



# Ripon City Council

## ***Invitation to Tender for the provision of the Festive Lighting Design, Installation and Maintenance for Ripon City Centre in 2021***

We invite you to tender for the provision of the Christmas Lighting Display in Ripon City Centre for the 2021 Festive Season.

To ensure the process is fair and transparent for all parties, please follow the instructions carefully. We would like to receive all responses by **Friday 18<sup>th</sup> June 2021**.

Any enquiries should be addressed to Paula Benson, Clerk to the Council on 01765 604097.

Please read the instructions and return the following documents:

- Signed Tender Response detailing your proposed design and installation plan;
- Signed Pricing Schedule/detailed cost template for the 2021 contract;
- Signed Certificate of canvassing and non- collusive tendering (see appendix 2);
- Detailed organisation information including references for 3 similar works, contact details and insurance provision.

We strongly recommend a site visit by interested parties prior to the submission of a tender, or a detailed telephone conversation. Please contact me via email to arrange a visit.

We are looking for your ideas and support to make the Christmas Lights a spectacle the whole city will enjoy.

We hope that you will be able to assist us in this tender and look forward to hearing from you in due course.

**Paula Benson**  
**Clerk to the Council**

### Attachments

1. Tender Specification
2. Appendix 1: Map of the area
3. Appendix 2 - Form of Tender and Declaration of canvassing and non-collusive tendering

## **Tender Specification**

### **Christmas Lighting Design, Installation and Maintenance 2021**

#### **1. Background**

Ripon City Council manage the Christmas lighting display in the city.

In 2019 the council reverted to purchasing lights after a number of years of hiring them, installing them in the centre of the city. In 2020 the council expanded its lighting display with the addition of a significant number of additional units and installation/upgrading of infrastructure by North Yorkshire County Council.

The lights owned by Ripon City Council include the following items:

- 4 no Light String Pennants
- 59 no Column Mountable Motifs
- 8 no 3D Column Motifs
- 8 no Cross St Motifs
- 23 no Lengths Icicle Light for Zig- Zag effect
- 24 no Lengths of 'Clusterline' which is a string type light that is wrapped around smaller lighting columns unable to take the weight of a Column Mountable Motif.

#### **Our requirements**

In 2021 we are looking to outsource the Christmas Lighting design, installation and maintenance. The lights will be switched on at an event on 19<sup>th</sup> November 2021 and will remain illuminated throughout the festive season.

The lights will be switched on by a local celebrity at 4:00pm.

##### **a. Areas**

We welcome a design for the town centre, incorporating the existing lighting stock in line with the attached plan (refer to Appendix 1).

We are aware that approximately 12 no lengths of the icicle lights are not as bright as they once were and would like proposals to include the replacement of these lights and re-positioning of them elsewhere on the outer edge of the display area.

We have obtained sponsorship for a new cross street display on High Skellgate which is in addition to the budget figure stated below.

Consideration to be given to hiring in a 'feature' item to be placed on the central market square for the season.

##### **b. Details for the Event**

Lights must be installed no later than **5th November 2021** excepting those which share column or building space with the Ripon Community Poppy Project displays around the city where installation will need to be carefully co-ordinated and installed no later than **16<sup>th</sup> November 2021**.

All reported lighting repairs, if they pose an immediate threat to life and limb, require a 2-hour response and fix time.

On the evening of **19<sup>th</sup> November 2021**, you will provide an agreed number of personnel to facilitate the lights switch on

Lights will be disconnected on 10<sup>th</sup> day of Christmas and the lights will be dismantled no later than the 3<sup>rd</sup> week in January.

We are looking for a reputable and qualified company who can provide us with value for money. We require design, construction, testing, installation, removal and support for the Christmas lights.

If the event is successful in 2021, we would look to replicate the agreement for future years.

Please be aware that at the time of writing some of the older infrastructure in the City requires additional investment. We are working with the county council to facilitate this work. We expect that North Yorkshire County Council will undertake their own work on columns, however, if you are qualified to provide infrastructure services, please indicate this in your response.

## **2. Budget**

Tender responses should be within the following budgetary parameters:

Overall RCC budget of £30,000, please detail the following items:

- Installation of all pre-owned RCC stock items detailed above to include dismantling, testing and storage;
- Replacement of icicle lights referred to in 1a. above;
- Details of what new lighting can be purchased with the funds remaining in the budget, including consideration of the hiring in of a feature display to be placed on Ripon Market Place South.

In addition to the budget stated above a quotation and design suggestion in respect of the replacement cross street lighting unit on High Skellgate, note that the existing motif will be relocated elsewhere within the city.

