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Littlehampton Christmas Lights

**Invitation to Tender**

**Christmas Lights: 2023 – 2025 inclusive**

# Invitation to Tender

Businesses are invited to provide a tender for a three-year contract to provide the Littlehampton Christmas Lights from 2023 to 2025 inclusive.

Littlehampton Town Council are inviting tenders for the provision of services in respect of the supply, installation, maintenance, removal and storage of leased Christmas lights and decorations annually. The successful contractor(s) will be responsible for providing this service, liaising closely with the Events and Town Centre Strategy Team. The Council is looking for new designs and ideas across all sites and co-ordinated switching on for the Christmas lights for the town centre event to give the 'WOW' effect. The Council is particularly interested in eco-friendly displays with a colour scheme that compliments the new public realm in the High Street.

To ensure a fair process please provide the tender on the form in Appendix 1.

# Services Required

The Council wishes to provide Christmas lights in Littlehampton and Wick and is seeking a contractor to design, supply, maintain and install the lights for the Christmas periods for 2023, 2024 and 2025.

The Council wishes to lease the lights to cover this three-year period.

The Council is seeking a new theme for the light display and a contractor that will put forward creative ideas that meet the aims of the project. The Council would like to see a bauble theme investigated in the colours, blue, purple, and white. Please see appendix 4 for inspiration.

The ambition is to ensure that the High Street is enhanced by the lighting and is the focal point of the town. The displays in both Littlehampton and Wick should create a festive buzz and offer a “WOW” factor to visitors, increasing footfall and promoting local businesses. With phase one of the public realm works due to be completed by September 2023, the Council is seeking a display that compliments the new paving and layout of the town centre.

The Council has a confirmed budget of **£20,000** for the first year and the further two years are to be confirmed but expected to be the same. With this budget the Council has a list of essential locations that the contractor must cover and desirables that it would like included if the budget allows.

# Contractual arrangements

The successful contractor will be responsible for the supply, erection, and removal of the lights in accordance with the agreed scheme. They must complete all necessary licensing with energy companies.

Any faults must be rectified within **48 hours** unless evidence is provided that the fault is not the responsibility of the contractor. In this instance an appropriate extension of time will be given. The successful contractor must offer an emergency repair service in the event of a health and safety issue with the Christmas lights.

The dates for the lights to be erected and removed must be agreed with the Council on an annual basis. All Christmas lights must be erected and tested at least **7 days** in advance of the Christmas Lights Switch on event. Removal must take place between the **1 to 15 January** each year.

# The contractor must attend the annual Christmas light’s Switch on event within the Town Centre each year to ensure the illuminations are switched on as part of a public countdown. The 2023 event will take place on **Saturday 18November** between **15.00 and 20.00**. This is a prestigious event in the town and therefore we ask that you have a contingency plan in place for the event. If the contractor fails to attend the event, Littlehampton Town Council will request compensation. Contract

The contract duration is three years; 2023 to 2025 inclusive. The successful contractor will enter an agreement with the Council. A sample agreement can be supplied upon request.

# Insurance

The contractor must have insurance to cover any damages to the lighting and props.

# Payment

In line with Littlehampton Town Council policy and procedure any requested payment will be authorised by appointed Littlehampton Town Council personnel and paid by BACS.

# Consideration of Quotations

As there is a fixed budget, quotations will be considered on the quality and value for money of the proposals. The list of essential lights required must be within the £20,000 budget. Tenders must remain within this budget to be considered. A Council Working Group made up of elected Town Councillors has been established to consider proposals.

# Confidentiality

Bidders shall use the tender documentation and any other information furnished to them under the tender documentation for the purposes of responding to the tender exercise. All such documents and information bidders received shall remain the property of Littlehampton Town Council, shall be kept confidential and shall be returned to Littlehampton Town Council on request.

Reproduction of any parts of the tender documentation is authorised only for the preparation of the response. Bidders shall ensure that all such copies are destroyed when no longer required in connection with tender documentation.

Bidders shall not issue any form of publicity or advertisement regarding this process without prior written consent of Littlehampton Town Council.

