



Working for the People of Saltash

## **Invitation to tender – Saltash Festive / Event Light Display**

### **1. Saltash**

Saltash is a thriving community, with lots of drive and ambition to improve. Right at the 'Gateway to Cornwall', it has a unique Waterside setting, excellent transport links (bus, train, ferry, minibus, Beryl bikes), and with the great City of Plymouth just across the Tamar, it's a desirable place to live, work, learn and visit.

### **2. Background / Introduction**

Saltash Town Council has traditionally managed the organisation of Christmas lights in-house, with contractors hired to install, manage, and maintain them in preparation for the festive season. Last year, the Town Council invested in new festoon lighting. However, the other Town Council owned decorations, including cross motifs and lamp post motifs, reached the end of their lifespan and were recycled earlier this year.

Saltash Town Council ("the Town Council") has taken this opportunity to invest in lighting not just for Christmas but for various events throughout the year.

The Town Council is now seeking tenders from suitably qualified and experienced contractors to provide not only a Christmas Lighting Display but also a lighting display that can be used for various events and public holidays such as Easter, Valentine's Day, Remembrance, and any other Town-organised / national events.

The scope of work involves design, supply, installation, maintenance, removal and storage (if required) of lights and decorations.

The Town Council is looking for new designs and ideas, mixing modern with traditional, catering to all ages, with a Cornish theme. The Town Council is interested in an environmentally friendly approach to displays, e.g. energy efficient LED's, solar options, etc. for a contractual period of three-years.

### **3. Tender Specification Requirements**

#### **Design Specifications**

Tenderers are invited to use their experience and their product ranges and design knowledge to present a scheme for Saltash that enhances Fore Street, inclusive of Victoria Gardens to the Waterside – presentation to be included in the tender submission.

The scheme should create a focal point on Fore Street, with versatile/projection lighting that can be utilised all year-round for various Town Events and Public Holidays, including but not limited to, May Fair, Regatta, Easter, and Valentine's Day. The Town Council wishes to have a bright and cheerful light display during the festive season that complements the town's high street, Victoria Gardens and the Waterside. (Please refer to Appendix A for further information on locations inclusive of the Town Council assets and responsibilities and EICR Certification).

Essential locations to be decorated with Christmas lights are:

- Fore Street
- Waterside
- Victoria Gardens
- The Guildhall – to be undertaken in-house, for your information only

Quotations should be broken down into individual locations as listed above with prices being specified against each line.

The tender should include a set of visuals of the proposed lighting design for each location.

#### **Supply and Technical Specifications**

The Town Council are mindful of the environmental impact of its actions, therefore strongly encourages the appointment of climate-conscious suppliers, the use of sustainable materials and prioritises energy efficient LED lights, where possible, to assist in progressing the town to a greener future.

Tenderers are to describe the types of lights (e.g. festoon, string, cross motifs, column lighting) and their specifications (e.g. wattage, colour temperature) highlighting energy-efficient solutions, such as LED lights and solar options. Information on the supplier's environmental policies may be requested if not submitted with tender application.

Tenderers should detail and include in their presentation any specific themes, design preferences and timescales / processes that would allow for the Town Council to customise design options for different events throughout the year (e.g., Easter, Valentine's Day, Remembrance).

## **Installation, Maintenance, Removal and Storage**

Tenderers to include procedures for installation, annual maintenance, removal and storage of decorations, if required.

A full in-depth survey will be required to establish that proposals will be compatible with the existing electrical services. Power supplies for the existing scheme are taken from lighting columns as specified in Appendix A.

Consideration should also be given to the existing fixing points, their suitability and undertaking of strength testing certification and necessary replacement. It should be noted that the existing catenary wires hold festoon lighting and were last visually tested in November 2024, please see Appendix B for confirmation of condition.

During the three-year contract, suppliers will be responsible for addressing any fixing point failures, within the agreed budget, should they occur following installation, liaising with the Assistant Service Delivery Manager prior to works taking place. If such failures cannot be resolved, or if they are determined to be unrelated to the newly installed lights, the Town Council is willing to engage in discussions to address any resulting infrastructure issues.

Any additional lighting structures that the Town Council do not have permission to install the supplier will be responsible for necessary building owner / tenant consents; however, the Town Council may be able to assist with local liaison.

