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| small_crest1 | **SKEGNESS TOWN COUNCIL**  **Tower Gardens Pavilion, Rutland Road SKEGNESS, PE25 2AX**  ***info@skegnesscouncil.org.uk www.skegness.gov.uk***  **Office Open Monday to Friday 9.30 am to 4 pm**  **Tel (01754) 840040**  ***Town Clerk: S Larner*** |  |

## Request for Tender for

**Town Centre Illuminations**

**Issue Date: 31st May 2021**

Skegness Town Council

Tower Gardens Pavilion

Rutland Road

Skegness

PE25 2AX

1 General Requirements

Skegness Town Council are seeking the provision of Christmas Illuminations for lamp columns, some cross-street lighting and a large illuminated Christmas Tree. The contract will be for 3 years starting winter 2021.

**2 Background**

Christmas illuminations will be sited in the main shopping areas of Lumley Road and High Street, Skegness Lincolnshire. There is a switch on event which usually occurs in the last week of November or first week of December the day and time is set well in advance during the year of the display.

## 3 Tender Arrangements

3.1 Bids shall be assessed in terms of the contractor’s offerings, understanding of requirements and value for money.

3.2 We are not bound to accept the lowest tender or any tender received.

3.3 All tenders submitted shall be evaluated in accordance with the evaluation criteria set out in this document and the award will be based on the best overall offering available within the maximum budget.

3.4 The appointment will be made by an exchange of letter with the inclusion of the tender document and response. The successful contractor will be contracting with Skegness Town Council.

**4 Indicative Procurement Timetable**

4.1 It is intended that the tender exercise follows the time-line detailed below:

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| --- | --- | --- |
| 1 | Invitation to Tender Issued | 31/05/2021 |
| 2 | Window for points of clarification | 01/06/2021 – 15/06/2021 |
| **3** | **Deadline for Bids** | **25/06/2021 at 4pm** |
| 4 | Evaluation | By 27/07/2021 |
| 5 | Contract Awarded | August 2021 |

4.2 Please note we reserve the right to amend this time-table.

## 5 Submission

5.1 Tenders should be submitted electronically to: [tenders@skegnesscouncil.org.uk](mailto:tenders@skegnesscouncil.org.uk) and marked “Illumination Tender” in the subject line.

5.3 All companies submitting a tender will be notified in writing of the respective decision within 3 months of the evaluation date. In accordance with Government Regulations, the total value of the successful tender will be published on Contract Finder and on the Council’s website in due course.

5.4 Queries on the tender specification should be submitted electronically to: [info@skegnesscouncil.org.uk](mailto:info@skegnesscouncil.org.uk) clearly marked “Illumination enquiry”

5.5 All tenders should be submitted in PDF format or MS Word.

**6 Evaluation of Tenders and Award Criteria**

6.1 If we award the contract it will be based upon the Most Economically Advantageous Tender.

6.2 Contractors will be scored on their responses to the Proposed Working Method Questions in relation to the requirements of the specification. The weighting applied to each of the quality sub criteria is shown in the table below:

|  |  |
| --- | --- |
| Element | Weighting |
| **Price and costs** | **30%** |
| Total Price | Sub weighting: 30% |
| **Quality** | **70%** |
| Organisational Experience and Understanding of Requirements | Sub weighting: 10% |
| Proposal | Sub weighting: 60% |

6.3 The tender will be scored using the following scale of awarding marks between 0 and 4:

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| --- | --- |
| **0** | **Completely unsatisfactory/unacceptable response**  No response to the question or serious deficiencies in meeting the required standards.  Any proposal exceeding £19,000 per annum will automatically get a 0 score for the price element. |
| **1** | **Poor response**  The response is partially compliant with some shortfalls in meeting the required standards.  Bids priced at price above the 3rd lowest bid but within budget will receive this mark for the price element. |
| **2** | **Acceptable response**  The response is compliant and meets the basic contract standards. Any concerns are only of a minor nature.  The 3rd lowest price bid will receive this mark for the price element. |
| **3** | **Good response**  The response is fully compliant and clearly indicates a full understanding of the contract. The required standards consistently deliver all the required contract standards.  The 2nd lowest price bid will receive this mark for the price element. |
| **4** | **Excellent response**  The response is fully compliant and indicates the ability to exceed the required standards of the contract.  The lowest price bid will receive this mark for the price element. |

