which we would like you to provide tender responses and designs against. The scope has been split into 3 categories; these are as follows:

- Scope A – This follows a similar location structure which has been undertaken in previous years
- Scope B – This is in addition to Scope B to extend the cross-street lighting onto Park Hill Road
- Scope C – This is in addition to Scope C to include up to 3 freestanding light-up features at key locations in the Town Centre, these will be used to promote tourism in the town.

The scope below is set out to provide an Output specification (defines only the outputs that are required by the contract) so that you have greater flexibility for developing innovative solutions.

Location	Map/Photo Ref	Requirement	Comments
Scope A			
High Street	Figure 1	Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	
	Figure 3		
	Figure 4	Cross street display/motif, near the Old Town Hall	
	Figure 5	20 to 25 ft Large Real Christmas tree with lighting plus decorative fencing (owned), near the Market Cross	Railings provided by the council to go around the Christmas tree but storage will be required for these.
Bridge Street	Figure 1	Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	
Church Street	Figure 1	Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	

Location	Map/Photo Ref	Requirement	Comments
Park Hill Road	Figure 1 Figure 2	Partial Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	
Stoops Weind	Figure 1 Figure 10 Figure 11	Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	
	Figure 12	Ceiling lighting to ceiling of the weind, or similar effect which allows it to be illuminated.	
Thomas Weind	Figure 1 Figure 8	Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	
	Figure 7	Ceiling lighting to ceiling of the weind, or similar effect which allows it to be illuminated.	
	Figure 9	Birch tree wrapped with LED lights, or similar effect to the tree which allows it to be illuminated.	
Cherestanc Square	Figure 6	Tree wrapped with LED lights, or similar effect to the tree which allows it to be illuminated.	
Scope B			
Park Hill Road	Figure 1 Figure 13	Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	This is an extension to the existing Park Hill Road lighting scheme.
Scope C			
Cherestanc Square	Figure 16 Figure 17	3D Free-standing outdoor festive figurine. This is to be used to promote tourism in the town by acting as a focal point/picture opportunity.	Proposed location is somewhere in Cherestanc Square. Electricity source is yet to be identified; proposals welcomed from potential suppliers

Location	Map/Photo Ref	Requirement	Comments
High Street	Figure 14 Figure 15	3D Free-standing outdoor festive figurine. This is to be used to promote tourism in the town by acting as a focal point/picture opportunity.	Proposed location is near to Towers and Gornall Accountants. Electricity source is yet to be identified; proposals welcomed from potential suppliers
Other Location		3D Free-standing outdoor festive figurine. This is to be used to promote tourism in the town by acting as a focal point/picture opportunity.	Location and electricity source not yet identified; proposals welcomed from potential suppliers.

4.2. Maintenance and Installation Requirements

The Council are looking for a suitable contractor to provide the following for a 5 year period.

Design of Christmas lighting display (including visuals) as detailed in Section 4.1.

Supply and Hire of all displays, as detailed in Section 4.1. During the contract provision must be made to replace any light brackets as and when necessary, at the contractor's professional judgement.

Installation, dismantling and removal of all of the display.

Repairs and maintenance of the displays including annual PAT testing. All testing certificates must be kept on file by the tenderer and be supplied to Garstang Town Council upon request.

Storage of the displays and associated equipment including transportation to and from the point of storage

Installation, dressing and removal of a real Christmas Tree, this must be locally sourced from an eco-friendly producer.

Supply, installation, maintenance, and repairs of all electrical points required to illuminate the displays. This must include contact and co-ordination with all electricity providers, both existing and new. *Please note a representative from Garstang Town Council can accompany contractors on visits to providers if necessary.*

In Year 1 capital provision must be made for a review and upgrade work to the existing electricity points, this must include the supply and installation of new timers, sockets or infrastructure and removal of all external redundant or obsolete wires/cable from previous years (even if not your equipment).

