



**TENDER SPECIFICATION
BILLERICAY TOWN COUNCIL
FOR CHRISTMAS LIGHTS**

2020 - 2022

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1 INSTRUCTIONS FOR SUBMITTING A TENDER:

1.1 INTRODUCTION:

- 1.1.1 Billericay Town Council (BTC) owns Christmas lights which are used to decorate various areas in the High Street every year. The lights are to be switched on two days prior to the Billericay Christmas Market which takes place on the first Sunday in December each year.
- 1.1.2 The areas to be covered by the proposed contract are Billericay High Street; roundabout at Sun Corner/Laindon Road; High Street/Western Road; roundabout at Stock Road.
- 1.1.3 The current BTC lighting scheme is detailed below. BTC own all the lamp column motifs, festoons, tree lights and spiral Christmas tree. **It is important to emphasise that the Council is not looking for a complete new lighting scheme, however 5 lamp columns cannot have large motifs attached due to the presence of CCTV cameras - alternative lights/motifs will be required for these. Additional lighting is also required to decorate the Jubilee beacon as previously a large bauble and light curtain were hired annually. From 2020 a 20ft Christmas tree will be placed outside the Town Hall which will require coloured lights.**
- 28 x lamp column motif lights - selection of red, blue and green stars
 - Selection of tree lights - see location map
 - Festoon cables - see location map
 - Spiral Christmas Tree - see location map
 - Inclusion or separate rental costing of decoration(s) for the beacon - see location map plus alternative lights for 5 lamp columns with CCTV cameras on
 - Coloured lights for a large Christmas tree (approx. 20ft) which is to be installed outside the Town Hall building
- 1.1.4 The lights are to be installed and tested prior to the Billericay Christmas Market which takes place on the first Sunday in December annually. Any lamp columns not functioning due to timer or power issues are to be reported and rectified (if possible). The lights are to be switched on two days before the market. In 2020 this will be 4th December.
- 1.1.5 The tree lights will be lit at approx. 4.30pm during the Christmas Market and there must be an agreed number of trained personnel in attendance for this.
- 1.1.6 The lights must be installed no later than two weeks prior to the switch on date in order to be tested and any works required carried out so that they are fully operational for the market.
- 1.1.7 All reported lighting issues require a next working day response (unless it is an emergency).
- 1.1.8 Currently all lamp column lights work on independent timers and stay lit from switch on date until Twelfth Night (6th January).
- 1.1.9 All lamp column motifs/festoons/other decorations are to be removed within two weeks from 6th January switch off.
- 1.1.10 We are currently seeking professional companies who can deliver an exceptional value-for-money service to quote for storage, provision, installation, removal, testing and maintenance of the Christmas Lights in Billericay. Tenders should include delivery, testing, install and dismantle times plus transport costs.
- 1.1.11 BTC is seeking to agree a three year tender for this event. Your tender documents must provide a three year summary and itemised breakdown of costs as follows:
- installation removal and storage of existing lights
 - personnel to attend the Christmas tree lighting

- additional lighting - beacon decoration and alternative lights on columns with CCTV cameras on (to include installation)

1.1.12 The details of this document and all associated documents are to be treated as private and confidential for use only in connection with the Tender Request and contract process.

1.2 Pricing

1.2.1 It is anticipated that the annual cost of providing this service will be no more than £14,000 equating to a total fixed term contract value of £42,000.

1.2.2 The budget must meet the cost of the total 3-year fixed costs associated with:

- Testing of lamp columns and all fixings, wiring and connections to the required standard by the Candidate's qualified contractor;
- Installation of units and lights by the Candidate's qualified contractor;
- Removal of units and lights by the Candidate's qualified contractor;
- Carriage and storage costs of units and lights;
- Electrical testing of units and lights prior to annual installation by the Candidate's qualified contractor;
- Attendance by the Candidate's qualified contractor to perform the switching on of lights in the High Street prior to the Christmas Market and also to be in attendance when the tree lights are switched on during the Christmas Market.

1.3 Preparation of the Tender Request (TR):

1.3.1 Although this document is designed to be as complete and comprehensive as possible, potential tenderers must obtain for themselves all the information necessary for developing and costing their proposal and entering into a Contract.