6.4 The winning tender is the one which scores the greatest overall mark on a combination of both Price and Quality.

The Council does not wish to over specify the design or offering as it wants Contractors to put forward a high quality but affordable design for the town. To help with the response and to ensure that the Council has the best possible display for its budget, prospective contractors should assume an annual budget of not exceeding £19,000 ex VAT. The basic specification below is the absolute minimum to be provided and it is expected that contractors will put forward additional innovative proposals within the budget to significantly enhance the seasonal lighting.

The preference is for highly visible colourful displays and lights that will compete with local store and establishment lighting and signage. A greater emphasis placed on product quality and design rather than on the ability of the contractor to rotate designs each year within the quoted price. Councillors have indicated that they would like to see traditional presents, baubles and ribbons as part of the display and the inclusion of lots of colours (a traditional look).

As well as the supply, fitting, removal and storage of the lights for the term, the Contractor will obtain the necessary licenses from Lincolnshire County Council on behalf of Skegness Town Council and ensure compliance with any Highway Regulations. The Contractor will also test and certify all electrical supplies and ensure that these and any fittings are completely safe.

The Contractor should provide a clear description of their final proposed offering, with artwork/photographs together with itemised prices in a table showing the annual fee and total cost for 3 years.

All prices should be exclusive of VAT. The table should be totalled and the total should be the entire amount that the Town Council will be expected to pay for the proposal that at least meets the Basic Specification over the 3 year contract, exclusive of VAT [The quoted price].

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| **RESPONSE TO THE SPECIFICATION** | | |
| Contractors are required to respond to the questions below to explain how your organisation proposes to deliver the services called for in the Specification.  You may expand the areas provided. **Please note there are word counts applied to each method statement question.** If a response exceeds this limit, any additional words will be deleted and will not form part of the evaluation.  Please answer all the questions and be concise in your response, making all responses relevant to the method statement being asked.  Note that appendices should not be included or referred to in your response unless requested within a specific question.  The evaluation of the working method questions responses will account for 100**%** of the total score out of 100. Each question has also been assigned a relative percentage weighting to reflect its significance within the overall evaluation of tenders. This percentage weighting is shown alongside each question. | | |
| **Working Method Questions 10%** | | |
|  | **Experience –** Please detail the previous experience you have in delivering support which matches the specification and how this experience is relevant to the various elements of the commission. **(500 words)** |  |
| **Response:** |  |
|  | **Previous Contracts –** Please use the space below to provide details of contracts for similar requirements to this contract that your organisation has provided over the last three years. **Please note, we reserve the right to contact any of the organisations below for references. This section is not scored, and is for information only.** | |
| **Response:** | |
|  | **Methodology -** Please explain how your working methods will deliver the contract including testing and certification of electrical supplies, equipment and associated brackets and fixings used to install the displays. Please also explain how you will respond in a timely way to any faults or problems that occur setting out response times to reported faults. **(2000 words)** | |
| **Response:** | |
|  | **Added Value** –. Please detail any special features, innovative ideas or additional benefits that you can provide in relation to this contract that could add value to the commission. **(500 words).** | |
| **Response:** | |