All electrical installations shall be tested in accordance with current I.E.E. Wiring Regulations and all other appropriate legislation, upon installation and on an annual basis thereafter if left in place. All testing certificates must be kept on file by the tenderer and be supplied to Garstang Town Council upon request. All connectors, coupling and terminators must be weatherproof and in compliance with the I.E.E. Wiring Regulations (BS7671) plugs and sockets to BS4363 IP67 rating should be used.

All installations must comply with Lancashire County Council's Column attachment guidance policy. This guidance covers the attachment of seasonal items, such as festive decorations. Catenary Arrangements at appendix B point 11 need to be adhered to. The documentation can be found here:
<https://www.lancashire.gov.uk/media/942038/column-attachment-guidance.pdf>

Suggestions of changes to power solutions would be welcomed with the primary use to be to using unmetered supply points (with necessary permissions)

Supply, maintenance, installation and annual load/pull testing (to industry standard) of all catenary wires, eye bolts and associated equipment required to install the

displays in a safe manner. Certificates must be provided for proof that both catenary wire and eye bolt testing has been completed prior to installation.

During the contract period provision must be made for replacement catenary wires and eye bolts (unless detrimental to the property) as and when necessary, at the contractor's professional judgement.

No display or suspension systems or any part thereof should be less than 5.8 metres above the public highway or 2.5m above a footway. Loads on catenary wires and fixings shall not exceed the certified Safe Working Load of each individual site.

The Town Council may also appoint an independent Consulting Engineer to advise on calculations of the working load on wires and bolts and the factor of safety applied.

Windage calculations must be provided as these will be supplied to property owners as proof that the items installed fulfil all legal requirements/industry standards. We will require workings showing wind speed for area, wind load and load per fixture.

Connections/fixings to be non-corrosive to ensure no damage is caused to the buildings.

Contact and co-ordination with all property owners for any new/replacement catenary wires and eye bolts to be attached to buildings will be managed via Garstang Town Council who will seek (when informed by the contractor) written permissions from property owners for this to be completed prior to any works taking place.

Testing prior to Switch on Event, to be completed at **least 10 days** before and on the day before. On the evening of the switch on, you will provide an agreed number of trained personnel to ensure all lights (including the main tree) are switched on simultaneously.

To provide and be responsible for a technical solution and any associated equipment to schedule, program and access all displays remotely (Garstang Town Council will supply the times for the displays to be illuminated). Garstang Town Council would also prefer to have digital access to alter the Light on/off times via a mobile app if available.

Provision of all staff required to switch on the lights and displays on the night of the Switch on Event plus staff and equipment to resolve any outages.

Engagement with electricity providers to ensure access is enabled to electricity source points for installation should be undertaken at least once month in advance.

Details of the electrical load pertaining to each electricity provider to enable Garstang Town Council to reimburse electricity providers following the festive period.

Please note: A cherry picker/access platform must be used to install the lighting displays; the contractor is to supply this.

The town market is held on the High Street each **Thursday**, therefore installation and dismantling will not be possible within this area on Thursdays

The contractor to provide Public Liability Insurance and contents insurance for the installation of the lights (and associated fittings), removal of the lights (and associated fittings) and for the duration of the period which the lights are in position. This information is to be provided in Section 8.2.

There are 21 support columns that require storage when they are not being utilised on site.

4.3. Contract Timings

The contract will run for five years 2023, 2024, 2025, 2026 and 2027 based on the below timelines. The below timelines for each year are provided as a guide only, and are subject to finalisation each year, and could be +/- 14 days subject to mutual agreement.

Year	Approximate Installation	Approximate Switch On	Approximate Removal
Year 1	13 th November 2023	27 th November 2023	15 th January 2024
Year 2	11 th November 2024	25 th November 2024	13 th January 2025
Year 3	10 th November 2025	24 th November 2025	19 th January 2026
Year 4	9 th November 2026	23 rd November 2026	18 th January 2027
Year 5	8 th November 2027	22 nd November 2027	17 th January 2028

It should be noted that continuance of this contract in years two, three four and five is wholly dependent on the performance of the tendered during the preceding year. Penalties will be used in determining this and will include:

- 95% of each individual feature must be always lit
- All features must be delivered, installed, removed, and collected as per the agreed programme
- 24-hour response time to repair any outages
- Availability of replacement features
- Production of test certificates as required must be supplied prior to first delivery of festive lights

5. Tender Process

5.1. Tender Timeline

The tender timeline is detailed below and sets out the deadlines for the various aspects of the Tender Process.

