



Kenilworth Town Council

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KENILWORTH TOWN COUNCIL

INVITATION TO TENDER

**Installation, removal, and maintenance (whilst in situ) of
Christmas lights for 4 years. November 2024 to January
2028.**

1. INTRODUCTION

Kenilworth Town Council provide an annual programme of illuminations in the centre of the town (mainly Warwick Road / Station Rd and Abbey End) and in the High Street. The focus of the illuminations is two annual “Light Switch On Events.” These usually take place on the last Friday of November in the High St and the following Sunday in Warwick Rd. The dates for the Light Switch On’s in 2024 are Friday 29th November and Sunday 1st December.

Kenilworth Town Council own the lights and pay for the installation and removal each year with the organisation of the Light Switch On events organised and managed by Warwick District Council. The lights are stored, tested, and refurbished by the original manufacturer who will deliver the lights and collect them from the successful contractor, after they are taken down.

Kenilworth Town Council are seeking suitable companies to tender for the installation, maintenance, while in situ, and dismantling/removing the lights. The council is tendering with a view to agreeing a contract with a supplier from 2024. The contract will then run for four years to included Christmas 2024, 2025, 2026, 2027 and will end on 31st January 2028.

The budget for the project is in the region of £64,000 excluding VAT, over the four years. (£16,000 excluding VAT per annum)

2. SPECIFICATION

2.1 Scope

The areas of the town where the illuminations are installed annually are as follows:

- **Warwick Rd** - Lights attached to Street Lamps and String Lights on 20ft Christmas Tree supplied by Warwick District Council
- **Station Rd** – Lights attached to Street Lamps
- **Abbey End Precinct** – Cone Trees attached to Lamp posts, Icicle strings above shop fronts and Lights in five trees.
- **Abbey End Island** - Lights attached to Street Lamps
- **Abbey End War Memorial** – 4.3m Christmas Tree Light
- **Abbey End Clock Tower** – 4 Light curtains and string lights on the 20ft Christmas Tree supplied by Warwick District Council
- **Talisman Sq.** - Icicle strings above shop fronts
- **Oaks Precinct** - Icicle strings above shop fronts
- **Leyes Lane Shops & Tiltyard Pub** - Icicle strings above shop fronts & Lights in four trees
- **Whitmoor Rd** – Icicle strings above shop fronts
- **Castle Hill** – String Lights in the Oak Tree
- **High Street, Kenilworth** - String lights are left in the seven trees all year round.

A full inventory of the lights is included in Appendix A and maps with locations and Power Supply in Appendix B

3. REQUIREMENTS

- The lights must be installed no later than five days prior to the switch-on date. The lights should be switched off on 06 January and removed by 16 January.
- All lights will be on timers operating daily from 15:00hrs until 23:00hrs.
- Provision of the following services:
 - On the two evening switch-on's you will provide a system / process to ensure all the lights (including the Trees) are switched on simultaneously. Previous contractors have used 9 staff to do this in Warwick Rd.
 - Comprehensive installation and removal service.
 - Your organisation must be Highways Electrical Registration Scheme (HERS) registered as all the installations will be on the highway, most powered from Street Lighting.
 - Stress testing of any wall brackets and inspection of all connection points before installation. Testing shall be conducted to ISO standards.
 - Installation, programming and, in situ, maintenance of the electrical infrastructure liaising with Warwickshire County Council and Warwick District Council as owners of the infrastructure. See Appendix B for power access information.
 - Application for a section 171 licence to do minor works on or near as road, if required.
 - Application for any road closure applications and responsibility for any traffic management required.
 - Any faults to be rectified at no additional cost with 48 hours, unless it is a light unit failure requiring repair by the manufacturer. The successful contractor must offer an emergency repair service in the event of a health and safety issue with the Christmas lights.
 - The contractor must ensure safe working practices are always adopted and that workers and public are fully protected. A full Risk Assessment and Method statement must be provided at the point the contract is awarded.
 - Liaison with building owners where required for cable fixing. Current locations already have owner's permission where required.
 - Reuse, if and where possible, of existing fixings.
 - Co-ordination and liaison with Turnock Ltd who store, clean, and refresh the lights annually. Turnock will deliver all the lights to the successful contractor ahead of installation each year.
 - Appropriate packing of the lights ready for collection by Turnock Ltd. This needs to be agreed with Turnock when the lights are delivered.
 - The contractor will be responsible for any work sub-contracted out as part of the agreement.
 - The contractor will hold the relevant insurance cover, including professional and public liability, to the value of £10m.
 - The contractor shall conduct all necessary due diligence in advance of submitting their tender as the council will not accept liability for additional payments.
 - Rates quoted in the details pricing schedule shall remain fixed for the duration of the contract.
 - The total cost of the proposal over four years is not to exceed £70,000.00

4. TENDER SUBMISSION

4.1 Timetable

Deadline for receipt of clarification questions	15/07/24
Deadline for receipt of completed tender	05/08/24 5pm BST
Clarification Meeting (Optional)	12/08/24
Successful / unsuccessful applicants notified of decision	06/09/24

- Written tenders are to be submitted by 5pm on 5 August 2024. Any tenders received after this time will not be considered.

4.2 General Conditions of Participation

- Any form of canvassing of Elected Members or Officers of the Council (or their procuring agents) will automatically disqualify an Applicant from the procurement process.
- The publication of this Tender in no way commits the Council to award any contract pursuant to any procurement process. The Council reserves the right at its sole discretion: -
 - to amend the terms, conditions and/or requirements of the Tender or procurement process. Any such amendment will be notified to all applicants before the closing date and time.
 - to cancel, postpone or suspend this procurement at any stage
 - not to accept the lowest or any offer, and reserves the right to accept quotations in whole or in part
- The Council will not be liable for any costs or expenses incurred by applicants in completing and submitting a quotation
- The Council reserves the right to raise further questions, request further documentation or re-assess any areas evaluated and accepted prior to formal award. Any material differences identified as a result of any re-evaluation may result in your quotation not being accepted.

