**INVITATION TO TENDER**

**To supply a managed service for Christmas lighting for 3 years with option for a 1 year extension:   
2024 to 2026 (2027)**

# Introduction

Taunton is the County Town of Somerset and was one of the first towns in the Southwest to be awarded Garden Town Status and has a population of around 70,000. Taunton Town Council is ambitious with its plan to highlight its offer as regional festive destination like no other. To offer an experience that creates lasting memories.

The Christmas offer must;   
  
Create a festive atmosphere: by using Christmas lights to create a warm and inviting ambiance, adding to the festive spirit of Christmas. To help transform ordinary streets into magical and enchanting spaces, creating a sense of joy and wonder.

Boosting Local Economy: Christmas lights attract tourists and shoppers to town and the town council want to see this lead to increased footfall and potential business for local retailers. The vibrant and attractive street displays need to entice people to venture out and explore the area, providing a boost to the local economy.

Community Engagement: The installation of Christmas lights will need to bring communities together by becoming a focal point for gathering and socialising.   
  
Taunton Town Council will organise switch on events each year and festive activities around the lights, such as tree lighting ceremonies, Christmas markets, and local entertainers. The events foster a sense of community spirit and togetherness and the lights will help foster collaboration.

Taunton Town Council’s Christmas lights have become deeply ingrained in our cultural traditions. The lights bring a sense of nostalgia and remind us of childhood memories. The anticipation and excitement surrounding the annual display of lights help to create a shared experience that brings people together and helps to build pride in the town.

Taunton Town Council are looking for a well-designed Christmas light installation, that is visually stunning, creating a spectacle that captivates both young and old.   
  
The theme must be colourful and classic and intricate displays can feature various but relevant themes, adding to the visual appeal and charm of the town centre. This visual impact attracts attention, encourages social media sharing, and promotes the town as a vibrant and attractive regional destination.

Taunton Town Council is inviting tenders for the supply, installation and removal, storage, maintenance, and testing of a high-quality festive light display.   
  
Include locations, number of crossings, tree decorations, a ceiling light through Castle Bow and a festive feature on the Market House, in Taunton.

**Infrastructure and Assests provided by Taunton Town Council.**

11 catenary crossings in total.

The 11 crossings are made up of 5 crossings in East Street, 3 in North Street and 3 in High Street.

Fore Street

1 x 33ft Christmas Tree – (Supplied by Taunton Town Council.)

1 x medium size picket fence – Supplied by Taunton Town Council. (Requires erecting)

The festive lighting supplier will be responsible for testing of the related electrical infrastructure for the duration of the contract, with an option to extend a further year subject to satisfactory performance.

In order to ensure that the best value for money is achieved, we invite tenders for hire of the festive light’s aspect of this specification. Contractors must make it clear whether their tender submission is based on Taunton Town Council hiring the lights.

The successful contractor will be suitably experienced and qualified to undertake this tender and be able to provide examples of similar successful projects which they have been involved in. They must be HERS registered (Highways Electrical Registration Scheme), NSWR (National Street Works Qualification Registered Supervisors and Operatives), CFA (Constructions Fixing Association), and of document PLG06, ‘Guidance on the Installation and Maintenance of Seasonal Decorations and Lighting Attachments’. Tender submissions must detail how the business experience and qualification requirements are met. The successful contractor will deliver this contract with suitably qualified personnel. Sub-contracting by the **contractor is not permitted without the consent** of Taunton Town Council. Tender submissions must specify whether the intention is to sub-contract.

# Instructions to tenderers

All tenderers are requested to let the Council know on receipt of this Invitation To Tender (ITT) that:

* they wish to submit a tender and the
* name of tenderer contact where all communications regarding this tender should be addressed to.

If there are omissions, discrepancies or enquiries concerning the ITT document these should be emailed to [operations@taunton-tc.gov.uk](mailto:operations@taunton-tc.gov.uk)

Any clarification queries regarding the tender document must be submitted as soon as possible. Any answers to clarifications will be emailed to all known interested tenderers prior to the submission date.

All tenderers are strongly recommended to visit the town and do a site survey with an officer of the council prior to submission of the tender document.

All tenders must be for all the displays as specified in the ITT and the whole contract period. If there are omissions or errors in the tender submitted to the Council the tenderer may be required to justify the price/items concerned. Any price adjustments to the tender made by agreement with Taunton Town Council and the tenderer will be confirmed in writing by the tenderer to the Town Council before final acceptance by the Town Council.

# Submission

Tenders may be submitted in a sealed envelope marked ‘Tender – Christmas Lights by post to the Operations and Events Manager, Taunton Town Council, Deane House, Belvedere Road, Taunton TA1 1HE. Tenders by post or by email must be received by **5pm on Friday 30th September 2023**

Tenders received after 5pm on Friday 30th September 2023 will not be considered.

# Timetable

Taunton Town Council to award the contract in early 2023.