## **3. How we would like you to respond to this Tender.**

We welcome tender responses from all qualified companies. We would like the process to be as easy as possible and as such, we are not using an application form. When responding to the tender, please submit detailed written plans, which include the design for the lighting display and costings.

Your response should detail how you will approach each of the key areas of Ripon and the associated costs.

We also need information about your organisation, including your contact details, insurance information and references / information of 3 similar works completed for other clients. Please return the following documentation via email to [clerk@riponcity.gov.uk](mailto:clerk@riponcity.gov.uk)

1. Signed Tender Response detailing your proposed design and installation plan;
2. Signed Pricing Schedule/detailed cost template for the 2021 contract;
3. Signed Certificate of canvassing and non-collusive tendering (see appendix 2);
4. Detailed organisation information including references for 3 similar works, contact details and insurance provision.

The Council does not bind itself to accept the lowest bid or any quotation.

## **4. Working on the Public Highway**

This ITT is for a creative and commercially viable response to the need for a contemporary and appropriate bespoke festive lighting design.

Given the position of this display over the public highway and using public infrastructure (ie lamp columns owned by NYCC and HBC) the final design must be compliant with the legal and licencing demands of national and local

authorities, refer to appendix 3.

It is assumed that any design created under this tender will be a licensable display: the successful supplier will assist the Council in all stages of applying for the relevant permissions, including but not limited to, providing the plans, electrical supply details, legal and insurance criteria etc.

## **5. Arithmetic Accuracy of the ITT**

It is the responsibility of the supplier to check that all cost areas have been identified and are accurate.

If arithmetic mistakes are found after the contract has been awarded they will not be taken into account. The fees agreed at the time of contract will prevail. The Tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the contract) cover all the contractor's obligations under the contract and the contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the contractor's tender. The contractor who submits a tender will be held to have by his/her own independent observations and enquiries fully informed and satisfied himself as to the nature and extent and practicability of the works and as to access to the site and/or storage facility and all points and conditions which can in any way affect the prices upon which this tender is based. The prices for the tender shall include all charges for profits and transport and cartage and labour, materials, plant and insurance and all other expenses. Period of Acceptance of the ITT:

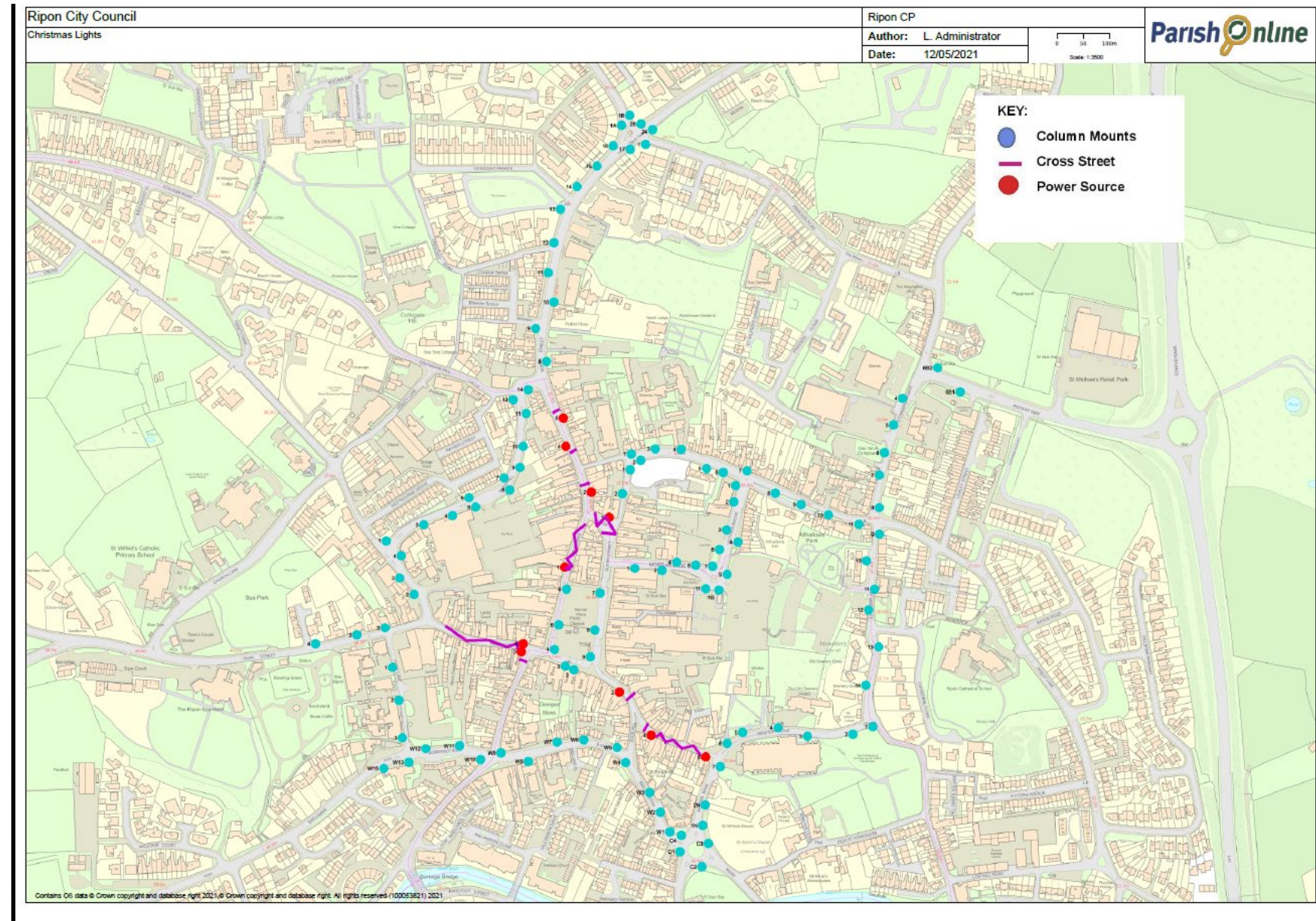
The potential supplier is required to hold their ITT open for acceptance for a period of up to six months from the closing date.