The tender must include:

- Information concerning the contractor, including details of relevant experience
- Evidence of Public Liability Insurance (£10m) – Copy of certificate
- Evidence of Highway Electrical Registration Scheme (HERS)
- An example of the company's Risk Assessment and Method statements
- A separate document confirming the costs, including payment terms for each year and a combined total for four years
- The names and contact details of two referees who have received a similar service in the last twelve months
- The council will do everything possible to ensure tenderers have access to all information required to produce their tender submission
- Tenderers must ensure that they clarify any points of doubt or ambiguity before submitting their tender. If clarification is required to complete the

tender, requests should be done so in writing by email to admin@kenilworth.org. Deadline for receipt of any clarification questions 15 July 2024

- All enquiries should be addresses to Miles Wyatt-Smith, Admin and Facilities Officer. We will endeavour to respond within three working days from receipt of the enquiry
- Any additional information requested will automatically be provided to all invited tenderers.
- Your completed application can be returned by email to townclerk@kenilworth.org with the subject heading “Tender Kenilworth Illuminations”. Alternatively, your completed application can be returned via post or hand no later than 5pm 5th August 2024 and submitted in an envelope marked “Tender Kenilworth Illuminations” addressed to:
Town Clerk
Kenilworth Town Council
Jubilee House,
Smalley Place,
Kenilworth
CV8 1QG

5. EVALUATION PROCEDURE

Each compliant tender will be judged against the following criteria.

General: 40% of overall score

- Evidence of the experience, capability and qualifications of key personnel
- Technical capability
- Demonstration of understanding of brief and subject matter knowledge

Commercial Suitability: 30% of overall score

- Compliance to invitation to tender requirements
- Acceptance of terms

Value: 30% of overall score






- Value for money
- Affordability
- Quality, fit for purpose, ability to deliver to the required standard.




6. ADDITIONAL INFORMATION

- Payment for Services will be made each year upon receipt of a VAT invoice and may be paid in one or more instalments. Full terms are to be agreed once the contract has been awarded.

- The requirements in this tender document shall form the basis of the contractual agreement and no subsequent information provided shall override the specification unless the council gives written approval of any such change.
- The tenderer is strongly recommended to visit the town prior to submission of the tender.
- **DEADLINE FOR THE RETURN OF THE TENDER DOCUMENT IS 5th AUGUST 2024**
- **THE COUNCIL WILL CONFIRM THE AWARD OF THE CONTRACT AT IT'S FULL COUNCIL MEETING ON 5th SEPTEMBER 2024**

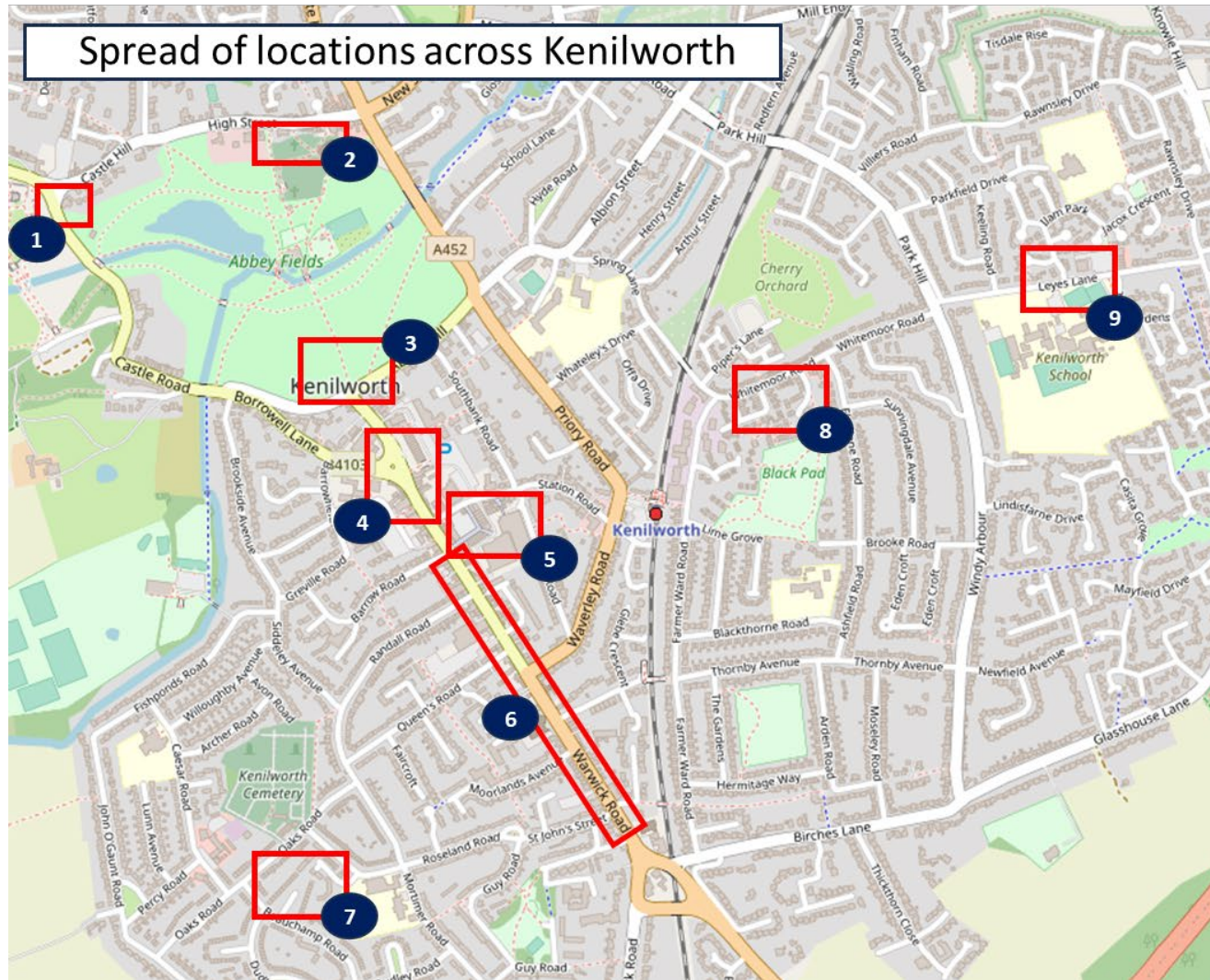
Appendix A

No / Length	Information	Photo if applicable
Warwick Road - 20ft Christmas Tree. By Island at A46 end		
1	200VA T/F 240/24V with I/C box & x3 inline connectors	
3	50m twinkling white LED strings 24V Deco Neon	
Warwick Rd & Station Road – Pole Lights with some centrally mounted		
6	Presents Tree R,W,WW full trees	
7	Presents Tree R,W,WW half trees	
6	Flair	
6	Christmas Boot	
6	Candle & Holly (one still on lamp post as not accessible following road changes on Station Rd)	
Talisman Square – Icicle Lights for Shop Fronts		
21m	White twinkling icicle lights 110V on 3mm SS cat wire, wrapped on 1 reel (plug & join)	
24m	White twinkling icicle lights 110V on 3mm SS cat wire, wrapped on 1-reel Uoin & end)	
1	250VA 240/110V black potted T/F (52-0-52) Labelled "T-1"	
1	Metal ballast joined to 24m icicles	
24m	White twinkling icicle lights 110V on 3mm SS cat wire, wrapped on 1 reel (pluo & join)	
24m	White twinkling icicle lights 110V on 3mm SS cat wire, wrapped on 1-reel Uoin & join)	
24m	White twinkling icicle lights 110V on 3mm SS cat wire, wrapped on 1 reel (join & end)	
1	500VA 240/110V black potted T/F (52-0-52) Labelled "T-2"	