The proposed timescale is as follows:

|  |  |
| --- | --- |
| Activity | Date |
| Dispatch of ITT | 1st August 2023 |
| Return of ITT | 30th September 2023 |
| Evaluation of ITT | October/November 2023 |
| Notification of successful tenderer | November 2023 |
| Service commencement | November 2024 |

Taunton Town Council reserves the right to change the timetable and will notify tenderers where a change takes place.

# Tenders - assessment and evaluation

All tenders will be assessed on the following services:

1. Site survey
2. Photographic simulation of lighting in situ or similar.
3. Detailed description of the lighting scheme and its quality.
4. Comprehensive installation and removal service.
5. Stress testing of wall brackets (where appropriate) and inspection of all connection points on a bi-annual basis, meeting relevant engineering/electrical safety guidelines related to planning, installation, commissioning and maintenance of public lighting and street furniture.
6. Check of all lighting equipment and undertaking any repairs to ensure are in full working order prior to installation.
7. Installation and maintenance of electrical infrastructure (where appropriate) to serve the lighting scheme, including timers/sensors/wifi and all should be tested and certified safe.
8. Managing the operation for switch on whether remote access or in situ operation.
9. 24-hour on call service during display period with repairs and faults requiring a 24-hour response for remedial works, unless it is reported as an emergency and poses a danger to the public, this call out will be subject to a 2 hour response time.
10. Nominated point of contact or account manager from the contractor.
11. Safe storage of lights whether hire by the Council by the contractor for the period of the contract.
12. Liaison with building owners in respect of cabling/fixtures and aid the Town Council with any permissions the Council needs to be obtained.
13. Insurance and indemnify Taunton Town Council of any builders’ work repairs relating to the contract.

**Each compliant tender will be judged against the following criteria:**

|  |  |
| --- | --- |
| **Description** | Weighting |
| Experience of successful working with local authorities | 10 |
| Evidence of experience, capability and qualifications of key personnel | 15 |
| Creativity and innovation of the proposal and how it fits with Taunton | 15 |
| Ability to deliver the required standard/timing requirements | 25 |
| Value for money | 25 |
| Location of supplier/storage of lighting | 10 |
| **Total** | **100** |

The Council will not be bound to accept the lowest priced or any tender submitted and may reject any tender if it is incomplete or vague.

Tenders will be judged by the Communities Committee of Taunton Town Council and may be referred to the full Council for final approval. If the tenderer is required to attend a meeting to discuss their proposals this will be at no additional charge to the Council.   
  
The Town Council may require additional information as appropriate for each tender. This ITT has been prepared in good faith and Taunton Town Council does not accept any liability or responsibility for the adequacy, accuracy, or completeness of the information.   
  
Each tenderer must make its own independent assessment of the proposed terms after making such investigations and take such professional advice as it deems necessary to determine its interest in the contract.

**The tenderer must include in their tender:**

a) Information concerning the contractor, including details of experience, training, and staff competence.

b) A suggested lighting design plan.

c) The technical specification of any such design.

d) Method statements on minimising risk to property, residents and the public and operations to be undertaken on site.

e) A separate document confirming the costs, including payment terms for each year and combined total for three years (option of a fourth year, subject to satisfactory performance). Figures quoted must be the total fixed price, excluding VAT, for the works concerned, including all parts, materials, labour, and ancillary costs. Pricing should be all inclusive of every aspect to deliver and maintain the scheme for the duration of the contracted period. The contractor’s submission should also include a breakdown of the total fixed price to deliver all elements of the specification, into the annual cost for each of the three years (with option of fourth) unless otherwise stated by the response in the tender document. Financial arrangements will be agreed with the successful contractor. The contractor should conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.

e) The names and contact details of two referees who have received a similar service in the past 24 months.  
  
Please note that the contractor selected to undertake this contract will have to provide documentary evidence of insurances, health and safety policies, method statements and relevant operative training prior to contract award. In addition, the contractor selected will have to provide a full method statement and risk assessment to demonstrate how the works will be carried out safely.

# Tender conditions

The tender shall provide an irrevocable offer to provide the services. The successful tenderer shall conclude a formal contract with Taunton Town Council which shall embody the tenderer’s offer.

It is clearly understood that the ITT and the submission of the tender shall not in any way bind the Town Council to enter a contract with the tenderer or involve the Town Council in any financial commitment whatsoever in this respect.

Any interested organisation who directly or indirectly canvasses any member or official of the Council concerning the evaluation of the tender, or who directly or indirectly obtains, or attempts to obtain, information from a member or official concerning any other tender will be disqualified. If at any stage during the process it is discovered canvassing has taken place, that organisation and its tender may be disqualified from the tender process.

# Tenderers responsibilities

The tenderer is responsible for obtaining all information necessary for the preparation of its tender and all costs, expenses and liabilities incurred by a tenderer in connection with the preparation and submission of a tender shall be borne by the tenderer. Each tenderer should satisfy themselves before submission as to the accuracy of the prices and rates and cover all obligations and all necessary information for risks and contingencies which might affect the tender.

