



Broadstairs & St. Peter's Town Council

Town Clerk
Kirsty Holroyd

Town Clerks Office
Pierremont Hall
Broadstairs
Kent CT10 1JX
Tel: 01843 868718
Email: town.clerk@broadstairs.gov.uk
www.broadstairs.gov.uk

Invitation to Tender for a 3 year Christmas Lights Installation Contract for Broadstairs & St Peter's Town Council

Broadstairs & St Peter's Town Council wishes to offer a three year contract (November 2023 to January 2026) to a supplier who will install Town Council owned lights display and also enable us to hire lights for the Christmas lights display in Broadstairs and St Peter's.

1. The contract includes a fully managed solution for the installation, testing, maintenance, switching on/off and dismantling and storage of current Town Council owned festive lights plus all associated electrical installations. Ensuring the lights are installed, tested and working at least one week prior to the Town's switch on event (usually the last Saturday in November).
2. The Town Council will also wish to hire additional suitable lights for other areas within Broadstairs & St Peter's as required each year, plus a fully managed solution for the installation, testing, maintenance, switching on/off and dismantling of these hired Festive lights plus all associated electrical installations. Ensuring the lights are installed, tested and working at least one week prior to the Town's switch on event (usually the last Saturday in November).

Please see Appendix 1 for the detailed works required.

All hired lights will have to be discussed and approved by Broadstairs & St Peter's Town Council.

The following is required for Council owned lights:

Location: High Street, Broadstairs

4 Transverse Street Displays – installation, testing, maintenance, switching on/off, dismantling & storage, reset timer.

18 Anchor Bolts/Plates – load testing and certification.

25 Sphere Lamp Column Displays - installation, testing, maintenance, switching on/off, dismantling & storage, reset timer.

Location: Pierremont Park

6 real trees with lights currently in situ throughout year – maintenance, connect, check, reset timer.

Location: Broadstairs Library

1 real tree LED lights - currently in situ throughout year – maintenance, connect, check, reset timer.

Location: Christmas Tree, War Memorial, High Street, Broadstairs

5 40m 24v RGB Colour changing LED light strings – installation, testing, maintenance, switching on/off, dismantling & storage, reset timer.

Location: St Peter's

18 braids on lampposts - lights currently in situ throughout year – maintenance, connect, check, reset timer.

The following is required for hired lights:

Lighting for tree at Hopeville Green, St Peters - installation, testing, maintenance, switching on/off, dismantling, reset timer.

Additional lighting for column displays at Church Street, Vicarage Street and Hopeville Avenue, St Peter's - installation, testing, maintenance, switching on/off, dismantling & storage, reset timer.

Star for Christmas Tree at War Memorial, High Street, Broadstairs - installation, testing, maintenance, switching on/off, dismantling & storage, reset timer.

General

As Town Council owned lights come to the end of their lives, there will be a requirement to hire replacement/alternative lights. Therefore, the contract amount is subject to change on a yearly basis. The Town Council's maximum yearly budget is £20,000 per year excluding VAT.

Appendix 1

- To relocate the Council's own lights from the current storage in Maidstone, to the Contractors own storage facility and to store throughout the duration of the contract.
- To inspect and test the Council owned festive lights and undertake any maintenance and repairs as required prior to the installation of the lights.
- To provide ideas to the Council for the lights that are to be hired for decision and approval for the forthcoming Christmas period.
- Testing, certification and applying for licences to operate and install display, including structural testing of columns in accordance with the relevant authorities specification. (Kent County Council for structural testing of lamp columns – not due until Summer 2024)
- Electrical testing and check setting of all time clocks during installation.
- Supply, through hire agreement with the Council, festive lighting at pre-discussed locations, including the star for the Broadstairs Christmas tree, including testing, installation, maintenance, timer switch set up and dismantling.
- Provide all appropriately trained/certified labour, access equipment and materials to install the Christmas lights display throughout Broadstairs and St Peters and to decorate the Christmas tree with Council owned lights.
- Installation to commence after Remembrance Sunday.
- To provide adequate operatives to perform checks on the morning of the Christmas lights switch on to ensure all lights are working, and to be onsite for the switch on event (usually the last Saturday in November)
- Attend site within 24 hours of being asked to inspect and rectify any problems with the functioning of the Christmas lights that may cause a risk to public safety and/or significantly compromise the overall effect of the lighting scheme.
- To attend site within 24 hours to carry out any required maintenance to lighting scheme.
- Switch off, removal and storage of the lighting scheme on, or as close as possible to the 12th night (6th January).
- Carry out inspection of council owned lights and provide condition report prior to storage.