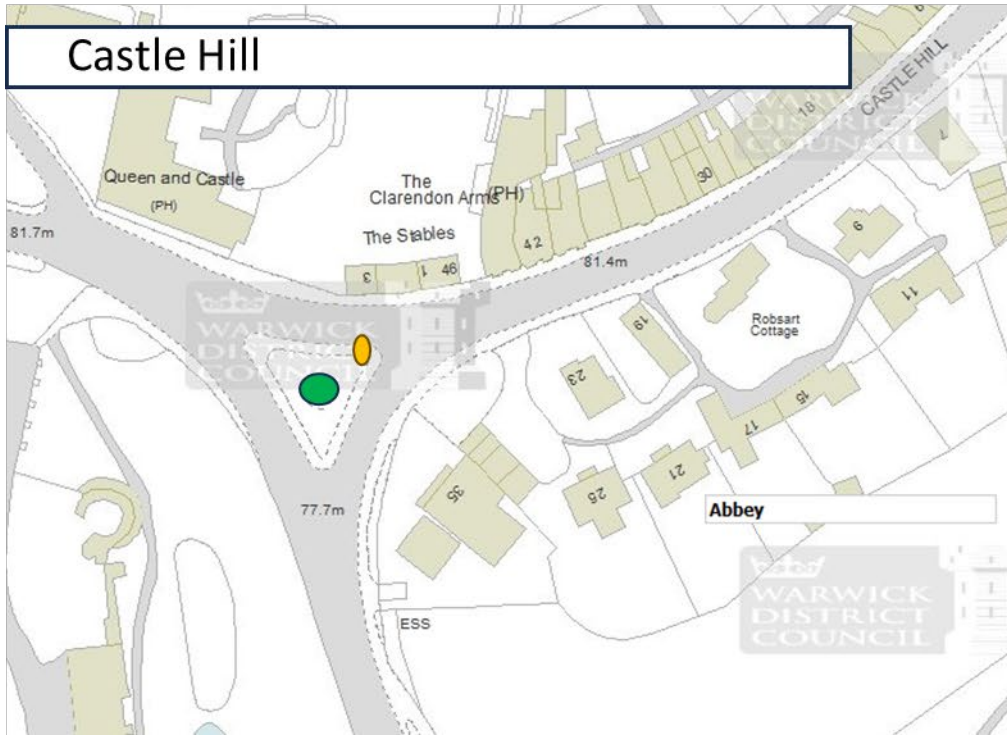
21m	White twinkling icicle lights 110V on 3mm SS cat wire, wrapped on 1 reel (plug & join)	
18m	White twinkling icicle lights 110V on 3mm SS cat wire, wrapped on 1 reel (join & end)	
1	250VA 240/110V black potted T/F (52-0-52) Labelled "T-3"	
Abbey End Clock Tower - 20ft Christmas Tree. By Island at A46 end		
1	200VA T/F 240/24V with I/C box & x3 inline connectors	
3	50m twinkling white LED strings 24V Deco Neon	
1	1/C lead with IP44 plug & socket	
4	White Curtains	
Abbey End Precinct – Cone Lights, Tree Lights & Shop Fronts		
7	1.3m white cone trees	
5	Five Trees each having - 24Vac coloured chestnut string, 2m lead in, 0.4m spacing, 50 UHdrs & 105VA 240/24V T/F	5 trees in the precinct
1	Metal ballast joined to 30m icicles	Icicle lights for the Shop Fronts
30m	White twinkling icicle lights 110V no cat wire, wrapped on 1 reel (plug & join)	
27m	White twinkling icicle lights 110V no cat wire, wrapped on 1-reel Uoin & end)	
1	500VA 240/110V black potted T/F (52-0-52) Labelled "T-A1"	
21m	White twinkling icicle lights 110V no cat wire, wrapped on 1 reel (plug & end)	
1	250VA 240/110V black potted T/F 52-0-52 Labelled "T-A2"	
Abbey End Island – Pole Lights centrally mounted		
3	Christmas tree white	
3	Christmas tree green & white	
Abbey End Island – 4.3m Xmas tree		
1	Turnock 4.3m tree, incl. del. & instaln support	
1	IP67 240V double adaptor, tied to tree	
Leyes Lane – Icicle Shop Fronts, Trees, and Tiltyard Pub		
24m	White twinkling icicle lights 110V no cat wire, wrapped on 1 reel (plug & join)	Icicle lights for the Shop Fronts
18m	White twinkling icicle lights 110V no cat wire, wrapped on 1-reel Uoin & end)	
1	250VA 240/110V black potted T/F (52-0-52) Labelled "T-LL"	Tree Lights
4	trees with white Chestnut lights 24Vac W bulbs used in clear globes, 2m lead in, 0.4m spacing, 50 L/Hdrs & 105VA 240/24V T/F	
2	IP67 double adaptors	

22m	White twinkling icicle lights 240V no cat wire wrapped on 1 reel (plug & end)	Tiltyard Pub Icicle Lights
28m	White twinkling icicle lights 240V no cat wire wrapped on 1 reel plug & end	
Oakes Precinct – Icicle Shop Fronts -		
24m	Warm white twinkling icicle lights 110V no cat wire, wrapped on 1 reel (plug & join)	Icicle lights for the Shop Fronts
24m	Warm white twinkling icicle lights 110V no cat wire, wrapped on 1-reel Uoin & end)	
1	250VA 240/110V black potted T/F (52-0-52) Labelled "T-OP"	
Whitemoor Road Precinct – Icicle Shop Fronts		
15m	White twinkling icicle lights 110V no cat wire, wrapped on 1 reel (plug & join)	Icicle lights for the Shop Fronts
27m	White twinkling icicle lights 110V no cat wire, wrapped on 1-reel Uoin & end)	
1	250VA 240/110V black potted T/F (52-0-52) Labelled "Whitemoor Shops"	
Castle Hill – Oak Tree opposite Queen and Castle Pub		
90m	Festoon 230v 2 lamps per meter	Festoon in Oak Tree

