**LEIGHTON-LINSLADE TOWN COUNCIL**

**CHRISTMAS LIGHTS - INVITATION TO TENDER**

You are invited to offer a fully detailed visualisation proposal and financial tender for the delivery and maintenance of the Christmas Lighting scheme in Leighton-Linslade, Bedfordshire, which will run for **three years from 2018 to 2020** inclusive.

Please submit your quote **by post 17.00**, **Friday 18th May 2018** to:

**Ms Vivien Cannon, Head of Cultural and Economic Services**

Leighton-Linslade Town Council,

The White House,

Hockliffe Street,

Leighton Buzzard,

Bedfordshire. LU7 1HD

E-mail: vivien.cannon@leightonlinslade-tc.gov.uk

DL: 01525 631924

Should you wish to undertake a site visit with a council officer, appointments must be made between **Thursday 19th April and Friday 4th May 2018** inclusive. When providing your quote, please state whether you undertook a site visit if an officer was not present.

**INTRODUCTION**

Leighton Buzzard is an old market town hosting weekly Tuesday and Saturday markets amongst a mix of independent and larger brand name shops within the setting of a traditional High Street. The High Street mixes conservation status buildings with mews areas and shopping alleyways. It easily plays host to events, one being the annual thee-day Christmas Festival when the Christmas Lights are switched on.

It is the ambition of the Council to create a cohesive visual link between the three main areas within the town for Christmas lighting, being:

1. The area of shops/road junction at Linslade (Wing Road, Old Road and Leighton Road).
2. West Street / Leighton Roads from the above junction to the Leston Road / Hockliffe Street roundabout junction and Billington Road, (Inc. the roundabout), and
3. The town centre with 5 entry points, Lake, Hockliffe, North, Friday (Ropa Court) and Bridge Streets including Church Square, with the Peacock shopping mews and alleyway areas.
4. The other side of North Street beyond the roundabout junction of West Street.

**The use of a consistent and strong visual scheme is envisaged to be a key link between all the areas stated above. The Council would like to see an innovative approach that provides ‘visual movement’ in the display chosen and one that pushes the decoration beyond the area of electricity supply points and maintains a visual flow of light around the town centre.**

**Parts of the scheme should create focal points of spectacle.**

**SCHEME BUDGET**

The Council has a budget of **£90k over the 3-year period of the contract. (£30k per year– to include contingency budget).**

Applicants should be minded that the budget will need to cover the costs of call-outs, infrastructure repair and so on. You are strongly advised to allocate a reasonable sum of money for the unexpected.

Applicants will note that the tender is in three parts:

1. Main scheme
2. Christmas tree lights
3. Variant bid

**PART A**

**A - SPECIFICATION / QUOTE REQUIREMENTS**

The Christmas lighting will need to be erected, tested and fully operational no earlier than National Armistice Day of each year and no later than the last weekend of November each year (the official switch-on ceremony being the first weekend of December).

You will be required to attend the switch-on celebration in the High Street. Testing of lights is required prior to the event to ensure all lighting is in full working order.

The lights must be switched off no later than twelfth night, i.e. 12 days after 25 December each year.

Quotes should include costs and evidence for all the elements below:

1. Supply of decorations – detailed proposal of scheme.
2. Product information and estimated running cost (electricity consumption) of proposed scheme.
3. Installation of all equipment – timetable for proposed works & plan of how the works will be carried out, (N.B. use of non-invasive tying techniques for tree associated works).
4. Maintain / replenish all equipment including associated infrastructure as needed – safety checking prior, during and after use including annual pull testing of anchor points for crossovers.
5. Emergency out of hours procedure - provide a rapid response (within 2 days of being notified of a problem) for rectifying faults – guaranteed response team to be qualified electricians with appropriate certificates for working on Highway columns.
6. Removal of non-permanent lighting equipment.
7. Storage of equipment.
8. Health and safety plan including risk assessments and method statements.
9. Statement as to whether the workforce is directly employed or sub-contracted
10. Work force qualifications – e.g. BS 7671, NICEIC, etc.
11. Details of membership, competencies, affiliations and accreditations to appropriate professional organisations, i.e. HERS registered, CFA Approved, Street Works Registered, Environmental Agency Waste Carriers, etc.
12. Details of “All Risks” (including Public Liability) policy cover of £10,000,000, Professional Liability Insurance and Employer Liability Insurance.
13. Proposed payment plan.
14. Explanation as to how you intend to meet the expectations of the Town Council and deliver the work in the allotted timeframe. If you are unable to fulfil this timescale, you should not submit a quote.

Note:

Quote Evaluation – the detail you provide and quality of proposal will be scored highly as will the competencies of the organisation and its staff specifically allocated to this project.

**INFRASTRUCTURE & SCHEME AREA**

Street Lamp Columns - Approx. 41 street lighting column available

 (High Street, Lake Street, North Street (both ends), Hockliffe Street, Bridge Street, and Friday Street (Ropa Court), Wing Road)

Fixings above shops in High Street (current are of French origin) - Approx. 24

We also have approx. 50 flag pole holders within the town centre.

Walls/Buildings fixings are on:

* Bossard House
* Dorvics Cycle Shop (Bridge St junction)
* Waitrose
* Multi-storey Car Park

Trees

* High Street (large plain tree)
* Church Square (large plain tree)
* West Street
* Hockliffe/West Street junction roundabout

Street Crossovers

* Lake Street, Hockliffe Street, Bridge Street and Market Place

New – please provide information for new lighting areas as per your proposal.

**PART B**

**B - Christmas Tree Decorations**

The Council will be enjoying a small amount of sponsorship for part of the costs of the Christmas tree decorations therefore a separate submission of design ideas with quotes for delivery is requested.

Three price options are required for the tree decoration for the sponsor to choose from. Please supply your three ideas in visual format and their associated quotes.

The real tree will be situated within the centre of the town at the Market Cross, High Street, and will be approximately 8 metres high.

**C- PART**

**C- Variant bid**

Based on the applicant’s professional experience, the Council is willing to consider a variant bid that demonstrates what a town of our size with the preferred area of cover could achieve.

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Town Centre Map