Date	Activity
20 th March 2023	Tender Request Published
11.00am 11 th April 2023	Deadline for Additional Information Requests and Meetings with the Council
5.00pm 17 th April 2023	Tender Submission Deadline
15 th May 2023	Full Council Decision on award of contract
16 th May 2023	Tender Applicants Informed of Outcome

5.2. Selection Criteria

This Tender Selection is based upon a suppliers' ability and technical capability to provide and deliver the service within the costs being tendered. The preferred tenderer will be determined based on how their proposed solution can best demonstrate their ability to meet requirements along with the most economically advantageous tender.

The tender evaluation will be split as per the following weighting:

- Design, Quality, Tender Response Information and Cost 60%
- Sustainability 10%
- Public design preference 30%

5.3. Tender Request Procedures

Garstang Town Council will do everything possible to ensure tenderers have access to all information they require in order to produce their response.

Potential tenderers must ensure that they clarify any points of doubt or ambiguity before submitting their tender. If clarification is required in order to complete the tender. Any question regarding these documents and the specific requirements of Garstang Town Council must be made in writing by email to clerk@garstangtowncouncil.gov.uk and specify that the e-mail relates to the Garstang Christmas Lights displays contract. Any additional information will be shared with all suppliers via a shared document.

Garstang Town Council does not bind itself to accept the lowest bid or any quotation. It reserves the right to withdraw any part of the quotation document prior to award of contract and reserves the right to discontinue the quotation process at any time, nor does it guarantee that it will decide to award a contract.

The Council will write to all contractors at the conclusion of the tender selection process advising of the Council's decision.

The Council is happy to meet with any potential suppliers prior to submission deadline, this should be arranged with the Clerk, clerk@garstangtowncouncil.gov.uk. The Clerk and members of the Review Panel will meet with potential suppliers to discuss proposals and specifications. Any additional information or answers to questions will be provided to all potential suppliers.

6. Tendering Submissions

Tenderers are required to complete the Tender documentation (including the pricing schedule) and submit the following documentation*:

6.1. Design Proposals

Tenderers are requested to submit their design proposals* utilising the attachment points identified. These designs should follow the scope set out in Section 4.1

The Council will expect the tenderer to use innovation in its designs, including daytime appearance, animation, and sequencing of features.

The Council may request changes to designs through engagement with suppliers and all designs will be subject to public consultation.

The final design of the features will be approved by Garstang Town Council.

A computer image reproduction of the proposed illuminations depicting the features in situ should accompany the submissions. A jpeg of each individual lighting feature is also required; the authority will also have the right to use the jpeg if the design is accepted.

The Council will select the combination of options it considers represent the best visual display for the locations.

The client will assess this aspect of the tender through a combination of the technical data and design proposals submitted together with an assessment of the tenderer's facilities and products that have been installed within other referenced public areas or sites. It may be necessary for the client to visit the manufacturing facility as part of this process. The client will verify any references submitted.

6.2. Fitness for Purpose

The tenderer must provide a statement or other documentation* that certifies the design and construction processes undertaken and which provide adequate assurances to the Council that the products are robust, durable and meet the required specifications. Garstang experiences windy/inclement weather conditions throughout the winter months. This should be taken into consideration for all aspects of design and installation.

All installations must comply with Lancashire County Council's Column attachment guidance policy. This guidance covers the attachment of seasonal items, such as festive decorations. Appendix A – Health & Safety and Other Considerations, and specifically Electrical Safety Requirements page 8 need to be adhered to. The

documentation can be found here:

<https://www.lancashire.gov.uk/media/942038/column-attachment-guidance.pdf>

All electrical and design test certificates must be retained by the tenderer, and copies made available to the authority prior to delivery.

The tenderer will also provide the authority with the electrical load of each feature prior to delivery. All technical specifications must meet the required current standards.