Appendix B – Locations and Power Supply

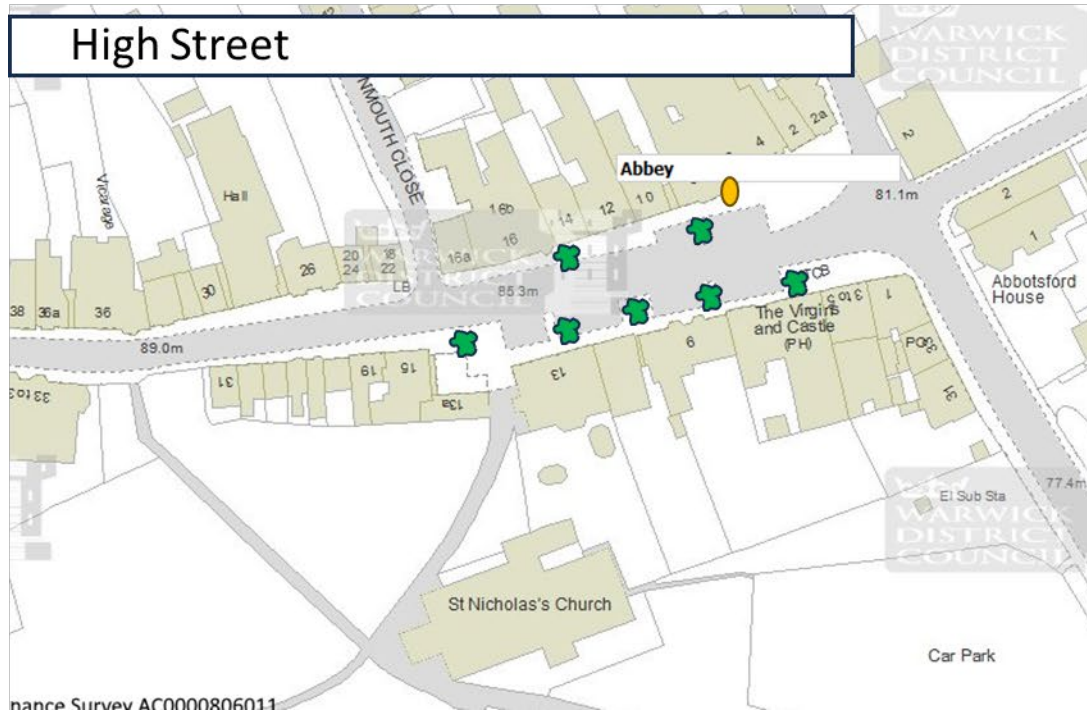


KEY	
1.	Castle Hill
2.	High Street
3.	Abbey End – War Memorial
4.	Abbey End – Precinct
5.	Station Road and Talisman Square
6.	Warwick Road
7.	Oaks Precinct
8.	Whitemoor Road
9.	Leyes Lane





KEY

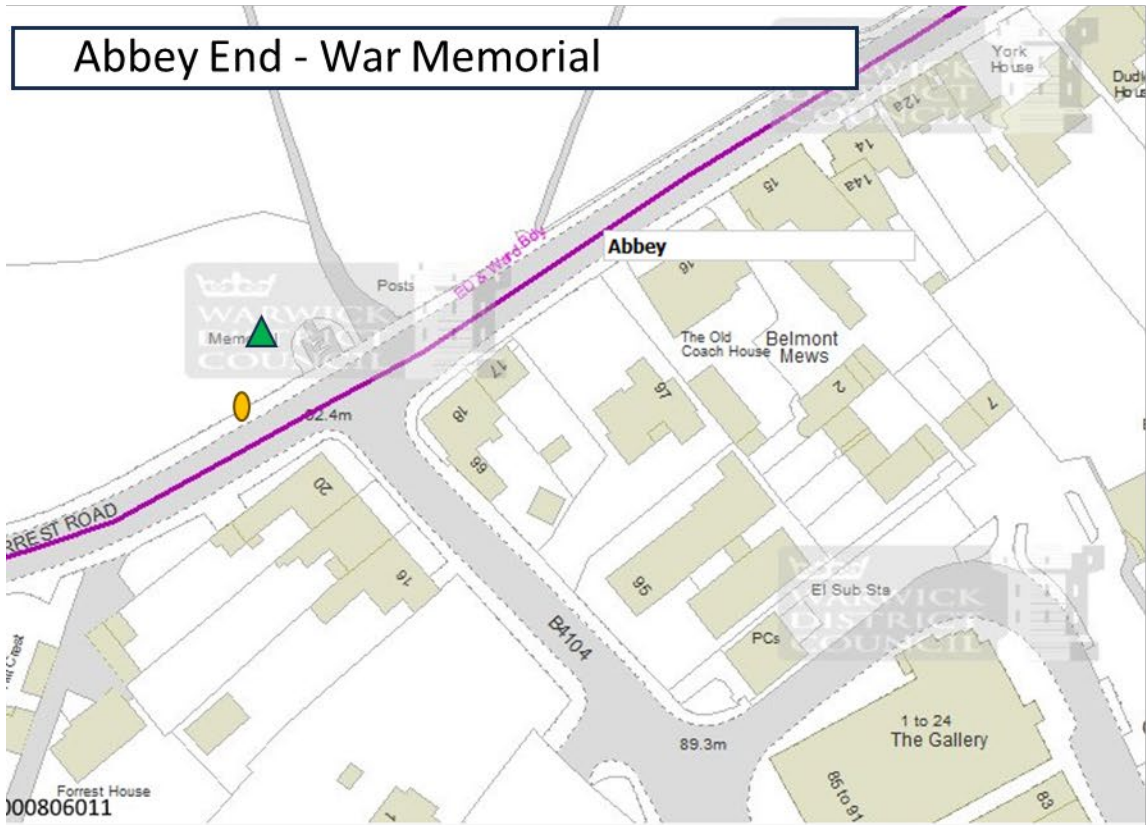
- String Lights in Oak Tree (90m)
- Power Supply – Street Light