1.3.2 The Council will do everything possible to ensure candidates have access to all information they require in order to produce their response.

1.3.3 Potential candidates 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, requests should be submitted to Deborah Tonkiss, Town Clerk townclerk@billericaytowncouncil.gov.uk.

1.3.4 Any additional information requested will automatically be provided to all invited candidates.

1.3.5 **We strongly recommend a site visit by all interested parties prior to the submission of a tender.**

1.4 TR Procedures and Timetable:

1.4.1 The following dates are applicable to this procurement:

| Target Date | Task |
|-------------------|--|
| 31 January 2020 | Issue TR |
| 21 February 2020 | Deadline for requests for additional information |
| 28 February 2020 | Deadline for return of TR |
| w/c 16 March 2020 | Final selection of successful supplier and notify unsuccessful bidders |
| 30 March 2020 | Target date for award of contract and first planning meeting |

1.4.2 No extensions to any dates contained in the procurement timetable shall be granted to candidates. The Council reserves the right to amend these dates provided that by doing so the competitive process is not prejudiced.

- 1.4.3 Candidates who are interested in this procurement are invited to submit a fully costed TR proposal together with all the supporting documents as specified in this TR.
- 1.4.4 Billericay Town Council reserves the right to request additional information from a candidate to clarify their proposal, which is to be supplied at the expense of the candidate.
- 1.4.5 Tenders must be completed and returned in a sealed envelope, clearly marked with the following: TR Response – “For the supply of Christmas Lighting” to:
- Mrs Deborah Tonkiss
Town Clerk
Billericay Town Council,
The Loft
Crown Yard
High Street
Billericay CM12 9BX
- 1.4.6 Tenders can also be submitted by email to: townclerk@billericaytowncouncil.gov.uk marked **PRIVATE & CONFIDENTIAL TENDER SUBMISSION** in the subject line.
- 1.4.7 Your proposal must be received by **1700hrs – 28 February 2020** any tenders received after this date and time will not be considered.
- 1.4.8 Please include, where appropriate, any supporting documents marking clearly on all documents the name of your organisation and the number of the question to which you refer. You should provide an index of all documents referred to in the completed quotation.
- 1.4.9 Candidates must submit one copy of the completed tender and any supporting documentation. If couriered or hand delivered it must be delivered to the Council offices at the above address. The opening times are Monday - Friday 0930hrs – 1230hrs.
- 1.4.10 The quotation document should detail precisely how the supplier will satisfy the council's requirements by reference to the council's schedule of requirements at Section 3 and a completed cost schedule at section 4 of this tender request.
- 1.4.11 The council does not bind itself to accept the lowest bid or any quotation. The council 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.

1.5 Quotation Format and Cost Summary:

- 1.5.1 The suppliers shall provide full details of all costs that are to be charged to the Council as per the enclosed pricing structure.
- 1.5.2 The completed schedule of requirements and the cost information must be attached as an addendum to the final submitted proposal.
- 1.5.3 Once the proposal has been submitted no alterations to the text will be permitted. Failure to complete any part of the quotation documents may also incur rejection of the proposal.

1.6 Selection Criteria:

- 1.6.1 This TR is a one stage process containing questions regarding suppliers' ability and technical capability to provide and deliver the service within the costs being tendered. The preferred supplier will be determined based on how their proposed solution can best demonstrate their ability to meet requirements along with the most economically advantageous tender. Preference will also be given to local suppliers.

1.6.2 The TR evaluation will be split as per the following weighting: Methodology / Quality 60%, Cost 40%

1.7 Arithmetic Accuracy:

1.7.1 It is the responsibility of the supplier to check that all costs are identified, entered in the cost templates and are accurate. Any area of cost that is not identified and not included with the submission will be treated as free of charge.

1.7.2 If arithmetical mistakes are found after the contract has been awarded they will not be taken account of. The figure agreed at the time of contract will prevail.

1.8 Period of Acceptance:

1.8.1 The potential supplier is required to hold their TR open for acceptance for a period of up to four months from the closing date.