Bidders shall not transfer, assign, or distribute this tender documentation to any other company or person without written permission from Littlehampton Town Council’s Town Clerk. A failure to gain the required authority will prevent consideration for tender.

# Tenders

All submissions are to be sent by post as per Local Government policy. All tender submissions should be sent in a plain sealed envelope which should bear the word “Tender” followed by the subject to which it relates but shall not bear any name or mark indicating the sender. The envelopes will remain in the custody of the Town Clerk until the appointed time of opening on **Monday 22 May 2023** at **09:00**. As part of the scoring process the Christmas light designs will be shown to the Christmas Lights Working group on the week beginning Monday 12 June 2023.

Please return your tender by **Friday 19 May 2023**.

You are required to submit separate prices for each section, the essential and desirable requirements, exclusive of VAT. Please use Appendix 1. Any pictures or additional information that might help the Council to reach a decision are welcomed as part of the tender.

You are required to submit a reference from a company that you have previously worked with (Appendix 2) and a completed company questionnaire (Appendix 3).

# Supporting documents

Please tick the information/documents you will be sending with your Quotation:

🞏 Sample RAMS

🞏 Costs of replacement products at 2023 prices

🞏 Evidence of Public Liability insurance up to £10 million

🞏 Relevant licenses

🞏 Contingency plan for the Christmas Lights Switch On

🞏 Evidence of MEWP / PASMA qualifications

🞏 Evidence of use of a qualified electrician for installation

# Tender Costs

Applicants are responsible for obtaining all information necessary for preparation of the tender and for all costs and expenses incurred in preparation of the tender. By participation in the tender process the applicants accept they will not be entitled to claim from Littlehampton Town Council any costs, expenses, or liabilities whatsoever that are incurred in this tender process, irrespective of the outcome of the tender process.

# Grading of tenders

All applicants must meet the basic criteria in part A to be considered for tender.

Part A: Pass/Fail Criteria

To be considered, all tenders must;

* Meet all the listed requirements in the invitation to tender
* Complete all sections of the company questionnaire
* Provide an example RAMS for a similar job inclusive of COVID-19 safety protocol
* Provide a copy of valid Public Liability Insurance (please take care to ensure you send the correct certificate, NOT the Employers Liability Insurance)
* Provide evidence of any accreditations mentioned in the company questionnaire. This may be your accreditation number so we can verify or a copy of your certificate.

Part B: Added Value and Price

Scores will be given based on quality and the level of service offered within the quotation when compared with the pricing.

Meets all the criteria and gives exceptional added value 4

Meets all the criteria and gives substantial added value 3

Meets all the criteria and gives limited added value 2

Meets all the criteria 1

We are looking for professional companies who deliver proven excellence in their field.

Please supply a maximum of 1000 words explaining how you meet all the requirements.

# Weighting

To ensure best value, the weighting of each section is as follows;

Price: 65%

Added Value: 20%

Company Questionnaire: 15%

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| Section 1: Essential requirements |
| **The lamp columns are identified with either red and green circles in appendix 5.**   * High Street * Surrey Street * Beach Road including 4 lamp columns * 3 lamp columns in East Street * Anchor Springs (store fronts) * A large lit up bauble (or another unique idea) prop situated in the High Street to provide a photo opportunity for the public * 1 large Christmas tree (usually 20ft – consideration needs to be given to environmental factors and daytime aesthetics) * A minimum of 4 out of 7 lamp columns in Wick * 2 natural Christmas trees in (Wick) * Attend the Christmas Lights Switch On event each year to coordinate the switching on of the lights, the event date for 2023 is Saturday 18 November. Future dates TBC. |
| Section 2: Desirable requirements |
| * 6 lamp columns in Franciscan Way * 7 lamp columns in Wick * Anchor Springs (decorate the natural tree already there) * ‘Welcome to Littlehampton’ or ‘Littlehampton’ LED sign in the High Street to accompany the bauble * Decorate Manor House natural tree in gardens (see appendix 6) |