Key Terms:

- The contractor is expected to fulfil all requirements of the specification in normal circumstances, however a small element of sub-contracting may be allowed with prior agreement of the Council, subject to the element of subcontracting not exceeding 20% of the whole value of the contract.
- The Contractor shall be responsible for the proper execution of any sub-contractor placed by them in connection with this contract.
- The Contractor shall adhere to all Health & Safety legislation, regulations and approved codes of practice.
- The Contractor shall provide risk and method statements to the Town Council prior to the commencement of works, which will include works at height, the use of mobile elevating equipment, the use of fall arrest equipment and the provision for an emergency and rescue procedure.
- The Contractor will apply for the appropriate licences/permits to work on the highway, use of lamp posts for siting of lights etc.
- The Contractor will ensure that any Mobile Elevating Work Platform equipment (MEWP) is fit for purpose and have a current certificate of thorough inspection, issued within the previous 6 months of the commencement of works and that all equipment is used by trained and competent persons only.

- The Contractor must provide public liability insurance at a minimum of £10 million prior to the commencement of work.
- The Council reserves the right to modify the specification relating to the works to be performed by the selected contractor, subject to adequate notice being provided and subject to negotiation of terms should any modification lead to a net increase or decrease in the extent of works to be undertaken compared to the original specification.
- The Contractor shall inform the Council within 3 days of any event likely to cause delay in the provision of the works to the agreed timetable. It is mandatory that adequate operatives are available to perform checks on the morning of the Christmas lights turn on and also to be onsite for the switch on event.

Tender Submission

To bid for this tender, please submit the following:

1. Technical specification - details of experience, proposed approach to works, list of decorations available to hire, including tree lights for St Peter's, Star for Tree at War memorial and lighting column displays suitable for St Peter's.
2. Completed form showing the total price for each year for:
 - i) Fully managed installation, testing, maintenance, switching on/off, dismantling & storage, reset timer of Town Council Owned Lighting.
 - ii) Hire of Lighting for tree at Hopeville Green, St Peter's – installation, testing, maintenance, switching on/off, dismantling, reset timer.
 - iii) Hire of Star for Christmas Tree at War Memorial, High Street, Broadstairs - installation, testing, maintenance, switching on/off, dismantling & storage, reset timer.
 - iv) Hire cost range for additional lighting for column displays at Church Street, Vicarage Street and Hopeville Avenue, St Peter's - installation, testing, maintenance, switching on/off, dismantling & storage, reset timer.
3. Evidence of public/employer's liability insurance (minimum of £10 million).
4. Details of similar projects/services undertaken in the past 12 to 24 months, including 2 references who have received a similar service.
5. Current certificate of Thorough Inspection MEWP equipment.

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

To be considered, written tenders must be received by the Council in a sealed envelope marked 'Broadstairs & St Peter's Town Council Christmas Lighting Tender' and addressed to the Town Clerk, Broadstairs & St Peter's Town Council, Pierremont Park, Pierremont Hall, Broadstairs, Kent CT10 1JX by **12 noon on Friday 7th July 2023**. The envelope should bear no distinguishing marks that would identify the tenderer.

Any tenders received after this time will not be considered.