KEY

-  String Lights in Trees
-  Power Supply – Street Light

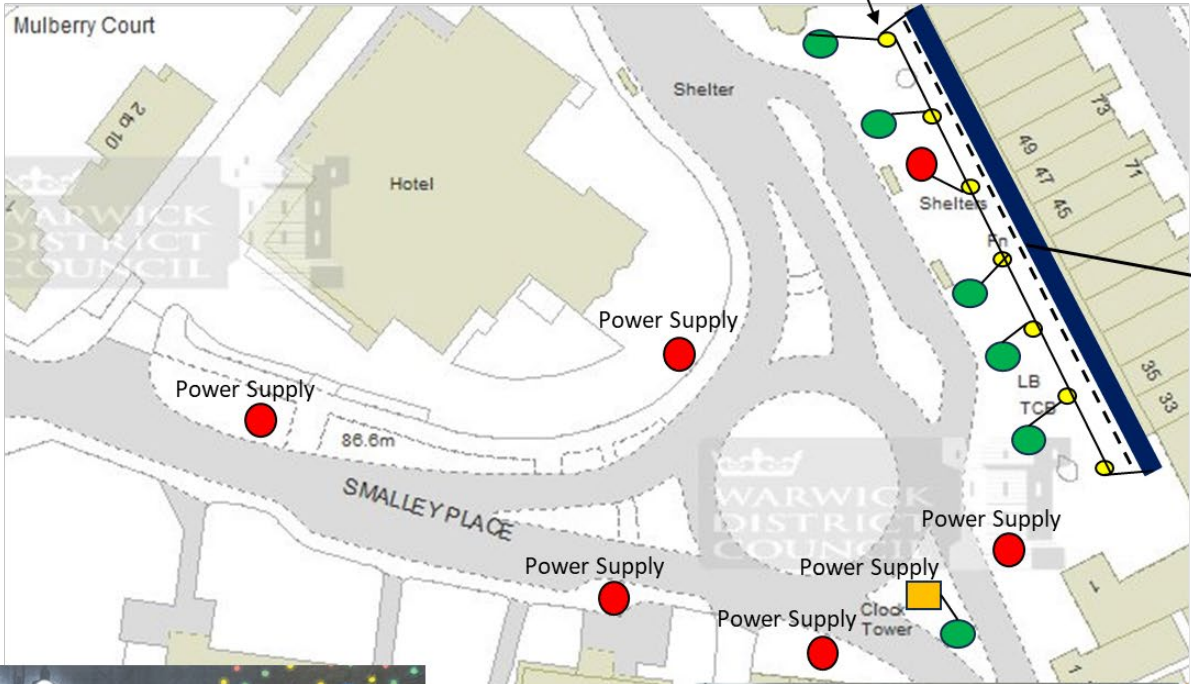
Abbey End - War Memorial



KEY

-  4.3m Christmas Tree Light
-  Power Supply – Street Light

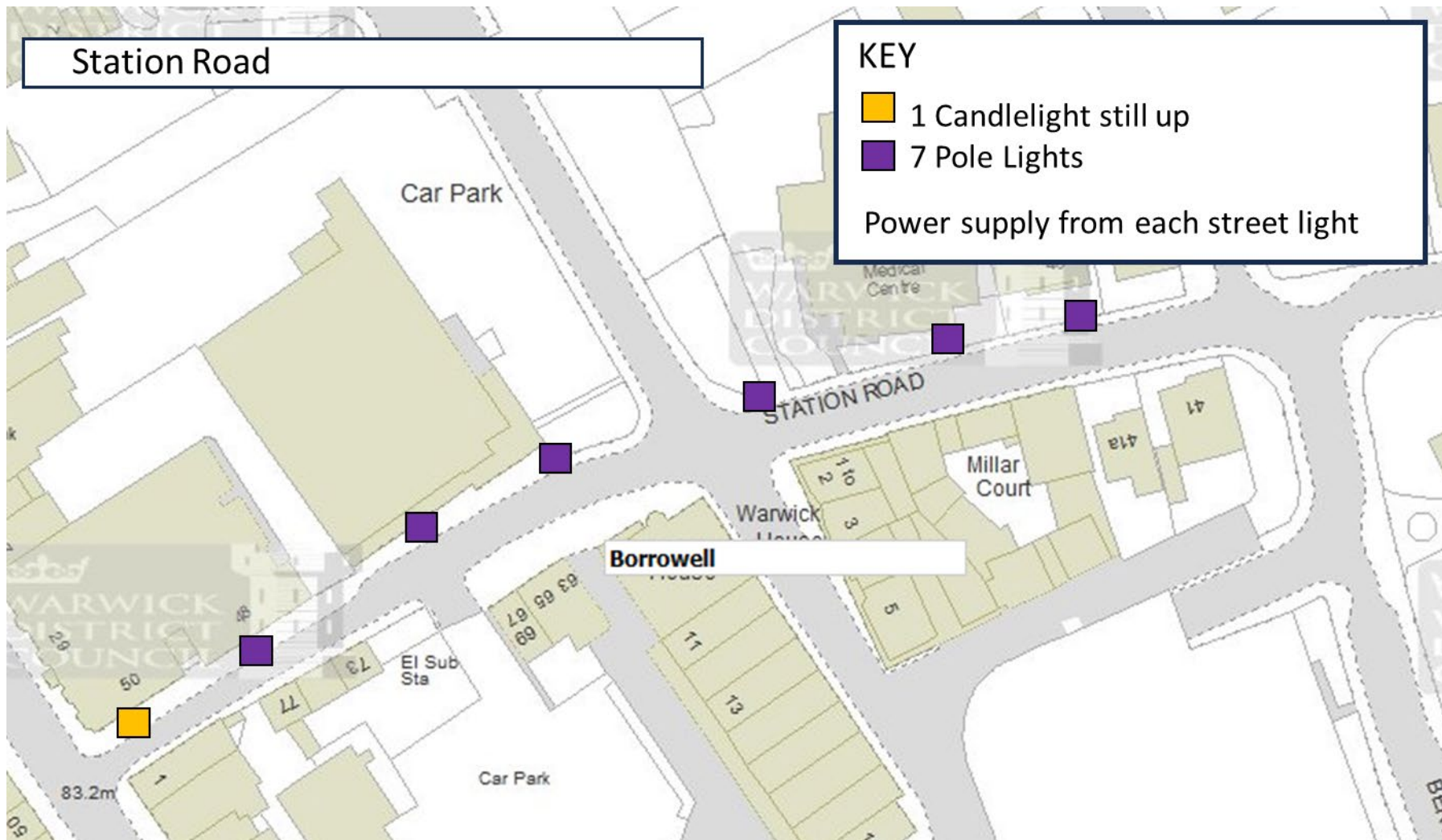
