



Ilkley Town Council

Invitation to Tender

Christmas Lights Contract – Design,
Supply, Installation/Removal, Testing
and Storage

3 – 5 year contract, to start in 2023

CONTENTS

Introduction	Page 1
Requirements	Page 1-3
Tender Submission	Page 3
Evaluation Procedure	Page 4
Further Information	Page 5

INTRODUCTION

Ilkley Town Council provides on an annual basis a programme of Christmas illuminations in Ilkley town centre. The focus of the illumination scheme is the annual 'Switch On' event which is usually held on the last Saturday of November. The Council is tendering with a view to agreeing a contract with a supplier from July 2023.

Ilkley Town Council will consider tenders for 3 and 5 year contracts which will start with the display in 2023.

REQUIREMENTS

The Town Council is seeking a contractor to fully manage the installation, maintenance, removal and storage of the Christmas lights and associated electrical installations in the town. The successful contractor will be expected to:

1. The Town Council requires a scheme of 62 LED lamp post motifs in total. The Contractor will agree, in conjunction with the Clerk to the Council and the Christmas Lights Project Manager, a scheme of 62 decorations. These shall be supplied by the contractor on a lease/hire agreement. For the purpose of this tender, the Town Council require a proposed lighting scheme to be submitted, including locations of the lighting and imagery of the designs of the proposed motifs. For an example please see Appendix A.
2. To store safely and fully insure Ilkley Town Council's existing equipment (string lights, remembrance star, Ben Rhydding motifs), the leased lighting and all associated equipment from removal to installation the following festive season.
3. Detailed plans and records of the planned location of each decoration and column numbers shall be drawn up by the contractor in conjunction with the Project Manager.
4. Install and test all lighting at least one week prior to the 'switch on' date. The Council shall be informed in writing that all illuminations and associated equipment are installed and operational.

5. Testing must include safety tests on anchor points and viability of any catenary wires which may be installed throughout the duration of the contract. Testing shall be carried out to ISO standards.
6. All electrical components shall be tested and all wiring, connections etc. should be certified safe.
7. All equipment must be installed and anchored such that they are safe and compliant with Health and Safety regulations.
8. The contractor must ensure safe working practices are adopted at all times and that workers and the public are fully protected.
9. The contractor will hold the relevant insurance cover including professional and public liability to the value of £10m.
10. All reported faults are to be evaluated within 24 hours and remedied within 3 days. Weekends shall not be excluded from this arrangement.
11. Emergency out-of-hours call-outs are to be included in the agreement if adverse weather conditions create a potentially dangerous situation.
12. The contractor will provide all necessary equipment including cherry pickers and vehicles to transport equipment.
13. The fees shall cover all works including call-outs.
14. The contractor will ensure that all lighting switches on and off daily at the times agreed with the Project Manager.
15. Time clocks, where required, must be fitted and supplied by the contractor and be included within the quotation.
16. The contractor will attend the 'switch on' event and arrange to ensure simultaneous lighting of all motifs on The Grove at the time agreed with the Project Manager.
17. All lighting to remain lit during the evening of the 5th January, then switched off before 4pm on the 6th January. Removal of festive lighting to be completed by 31st January.
18. The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.
19. The contractor and all of their employees shall hold the required electrical installation qualifications including the G39 certificate. The contractor should also hold 'working at height' certificates for the operation of a cherry picker.
20. The contractor should be familiar with and work within the scope of the Guidance on Installation and Maintenance of seasonal Decorations and Lighting Column Attachments, otherwise known as PLG06 (as from time to time amended or any replacement regulations if so replaced).

The installations covered by this contract are:

1. 62 x Mounted lamp post decorations/motifs along Leeds Road, Church Street, Brook Street, The Grove and Station Road (See appendix A)
2. Installation of 10 x mounted lamp post motifs on Bolling Road and Wheatley Lane, Ben Rhydding (supplied by Ilkley Town Council).

3. Installation of lights on the 30ft Christmas tree situated at the junction of Brook Street/ The Grove/ Wells Walk (tree supplied, erected and removed by a separate contractor).
4. Installation of lights on the 18ft Ben Rhydding Christmas tree located outside Ben Rhydding Methodist Church (tree supplied, erected and removed by a separate contractor).
5. The lighting of large Yew Tree on The Grove (lights supplied by Ilkley Town Council).
6. The installation of large Remembrance Star on the above Yew Tree (provided by Ilkley Town Council).