The tenderer will specify how each feature will fit to the cross-street span or building.

6.3. Method Statement

Tenderers are required to submit a Method Statement* which will be a fundamental part of the agreement between the parties and which will be incorporated into the contractual document. For this reason, it is vital that the Method Statement is realistic and thorough but does not contain guarantees as to the levels of service which cannot be achieved or maintained. The Method Statement will be assessed as part of the tender evaluation process.

The Method Statement must contain as a minimum (but should not be limited to) the following key elements:

- Overall risk assessment
- Unforeseen events
- Staff absences
- Tenderer ceasing to trade

6.4. Statement of Capacity

The tenderer must submit a clear statement of the organisation's capacity* to undertake this contract. The statement should include but is not limited to the details and numbers of key personnel to be deployed in:

- The management of the contract
- The design of the lighting features
- The construction of the lighting features (if appropriate)
- The repair and maintenance of the lighting features
- The installation/dismantling and safe storage of the lighting features

Details of employee's experience/technical competence, in the provision of design, fabrication, supply, installation/removal, repair of festive lighting features and installation of associated equipment (electrical timers/sockets) should be given (if requested).

6.5. Service Delivery Timetable

The tenderer should provide a timetable* which identifies the minimum lead time from receipt of the purchase order to first delivery, installation, and testing, this must be a minimum of 60 days prior to switch on. The timetable should include the following dates as a minimum:

- Installation of displays
- Testing of displays
- Official Switch On (dates to be confirmed by Garstang Town Council)
- Lights Switched Off (12th day of Christmas 6th January)
- Date for removal of displays

6.6. Experience of Delivering contracts of a similar scope and value

The tenderer must demonstrate a proven track record* in the design, fabrication, maintenance, installation/removal and storage of festive lighting features and associated electrical work.

6.7. Maintenance and After Sales Service

The tenderer must demonstrate that they can fulfil the obligations below and supply information on how they can accomplish this*.

Repairs and Maintenance

It is a requirement that the tenderer ensures that all lighting features remain fit for purpose and in full working order for the duration of the festive period each year. The tenderer must also ensure that post festive period; the features are tested and inspected in readiness for the following season.

It is a requirement that the tenderer has a 24 hour repair facility by a dedicated team including out of hours, weekends and Bank Holidays where required at no cost to Garstang Town Council.

The tenderer must demonstrate how they will maintain the lighting features and rectify defects during the festive period and within 24 hour timescales. Tenderers must explain their approach to the management of emergency repair situations, and provide details of situations that constitute both routine and emergency repair situations, as well as the maximum response times for each of those situations.

Replacement Features

It is essential that the contractor has alternative and appropriate (please refer to section on equalities) features available of a similar type and size for swap out within a 24 hour period including out of hours, weekends and Bank Holidays where required at no cost of Garstang Town Council.

Technical Assistance

The successful contractor will demonstrate in their submission how they will provide technical advice and assistance to the Council.

The tenderer will provide a site survey at no cost to Garstang Town Council.

6.8. Storage of Lighting Features

It is a requirement of the tenderer that all lighting features are stored securely within an appropriate approved indoor facility. Need to include storage of poles

All lighting features must be transported each year prior to installation and following the removal and stored by the tenderer at no extra cost to the Council.

Tenderers should submit proposals for the safe storage of the lighting features which should include the detail of the proposed storage facility and how the lighting will be stored.

6.9. Record Keeping

The tenderer must provide details (if requested) of how they will construct and maintain a detailed inventory of all leased/hired, purchased and stored features and how it proposes to share this inventory with the Council.

Each feature should have a fixed reference plate; this will have a unique feature number inscribed.

The tenderer will include the dimensions, weight and electrical load of each feature on the inventory.

Tenderers may find it useful to submit examples of currently used templates for inventory management.

All BS/BSEN test certificates must be retained by the tenderer, and copies made available to the Council prior to delivery.

6.10. Other Information Equalities

Although the Christian population celebrates Christmas, non-Christians also celebrate it as a secular cultural festival. For this reason, the festive lighting supplied by the tenderer is non- denominational.

