**PENLEE CENTRE**

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**PENZANCE**

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# PENZANCE COUNCIL – CHRISTMAS LIGHTING SUPPLY SPECIFICATION DOCUMENT:

## Background:

The provision of the Christmas Lighting Display in Penzance is a very visible service which impacts residents, visitors, and businesses. The delivery requires bringing together many different people and organisations including lighting suppliers, High-level and electrical contractors as well as many residents and businesses in the community who support the scheme with the provision of power supplies for the suspended lighting.

Following completion of the previous contract, Penzance Council are carrying out a procurement process to select a suitably experienced contractor to facilitate the hire and supply the suspended Christmas Lights for Penzance for Christmas 2022.

The contractor / supplier will be able to demonstrate that they have delivered similar, successful contracts in the past and references will for part of the scoring criteria.

## Contract Details:

The contract duration will initially be to supply the lighting display for one year for Christmas 2022. There may be the potential to extend this contract for future years once evidence of a successful delivery has been established.

The contract is for the hire, delivery, collection of the lighting scheme only. Local contractors are utilised to support the installation and electrical elements of the contract.

## Hire Requirements:

### Lighting Details:

Penzance Council currently runs suspended wires across 4 “streets” in Penzance. In addition to this, a light curtain is required for one section of Penzance. Some of these streets and suspended wires are of varying widths and the details of the number of frames required for each area are below. Penzance Council would like to have different lighting designs that will complement each other for each street / area.

Market Jew Street / Alverton Street

2 x single frames

11 x double frames

1 x triple frame

Causeway Head

8 x double frames

Chapel Street

7 x double frames

Queens Square / Market Place

Light Curtain, 2 x 30metre long x 4-metre-wide light curtain. These are powered from one power supply so require the ability to connect to the two elements.

### Delivery & Collection:

Penzance Council will require the suspended lights to be delivered no later than Friday 7th October 2022. The De rigging of the Christmas Lights takes place throughout January and the lights will be available again for collection in early February 2023.

### Suspended Lighting:

The lighting must be delivered in a tested and safe condition. Evidence of testing should be provided upon request.

### Defective / Failed Lighting:

In the unlikely event that lighting elements are not delivered in a fully functional condition, the successful supplier will need to provide details of replacement options that could be delivered to Penzance Council within 1 week of notification of the fault(s). If this is not possible, this needs to be highlighted in the tender response.

## Budget:

Penzance Council have set the budget for 1 year Christmas Light hire at £12,000. Although tender returns submitted within budget will be looked at favourably, Penzance Council will review submissions from suppliers who wish to present a more visually appealing scheme at additional cost.

## Tender Scoring:

Returned tenders will be scored as detailed below:

Design / Visual Appearance of the Scheme: 40%

Budget / Contract Cost: 30%

Proposals for replacement of defective / failed lighting: 10%

Provision of references of similar successful deliveries: 10%

Environmental: 10% - Each tender response should include the details of the power consumption of the lighting supplies and submissions that suggest the supply of low energy lighting will be looked at favourably.

## Contact Details:

Should you have any questions about the specification or would like to arrange a site visit, please contact Penzance Council’s Leisure and Amenities Manager on 01736 363405 or email [info@penzance-tc.gov.uk](mailto:info@penzance-tc.gov.uk)