The supplier will be expected to undertake pre installation lighting checks / repairs to the lighting supplied and installed on the lead up to a Christmas Light Switch on event to be held on an agreed date in November / early December, providing a full handover to the Assistant Service Delivery Manager to assist the Service Delivery Team with the switch on of lights.

**Please note:** the supplier will not be required to attend the light switch on event however will be required to install, test and switch off any festive lighting displays in readiness to the Town Council switch on event.

### **Safety and Compliance:**

All lights must comply with the appropriate UK and European standards and be annually tested and certified with all repairs necessary included in the contract price.

Suppliers will be expected to apply to Cornwall Council Streetworks for any road closures that may be required to undertake the works along with an application to hang seasonal lighting over the highway (refer to Appendix C for example) and to provide all access equipment for installation.

Risk and Method Statements will be required covering all elements of your work.

Full insurance cover will need to be provided for installation, including operatives, duration of installation season and the taking down of the lights.

ISO and Alcumus accreditations will need to be provided.

Electrical testing and certification will be required for the contractors supplied equipment.

Suppliers to provide ongoing maintenance and repair works during the three-year contractual term. Any faults must be rectified within 48 hours unless evidence is provided of the need for an appropriate extension. The successful contractor must offer an emergency repair service in the event of a health and safety issue with the installed lights.

Any requirement to de-install, store and test in readiness for the following festive season is to be detailed in the quote provided.

Copies of certificates in respect of public liability (not less than £10 million), employers liability (not less than £5 million) and professional indemnity insurance (not less than £5 million), and details of any claims in excess of £50,000 made under your company/organisation's insurance policies within the last three years (if none, state none) are to be provided.

Please contact [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk) if you believe these levels are a problem for your organisation.

### **Contractor Qualifications:**

Contractors must demonstrate or provide evidence of experience and qualifications, including references and examples of similar festive or event lighting installations previously undertaken and dated within the last three-years, demonstrating a track record of relevant experience, highlighting key similarities to this contract.

The Town Council may contact the referee.

Sub contracting (if applicable) - contractors must include the name of who they intend to outsource Saltash Festive / Event Light Display work, providing copies of their qualifications, relevant experience, certificates, and reassurance of their high standard of work practices, flexibility, and commitment by providing references, case studies, or testimonials from previous municipal or comparable projects.

## **Project Management:**

Saltash celebrates the Christmas season from a date to be agreed in November, through to the start of January.

Tenders are required to set out how works to install festive lighting would be carried out, including lead times and overall project timelines, with a breakdown of key milestones in a high-level Project Plan, inclusive of an indicative programme of works and the resources the contractor will employ as well as the use of any sub-contractors.

## **Project Value and Contract Duration:**

The tender is allocated a maximum budget of £90,000 plus VAT for a three-year contract – equating to £30,000 per annum.

This budget is indicative and may be adjusted if the supplier proposes higher costs in the first year that decrease over subsequent years, provided the total does not exceed £90,000 plus VAT.

However, the Town Council recognises the possibility of annual cost increases and are open to considering these each year, subject to a comprehensive detailed report outlining and justifying the reason and increase. Please note any additional costs will be considered at a Town Council meeting.

A detailed cost breakdown is to be provided of each element of the work.

Details of energy usage of lights and a set of visuals of the proposed lighting designs for each location is also required.

Please clearly state if any options or alternative offer(s) have been made.

Please ensure the Governance and Quotation form is completed and signed as part of the Tender Application Submission. – Appendix D.

## **3. Site Visits**

A site visit is highly recommended, for prospective contractors to familiarise themselves with the locations, requirements, infrastructure, and any working restrictions. The Town Council's Assistant Service Delivery Manager is available to meet contractors at a mutually agreeable time by contacting [services@saltash.gov.uk](mailto:services@saltash.gov.uk) or 01752 844846 option 2.

Tenderers shall be deemed to have visited the site and to have satisfied themselves as to the nature of any operational limitations of the site that affect execution of works.

#### **4. Tender Clarifications**

Any queries or correspondence relating to this document should be directed to the Administration Officer at [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk) or 01752 844846 option 5.

Any question or request for clarification considered to be of material significance, will be published with the response, in an anonymous format, on the Town Council website 'Tenders' page <https://www.saltash.gov.uk/tenders.php>

Questions of clarification are to be emailed to the Administration Officer at [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk) by 11 June 2025 by 5pm. All clarifications posted on Contracts Finder by 18 June 2025 by 5pm.

Applicants are advised that where such enquiries have been made, and it is appropriate to do so, clarification enquiries will be shared with a copy of the written reply through Contracts Finder, anonymity preserved.

#### **5. Contract Price**

Pricing must be a fixed price and be fully inclusive of all overheads, general risks, liabilities and obligations.

All items are to be individually priced expressed to two decimal places.

Tenderers should note that due to financial constraints it may be necessary to reduce or remove elements of the proposed works. Any such adjustments shall be notified to the tenderers prior to the award of contract.

Your organisation must bear all costs associated with the bidding process itself, including any site visits, and attendance at Town Council meetings.

All pricings should be exclusive of VAT.

Quotations should remain open for an initial acceptance for a minimum of 60 calendar days. All pricing is to remain fixed for the duration of the contract unless otherwise agreed.

## 6. Timetable

<u>Stage of Procurement</u>	<u>Deadline</u>
Tender advertised via Contracts Finder and Saltash Town Council website	14 May 2025
Final date for submission of clarifications to questions to <a href="mailto:tenders@saltash.gov.uk">tenders@saltash.gov.uk</a>	11 June 2025
Final date for responses to clarifications published on Contracts Finder	18 June 2025
Deadline to return the tender to Saltash Town Council by email to <a href="mailto:tenders@saltash.gov.uk">tenders@saltash.gov.uk</a>	25 June 2025 by 5pm
Evaluation of tenders by two Saltash Town Councillors supported by the Town Clerk	2 July 2025
Award of contract recommended to the Services Committee	17 July 2025
Tenderers notified of the outcome	18 July 2025
Appointment made and contracts agreed and signed	TBC
On site meeting in Saltash with the Assistant Service Delivery Manager and successful contractor	TBA
Works commence	TBA
Display installed and fully operational	10 October 2025
PR and launch Light display	13 October 2025
Christmas Lights switched on	14 November 2025
Christmas Lights switched off	5 January 2026
Removal of lights (if required)	5 January 2026

## **7. Submissions**

Please submit all Tender documents by 25 June 2025 by 5pm by email to [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk) with the following wording ONLY in the subject box:

**“Saltash Festive and Event Lights Tender - Strictly Confidential”.**

Please ensure all tender submissions include:

Full name and address of organisation  
Name/job title of the project lead for contact purposes  
Email address and telephone number  
Organisational status of the supplier/contractor (Company Registration Number, VAT number as appropriate)  
Governance and Quotation Application Form – completed and signed

Tenderers should request confirmation of receipt. Late submissions will not be considered.

Tenderers are prohibited from contacting Town Councillors or staff to encourage or support their tender outside the prescribed process.

Tenderers shall not discuss the tender they intend to make or release any information about the tender they intend to make, other than with professional advisers who need to be consulted for preparation of the tender.

The following information should be noted / included in your submission:

### **Key points:**

1. The Town Council has replaced the festoon lighting above Fore Street and at the Waterside in 2024 and will continue to supply and install Christmas trees at Victoria Gardens and the Waterside, with infrastructure available above the main high street for cross motifs, tree decorations, and lamppost motifs.
2. Christmas trees will be installed at Victoria Gardens and the Waterside (the trees are not part of the specification and will continue to be delivered in-house by Saltash Town Council Service Delivery Team).
3. The Town Council requests submission of a detailed design presentation to form part of tenderer's submission.



### Other Requirements:

Suppliers must be financially sound. We may use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.

The Town Council secure awarded contracts by raising a purchase order number (PON) for the contract value. It is the contractors responsibility to check the details of the PON raising any concern within five working days of receiving the PON.

The Town Council standard payment method is by BACS. The standard terms of payment are Nett 30 days from receipt of acceptable invoice after successful completion of work as agreed. Please advise any discount available for early payment i.e. 7 or 14 days.