Environment/Sustainability

All festive lighting provided through a tenderer has to include latest technology energy efficient light sources to maintain a minimal environmental impact.

The tenderer will ensure that sufficient insurance cover is provided as indicated within the tender document.

6.11. Instructions for completing tender

- It is the Town Council's intention that, where a number of organisations are working in partnership to provide the solution, a single entity will act as prime contractor.
- Unless specifically requested to supply copies of documents, please insert your answers in the space provided following each question. All enclosures and supporting documents should be clearly marked with the sections and questions to which they relate. All questions anticipating enclosures are marked with an asterisk*.
- Please do not include general marketing or promotional material from your Organisation as answers to any of the questions unless specifically requested to do so.

7.1. Scope A

Map – Existing Cross Street Lighting



Figure 1 Map of cross street lighting

Key for Map

Yellow numbers show where existing poles are fitted.

Red line is the existing/previous path of lighting (where there is no yellow number the lights are connected to buildings)

Green line is the Scope B proposed extension

Map Notes

Photo – Cross Street Lights Location (Mixture of High Street, Park Hill Road, Bridge Street and Church Street)



Figure 2 Current Location of Cross Street Lights (Near M and Co)



Figure 3 Garstang High Street (where cross-street lighting or similar is to be fitted)

Photo – Location of Cross Street Motif/Welcome Sign



Figure 4 Location of Cross-Street Motif at the Old Town Hall

Photo – Main Christmas Tree Location



Figure 5 Central Location for Real Christmas Tree (next to the Market Cross)

Photo – Cherestanc Square Tree



Figure 6 Tree in Cherestanc Square

Photo – Thomas Weind

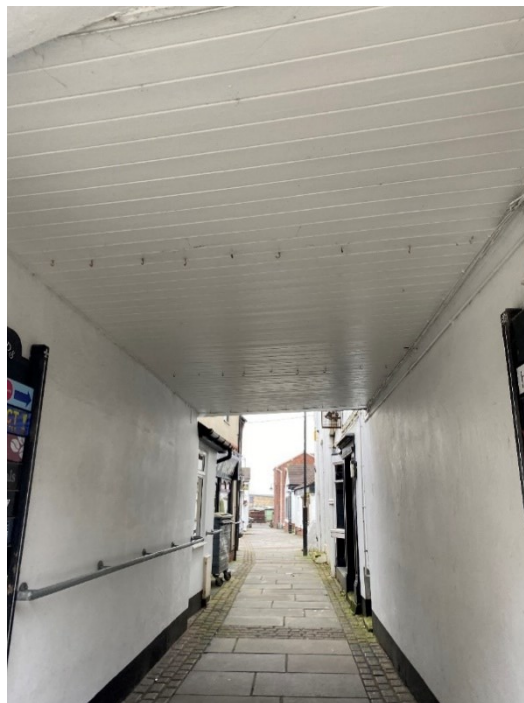


Figure 7 Thomas Weind Ceiling



Figure 8 Thomas Weind



Figure 9 Thomas Weind Courtyard and Tree

Photo – Stoops Weind Photos



Figure 10 Entrance to Stoops Weind from Park Hill Road



Figure 11 Stoops Weind



Figure 12 Stoops Weind Ceiling

7.2. Scope B

Photo – Location for Park Hill Road extension



Figure 13 Photo of Proposed Extension for Cross-Street Lights on Park Hill Road

Map – Proposed Park Hill Road extension

- Included within Map in Scope A

7.3. Scope C

Photo – High Street location for 3D Figure



Figure 14 Entrance to High Street Car Park/Towers and Gornall (Potential High Street Location for 3D Figure)



Figure 15 Additional Potential Location for 3D Figures

Photo – Cherestanc Square location for 3D Figure



Figure 16 Cherestanc Square View from Booths



Figure 17 Cherestanc Square View from Park Hill Road

8. Tender Response Form

To Garstang Town Council

I/We, the undersigned, do hereby agree on being notified of the acceptance of my/our tender in whole or part, to carry out the fulfilment of the contract in accordance with Garstang Town Council's "General Conditions of Contract", which I/we have examined, and the special conditions which are included in the tender documents.

