



THORNE-MOORENDS TOWN COUNCIL

Assembly Rooms. Fieldside,
Thorne, Doncaster DN8 4AE

Tel: (01405) 818015

Email: clerk@thorne-moorends.gov.uk

Website: www.thorne-moorends.gov.uk

FESTIVE LIGHTS

Invitation to tender

Provision of Christmas Lights Display and Associated Works for
Thorne & Moorends.

2025-2030



The deadline for submission of your Tender: by 12pm on 31st January 2025.
Please send Tenders to the address stated below in a sealed envelope marked
clearly with '**Christmas Lights Tender**' in the top right-hand side of the envelope:

Sam Goodfellow

Thorne-Moorends Town Council

Assembly Rooms. Fieldside, Thorne, Doncaster, DN8 4AE

***If you have any difficulty completing the application, please call us on 01405
818015***

Introduction

Thorne-Moorends Town Council provide on an annual programme of Christmas illuminations throughout Thorne & Moorends. The focus of the illuminations is the annual 'Switch on Event' which takes place on the Friday closest to 1st December.

Our current contract has just entered its final year, and we are seeking professional companies to tender for a five-year contract for the delivery and storage of the light scheme in its entirety. Testing, installation, support, and design of the Christmas Lights display should all be included along with delivery, build and dismantle time and transport costs.

The lights are installed and tested in mid-November ready for the Christmas Lights Switch On event. Testing must be completed at least seven days before the switch on event. At the event support will be required to ensure the lights are switched on at the countdown simultaneously. The lights are to be turned off after 6th January and be taken down before 31st January.

The lights are positioned through the main roads of Thorne and Moorends and throughout the town centre. Two large Christmas trees are also illuminated, and the Council is seeking innovative design ideas for the trees. The trees, one situated in Thorne and one in Moorends can be between 12ft and 20ft in height.

For the purpose of this tender, it is required that a proposed lighting scheme be submitted, including locations of the lighting and imagery designs of the proposed motifs. Numbers of lights should be of a similar amount in both Thorne and Moorends.

The tender must include to store safely and fully insure the leased lighting and all associated equipment from removal to installation following the festive season.

Testing shall be carried out to ISO standards. All electrical components shall be tested and all wiring, connections etc should be certified safe. All equipment must be installed and anchored such that they are safe and compliant with Health and Safety regulations. The contractor must ensure safe working practices and that workers and the public are fully protected. The contractor will hold the relevant insurance cover including professional and public liability insurance to the value of £10m. All reported faults must be evaluated within 24 hours and remedied within 3 days, inclusive of weekends.

The contractor will provide all necessary equipment including cherry pickers and vehicles to transport equipment. The tender should cover all work including call outs.

Specification

Thorne

1. A feature 'wow' piece in the Marketplace.
2. A tree fully illuminated on the boundary of Thorne Memorial Park.
3. A Christmas tree provided by the Council situated in Thorne Marketplace.
4. South Parade (Power from Street Lamps Only).
5. King Street (Power from Street Lamps Only).
6. Market Place (Power Source Available).
7. The Green.
8. Finkle Street * (Thornes primary pedestrianised shopping street. A priority for high impact lighting that reflects its commercial centre location – Power Source available).

Moorends

1. Marshland Road (Power from Street Lamps Only).
2. The Bull Ring (Power from Street Lamps Only).
3. A Christmas tree provided by the Council situated outside Moorends Hotel on Marshland Road.

***a similar number of lights should be used in Moorends as the streets in Thorne South Parade, King Street and The Green.**

All lights will be on timers operating daily from 15:00 to 00:00 unless advised differently.

Design

The Council is open to design ideas and is excited to see innovative designs featuring a wow factor. Where imagery is included in the design, this should not specifically be religious.

Tender submissions which include a proposal which can be reconfigured or reprogrammed each year to offer a varied display will be considered favourably.

Budget

The Council has set a budget of £25,000 per annum for the Christmas lights contract. The rates quoted in the detailed pricing schedule shall remain fixed for the duration of the contract.

The contractor will undertake all works in house unless notified at the time of tender that they will subcontract as part of this agreement. If this is the case, then the preferred contractor will be responsible for the any work subcontracted out as part of this agreement and will be liable for any rectification of errors by the sub-contractor at their own cost.

Tenderers may be required to present and discuss their proposals to a meeting of the Christmas Lights Working Group. Any interested organisation who directly or indirectly canvasses any member or officer of the Council concerning the evaluation

of the ITT, or who directly or indirectly obtains, or attempts to obtain, information from a member or official concerning any other ITT will be disqualified. If at any stage during the process we discover canvassing has taken place, we will be entitled to disqualify that organisation from the process

The Council does not bind itself to accept the lowest bid or any quotation. The Council reserves the right to withdraw any part of the quotation document prior to award of contract and reserves the right to discontinue the quotation process at any time.

To bid for this tender, please submit the following:

- A suggested festive lighting design plan.
- A technical specification
- A separate document confirming the total price for a five-year period.
- Clear guidance and agreement for call outs and emergency call out procedures.
- Evidence of public liability insurance (up to £10,000,000).
- Evidence of employer's insurance if relevant (up to £10,000,000).
- Information on Key Personnel to be involved if you are awarded the contract.
- Details of similar projects/services undertaken in the past 12 months including references to clients or links to relevant web pages.

Evaluation

A Christmas Lights Working Party has been set up and includes nine Councillors which will undertake the tender selection process. At least one third of Councillors will be present at each meeting. Councillors will be supported and advised by the Town Clerk.

All tenders received will be scored against a scoring matrix attached as an appendix to this document. The companies that provide the top three scoring bids will be invited to attend the Council offices to further present their proposals. The winning bid will be selected by way of a majority vote from those Councillors present at the final selection meeting. In the event of an equality of votes, the Chairman shall have a second and casting vote. The decision of the working group will then need to be approved by Full Council before a contract can be issued.

Any tender which cannot meet with the requirements list in this document will be considered non-compliant and will not be considered.

The Council does not accept responsibility for any expense or loss which may be incurred by any potential tenderer in the preparation of the Tender Request. Incomplete or non-specific / generic submissions will not be accepted. A formal contract will be issued to the successful tenderer.

ORGANISATIONAL INFORMATION AND REQUIREMENTS:

Name of organisation:	
Contact:	
Address:	
Tel No:	
Email:	
Company Registration no:	
Date of registration:	
VAT registration number:	
Are there any court actions and/or tribunal hearings outstanding against your organisation?	
List the full names of all Directors, Partners and Company Secretaries:	
Has anybody in your organisation ever been employed by Thorne-Moorends Town Council?	
Is anybody in your organisation connect with or a relative of an Officer or Councillor of Thorne-Moorends Town Council?	
Please indicate to which professional	

<p>or trade bodies your organisation belongs to: (Please provide registration numbers):</p>	
<p>Please provide brief details of the organisation's policies for the training and supervision of staff:</p>	
<p>Please provide a copy of your organisation's Health & Safety at Work Policy, to include risk assessment and method statement:</p>	
<p>Please detail any prosecutions or enforcement actions in relation to health and safety taken by any enforcing authority against the organisation or individuals within it in the last 5 years:</p>	
<p>Please provide a copy of your organisation's sustainability policy:</p>	
<p>Please provide details of two organisations that you have provided a provision of goods, services and/or works for the purpose of a reference:</p>	

SIGNED:

PRINT NAME:

COMPANY POSITION:

DATE: