

REQUEST FOR QUOTE FOR THE PROVISION OF AN 'ENCHANTED LIGHT GARDEN' EVENT IN ABBEY GARDENS

Introduction

Winchester City Council has received confirmation of its UK Shared Prosperity Fund allocation. This will support a number of projects being delivered by the council and its partners over the next three years. The projects align with three key themes:

- Communities and Place
- Supporting Local Businesses
- People and Skills

This request to quote project aligns with the Community and Place theme and will be fully funded from this fund.

Overview of requirements	Winchester City Council ("the council") is seeking to commission a light event in Abbey Gardens themed as an 'Enchanted Light Garden'.	
Timescales:	The preferred dates for the light event to take place are between Saturday 11 February and Sunday 5 March.	
Location	Abbey Gardens in Winchester City Centre, please refer to the map below.	
Budget	£45,000 over two years (22/23 and 23/24) (£25,000 capital expenditure and £20,000 revenue expenditure)	
Project Officer	Culture and Creative Sector Development Officer	Emalene Hickman

Specification

Following the success of a 'Lights in the City' event, delivered by the council through the government's Welcome Back/Return to the High Street Safely Fund earlier this year, the council wishes to commission a contractor to deliver a future programme of similar events. The contractor will be required to deliver an initial event, themed as the 'Enchanted Light Garden' which is planned to operate from Saturday 11 February to Sunday 5 March 2023 inclusive and will take place in Abbey Gardens, 65, The Broadway, Winchester, SO23 9BE. This event period will provide the opportunity to capitalise on key opportunities including Valentine's day and Hampshire schools half-term. Whilst this is the preferred operating period these dates are open to discussion with the successful contractor. However the period must end no later than Sunday 19 March.

If the initial event is deemed by the council as successful as 'Lights in the City' this year, the contractor will be required to deliver a second, larger event in 2024, dates and details to be discussed and agreed with the contractor after the 2023 event. The long term plan is to deliver light events, incorporating opportunities beyond the city of Winchester to include our market towns, capitalising on the equipment purchased on behalf of the council in year 1 and if applicable in year 2.

It is anticipated that the 'Enchanted Light Garden' will include a mix of light installations (including items purchased on behalf of the council as well as hired light installations) as well as additional interactive entertainment taking place over the weekend of 18 and 19 February 2023. This might include, for example, walkabout interactive light artists organised by the contractor, along with food and drink concessions organised in partnership with the council. The light installations must offer an obvious Instagram/photo opportunity which will help promote the event by influencing social media User Generated Content.

The 'Enchanted Light Garden' will form a significant part of a "Season of Light" which will culminate in [Luxmuralis](#) being hosted at Winchester Cathedral from 6 to 11 March 2023. For information a similar [Luxmuralis](#) event took place at the cathedral Christmas 2022. The council will work in partnership with the contractor, stakeholders and businesses in the city to influence engagement, awareness and economic benefit opportunities arising from the event.

The council welcome applications from organisations, groups or individuals. Collaborative applications are also welcome.