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| **Proposal Questions 60%** | | **Costs 30%** | | | |
|  |  |  |  |  |  |
| **REQUIREMENT** | **RESPONSE** | **2021/22**  **PRICE** | **2022/23**  **PRICE** | **2023/24**  **PRICE** | **3 YEAR TOTAL**  **PRICE** |
| **BASIC SPECIFICATION (This is the minimum expected)** |  |  |  |  |  |
| The provision, installation, maintenance and removal of 24 Street Lighting Column Displays – Lumley Rd Skegness. These lamp columns have brackets and electrical sockets in place, but these will need to be tested for suitability, safety and compliance with current regulations and repaired and replaced as required.  Contractors should confirm that they will cooperate in providing all the required specifications for displays, in a timely manner, including but not limited to size, weight, wind resistance forces.  (this is the main thoroughfare in Skegness |  |  |  |  |  |
| The provision, installation, maintenance and removal of wall mounted displays – High Street Skegness (this a secondary thoroughfare. Wall mounts and electrical points are in place (visible and linked to street lamps mounted on walls and contractors are free to propose innovative ideas that would enhance this area. |  |  |  |  |  |
| The provision, installation, maintenance, removal and environmentally friendly disposal of 1 x 26ft (minimum) good quality, substantial Christmas Tree lit using plentiful bright colured lights/motifs including both twinkling and static lights. This will be sited using an existing tree socket close to the junction of The High Street and Lumley Road. |  |  |  |  |  |
| The provision, installation and maintenance of 4 cross street/thoroughfare twin sided illuminations at each of of High Street, in highly visible lights. (the existing locations support wires are visible on Google Street View) Contractors will need to consider type of display as minimum legal height restrictions are difficult to achieve with some types of display. |  |  |  |  |  |
| The annual testing of electrical supplies, RCDs, timers, brackets, masonry fittings and any other component necessary for a safe, effective and regulatory compliant installation.  Where the supply/loan and fitting of equipment to remedy the above is at an additional cost to the tendered amount this must be clearly itemised on a separate sheet. |  |  |  |  |  |
| Attendance on site of a suitably qualified person for Switch-On of the Christmas Tree and to set and reset the timers of all lights to come on at the appropriate switch-on event time and then following the Switch-On event to reset all timers to switch on at 3pm and turn off at 1am.  **NB. If the Contractor intends to use local electrical contractors for the Switch-On or any other aspect of the works, it is expected that they will be a sub-contractor of the contractor (i.e. the Contractor will take entire responsibility for the installation)** |  |  |  |  |  |
| All lights must be of LED low energy design. |  |  |  |  |  |
| The Contractor is expected to liaise with the Lincolnshire County Council Direct to obtain all necessary licenses, permissions and permits in accordance with Highways Regulations. (This is effectively to give assurance to the Highways Authority that the contractor operates legally, competently and in accordance with H&S requirements). The Contractor will indemnify Skegness Town Council for any failure to obtain the necessary licenses or permits.  All designs must comply with local and national regulations and laws and Contractors must provide a statement of compliance. |  |  |  |  |  |
|  | **BASIC SPECIFICATION TOTAL PRICE**  **(THE TENDERED AMOUNT)** |  |  |  |  |
|  |  |  |  |  |  |
| **ADDITIONAL OPTIONAL EXTRAS** |  | **2021/22**  **PRICE** | **2022/23**  **PRICE** | **2023/24**  **PRICE** |  |
| Additional Column Display |  |  |  |  |
| Additional Cross Road Display |  |  |  |  |
| Additional 26ft Christmas Tree (fully decorated and lit) |  |  |  |  |
| Light string |  |  |  |  |
| The Contractor may put forward any alternatives or enhancements it believes may be of interest but each must clearly state what is being provided and have a separate price. |  |  |  |  |
| Other priced items: |  |  |  |  |

**Additional Notes:**

Due to the new requirement to advertise this contract opportunity widely and the potential large number of bidders, it will not be possible to accompany any on site meetings/surveys during the response period or provide additional information to that contained herein. Contractors must therefore rely on their own site surveys and the information provided.

There is a two-week window for clarifications starting from the beginning of June. Any clarifications supplied will be added to the tender information for all prospective contractors.

Clarifications can be obtained from either the Town Clerk or Deputy Town Clerk by emailing [info@skegnesscouncil.org.uk](mailto:info@skegnesscouncil.org.uk)