1.9 Final Submissions:

1.9.1 The Council does not bind itself to accept the lowest or any quote and will not accept responsibility for any expense or loss which may be incurred by any potential candidate in the preparation of the TR.

1.9.2 You must supply all details and certificates requested as part of this TR.

1.9.3 Lack of information, may deem your tender unacceptable and will result in the failure of your submission.

1.9.4 BTC will not accept incomplete nor non-specific/generic submissions.

1.9.5 Unless specifically and clearly stated by candidates, they will be required to meet all the requirements specified within the TR price submitted.

1.9.6 A formal contract will be issued to the successful TR.

2 ORGANISATIONAL INFORMATION AND REQUIREMENTS:

2.1 ORGANISATION IDENTITY:

| | | | |
|--|--|-----------------------|--|
| Name of organisation | | | |
| Contact | | | |
| Address | | | |
| Tel No | | Mobile | |
| Email | | | |
| Company Registration no | | Date of registration: | |
| Registered address (if different from above) | | | |

2.2 ORGANISATION INFORMATION:

| | |
|---|--|
| Is your organisation: (Please tick those that are applicable) | |
| • Public limited company | |
| • Limited company | |
| • Partnership | |
| • Sole trader | |
| Date of organisation's formation | |
| Date of incorporation in U.K. if different | |
| VAT registration number | |

Has your organisation or any director of your organisation or any other person who has powers of representation, decision or control of the organisation been convicted of any of the offences listed at Regulation 23 (1) (a) – (f) of the Public Contracts Regulations 2006? If the answer is yes, Billericay Town Council may require further information. YES / NO

Do one or more of the grounds listed at Regulation 23 (4) (a) – (j) of the Public Contracts Regulations 2006 apply to your organisation? If the answer is yes, Billericay Town Council may require further information. YES / NO

Are there any court actions and/or tribunal hearings outstanding against your organisation which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, infringement of data protection legislation)? If the answer is yes, please give details. YES / NO

Has your organisation been involved in any court action and/or tribunals over the last 3 years which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, and infringement of data protection legislation)? If the answer is yes, please give details. YES / NO

Is your organisation affiliated or associated with any other organisation which would be capable of providing this contract? If the answer is yes, please provide the name and registered office address. YES / NO

List the full names of all Directors, Partners and Company Secretaries:

| Full Name | Role |
|-----------|------|
| | |
| | |

Please give details of any Director, Partner or Associate who has been employed by Billericay Town Council:

| Full Name | Role |
|-----------|------|
| | |
| | |

Please give details of any Director, Partner, Associate or Senior employee who has a relative who is employed by Billericay Town Council or who is a Council Member:

| Full Name | Name of relation |
|-----------|------------------|
| | |
| | |

Please give details of any contractual relationship your organisation has had with Billericay Town Council:

| Full Name | Senior Officer/Member | Contract Details |
|-----------|-----------------------|------------------|
| | | |
| | | |

Have any proceedings been taken against the company's directors or employees resulting in convictions under the Prevention of Corruption Acts 1889-1916 or Section 117 of the Local Government Act 1972? If the answer is yes, please give details: YES / NO

2.3 FINANCIAL INFORMATION:

A financial credit check may be undertaken on your organisation as part of this tender process.

If requested, would you be prepared to provide a set of the last years audited accounts YES / NO for your own organisation and the holding and / or ultimate parent (if applicable).

Please give details of your bankers:

Bank Name

Branch address

Account number

Sort code

Number of years account has been open

May bankers be approached for a reference?

YES / NO

If goods, services and or works proposed in your tender return are sub-contracted, Billericay Town Council will require financial documents from each third party.

2.4 INSURANCE:

Please provide details of your organisation's insurance protection in respect of the following. A copy of your insurance papers must be provided as an appendix.

| Policy Number | Insurer | Indemnity value (£) in respect of any one incident |
|-------------------------------|---------|--|
| Public Liability | | |
| | | |
| | | |
| Personal Liability | | |
| | | |
| | | |
| Professional Indemnity | | |
| | | |
| | | |

2.5 CAPACITY:

Please supply details of staffing levels directly employed by your organisation:

Have you got the current capacity to undertake the requirements of this contract alongside your existing contracts? YES / NO

Please provide contact details of the team who will be responsible for the delivery of this contract.