The Council may agree to additional costs should it agree to increase the scope or extent of the illumination scheme. These will be negotiated should the need arise.

The requirements herein shall form the basis of the contractual agreement and no subsequent information provided shall override the specification unless the Council gives written approval to any such changes.

The town has a year-round lighting scheme in the trees (Jubilee Lights) which is owned/managed by the Town Council. The trees included in the scheme are located on Brook Street, Station Road and The Grove. The Christmas lighting scheme must complement the existing Jubilee lighting scheme and be of a simple classic design (see Appendix B for the current display).

TENDER SUBMISSION

This tender includes the following documents to enable you to bid for this tender. If you find any documents missing or you are unable to open any, please contact us immediately.

- Invitation to Tender (this document).
- Draft contract.
- Certificate of non- collusion.

To bid for this tender, please submit the following:

- 1) Information concerning the contractor, including details of experience
- 2) A suggested festive lighting design plan
- 3) A technical specification (details of experience, proposed approach to the works etc.)
- 4) A separate document confirming the total price for a three year period, a five year period and a three year period with the option to extend for a further 2 years. Please confirm if the cost will be the same for each year of the contract, if not, please provide details.
- 5) Evidence of public liability insurance (up to £10,000,000).
- 6) Evidence of employers' insurance if relevant (up to £10,000,000).
- 7) Information on key personnel likely to be involved if you are awarded the contract.

- 8) Details of similar projects/services undertaken in the past 12 months including references to clients or links to relevant web pages.

Prospective contractors must not contact councillors or staff to encourage or support their tender outside the prescribed process.

To be considered, written tenders must have been received by the Council in a sealed envelope, marked 'Ilkley Town Council Festive Lighting Tender' and addressed to the Clerk, by **12 noon on Friday 26th May 2023**. Email submissions are also accepted and should be sent to clerk@towncouncil.ilkley.org with the subject 'Confidential: Festive Lighting Tender'. The same deadline applies for electronic submissions.

Any tenders received after this time will not be considered. The tender pack will be sealed so as to prevent the contents becoming known.

EVALUATION PROCEDURE

Each compliant tender will be judged against the following criteria:

Description	Form of Evidence	Allocation
Compliance to Invitation to Tender requirements	Tender received on time All required documents submitted	Pass/Fail
Public and Employers Liability Insurance to £10M	In date certificate	Pass/Fail
Certificate of Collusion	Signed Certificate	Pass/Fail
Two Business References	Result of enquiries to references	Pass/Fail
General suitability	Evidence of the experience, capability and qualifications of key personnel Technical capacity Creativity and suitability of design Demonstration of understanding of brief	40%
Health and Safety	Documentation –confirmation of: H&S Policy Risk Assessments	10%

Environmental	Demonstration of any initiatives to help reduce energy levels. Locality - to reduce the amount of carbon caused by travel.	15%
Price	Value for money Affordability	35%

FURTHER INFORMATION

Contact and submission information:

1. The tenders should be sent in a sealed envelope, marked 'Ilkley Town Council - Festive Lighting Tender' and addressed to the Clerk, to Ilkley Town Council, Ilkley Town Hall, Station Road, Ilkley, West Yorkshire, LS29 8HB before **12 noon on 26th May 2023**.
2. Email submissions are also accepted and should be sent to clerk@towncouncil.ilkley.org with the subject 'Confidential: Festive Lighting Tender'. The same deadline applies for electronic submissions.
3. Tender bids will be treated as private and confidential.
4. Bids for this contract will be opened on Tuesday 30th May 2023 by the Proper Officer in the presence of at least one councillor.
5. The Council will notify applicants of the outcome of their tender by the 14th July 2023.
6. Any responses to queries raised by bidders will be included in a document entitled 'Additional information for bidders'. This will be found with the tender documentation in the Documents section of the Town Council's website (www.towncouncil.ilkley.org) and will be updated regularly
7. Ilkley Town Council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.

Payment for services will be made upon the receipt of a satisfactory VAT invoice and may be made in one or more instalments. Full terms are to be agreed once the contract has been awarded.

The Council will award the contract at its meeting on 3rd July 2023.

The expiry date will depend on the length of the contract.