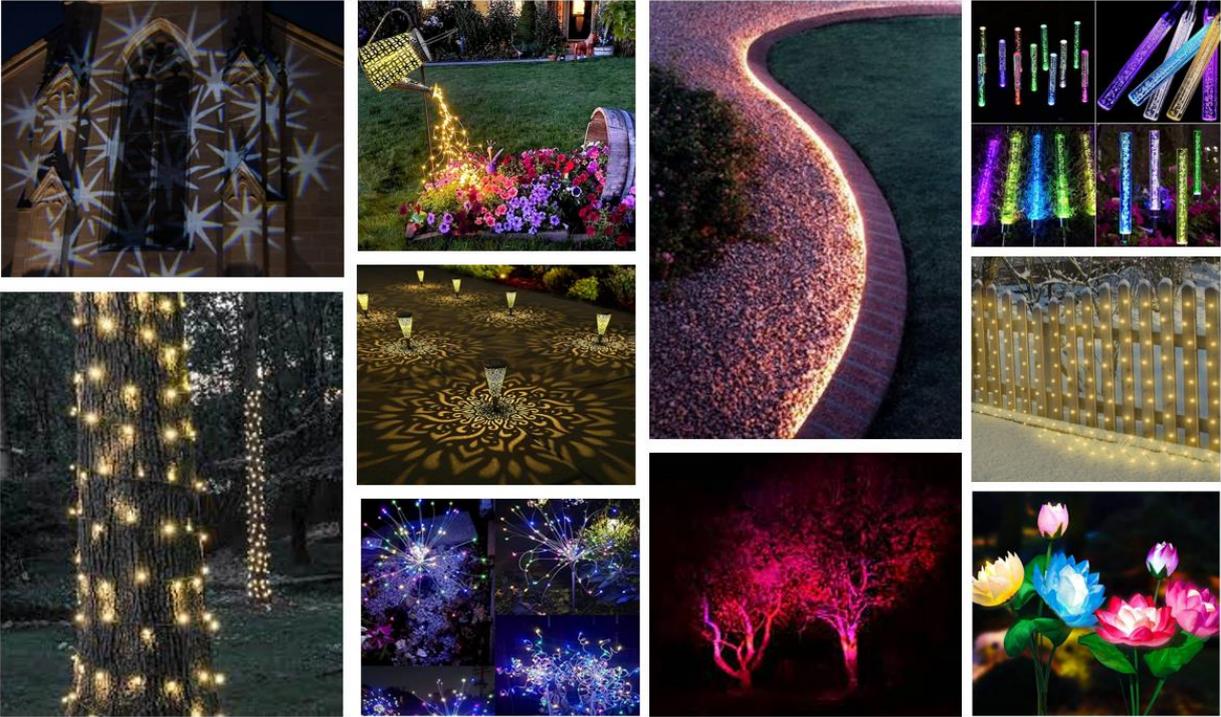
There are three elements to the specification:

1. Devise a plan or layout of lights and light installations in Abbey Gardens. Coordinate the purchase of lights and light installations (capital expenditure) on behalf of the council. Hire additional light installations (revenue expenditure) and ensure all necessary safety testing is carried out. All light installations purchasing and curation will be subject to agreement and approval by the council with all guarantees and warranties assigned to the council in this respect.
2. Commission and decommission the lights and light installations on behalf of the council (revenue expenditure) returning hired equipment directly to the supplier and placing items purchased on behalf of the council in the council's storage facility.
3. Organise and coordinate interactive entertainment and concessions on the weekend of 18 and 19 February 2023 (revenue expenditure).

Budget breakdown

Capital expenditure for the purchase of lights and light installations	A minimum of £10,000 of the budget must be spent on purchasing lights in year 1 and £15,000 in year 2 if applicable.
Revenue expenditure for the hire of any additional lights and light installations	A maximum of £15,000 year 1 and £5,000 year 2 if applicable to include all other items outlined in this document including repair and replacement as required to items purchased in year 1, commissioning and decommissioning lights each year and contractors management fees etc
Revenue expenditure for interactive entertainment 18 and 19 February 2023	Included in the above revenue expenditure as set out above
Organisers management fee	Included in the above revenue expenditure as set out above

Concept ideas



Concept Ideas continued...



Interactive Entertainment:



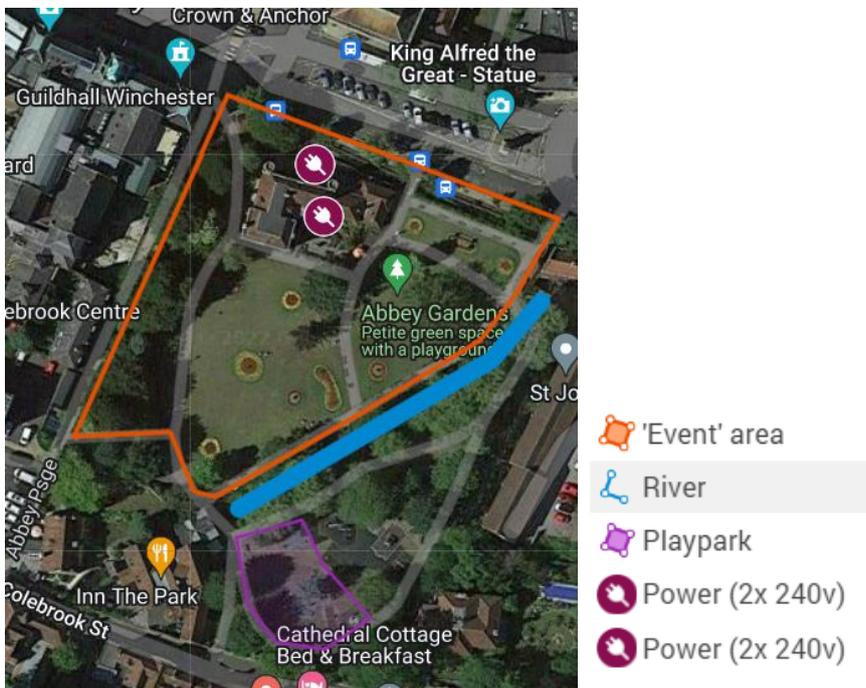
ABBEY GARDENS

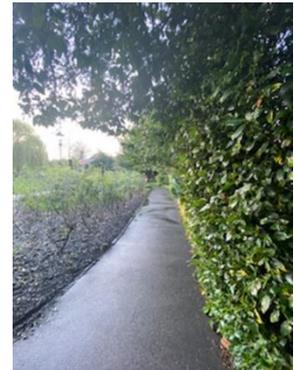
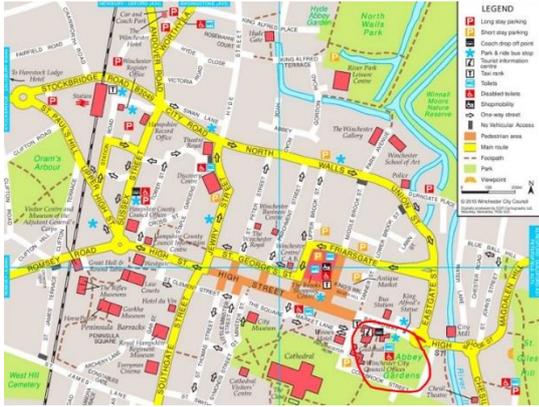
Location of Abbey Gardens

This site is located in Winchester City Centre in the shadow of King Alfred's statue and Winchester Guildhall. It has been used to host a number of events over the years and is laid out with formal flower beds, a rose garden, a scented garden, a number of large deciduous trees and an enclosed children's play area. It should be noted that refurbishment works are being carried out in the play area across the same period that the light event will take place. These are within the council's control and it is considered that these works will not impede the delivery of the 'Enchanted Light Garden'. The River Itchen runs through the gardens behind a 1m fence providing habitat for a variety of wildlife having once fed fishponds and powered the mill of the Nunnaminster. The park backs on to the rear of [Abbey House](#), a Georgian style building dating back to 1751 and is the official residence of the Mayors of Winchester. There are a small number of private residential dwellings and Almshouses adjacent to the Gardens.

There is a restaurant located within the park called Inn the Park along with public toilets.

There are four 240v plugs at Abbey Gardens, two units behind the toilet block and a further two near the front door of Abbey House (detailed below). Usage of these power supplies will be in liaison with the council's properties team and electrical contractor.





The quote should include provision and management of:

Pre event

- Carry out a site visit with relevant council officers to determine site plan and layout of lights and light installations. This would need to take into consideration, amongst other things, any trees which might have TPOs and any which contain bat features. It is anticipated that there will be trees which are not subject to these restrictions and can be used as part of the 'Enchanted Light Garden'
- Submit a detailed event plan including:
 - Site plan
 - Inventory of planned purchased and hired items to include specification/purchase orders for items to be purchased on behalf of the council including confirmation that warranties are assigned to the council accordingly
 - Detailed approach outlining planned execution including arrangements for connection to the council's electrical power supply. Whilst the cost of electricity will be met by the council, any costs related to connection must be met by the contractor.