Signature

Position

Firm/Company

Registered Address

.....

Telephone Number

Date

Name Of Person Dealing with This Submission	
Full name	
Position	
Telephone	
E-mail	
Signature	
Date	

8.1. Organisation Information

8.1.1	Full name of organisation (this should be the name of the organisation acting as prime contractor, where applicable).
8.1.2	Trading name of organisation (if different from above).
8.1.3	Date of formation
8.1.4	Registered number if a limited company
8.1.5	Registered address of organisation and address of principal trading office
8.1.6	Phone number
8.1.7	E-Mail Address
8.1.8	Address and phone number of office from where business would be conducted in support of this contract, if different from 1.5 and 1.6 above
8.1.9	Full names and addresses of all directors/company secretary/ partners/associates or proprietor
8.1.10	Have any of the persons named in 1.10 above, been subject to bankruptcy proceedings or been involved in an organisation which has been subject to liquidation proceedings or had receivers appointed? If yes, please give details.
8.1.11	Do any of the persons named in 1.10 above; have relative(s) who are employees of Garstang Town Council, or Councillors? If yes, please provide details.
8.1.12	Do any of the staff employed in your organisation (or partner organisations) that would be engaged on this contract have relative(s) who are employees of Garstang Town Council, or Councillors? If yes, please provide details.
8.1.13	Have any of the persons named in 1.10 above, ever been employed by Garstang Town Council or ever been a Councillor of Garstang Town Council? If yes, please give details.

8.1.14	If your organisation is a member of a group of companies, give the name and address of the holding company
8.1.15	If your organisation is a member of a group of companies, will the holding company guarantee your performance of the contract?
8.1.16	Please provide the names of any other companies or other organisations that may supply any aspect of the proposed solution required by the Town Council, whether acting as part of a consortium or as sub-contractors or in any other capacity.
8.1.17	Where are your products manufactured e.g. inside or outside of the UK. Please provide name of Country of manufacture?
8.1.18	Do you pay the living wage as set by the Living Wage Foundation?

8.2. Insurance, Qualification & Regulation Requirements

8.2.1*	Please give details of your Organisation's Employers Liability Insurance (Please supply a copy of your Employers Liability Insurance). At least £10m Employer Liability insurance must be provided	
	Insurer:	
	Address of insurer/broker:	
	Policy number:	
	Expiry Date:	
	Limit of indemnity:	
8.2.2*	Please give details of your Organisation's public liability (third party) insurance. (Please supply a copy of your Public Liability Insurance). At least £10m Public Liability insurance must be provided	
	Insurer:	
	Address of insurer/broker:	
	Policy number:	
	Expiry Date:	
	Limit of indemnity:	
8.2.3*	Please provide evidence of compliance and copies of qualification certificates with the requirements of both Unit 2 & 10 of the Street Works qualification and other relevant associated accreditations . (The proof must include the company name, employee name and qualification gained).	
	Training Organisation:	
	Address of Training Organisation:	
8.2.4*	Is your organisation, or any of your proposed partners, CHAS/Safe Contractor approved? <i>If yes please provide proof</i>	
8.2.5*	Please provide evidence and copies of approved tester qualification certificates with the requirements to carry out anchor bolt/catenary wire load testing, maintenance, repairs and inspection. This must be to British Standards BS8539:2012, BS EN795:2012 and BS7883:2005	

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Licence to Work above the Highway

It is now a requirement of Garstang Town Council to apply for a Highways to complete any works above the highway, this includes any works relating to Christmas Lights.