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| Appendix 1: Tender | | | |
| In ‘description’ please state how you will meet our specifications, including where, relevant types and make of equipment. Please provide the costs per year, and excluding VAT.  If there is no extra cost for the item, please state **£0.**  Where you are unable to supply, please **N/A** | | | |
|  | | | |
| **1. Desirable requirements** | | | |
| **Location** | **Lights** | **Description** | **Cost** |
| **High Street** | Lights to hang across the High Street |  |  |
| Large walkthrough bauble (or another unique idea) |  |  |
| A large Christmas tree (usually 20ft) |  |  |
| **Surrey Street** | Lights to hang across Surrey Street |  |  |
| **Beach Road** | Lights to hang across Beach Road |  |  |
| 4 lamp columns |  |  |
| **East Street** | 2 lamp columns |  |  |
| **Anchor Springs** | Lights on the storefronts |  |  |
| **Wick Street** | A minimum of 4 out of 7 lamp columns |  |  |
| Supply and decorate 2 Christmas trees |  |  |
|  | **Sub-total** | |  |
| **2. Desirable requirements** | | | |
| **High Street** | Welcome to Littlehampton or Littlehampton LED sign in the High Street accompanying the bauble (or another unique idea) |  |  |
| **Franciscan Way** | 6 lamp columns |  |  |
| **Anchor Springs** | Lights to cover the natural trees |  |  |
| **Wick** | All 7 lamp columns |  |  |
| **Manor House** | Decorate Manor House natural tree in gardens. |  |  |
|  | **Sub-total** | |  |
|  | **Extras** | | |
| **Maintenance** |  |  |  |
| **Installation** |  |  |  |
| **Removal** |  |  |  |
| **Event attendance** |  |  |  |
|  | **Sub-total** | |  |
|  | **Grand Total** | |  |
|  | **VAT** | |  |

# Christmas Lights Tender Terms and Conditions

# Tender Compliance

Any additional information that might help Littlehampton Town Council to reach a decision are welcomed as part of the bid.

The successful company will be required to enter into a contract with Littlehampton Town Council and this will require the production of all relevant certification including RAMS of the work to be carried out and copies of Public and Employee Liability Insurance. You may wish to submit these documents with your tender.

# Third Party Verifications

Your tender is submitted on the basis that you consent to Littlehampton Town Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your tender being undertaken by one or more third parties commissioned by Littlehampton Town Council for such purposes.

# Disqualification

Littlehampton Town Council reserve the right to disqualify if:

* the terms and conditions are breached.
* there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this tender process.
* any other circumstances set out in this tender document, and/or in any supporting documents entitle Littlehampton Town Council to reject the tender application.

# Rights to Cancel or Vary This Tender Process

By issuing this tender, entering into clarification communications with potential bidders or by having any other form of communication with potential bidders, Littlehampton Town Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential bidder.

It is intended that the remainder of this tender process will take place in accordance with articles within this and associated documentation, but Littlehampton Town Council reserve the right to terminate, suspend, amend or vary this tender process by notice to all bidders in writing. Littlehampton Town Council will have no liability for any losses, costs, expenses or liabilities whatsoever that maybe incurred as a result of such termination, suspension, amendment or variation.

# Freedom of Information

Where a bidder identifies information as commercially sensitive, Littlehampton Town Council will endeavour to maintain confidentiality. Bidders should note, however, that even where information is identified as commercially sensitive, Littlehampton Town Council might be required to disclose such information in accordance with the information laws. Accordingly, Littlehampton Town Council cannot guarantee that any information marked ‘commercially sensitive’ will not be disclosed.

* Clearly identify which information is considered commercially sensitive.
* Explain the potential implications of disclosure of such information.
* Provide an estimate of the period of time during which the bidder believes that such information will remain commercially sensitive.

# Anti-Bribery

Bidders must ensure during this tender process no breach to all articles outlined within the Bribery Act 2010.

# Bidder Clarification

All clarification is to be processed through contract finder and will be shared with all prospective bidders to ensure an open and transparent process.

# Site Visits

Site visits are encouraged and are to be arranged by appointment with the listed contact. If you would like to meet with us or make a site visit, please call 01903 732063 and ask for Kieran or e-mail [kgibbins@littlehampton-tc.gov.uk](mailto:kgibbins@littlehampton-tc.gov.uk)