The Town Council will notify applicants of the outcome of the tender by Friday 22nd September 2023. The Contract will be subject to references which will be requested following this date.

Payment for services will be made upon the receipt of a satisfactory VAT invoice. Full terms are to be agreed once the contract has been awarded.

Evaluation Procedure

Each compliant tender will be evaluated as follows:

| | |
|---|-----------|
| All documents requested submitted | PASS/FAIL |
| Public & Employers Liability Insurance, minimum of £10 million | PASS/FAIL |
| Two References | PASS/FAIL |
| Current certificate of Thorough Inspection MEWP equipment | PASS/FAIL |
| Technical Specification | 30 points |
| Locality | 10 points |
| Price | 20 points |
| Ability to attend site within 24 hours of call out. | 20 points |
| Ability to provide adequate operatives to perform checks on the morning of the Christmas lights switch on to ensure all lights are working, and to be onsite for the switch on event. | 20 points |

Tender Submission Form

Tender for a 3 year Christmas Lights Installation Contract for Broadstairs & St Peter's Town Council

| | |
|---------------------------|--|
| Name of Contractor | |
| Contact Name | |
| Address | |
| Telephone Number | |
| Email Address | |

We can confirm that the contract will include:

| | |
|---|----------|
| <p>Attend site within 24 hours of being asked to inspect and rectify any problems with the functioning of the Christmas lights that may cause a risk to public safety and/or significantly compromise the overall effect of the lighting scheme.</p> <p>And</p> <p>To attend site within 24 hours to carry out any required maintenance to lighting scheme.</p> | YES / NO |
| <p>To provide adequate operatives to perform checks on the morning of the Christmas lights switch on to ensure all lights are working, and to be onsite for the switch on event (usually the last Saturday in November)</p> | YES / NO |

Please enter costs EXCLUDING VAT

| Detail | Cost Year 1 | Cost Year 2 | Cost Year 3 |
|--|------------------------------------|------------------------------------|------------------------------------|
| Fully managed installation, testing, maintenance, switching on/off, dismantling & storage, reset timer of Town Council Owned Lighting. | | | |
| Hire of Lighting for tree at Hopeville Green, St Peter's – installation, testing, maintenance, switching on/off, dismantling, reset timer. | | | |
| Hire of Star for Christmas Tree at War Memorial, High Street, Broadstairs - installation, testing, maintenance, switching on/off, dismantling & storage, reset timer. | | | |
| Total | | | |
| Hire cost range for additional lighting for column displays at Church Street, Vicarage Street and Hopeville Avenue, St Peter's - installation, testing, maintenance, switching on/off, dismantling & storage, reset timer. | Between £ and £ | Between £ and £ | Between £ and £ |

Submitted Documents

Please tick

| | |
|---|--|
| Technical specification - details of experience, proposed approach to works, list of decorations available to hire, including tree lights for St Peter's, Star for Tree at War memorial and lighting column displays suitable for St Peter's. | |
| Completed Tender submission form showing the total price for each year. | |
| Evidence of public/employer's liability insurance (minimum of £10 million). | |
| Details of similar projects/services undertaken in the past 12 to 24 months, including 2 references who have received a similar service. | |
| Reference 1 Company Name: Contact Name: Address: Telephone Number: Email Address: | |
| Reference 2 Company Name: Contact Name: Address: Telephone Number: Email Address: | |
| Current certificate of Thorough Inspection MEWP equipment. | |

Signed:

Print Name:

Job Title:

Date:

Written tenders must be received by the Council in a sealed envelope marked 'Broadstairs & St Peter's Town Council Christmas Lighting Tender' and addressed to the Town Clerk, Broadstairs & St Peter's Town Council, Pierremont Park, Pierremont Hall, Broadstairs, Kent CT10 1JX by **12 noon on Friday 7th July 2023**. The envelope should bear no distinguishing marks that would identify the tenderer.