This plan is to be approved by the council ahead of any commitments such as purchasing decisions are made by the contractor.

- Join regular project meetings with the council in the run up to commissioning, to work with the council officers to ensure the event operates without issue and is successful. Please see meeting schedule below.
- Liaise with all relevant officers with the following council teams and not limited to:
 - Tourism and Culture Marketing and Development
 - Planning
 - Historic Environment
 - Licencing
 - Health & Safety
 - Natural Environment Recreation Team
 - Safety Advisory Group
 - Special Maintenance
 - Communications

to ensure compliance on a range of issues, including and not limited to:-

- Provision of power supply
- Undertaking appropriate safety testing
- Biodiversity and protection of all wildlife
- Publicity/marketing (which needs to be agreed with the council beforehand and acknowledge funding through the Government's UK Shared Prosperity)
- public liability and indemnity insurance as specified in this document

and liaise, as required, with the council's third party contractor responsible for maintaining the gardens.

- Agree an advisory communication with the council and undertake a letterdrop to all nearby residents and businesses to pre warn them of the planned event at least two weeks prior to event commencement. The council will provide a full list of businesses and nearby streets to the contractor to carry out the letterdrop.
- Work in partnership with the council in securing local concessions eg food and soft drinks and liaising with the local business community.

Health and safety

- Event management plan to be submitted to the council at least two weeks before the event begins for approval
- Risk assessment for the installation of the lights and light installation
- Risk assessment for the event itself, to include interactive entertainment
- Noise management
- Counter terrorism
- Compliance with all laws applicable for the provision of interactive entertainment including licensing and copyright
- Site safety plan/fire evacuation plan/fire risk assessment
- Safeguarding children and vulnerable adults
- Contingency in event of power failure
- Ensure all lights and light installations do not pose a danger to those with light sensitive conditions, there's guidance [here](#) on light pollution

Operational event management

During the operating period the contractor will be required to undertake regular inspections as required, at least daily and carry out any remedial action/liase with the council on any issues observed. However, across the weekend of 18 and 19 February the interactive entertainment and concessions will require the contractor to consider in their quote:

- Security and staffing, including technical assistance and safeguarding
- Medical/first aid provision
- Management and safeguarding of performers
- Lighting, including lighting of access points
- Barriers/crowd management
- Fire exit/toilets signage
- Waste collection including recycling

Post event

- Decommissioning of all lighting and light installations, return of hired equipment and transport of purchased equipment to the council's agreed storage facility
- Re-instatement of the gardens to the same condition prior to the event
- Produce a short post event report for the council, including any feedback from attendees and lessons learned
- Attend and contribute to a debrief meeting and consider plans for future years

Project meeting schedule

Project Development Meeting including site visit	26 January 2023
Second Project Development Meeting	1 February 2023
Third Project Development Meeting	6 February 2023
Final site walk around	10 February 2023 (subject to agreed event operating period)
Debrief meeting	One week post event completion

Climate Change

Winchester City Council declared a climate emergency in June 2019. The council is committed to becoming a carbon neutral council by 2024, and is aiming for the wider district to be carbon neutral by 2030. "Tackling the Climate Emergency and creating a greener district" is a Council Plan priority and will be at the heart of everything the council does. 10% of the total evaluation award criteria is allocated to environmental and social value to reflect this commitment.

Contract Management

The council will work in collaboration with appointed contractor(s) to maximise all opportunities to strive for continuous improvement in service delivery and efficiencies.

A contract management framework is in place which sets out minimum best practice activities and frequency that these should occur, as well as who should be involved, depending on the risk of the contract. This contract has been assessed as: low risk. To access the framework, please click [here](#) and see the "documents" section on the right hand side.