Tenderers must provide a clear statement regarding any potential conflicts of interest for this procurement between their company and Saltash Town Council whether directly or indirectly through financial, economic or other personal interests which might be perceived to compromise the impartiality of any party in the context of this procurement procedure. **Please confirm within your tender submission if there is a conflict.**

Your organisation shall always comply with the requirements of all relevant Health and Safety legislation and all associated Acts, Regulations and Approved Codes of Practice relating to provisions of Christmas lighting installation and display.

Saltash Town Council is a Living Wage employer. Under this project, we encourage your organisation to pay its workers the Living Wage rate.

Your organisation must comply with all current equal opportunities' legislation with particular regard to the Equality Act 2010.

Your organisation must comply with all current and relevant UK and EU Environment Laws and in doing so, where possible, deliver good and best practice above the legal baseline.

Tenderers are hereby notified that Saltash Town Council is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

Your organisation shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

Your organisation shall (and shall use its reasonable endeavours to procure that its staff shall) always comply with the provisions of the Human Rights Act 1998 in the performance of this project.

Particular reference should be taken to the following legislation:

Public Contracts Regulations (2015);

**<https://www.legislation.gov.uk/uksi/2015/102/contents>**

The Bribery Act (2010);

**<https://www.legislation.gov.uk/ukpga/2010/23/contents>**

Public Services (Social Value) Act 2012;

**<https://www.legislation.gov.uk/ukpga/2012/3/contents>**

Freedom of Information Act 2000;

**<https://www.legislation.gov.uk/ukpga/2000/36/contents>**

Environmental Information Regulations 2004;

**<https://www.legislation.gov.uk/uksi/2004/3391/contents>**

Data Protection Act 2018

**<https://www.legislation.gov.uk/ukpga/2018/12/contents>**

Transparency Code 2015

**<https://www.gov.uk/government/publications/local-government-transparency-code-2015>**

Counter Terrorism and Security Act 2015

**<https://www.legislation.gov.uk/ukpga/2015/6/contents>**

Modern Slavery Act 2015

**<https://www.legislation.gov.uk/ukpga/2015/30/content>**

Late Payment Directive 2015

**<https://www.gov.uk/government/publications/late-payment-directive-user-guide-to-the-recast-directive>**

Quotation and Governance Form – the completed quotation form and governance document to be signed and returned – Appendix B.

Conflict of Interest – a conflict of interest statement to be returned if applicable as per section 8.

## **8. Tender Evaluation**

Each Tender will be checked for completeness and compliance with all requirements of the 'Invitation To Tender'. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion.

### **Evaluation Criteria**

The overall award criteria that will be used in evaluating submissions will be 60% on quality, 30% on cost, and 10% on environmental sustainability. The preferred consultant/supplier will be that which achieves the highest overall score against our award criteria.

<b>Criteria</b>	<b>Weighting</b>	<b>Requirement</b>
Supplier status	Pass/Fail*	Confirmation that governance checks are met.  *only organisations passing this stage will be considered for this project
Quality/Design	60%	Demonstration of understanding of the brief  Design presentation  Visual appeal including appropriateness to setting  In line with required timescales  Demonstration of relevant experience, including track record on Christmas light displays
Price	25%	Cost / competitiveness
Environmental sustainability	10%	Distance from site to company for travel  Energy efficiency of products  Production of products
Policies / Certs	5%	Environmental and Equality Policies in place and how these will be applied to this project  Insurance, Health & safety record, and relevant accreditations

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Saltash Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion weightings in the table above.

Errors and Discrepancies in Tenders - Where examination of tenders reveals errors or discrepancies which would affect the tender figure in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of confirming or withdrawing their offer. If the tenderer withdraws, the next tenderer in competitive order is to be examined and dealt with in the same way.

Saltash Town Council is not bound to accept the lowest price or any tender. Saltash Town Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Saltash Town Council's internal procedures and Saltash Town Council being able to proceed.

## **9. Disclaimer**

The issue of this documentation does not commit Saltash Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Saltash Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Saltash Town Council and any other party (save for a formal award of contract made in writing by or on behalf of Saltash Town Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Saltash Town Council, or any information contained in Saltash Town Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Saltash Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Saltash Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Saltash Town Council liable for any costs or expenses incurred by tenderers during the procurement process.