Any contractor working on behalf of Garstang Town Council must supply the information stated in 8.2 above and be able to provide additional details as mentioned below when requested by Garstang Town Council, to allow them to apply for the licence:

- **Provision of emergency contact of the contractor is imperative** as LCC Highways will need a one-point emergency contact with a daytime and out of hours telephone number should matters arise, not only while installation/dismantling is taking place, but should any remedial action be required at any other time, so the availability of someone must be 24/7 all year round. If the contractors could not be contacted in an emergency LCC Highways would carry out the work and charge the contractor accordingly
- **Informing LCC Highways when the 'works' will take place.** LCC Highways would like this request to come from Garstang Town Council, as the single point of contact. The requirement is that LCC Highways are asked permission to carry out works on specific dates and it would be LCC Highways that would decide the suitability of the dates not the contractor or Garstang Town Council. The requests should be made well in advance of the proposed date (not less than four weeks prior) to avoid potential clashes with others working on the Highway and disappointment should a negative response be received.
- **Any 'works'** would have to take place either first thing or last thing in the day when the Highway is quiet and pedestrians are at a minimum

Please note: The tenderer should comply with all relevant and up-to-date Safety Standards and Codes of Practice. During the tender period should any legislation/regulations change the contractor must ensure their staff/contractors comply with these changes and meet any qualification requirements at no cost to Garstang Town Council.

The successful tenderer must indemnify Garstang Town Council against all claims arising from any aspect of this tender.

Please note: The above is a pass or fail element of the opportunity. If you are unable to provide this documentation your submission will not be considered

8.3. Technical Experiences and References

8.3.1	<p>Please provide contact details (including named individuals and telephone numbers) of 2 organisations for which you have performed similar work and that we may approach for references. If you have a reason for the Council to let you know, before an individual contact is made, please specify.</p> <div data-bbox="325 427 1423 501"></div>
8.3.2	<p>Has your organisation, or any of your proposed partners, ever had a contract terminated or your employment terminated under the terms of that contract? If yes, please give details.</p> <div data-bbox="325 629 1423 696"></div>
8.3.3	<p>Has your organisation, or any of your proposed partners, not had a contract renewed for failure to perform to the terms of a contract? If yes, please give details.</p> <div data-bbox="325 824 1423 891"></div>
8.3.4	<p>Has your organisation, or proposed partners, ever suffered a deduction for liquidated and ascertained damages in respect of any contract within the last 3 years? If yes please give details.</p> <div data-bbox="325 1025 1423 1086"></div>

8.4. Implementation

8.4.1	<p>Please describe your approach to working in partnership with local authorities to deliver the services mentioned in the outline specification and provide indicative information regarding any innovative packages you may wish to propose to Garstang Town Council.</p>
8.4.2	<p>What will be your methodology for quality assuring service provision to the Council? Please provide details.</p>
8.4.3	<p>Does your organisation have a complaints procedure in place?</p>

8.5. Financial Details

8.5.1	Please state the full name and contact details of the person in your organisation who will be responsible for financial matters relating to this contract.
8.5.2 *	Please enclose a copy of your organisation's audited accounts and annual reports for the last financial year.
8.5.3	Are there any outstanding claims or litigation against your organisation about systems and/ or service delivery? If yes, please give details.
8.5.4	Please state the name and address of your bankers
8.5.5	Please supply your VAT registration number.

8.6. Health & Safety

8.6.1*	Please enclose a copy of your Organisation's and proposed partners Health & Safety Policy Statement or other declaration, information or instruction issued by your Organisation as necessary, to protect the health, safety and welfare of your employees.
8.6.2	Please give the name of the person(s) with specific responsibility for the implementation and maintenance of your Organisation's health & safety policy e.g. Safety officer or safety adviser.
8.6.3	In the last three years has your Organisation or proposed partner been prosecuted for contravention of the Health & Safety at Work Act 1974 or equivalent national legislation, or been the subject of a formal investigation by the Health and Safety Executive or similar body charged with improving health and safety standards? Please provide details.
8.6.4	Please provide details of how your health and safety policies are communicated to your employees and administered within your Organisation.
8.6.5	Provide details of your Organisation's Health & Safety Training for employees.
7.6.6	Does your Organisation undertake Health and Safety Audits? Please provide details.