General Information for Suppliers

Contact details for this quotation and to arrange site visits

Officer name: Emalene Hickman

Contact email address: ehickman@winchester.gov.uk

Contact telephone number: 01962 848 196

Suppliers should raise any clarification questions about this quote, to the above email address by 5pm on 9 January 2023. Please note the council offices are closed from 22 December 2022 to 3 January 2023 inclusive. Any questions raised during this period will be dealt with from 4 January 2023 onwards. If the council considers a query may have a material effect on quotation responses, all suppliers will be notified by 11 January 2023 via email.

Submission of Quotations

All quotation response documents must be returned to the contact email address above by no later than 9am on Monday 23 January 2023.

When emailing your completed quotation to the council you are strongly advised to request a “Delivery Receipt” as evidence of safe delivery.

Proposed Timetable of activity

Activity	Deadline date
Issue request for quote	22 December 2022
Deadline for clarification questions from bidders	9 January 2023
Response to bidders questions	11 January 2023
Deadline for quotes, 9am on	23 January 2023
Successful bidder will be advised on	25 January 2023
Contract commencement date	26 January 2023
On site project inception meeting	26 January 2023
On site installation should commence no more than two days prior to event commencement date	
Event delivery should span no more than three weeks and start no earlier than	11 February 2023
Event delivery should end no later than	19 March 2023
Activity to be completed including site clearance and reinstatement no later than two days after the end of the event with a maximum completion date no later than	21 March 2023

Council action on receipt of Quotations

If there appears to be an error or omission in a quotation the council shall invite the Supplier to confirm the submitted price, including errors/omissions, or amend the submitted price to correct these errors/omissions. All amendments or confirmation of quotation must be confirmed in writing by the Supplier.

The council reserves the right to disregard any quotation where:

- (a) in the opinion of the council, there is sufficient doubt as to the Supplier's ability to perform the contract for the submitted price; or
- (b) it does not fulfil a mandatory or pass / fail requirement; or
- (c) it contains qualifications that conflict with the Request for Quotation instructions.

Quotations and supporting documents shall be in English and any contract subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the law of England.

Freedom of Information

The Supplier acknowledges that suppliers are subject to the requirements of the Freedom of Information Act 2000 ('FOIA') and the Environmental Information Regulations 2004 and shall assist and cooperate with the council to enable the council to comply with its information disclosure obligations.

The Supplier acknowledges that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this quotation is not Confidential Information. The council shall be responsible for determining in its absolute discretion whether any of the content of this quotation is exempt from disclosure in accordance with the provisions of the FOIA.

For the purposes of the requirement set out above, "Confidential Information" means any information which ought reasonably be considered to be confidential however it is conveyed, including information that relates to the business, affairs, developments, trade secrets, know-how, personnel and suppliers of the Supplier, including IPRs, together with all information derived from the above, and any other information clearly designated as being confidential (whether or not it is marked as "confidential") or which ought reasonably to be considered to be confidential.

By submitting a quotation response the Supplier hereby gives their consent for the council to publish this quotation in its entirety (but with any information which is exempt from disclosure having been redacted in accordance with the provisions of the FOIA).

Local Government Transparency Code

We are required to comply with the Local Government Transparency Code, details of which can be found on our website: <https://www.winchester.gov.uk/about/access-to-data>.

Privacy Policy

Please refer to the council's [Privacy Policy](#) on our website to see how the council will use any personal data that you provide us with.

Evaluation and Award

Stage 1 - Insurance and Safeguarding

Insurance – Pass/Fail Evaluation

The council's required insurance levels for this contract are specified below:

INSURANCE	
Does your organisation hold Employer's (Compulsory) Liability Insurance of not less than £5 Million: *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders	Yes/No
Does your organisation hold Public Liability of not less than £10 Million:	Yes/No
Does your organisation hold Professional Indemnity Insurance of not less than £250,000	Yes/No
If the answer is " No " to any of the above please confirm whether you would be willing to take out the appropriate level of insurance cover as set out above if you are successful in winning the contract? *	Yes/No

This will be assessed on a pass/fail basis. Potential suppliers who self-certify that they meet the mandatory requirements will be required to provide evidence of this if they are successful at contract award stage. If the relevant documentary evidence referred to in the mandatory question is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

