



REQUEST FOR QUOTATION

Contract for the Installation of the Christmas Lights

On behalf of Raunds Town Council, Thorpe Street, Raunds, NN9 6LT.

Tel 01933 622087

www.raunds-tc.gov.uk

Issue Date	27 September 2019
Return Date	12 noon, 20 December 2019
Address	Raunds Town Council The Hall Thorpe Street Raunds NN9 6LT
Tel	01933 622087
Email	clerk@raunds-tc.gov.uk

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SECTION 1: INTRODUCTION

PART A: GENERAL REQUIREMENTS

The supply and installation of Raunds Festive Illuminations

Quotations are to be submitted in writing or via email to Kate Houlihan and are to be received by 12 noon on the 20th December 2019, at the address below:

Raunds Town Council

Thorpe Street,

Raunds

NN9 6LL

For further details please email: clerk@raunds-tc.gov.uk

The Council's requirements are defined in Part 2 - Specification.

The Town Council reserves the right to carry out due diligence checks on the awarded provider.

The Town Council also reserves the right to:

- abandon the procurement process at any stage without any liability to the Town Council; and or
- require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

PART B: BACKGROUND

Raunds Town Council was created in in 1974 following local government reform in Northamptonshire.

The Town Council consists of 12 Councillors and owns various pieces of land throughout the Town; it provides a range of services to and has a precept of £469,069.

The Saxon Hall is owned by owned by the Town Council and currently employs 3 part-time members of staff which are managed by the Town Clerk. The Saxon Hall is hired out to many regular users and is used for functions including weddings and birthday parties. The Centre is situated within the Town Hall Gardens.

The Town Council is committed to providing high quality sustainable facilities in the Town and with this in mind the Council wish to invest in high quality audio-visual facilities for the benefit of the community.

PART C: PROCUREMENT TIMETABLE

Request for Quotation Issued	27 September 2019 2019
Deadline for Quotation Responses	12 noon on 20 December 2019
Tender Contract Awarded	TBC

PART D: CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Name	Miss K Houlihan
Job Title	Town Clerk
Telephone	01933 622087
Email	clerk@raunds-tc.gov.uk

All suppliers are encouraged to arrange a site visit to view the facilities and fully understand the site

PART E: EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

Evaluation Method : Weighted combination of Quality and Price
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Quality Questions at "50%" + Pricing at "50%" = 100%

The Quality Questions will be scored using the following scale:

Score	Criteria to Award Score
5	The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements. The response also demonstrates how relevant added value will be provided.
4	The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements.
3	<p>The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify evidence that the response given will deliver all stated requirements.</p> <p>OR</p> <p>The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirements, but the solution offers added value.</p>
2	The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirements. The response may have raised one significant concern or one or more smaller issues.
1	The Potential Provider's response does not enable the evaluator to have a clear understanding of how most of the requirement will be met. The evaluator cannot clearly identify that the response given will deliver all stated requirements due to insufficient evidence, the Potential Provider's limited understanding and/ or omissions.
0	The evaluator believes that Potential Provider has failed to either answer the question or provide a relevant response.

SECTION 2: CONTRACT INFORMATION

1.0 Definitions

1.1 Service provider means: an electrical contractor who is suitably qualified and experienced in the maintenance, repair and safe installation of Christmas light displays.

1.2 Installation means: the erection, electrical connection and on site testing of all the Christmas lights agreed to be used in that years display and includes the safe installation and operation of the all equipment and lights in compliance with current electrical regulations.

2.0 Duration of contract

2.1 The contract will be for three years with provision for a further extension not exceeding two years.

3.0 Objective of the works

3.1 The objective will be to provide the town with an attractive display of Christmas lights which is enhanced and refreshed on an annual basis.

3.2 The service provider to actively participate in refreshing the design and planning of each year's display.

4.0 Overview of the work

4.1 To attend up to four planning meetings with the Council's representatives, to agree the format for the forthcoming Christmas light display; providing advice and information on new, second-hand or loan of equipment available for the Council's use in the forthcoming display.

4.2 Within the priced works of the contract, prior to installation of the lights each year, to carry out safety testing and repair of the Council's existing lighting stock during the months of August and September to ensure that all equipment is safe to use and in operating condition. To advise the Council's representatives of any item beyond repair in sufficient time to ensure replacements can be obtained.

4.3 To install all the Council's lights on a variety of structures agreed in advance at the planning meetings. Such structures to include: trees, buildings. Lamp-columns, demountable posts, catenaries and includes dressing two 30ft Christmas Trees. These works to be completed and tested in situ **one week** before the day of the Raunds Switch-on event. The date for the event to be set by the Council and advised to the service provider before August in each year.

4.4 Three times during the operation of the display, to check the operation of the display in respect of its lighting, timing, functionality and safety. Making any reasonable repairs to maintain a cohesive display.

4.5 At the end of the Christmas period (twelfth night), to switch-off all lighting. Thereafter, within a reasonable time (not exceeding two weeks), to remove all lighting, cables and timers (not part of a permanent installation) and place these carefully in the Council's store provided for this purpose.