8.7. Professional Conduct

8.7.1	<p>Is your Organisation or are your proposed partners currently involved with any legal proceedings (including Arbitration). If so, please provide details.</p>
8.7.3	<p>Are there any issues, current or likely, in relation to your Organisation or proposed partners that may give rise to any conflict of interest? If so, please provide details.</p>

8.8. Undertakings

When you have completed the document, please ensure that:

- You have fully answered all appropriate questions.
- You have enclosed all documents requested (marked with an asterisk*).
- You have read and signed the section below.

This undertaking is to be signed by a senior person on behalf of the organisation making this application.

My organisation in completing this tender document has considered the Specification and I certify that my organisation is interested in performing the services set out in it.

I certify that the information supplied is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the tender. I understand and accept that the provision of false or inadequate information could result in the rejection of this application.

I understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I also understand that any such action will empower the Council to cancel any contract currently in force and will result in the rejection of this application.

Under the Freedom of Information Act 2000 the Council is obliged to publish or otherwise make available information which it holds, subject to certain exemptions, and will not accept contractual terms which restrict its ability to conform with its duty to disclose.

You should identify any part of your tender which you consider should be withheld as confidential.

Signed for and on behalf of the Organisation

Signature

Name

Position

Firm/Company

8.9. Documentation to be submitted with Tender Submission

- Completed tender response form and financial response form
- Design proposals including technical requirements and visual designs
- Public Liability Insurance
- Employers Liability Insurance
- Training Qualifications and Certifications
- Audited Accounts
- Health & Safety Policy Statement

8.10. Documentation to be submitted once tender has been awarded

- Risk Assessment
- Method Statements for any work to be carried out
- Catenary Wire and Eye Bolt testing certificates
- Windage calculation with workings showing wind speed for area, wind load and load per fixture.
- Documentation stated in the tender to be available upon request.

8.11. Financial Response Form

Please enter costs excluding VAT.

Location	Requirement	Non-Recurring Capital Costs	Recurring Costs Each Year	
		Non-recurring costs incurred for initial set up only.	Supply of Lights	Install/Removal /Maintenance/Repairs/ Testing/Storage
Scope A				
High Street	Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	£	£	£
	Cross street display/motif, near the Old Town Hall	£	£	£
	20 to 25 ft Large Real Christmas tree with lighting plus decorative fencing (owned), near the Market Cross	£	£	£
Bridge Street	Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	£	£	£
Church Street	Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	£	£	£
Park Hill Road	Partial Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	£	£	£

Location	Requirement	Non-Recurring Capital Costs	Recurring Costs Each Year	
		Non-recurring costs incurred for initial set up only.	Supply of Lights	Install/Removal /Maintenance/Repairs/ Testing/Storage
Stoops Weind	Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	£	£	£
	Ceiling lighting to ceiling of the weind, or similar effect which allows it to be illuminated.	£	£	£
Thomas Weind	Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	£	£	£
	Ceiling lighting to ceiling of the weind, or similar effect which allows it to be illuminated.	£	£	£
	Birch tree wrapped with LED lights, or similar effect to the tree which allows it to be illuminated.	£	£	£
Cherestanc Square	Tree wrapped with LED lights, or similar effect to the tree which allows it to be illuminated.	£	£	£
Scope A Totals		£	£	£
Scope B				
Park Hill Road	Cross street lighting features which transcend across the street. This could be, but is not limited to: cross street displays, icicle lighting, cluster line lights or garlands etc.	£	£	£

Location	Requirement	Non-Recurring Capital Costs	Recurring Costs Each Year	
		Non-recurring costs incurred for initial set up only.	Supply of Lights	Install/Removal /Maintenance/Repairs/ Testing/Storage
Scope B Totals		£	£	£
Scope C				
Cherestanc Square	3D Free-standing outdoor festive figurine. This is to be used to promote tourism in the town by acting as a focal point/picture opportunity.	£	£	£
High Street	3D Free-standing outdoor festive figurine. This is to be used to promote tourism in the town by acting as a focal point/picture opportunity.	£	£	£
Other Location	3D Free-standing outdoor festive figurine. This is to be used to promote tourism in the town by acting as a focal point/picture opportunity.	£	£	£
Scope C Totals		£	£	£
All up Total		£	£	£