Abbey End Precinct & Clock Tower

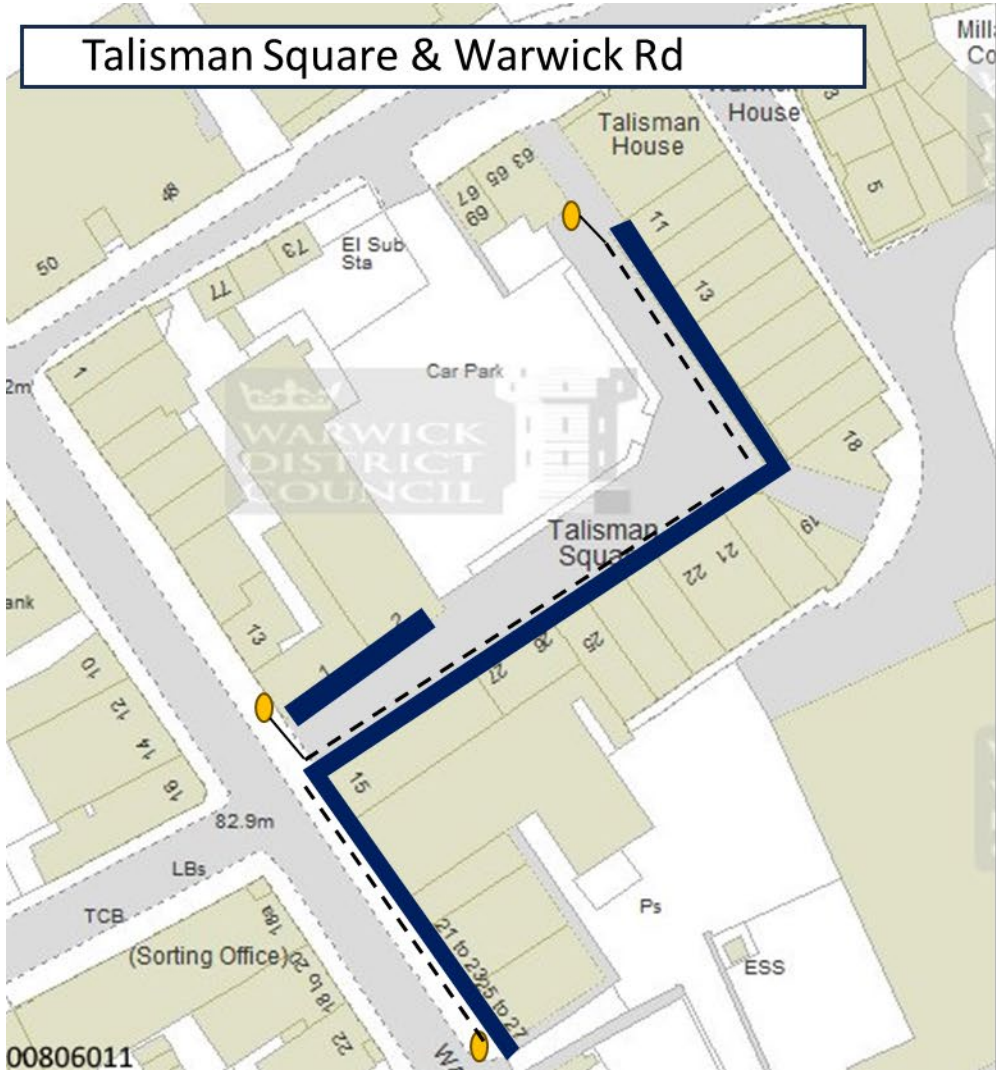


KEY	
	7 x 1.3m white cone trees
	6 x Trees with Chestnut Lights
	4 x Curtains White (On Clock Tower)
	Icicles lights (78m)
	6 x Tree Lights (1 Christmas Tree)