4.6 To assist the Council in calculating any unmetered supply of electricity used during the operation of the display.

5.0 Inventory of lighting equipment

(see separate stock list)

Locations of the Display

Town Hall, Saxon Hall and the grounds surrounding the buildings.

Brook Street

High Street

The Square

This list is not conclusive and may be extended with prior agreement

A plan of the display is available. Note the lighting of the Christmas trees forms a separate contract.

Payment

The Council will pay two thirds of the agreed fee upon satisfactory installation of the display and the remaining one third on removal and return of all the equipment to the Council's store.

Indemnity

The service provider will indemnify the Council against any and all claims associated with the installation, operational or removal of the display. The service provider shall hold adequate employee and public liability insurance providing cover of a minimum of £10m per claim and annually evidence this to the Council by providing a copy of the insurance certificate and policy documents.

Health & Safety

The service provider shall be responsible for the safe erection and taking down of the displays, ensuring proper practices are employed to maintain safe working conditions for employees, Council staff and the public.

Please note that prior to any formal instruction the preferred or a shortlisted selection of consultants may be required to attend a meeting to discuss and or clarify any or all of the offers received.

All proposals will be considered based on both the quality and price of the submission.

SECTION 3: SUPPORTING INFORMATION

Note to Potential Providers – You may adjust the size of the following text boxes to suit your response.

PART A: Organisation and Contact Details

A-1 Name of your organisation	
A-2 Registered office (if applicable)	
A-3 Trading address (if different from registered office)	
A-4 Organisation Registration Number (if applicable)	
A-5 Is your organisation a: <ul style="list-style-type: none"> ▪ Sole Trader ▪ Partnership ▪ Public Limited Company ▪ Private Ltd Company ▪ Voluntary & Community Sector ▪ Charity ▪ SME (Small and Medium Enterprise) ▪ Other 	
If you selected other, please specify	
A-6 What, if any, local connections do you have with Raunds Town Council	
A-7 If the Company is a member of a group of companies, please give the name and address of the ultimate holding company	
A-8 Name of person to whom any queries relating to this quote should be addressed	
A-9 Telephone	
A-10 Email	
A-11 Address (if different to the Address above)	

PART B: Questions

Please see section 6 for details on the weighting and scoring criteria.

Question Number	Question	Weighting (1 = Low, 3 =Med, 5= High)
1	Potential suppliers are required to detail the arrangements they will have in place to provide support to the contract post installation.	2
Potential Provider's Response		
2	The Council(s) is required to achieve value for money. Please suggest how you would work with the Council(s) to achieve this.	5
Potential Provider's Response		
3	Potential suppliers are required to detail the key steps that they will put in place in order to support the timely implementation of this contract.	3
Potential Provider's Response		

4	Please provide 3 examples of similar Projects undertaken within the last 3 years -.	5
Potential Provider's Response		
5	<p>The level of insurance required is for the duration of the Contract, the Supplier shall maintain in force, with a reputable insurance company, such policies of insurance as are necessary and all statutory required insurance(s) including:</p> <ul style="list-style-type: none"> (a) employers liability insurance shall be in the minimum sum of £5,000,000.00 in respect of one incident and the number of incidents covered shall be unlimited; (b) public liability insurance cover shall be in the minimum sum of £5,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited; (c) directors and officers liability, trustee's liability, professional indemnity or similar as appropriate to the Suppliers circumstances shall be in the minimum sum of £2,000,000.00 in respect of any one incident and the number of incidents 	

		covered shall be unlimited which should also be in place for a 6 year period following the termination of the Contract; Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?	
Potential Provider's Response		<p>Yes - have levels of cover already and will continue to for this contract</p> <input type="checkbox"/> <p>No - but will provide the Town Council's level of cover requested if awarded contract</p> <input type="checkbox"/> <p>No - have not got cover and won't provide Town Council's level of cover (Please advise what cover you have in place)</p>	
6		The Town Council wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015.	PASS/FAIL question. Potential Providers who answer 'No - will fail the RFQ process.
Potential Provider's Response		<p>Yes—in response to this quotation our supply chain complies with the Modern Slavery Act 2015</p> <p>No—in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015</p>	

SECTION 5: FREEDOM OF INFORMATION

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 ("The Act") and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Council's website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

Insert specific Information here if applicable

SECTION 6: – SIGNATURE AND DATE

The supply and installation of audio-visual equipment at Saxon Hall, Brook Street,
Raunds, NN9 6LL

I, the hereby, declare by marking an X in the box:	
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- (I). that the information provided is complete and accurate;
- (II). that the price in Part 4 is our best offer;
- (III). that no collusion with other organisations has taken place in order to fix the price;
- (IV). to be subjected to the terms and conditions set out in a conditions of contract to be agreed
- (V). that no works/goods/supplies/services will be delivered or undertaken until both parties have executed a formal contract documentation and an instruction to proceed
- (VI). has been given by the Town Council in writing.

Name	
Position Held	
Date	