# Confidentiality

All information supplied by the Town Council in connection with this ITT shall be treated as confidential by tenderers except that such information may be disclosed so far as is necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the Tender.

# Specification

Taunton Town Council provides, on an annual basis, 11 street crossing displays along North Street, High Street and East Street in Taunton. A Christmas tree on Fore Street with two key features either side of the tree. The switch on event is the last Sunday in November, each year. (This could be subject to change) and 6 months’ notice will be given to confirm the date.

Taunton Town Council is seeking suitably experienced companies to tender for design, supply, installation, maintenance, dismantling, storage, testing and operation of Christmas Lighting. The Council is tendering with a view to agreeing a contract with a supplier from 2024. The contract will run for three years including Christmas 2024, 2025 and 2026 with an option to extend to 2027. If the option is not extended the contract will end on 31st January 2026. The option to extend is subject to satisfactory performance throughout the contract period.

**Tender for the installation of 11 crossing displays, 33ft Christmas Tree, Two large festive features either side of the tree and a market house decoration**

The areas where the festive displays are to be lit are:

* East Street
* North Street
* The High Street
* Fore Street.

For the last four years, the Council has had sensors and remote controls to turn on the displays and Taunton Town Council would prefer a remote switch on connection, due to the size of the area and how populated the switch on event can be. In 2023 the Footfall counters reached 97,000 impressions, a typical Sunday would see around 24,000 impressions.

The tender should include LED/RGB or low energy products in accordance with the Council’s Climate Emergency Declaration. The display should be installed in the period preceding the switch on and no later each year than 7 working days prior to the switch on. The lighting must be switched off 4 January and removed by 15th January each year.

Safe working practices must be adopted at all times and the contractor will need to show evidence of the relevant professional and public liability cover to the value of £10 M.

# Requirements for the supply, annual installation and removal, storage, maintenance and testing of light displays of and testing of electrical infrastructure 2024 to 2026 (+1)

**Standard to be achieved**

To achieve and maintain the festive lighting displays using appropriate high-quality products.

**Timings**

Taunton Town Council shall provide the contractor with switch on dates at least six months in advance of the switch on.

**Annual installation**

Annual installation of light displays will be completed and tested by a date that is at least 7 working days before the switch on date.

**Annual removal of light displays**

The contractor will take down all Christmas lights by the 15th of January each year.

**Assistance with and provision of documents**

The Town Council is likely to need occasionally the contractor’s assistance with documentation. This assistance must be provided within five working days. The client will from time to time require documents from the contractor to support highways licence applications e.g. (but not exclusively) insurance documents, RAMS, electrical test certificates. These documents should be provided to the client as soon as is possible and within five working days at the latest.

**Please note that the contractor is responsible for supplying and installing all light displays unless this specification states otherwise. Tender submissions when describing each element of the displays should detail the type and volume of lights and how they are used/dressed.**

**Displays**

* PAT test the light displays annually.
* Maintain up to date and supply to the client upon request, PAT test certificates.

**Removal of old festive lighting components**

The successful contractor will be required to remove any components of previous display schemes that may be surplus to requirements. For example, but not exclusively, redundant decorations from buildings and catenary wires

**Enabling works and additional infrastructure**

If new or additional infrastructure is required for a scheme tendered by a contractor, the contractor is responsible within the contract for supplying and maintaining the new infrastructure and delivering all works.

**Additional points and overarching conditions**

* The contractor will be responsible for maintaining, replacing, or repairing any part of the lighting displays. This includes all wiring above ground, and festive lights specific wiring, switches and timers associated with the displays.
* Taunton Town Council festive lights are on permanently from date of switch on, until the day they are turned off (4 January)
* Contractors are responsible for maintaining and replacing appropriate lights and for servicing them if reported faulty during the period of illumination to ensure they operate correctly. It is the contractor's responsibility to maintain and if necessary, replace these during the contract period.
* Tenderers are invited to outline their test strategy within their tender submissions. This includes the formal electrical test certifications (both PAT and of all infrastructure), and the informal tests following installation to ensure all displays are ready at least seven working days before the switch on dates. The contractor will be required to test the electrical infrastructure for the schemes and provide formal electrical test certificates.
* Tenderers are invited to outline their approach to minimising environmental impact of their proposed schemes and the impact upon costs, if any, of use of more environmentally friendly parts such as low energy bulbs.
* Tenderers must certify within their tender submissions that they can meet the required timescales.

# Payment

Payment for services to the contractor will be made upon the receipt of a satisfactory VAT invoice and may be made in instalments. Full terms are to be agreed once the contract has been awarded.

The total budget will not exceed the value of £105,000 over 3 years, with the potential for a 1 year extension, adding a further £35,000 to the budget, covering a total of 4 years at a maximum financial commitment of £140k.