



LUTTERWORTH TOWN COUNCIL

Christmas Lights (ref. 2024)

INVITATION TO QUOTE

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| TO BE COMPLETED AND RETURNED |
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When completed, please return to:

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| Events and Media Officer Lutterworth Town Council Council Offices Coventry Road Lutterworth Leicestershire LE17 4SH |
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| To be received not later than 12 noon on Friday 26th January 2024 |
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Completion of this Quotation

Please complete this Quotation, making sure to answer each question fully, and sign and date the declarations. Do not rely on any information that may be available through previous dealings with the Council without describing it fully here, as only the response to this questionnaire (and from recognised credit checking agencies) will be taken into account.

If you are responding as a potential main contractor, employing subcontractors, please answer fully the questions relating to the work undertaken by your subcontractors.

You can extend the spaces available on the form if required. Alternatively you can respond in your own format but in this case you must maintain the numbering system and order of questions that appear in the questionnaire.

QUOTATION

| Section 2.1 | ORGANISATION |
|---|--------------|
| Name of the organisation in whose name the tender would be submitted: | |
| Contact name for enquiries about this bid: | |
| Contact position (Job Title): | |
| Address: | |
| Post Code: | |
| Telephone number: | |
| Fax number: | |
| E-mail address: | |

| Section 2.2 | MANAGERIAL SUPPORT |
|--|--------------------|
| What are your proposals for managerial support for the Christmas Lights hire contract? | |

| Section 2.3 | PROVISION OF CHRISTMAS LIGHTS |
|--|-------------------------------|
| <p>What are your proposals for illuminating the specified areas?</p> <p>What displays do you propose to be included in the contract price?</p> <p>Are there any consumables that you propose to be outside the contract price?</p> <p>Please supply costs for any consumables that are not included in the cost for delivering the Christmas Lights hire contract.</p> | |

| Section 2.4 | OPERATIONS |
|---|------------|
| Please indicate how a period of sickness absence will be covered? | |
| How flexible is your organisation in arranging for additional or emergency assistance with the town's festive lighting? | |

| Section 2.5 | ADDING VALUE |
|---|--------------|
| What are your plans for adding value to and improving the standard of the Christmas Lights hire that the contract delivers? | |
| How do you plan to maintain this quality over the term of the contract? | |

| Section 2.6 | APPOINTMENT OF SUB CONTRACTORS |
|---|---------------------------------------|
| <p>Please provide details of any subcontracting arrangements. Give the names and addresses of contractors which you propose to use and the activities which they will perform. Please provide details of past Contracts on which you have employed the named Sub Contractors.</p> | |

| Section 2.7 | MONITORING THE CONTRACT |
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| Who would be responsible for overseeing the contract and be the first point of contact for the Council? | |
| What arrangements will there be for review meetings? | |
| How would any issues be resolved? | |

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| Please provide details of how any complaints or issues will be logged. | |
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| Section 2.8 | MEETING THE SPECIFICATION |
| Use this section to identify any matters not dealt with elsewhere which will support your tender. | |
| You may also use this section to address any apparent shortfall in your offer and how you would address such shortfall. | |

PRICING SCHEDULE

- *All displays should be bright, colourful and also animated, where possible.
- **'Merry Christmas' or 'Happy Christmas' signs are to be used – there should not be any 'Season's Greetings' signs used within the scheme.

| SECTION 3 | | PRICING SCHEDULE | | |
|--|-----------------------|---|-----------|-------|
| Please provide details of your price for delivery of the Christmas Lights hire contract itemised below for Lutterworth Town Council as per the specification in Part Two. (The Council reserves the right to use all or none of the rates given in the schedule below) | | No. (please indicate column numbers / building addresses where possible) | Rate £ | Total |
| 1. Bell Street, Lutterworth (to include decoration of real tree and/or other centre piece for the Town Square)* | Column displays | | | |
| | Cross Street displays | | | |
| | Tree illumination | | | |
| | Building illumination | | | |
| 2. Church Street, Lutterworth* (to include the Memorial Gardens) | Column displays | | | |
| | Cross Street displays | | | |
| | Tree illumination | | | |

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|--|-----------------------|--|--|--|
| | Building illumination | | | |
| 3. George Street, Lutterworth* | Column displays | | | |
| | Cross Street displays | | | |
| | Tree illumination | | | |
| | Building illumination | | | |
| 4. High Street, Lutterworth* (to include Lutterworth Town Hall) | Column displays | | | |
| | Cross Street displays | | | |
| | Tree illumination | | | |
| | Building illumination | | | |
| 5. Market Street, Lutterworth | Column displays | | | |
| | Cross Street displays | | | |
| | Tree illumination | | | |
| | Building illumination | | | |

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| Include pricing schedule for the following: | | Rate £ | Total |
| Rate One For electrical assistance on the Switch On Date in order to connect generators to the lighting, urns and stage | | | |
| Rate Two For PAT testing any additional lighting cables that may be held in stock to potentially be used to decorate the town | | | |
| Rate Three To store and install approximately 1 artificial tree currently owned by the Hirer | | | |