## **6. Final Submissions and checklist:**

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 tenderer in the preparation of the ITT. Tenderers should treat the tender documents as private and confidential between the tenderer and the Council.

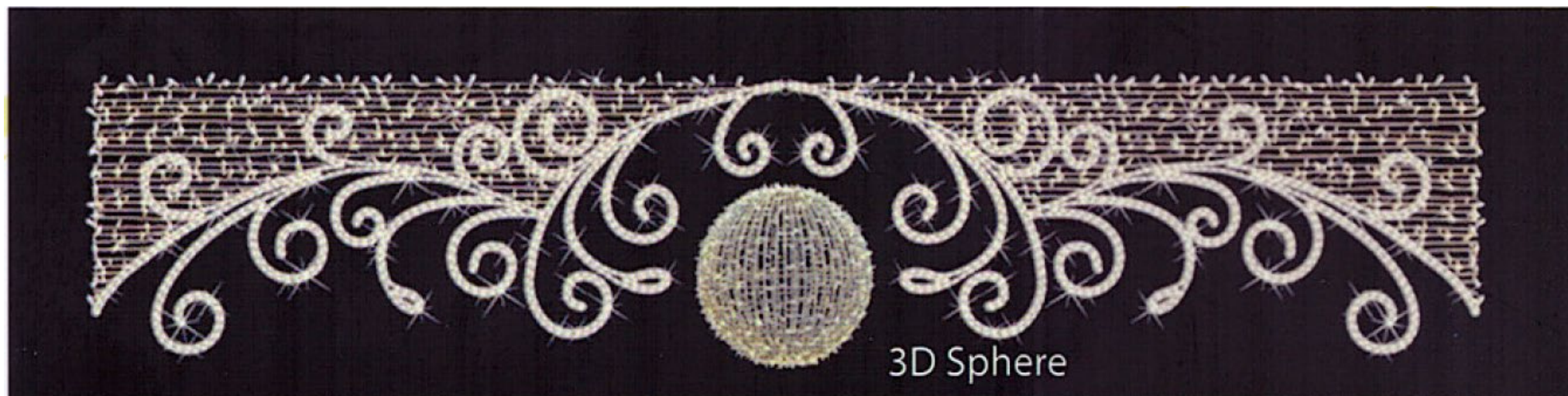


## Appendix 1 – Plan of existing lights – city centre





Appendix 2 – Examples of lighting units owned





### Appendix 3 - DECLARATION OF CAVASSING AND NON-COLLUSIVE TENDERING

In recognition of the principle that the essence of selective tendering is that the council shall receive bona fide competitive Tenders from all those tendering.

I/WE CERTIFY THAT:

1 The Tender submitted herewith is a bona fide Tender, intended to be competitive.

2 I/We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.

3 I/We have not done, and undertake that we will not do at any time before the hour specified for the return of the Tender, any of the following acts:

(a) communicating with a person other than the person calling for this Tender the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);

(b) entering into any agreement with any other person that he/she shall refrain from Tendering or as to the amount of any Tender to be submitted; and

(c) offering, paying, giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing, having done, causing or having caused to be done in relation to any other Tender or proposed Tender any act or thing of the sort described above.

Name:

Position:

Date:

In this declaration: 1 'person' indicates any person, body, or association corporate or incorporate. 2 'any agreement or arrangements' includes any transaction of the sort described above, formal or informal and whether legally binding or not.