Safeguarding – Pass/Fail Evaluation

SAFEGUARDING	
Does your organisation have a suitable safeguarding policy in place? (Please submit evidence)	Yes/No

Stage 2

<p>The evaluation of submission will be based on the most economically advantageous and the split between cost and quality will be 60%/40%.</p>	
<p>Cost</p> <p>The lowest priced quotation will be awarded maximum points and all other quotations awarded points in proportion as below:</p> <p><i>Lowest submitted cost / bidders submitted cost x weighting</i></p>	<p>60%</p>
<p>Quality</p> <p>This will be assessed based upon 'Response to Specification' and allocated as follows:</p> <ul style="list-style-type: none"> • Experience and Skills (5%) • Method statement and Creative Concept and Design (15%) • Risk assessments and Health and Safety (10%) • Sustainability (10%) <p>For each 'quality' question, the council has set a minimum pass level of 3 out of 5. If a Bidder fails to score this minimum level in any of the quality questions, the council reserves the right to exclude its quote entirely.</p> <p>Each of the Quality questions within this submission will be scored based on the method detailed below and calculated as follows: <i>The score for quality / 5 x the marks available = quality score for a sub criterion.</i> <i>A question which has a weighting of 10% and scores '4' (good) would be:</i> $4/5 \times 10 = 8\%$</p>	<p>40%</p>

<p>Each of the Quality questions within this submission will be scored in accordance with the following scoring model.</p>	
<p>The response exceeds the required standard, answers the question entirely with precision and relevance, and adds value and innovation as appropriate. Exceptional demonstration by the Tenderer of the relevant ability, understanding, skills, facilities & quality measures required to provide the services. Strong evidence to support the response is provided, where appropriate, that the specified requirements will be exceeded with no concerns.</p>	<p>5 – Excellent</p>
<p>The response meets the required standard, answers the question fully and with relevance. Good demonstration by the Tenderer of the relevant ability, understanding, skills, facilities & quality measures required to provide the services with. Good evidence to support the response, where appropriate is provided that the specified requirements will be met with no concerns.</p>	<p>4 – Good</p>
<p>The response meets the minimum required standard in an acceptable level of detail. Satisfactory demonstration by the Tenderer of the relevant ability, understanding, skills, facilities & quality measures required to provide the services. Standard or generic evidence is provided to support the response, where appropriate that the specified requirements can be met without any /or limited concerns.</p>	<p>3 – Satisfactory</p>
<p>The response partially meets the minimum required standard and relevance but with some detail missing or not answered. Contains minor shortcomings in the demonstration by the Tenderer of the relevant ability, understanding, skills, facilities & quality measures required to provide the services. Limited evidence is provided to</p>	<p>2 – Minor Reservations</p>

<p>support the response, where appropriate, which, is inconsistent or in conflict with other proposals and raises concerns.</p>	
<p>The response fails to meet the minimum required standard. Inadequate detail is provided, which is not relevant to the question or there are significant omissions meaning there are considerable reservations of the Tenderer's relevant ability, understanding, skills, facilities & quality measures required to provide the services. Little or no evidence to support the response is provided and raises many concerns.</p>	<p>1 – Serious Reservations</p> <p>Submissions which receive a '1 – serious reservations' will not be considered further</p>
<p>No response or information is provided to allow proper evaluation, ability is not evidenced.</p>	<p>0 – no score – Fail</p> <p>Submissions that 'Fail' will not be considered further</p>

Award Process

Suppliers will be notified via email as soon as possible of any decision made by the council during the quotation process, including notifying suppliers of the intended award.

Suppliers must not undertake any work until satisfactory completion of the Contract. Copies of the draft Contract and related documents will be sent to you for final review, prior to execution by the parties and subsequent completion of the Contract.'

As part of the notification of award process, suppliers will be provided with details of the points awarded for their submitted responses in line with the evaluation criteria above.

Terms and Conditions of Appointment

Please see Appendix 1 for the draft consultancy contract.

Suppliers / Contractors / Consultants must not undertake any work until satisfactory completion of the Contract. Copies of the draft Contract and related documents will be sent to you for final review, prior to execution by the parties and subsequent completion of the Contract.