Please provide brief details of the organisation's policies for the training and supervision of staff. This should include, but not be limited to, training and supervision on health and safety matters and Investors in People if applicable

Please indicate to which professional or trade bodies your organisation belongs to. Please include the registration number, date of registration and where possible copies of certificates and website details.

2.6 PROVISION OF SERVICE:

Please confirm whether you propose to provide any part or all of the proposed service through another organisation, whether this is through sub-contracting or a consortium? YES / NO

If yes, please complete the following:

What type of working arrangement do you have:

- Sub-contract?
- Consortium?
- Other (please specify)?

List all member organisations, identifying the role of each member, including the services to be provided by that organisation, its registered or principal office and indicating the organisation's ultimate parent company where applicable.

Will the relationships be specifically established for this contract? YES / NO

2.7 PREVIOUS CONTRACTS:

Has the organisation ever had a contract terminated? If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination: YES / NO

Has the organisation ever withdrawn from a contract? If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination: YES / NO

Has the organisation ever been refused renewal of any contract due to failure to perform to the terms of the contract? If yes please give name and address of the employer: YES / NO

2.8 HEALTH & SAFETY POLICY:

Please provide a copy of your organisation's Health & Safety at Work Policy, to include risk assessment and method statement. Please provide appropriate documentation regarding how this contract will be undertaken with due regard to Health and Safety. This must be provided as an appendix and cross referenced to the TR proposal.

This is a mandatory requirement.

Please detail any prosecutions or enforcement actions in relation to health and safety taken by any enforcing authority against the organisation or individuals within it in the last 5 years.

2.9 SUSTAINABILITY:

Please provide a copy of your organisation's sustainability policy.

2.10 ENVIRONMENTAL:

Has your organisation been successfully prosecuted for infringement of environmental legislation in the past three years? If the answer is yes, please provide further details. YES / NO

2.11 EQUAL OPPORTUNITIES:

This section concentrates on equal opportunities and asks questions about whether your organisation complies with the following legislation:

- Human Rights Act 1998
- Equality Act 2010

We are committed to doing everything possible to promote equality in our organisation and will only do business with those organisations that adopt the same policy.

2.12 PROFESSIONAL REFERENCES:

Please provide details of organisations that you have provided a provision of goods, services and/or works for the purpose of a reference:

For all contracts listed the details must include:

- Customer name and address.
- A brief overview of the project/programme description including the scope of your involvement
- Value of contracts.
- Contact name and telephone number.

May customers be approached for a reference? YES / NO

Please provide details of your organisation's involvement in any projects which have been awarded in the last 5 years where there was a failure to achieve programme and/or project objectives, or to achieve and maintain compliance with levels of service.

3 OUR REQUIREMENTS:

3.1 SCHEDULE OF REQUIREMENTS:

The services supplied must meet or exceed the full requirement as detailed in this document. Therefore, the tender must clearly identify any areas outside the scope of this procurement that is the responsibility of the Council.

It is important at the time of completing this TR that you specify a lead time for delivery of the goods and services, with a comprehensive delivery/ implementation/ installation plan to meet the Council's objectives.

On receipt of the Council's purchase order, the successful tenderer shall provide to the Council a programme of work covering the planning and implementation phases giving a brief outline of time scales involved. The successful tenderer will also be required to provide regular progress reports.

You must clearly rate your ability to fulfil the stated requirements of this quotation set below and within the time constraints identified. Your responses in the supplier comments column should be concise and brief; however, where space is too limiting to give a full response, further information can be given in a separate document. This document should clearly state which requirement reference number it refers to.

4 COSTS:

Suppliers are required to submit their costs using the attached template at section 4.1 below. Suppliers may add extra rows as appropriate.

All costs should be a **fixed** price exclusive of VAT.

Please state clearly what is to be provided within each area of cost. The Council shall not make any payments of other costs that are not listed here and/or are ancillary to the service provision.