2x Sets of Icicles, Fed from both ends





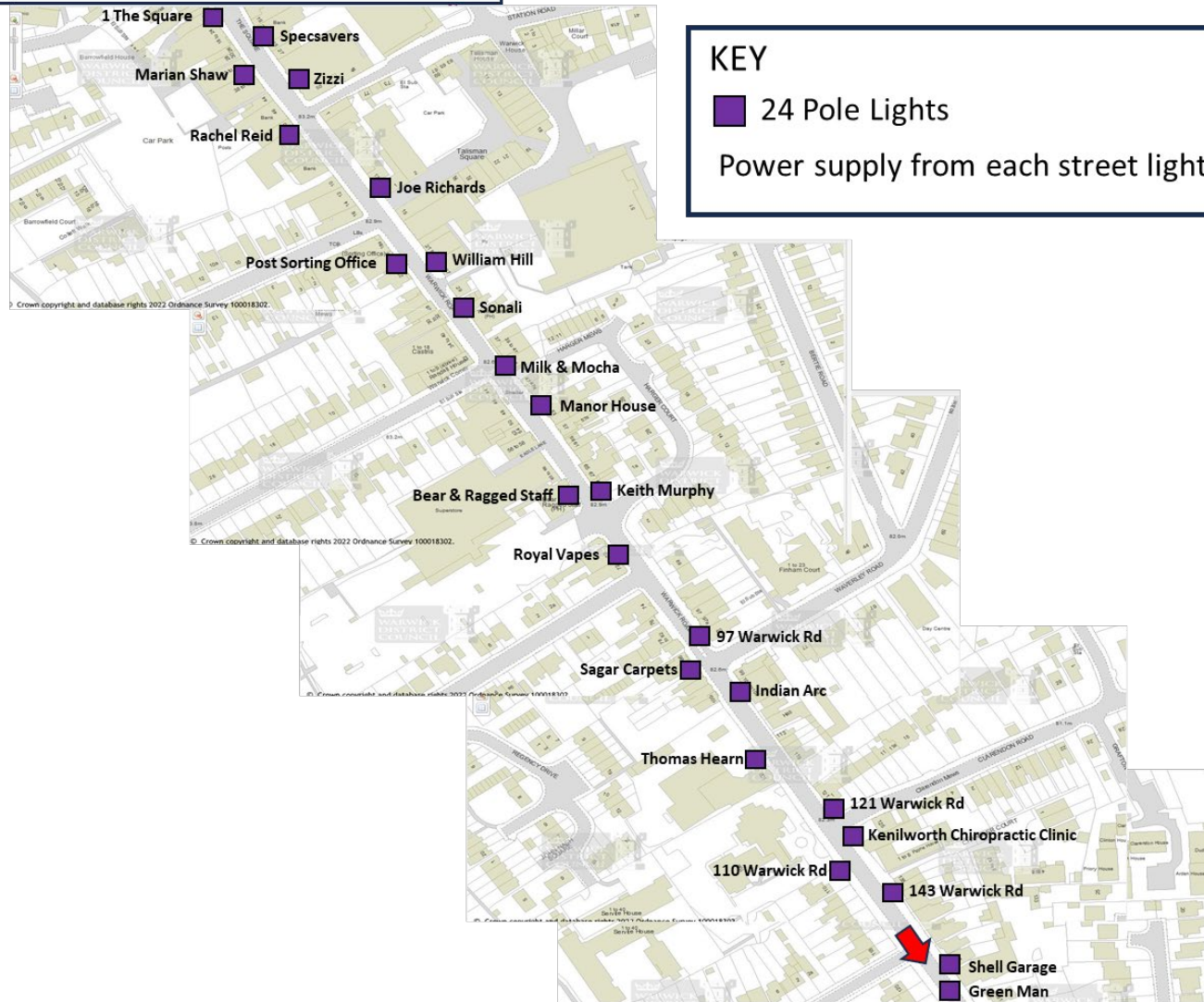


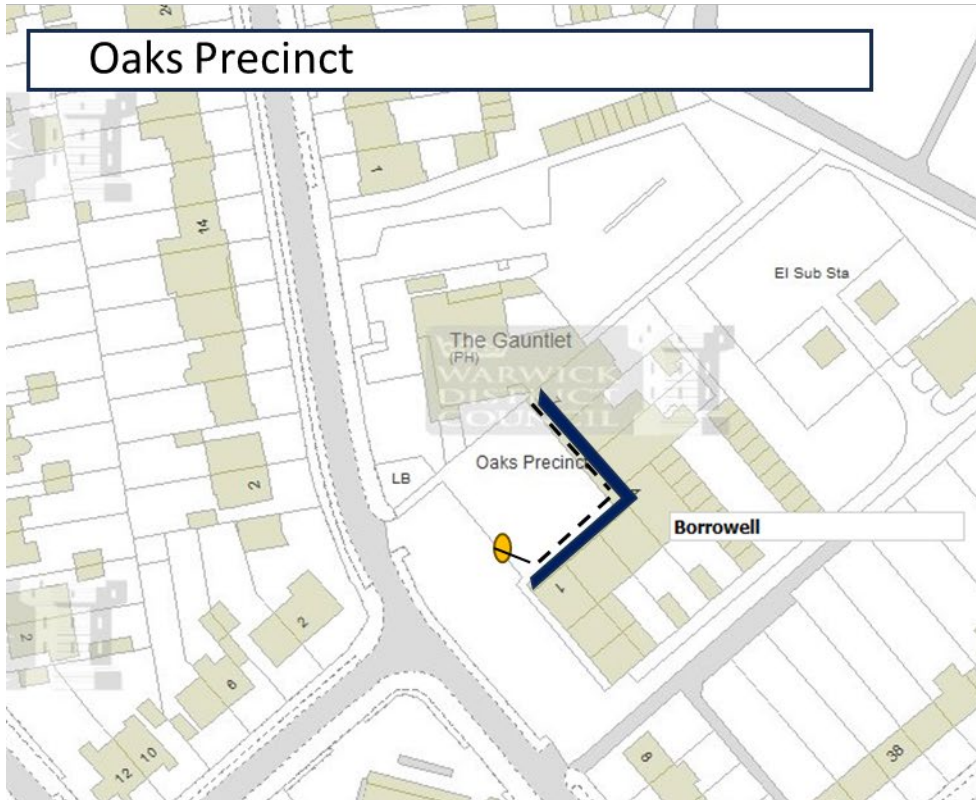
Talisman Square & Warwick Rd

KEY

- Icicles lights (156m)
- Power Supply – Street Light
- Festoon Route

Warwick Road

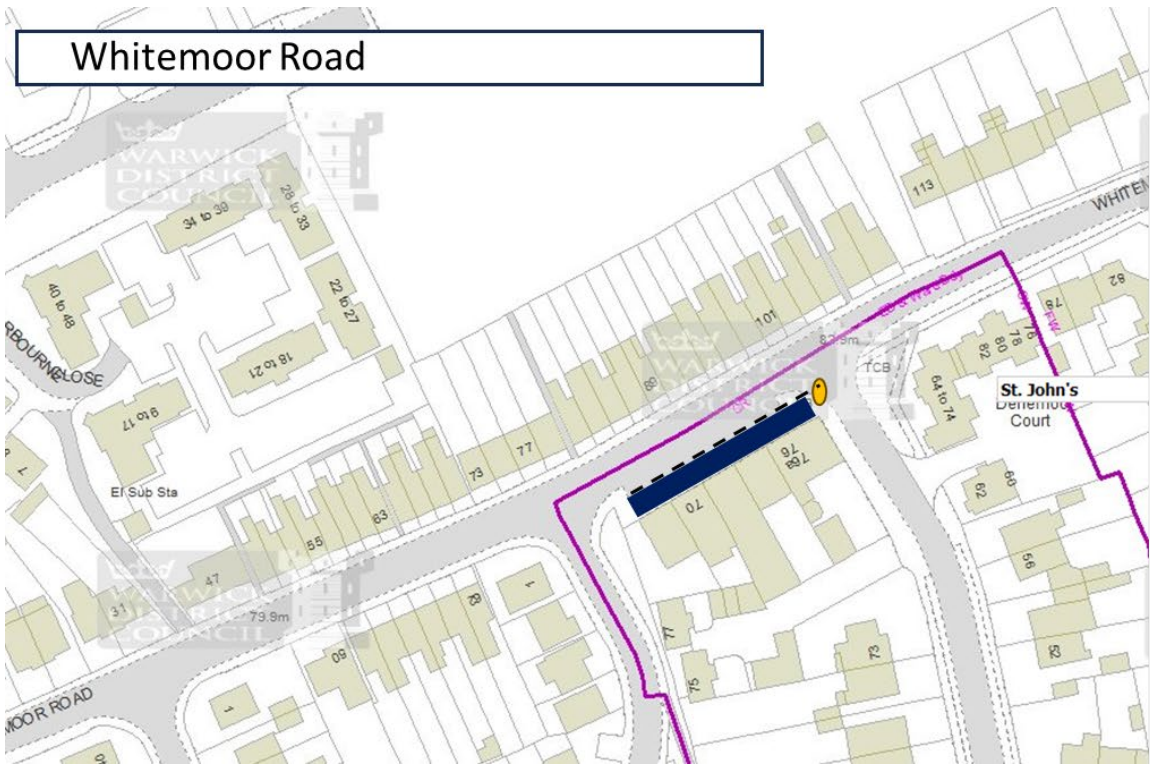




Oaks Precinct

KEY

- Icicles lights (156m)
- Power Supply – Street Light
- Festoon Route

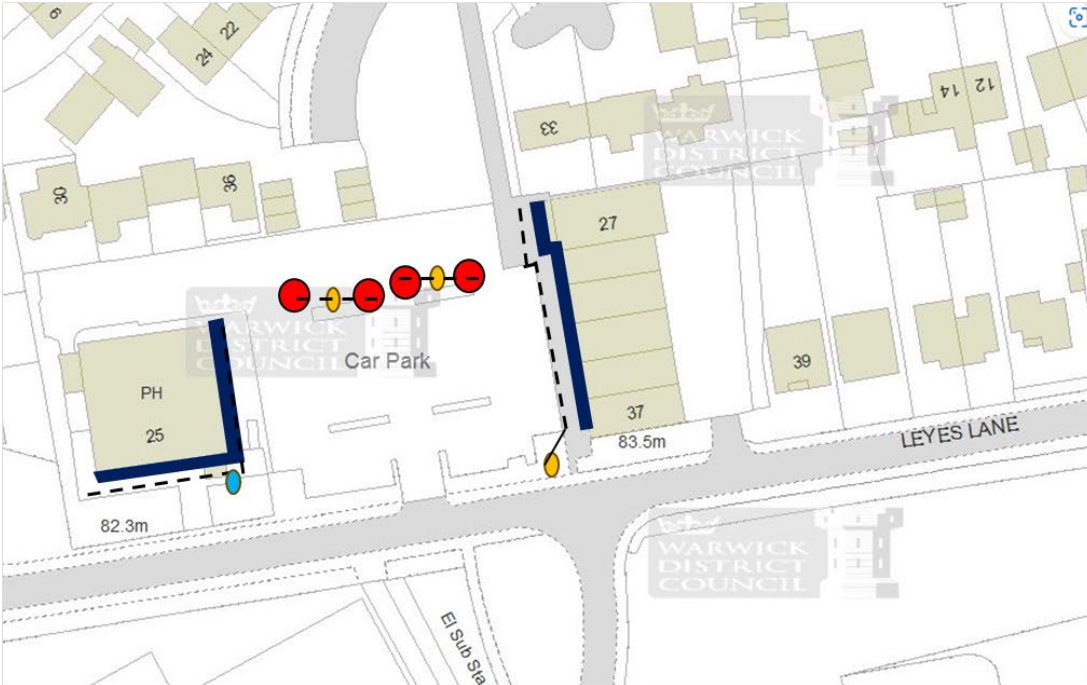


Whitemoor Road

KEY

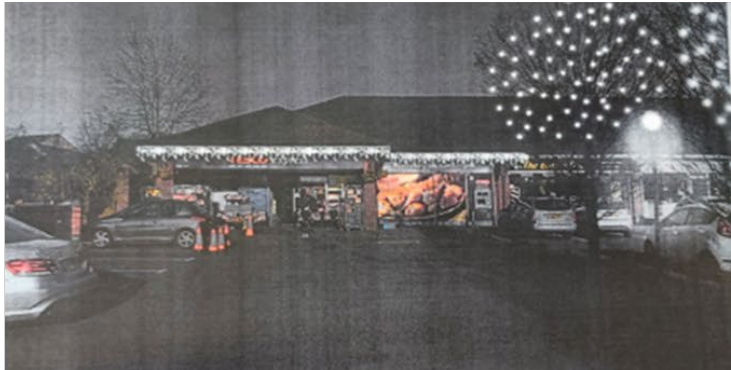