Supplier's Details

**QUOTATION FOR THE PROVISION OF AN 'ENCHANTED LIGHT GARDEN'
EVENT FOR WINCHESTER CITY CENTRE IN ABBEY GARDENS**

Please complete the following and sign to confirm that your quotation is fully compliant with the Specification, and all Terms and Conditions as stated within this documentation:

Company Name:

Company Number:.....

Address:
.....
.....
.....

Telephone No:

E-mail:

Signed:

Print Name:

Position in Company:

Date:

Pricing Schedule

Pricing must not be above the maximum budget provided and cover all delivery elements as specified, including but not limited to:

- Management fees; include for all meetings.
- Delivery, installation, operation and running, and removal costs such as fittings, labour or additional equipment that maybe required.
- Operational management and oversight during the period of the event
- Licence costs for any approvals / permission required throughout the life of the contract
- Maintenance and repair costs.
- Expenses or disbursements should be included in submitted pricing, for example any travel or hotel expenses that the contractor may be expected to incur as a result of being appointed.

The council accepts there may be a requirement for stage payments. Please indicate where these might be required as part of the Methodology and include in your Pricing Schedule – Final balance on completion of the project

Please provide a budget breakdown for the delivery of the ‘Enchanted Light Garden’ event to meet specified requirements and a lump sum fixed fee figure, to be inclusive of all expenses and disbursements.

Please complete the price schedule below (excluding VAT)

Activity (please add more rows as required)	Cost (ex VAT) Year 1	Cost (ex VAT) Year 2
Capital Expenditure (for purchase of lights and light installations on behalf of the council and which remain in its ownership only as outlined in the budget breakdown on p.3)		
Revenue Expenditure (all other costs relating to the specification and this quote as outlined in the budget breakdown on p.3)		
Total Fixed Fee	£ This figure will be used for cost evaluation	£ This figure will be used for cost evaluation

Supplier's Response to Specification

This section carries 40% of the weighting and will be scored in accordance with the scoring regime described in the Evaluation and Award Section. The quality aspects of your submission will be evaluated on your response to the following questions, each of which is weighted according to its relative importance.

1) Experience and Skills (weighting 5%)

Please demonstrate experience of delivering similar outdoor light themed events in similar locations along with any press information/feedback illustrating the success of the event.

Please provide details of the key personnel you propose will deliver the 'Enchanted Light Garden' and reference their proposed role and experience.

2) Method statement and creative interpretation (weighting 15%)

Please supply a comprehensive method statement for how you will deliver the 'Enchanted Light Garden' to include but not limited to:

- proposed light equipment (hired and purchased) including commissioning and decommissioning arrangements, detailed for each year
- comprehensive event plan including a detailed site plan illustrating where the installations will be located, provision of power and infrastructure, commissioning and decommissioning arrangements, meeting all necessary consents, risk mitigation, health and safety, bad weather contingency, event continuity in the event of a problem etc
- specific arrangements for the interactive entertainment and working with the council to secure concessions
- how you would ensure effective communication with the various council departments and any appropriate external partners and authorities
- timetable for achieving outputs

3) Risk Assessment and Health & Safety (weighting 10%)

Please provide information on how you would approach our health and safety requirements listed in the specification including:

- ensuring public safety
- security of site
- safeguarding procedures (please note that as specified on page 12 of this document that evidence of your organisation having a suitable safeguarding policy in place must also be submitted)

- event management planning
- sample risk assessment
- noise/light impact management
- terrorism prevention
- power generation

4) Sustainability (weighting 10%)

Describe how you would deliver the 'Enchanted Light Garden' in a sustainable and environmentally friendly manner. For example, use of sustainably sourced products and materials, use of sustainable transport, minimising energy usage, reducing waste, and a commitment to recycling.

The proposed approach to sustainability should directly link to and support the council's climate emergency declaration which commits the council to becoming a carbon neutral by 2024 and the wider district by 2030. You can see the council's [carbon neutrality action plan here](#).