Prices should reflect a three year agreement and any subsequent increases to costs over those three years that do not form part of this formal tender will not be the responsibility of Billericay Town Council.

4.1 DETAILED COST TEMPLATE FOR THREE YEAR CONTRACT:

Failure to provide a cost for three years will result in the exclusion of your tender submission.
Please provide information on additional sheets if necessary.

| Item | Description | Year One 2020 (£) | Year Two 2021 (£) | Year Three 2022 (£) | Total Cost (£) |
|---|---|----------------------|----------------------|------------------------|-------------------|
| BTC owned lighting scheme | Checking all lighting equipment as supplied and the repair and replacement of individual lights where necessary to ensure that all lighting displays are in full working order prior to installation in line with the schedule found at Appendix A | | | | |
| New motifs for lamp columns with CCTV cameras | Provision, installation and removal | | | | |
| Beacon decoration | Provision, installation and removal | | | | |
| Testing lighting and connections | Testing of all installed lighting at least 2 weeks prior to switch on date. This should also include all street connections in line with the schedule found at Appendix A | | | | |
| Installation | Removal from storage and erection of the Christmas lights displays, connection of power supplies and testing to ensure that all lights are working The lights must be installed no later than two weeks prior to the switch on date. | | | | |
| Removal | Removal of all lighting infrastructure and safe return to storage | | | | |
| Staffing | At the start of the contract each year you will assign a project manager who will remain the contact point throughout the project. On the agreed High Street switch on date, you will provide trained personnel to ensure all lights are switched on in the vicinity of the Town and that all other areas are lit. On the agreed Christmas Tree lighting up date you will provide trained | | | | |

| | | | | | |
|--|--|------------------------------|------------------------------|--------------------------------|---------------------------|
| | <p>personnel to ensure that the tree lights are installed and functioning prior to switch on and remain on site until the tree has been lit.</p> <p>You will need to ensure you have a suitable number of staff available out of hours to carry out repair tasks as and when required.</p> | | | | |
| Item | Description | Year One 2020 (£) | Year Two 2021 (£) | Year Three 2022 (£) | Total Cost (£) |
| Maintenance of lighting infrastructure | <p>All reported lighting repairs require a next working day response and all call out charges must be clearly stated to include details of whether this charge is per visit or per hour.</p> <p>All lighting faults should be resolved within 2 working days of report.</p> | | | | |
| Contingency | Contingency sum built into budget for unpredicted increases etc | | | | |
| Other costs | Please list these additional costs, continue on separate sheet if necessary: | | | | |

| | | | | |
|---|--|--|--|--|
| Emergency call out (out of Hours) | <p>Occasionally it may be necessary for an emergency call out for urgent repairs which pose a danger to the public.</p> <p>'Out of hours' is deemed to be between 1800hrs and 0800 hrs, and all weekend.</p> <p>Please provide a base hourly rate for this (to include staff, transport, and equipment).</p> | | | |
| Emergency call out (normal working hours) | <p>Normal working hours are Monday to Friday 0800hrs to 1800hrs.</p> <p>Please provide a base hourly rate for this. (To include staff, transport, and equipment).</p> | | | |

SIGNED:

PRINT NAME:

COMPANY POSITION:

DATE:

Appendix A:

2020 Schedule

*Please note all dates shown here are an example for TR purposes only. A revised schedule will be agreed on award of contract.

| Date | Task |
|-------------|---|
| 28 February | Deadline for TR submissions to BTC |
| 30 March | Target date for award of contract and first planning meeting |
| September | Installation schedule agreed by BTC |
| September | Testing all electrical connections and repair if necessary |
| October | Agree installation date |
| November | Installation to be completed two weeks prior to 4th December |
| | Christmas Lights Inspection by BTC team |
| | Repair any issues reported by BTC team |
| 4 December | Christmas Lights Switch On prior to Market |
| 6 December | Install and switch on of Christmas Tree lights at approx. 4.30pm |
| 6 January | Turn off all lighting installations and begin dismantle and storage process |

*Failure to adhere to the specified times may result in the suspension of the contract