- Icicles lights (156m)
- Power Supply – Street Light
- Festoon Route

Leyes Lane Precinct & Tiltyard Pub

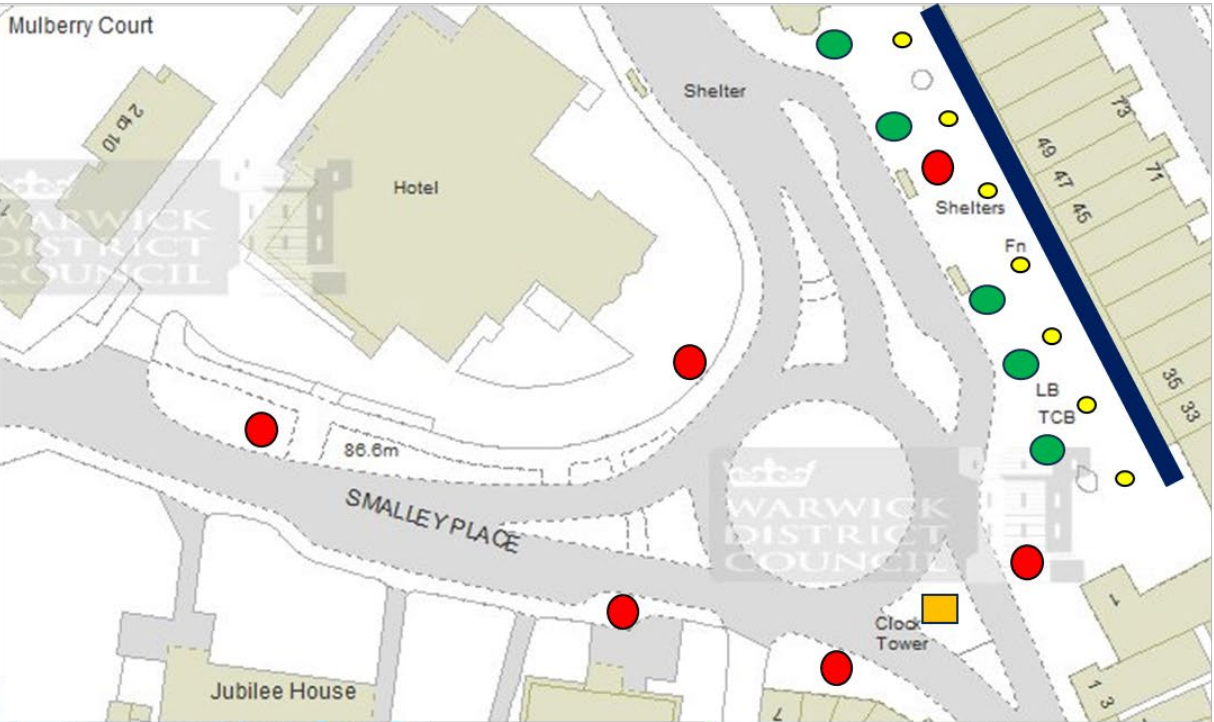


KEY

- 4 x Trees with white Chestnut Lights
- Icicles lights (92m)
- Power Supply – Street Light
- - - Festoon Route
- Feed from inside the Tiltyard pub



Abbey End Precinct & Clock Tower



- KEY**
- 7 x 1.3m white cone trees
 - 6 x Trees with coloured Chestnut Lights
 - 4 x Curtains White
 - ▬ Icicles – 110v – twinkling lights
 - 5 x Tree Lights

