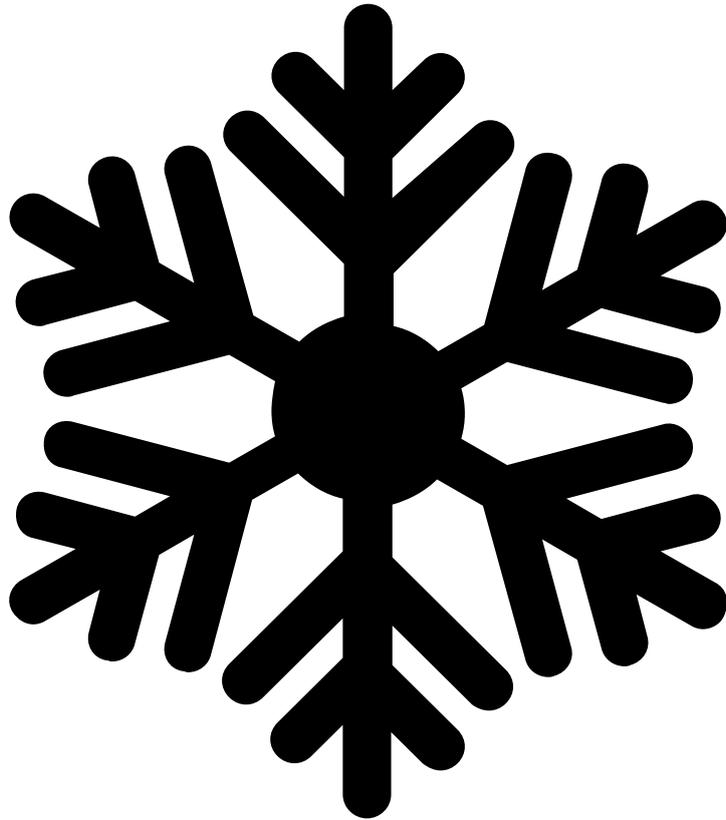


Groby Parish Council's
Tender For:

Supply and Installation
of Christmas Lights
2019-2021



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INTRODUCTION

Groby Parish Council provides on an annual Christmas light display/illumination in the village. The Council is tendering with a view to agreeing a contract with a supplier from Christmas 2019.

The contract will run for three years to include Christmas 2019, 2020 and 2021.

REQUIREMENTS

The Parish Council is seeking a contractor to fully manage the supply, installation, maintenance and removal of the Christmas lights in the village, the successful contractor will be expected to:

- 1) Design a lighting scheme for the village centre in consultation with the council to include:
 - a. 33 single motifs and 6 double motifs on streetlighting columns and any required power and bracket etc
 - b. Feature LED flood lighting on trees outside the library on Leicester Road, on the corner of Fir Tree Lane and outside the allotments on Ratby Road
- 2) The Council requires quotes for 3 different price options
- 3) Supply and install the lighting each year, ready for a switch-on date specified annually by the Council. The date shall be between 27th November and 6th December.
- 4) An electrician to be on site for the switch on; to both manually switch on the lights and attend to any issues which may present
- 5) Create detailed plans of the location of the lights, power supplies and all other matters necessary for the subsequent installation of the equipment in future years.
- 6) The records made at (4) above shall be updated each year to take account of changes in the provision through the contract period. A copy of these documents shall be lodged with the Council each year before the 1st February.
- 7) Install and test all the lights at least one week prior to the switch on date. The Council shall be informed in writing that all illuminations and associated equipment is operational.
- 8) Testing shall include safety tests on anchor points and viability of the catenary wires. Tests shall be carried out to ISO standards.
- 9) All electrical components shall be tested and all wiring, connections etc. should be certified safe.
- 10) All installations shall be installed and anchored such that they are safe.
- 11) The contractor shall ensure safe working practices are always adopted and that workers and the public are fully protected.
- 12) The contractor shall ensure they have relevant insurance cover including public liability.
- 13) All reported faults are to be evaluated within 48hr and remedied within 3 days. Weekends shall not be excluded from this arrangement.
- 14) The contractor shall make any and all arrangements with third party suppliers to receive and store illuminations prior to their installation and to store following the illuminations prior to collection by the third party if applicable.

- 15) The contractor shall provide the names and contact details of two contacts that shall be accessible by mobile phone 24/7 to whom the Council can report any faults for remedy.
- 16) The contractors shall provide all necessary equipment including cherry pickers and vehicles to transport equipment.
- 17) The contractor shall ensure all lights come on and go off at the times to be agreed with the Council.
- 18) The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.
- 19) If the supplier fails on the SLA to provide a functional installation for the duration of the Christmas period; the Council reserves the right to terminate the remainder of the contract.
- 20) If the supplier fails to meet all requirements of the SLA the Parish Council reserves the right to cancel the contract

The requirements herein shall form the contractual agreement and no subsequent information provided shall override the specification unless the Council gives written approval to any such changes.

BUDGET

The Council has established an annual budget for the supply and installation of the lights covered by this tender.

The Council is also seeking sponsorships towards the festive illuminations. Therefore, the tender should provide a price for each column, to allow for optional additions (if required)

SPECIFICATION

The Council requires:

- a) Feature display on trees in various locations in the village, to include Leicester Road, Ratby Road outside Lawnwood shops and Fir Tree Lane
- b) 33 single motifs and 6 double motifs on columns on Leicester Road, Markfield Road, Ratby Road, Fir Tree Lane and Newtown Linford Lane

The Council would like quotes for 3 different price and/or colour options. The Council is expecting 3 specifications/grades based on low-priced/medium budget/luxury price ranges. And can be for coloured or white lights. Our style is to be upmarket/elegant.

Our preferred option would be:

1. For LED flood lit trees> The lighting could possibly be colour changing and should include:
 - a. 3 trees outside Groby Library
 - b. 5 trees outside Groby Allotments on Ratby Road
 - c. 3 trees on the grass verge at the corner of Fir Tree lane/Ratby Road
2. Lights in 3 trees outside Lawnwood shops, which have already been supplied and decorated
3. This would include advising on how to power the lights as there is no feed nearby but there is a nearby street lighting column.

Options for additional displays should include:

Other ideas the contractor has for improvements to displays in the village centre.

TENDER SUBMISSION

Written tenders are to be submitted by **12pm on 31st May 2019**. The pack of documents shall also include a disk or data stick including a full set of the information presented. The hard copy pack shall comprise a master and two additional copies. The tender pack will be sealed to prevent the contents becoming known. The packs shall not have any external means of identifying a potential supplier.

The tender shall be in four parts:

- 1) Technical specification, details of experience, proposed approach to works etc
- 2) Proposed lighting scheme(s) including visuals
- 3) A separate document confirming the total price for the three-year period; the annual contract price shall be taken as one third of the total price. Prices shall be separated for supply and installation and a range of options shall be given matching the firm budget and optional enhancements.
- 4) The names and contact details of three referees who have received a similar service in the past 12 months.
- 5) Tenders shall be addressed to:

Christmas Lighting Tender Submission

Mrs A A Taylor
Clerk to Groby Parish Council
Parish Council Office
Village Hall
Leicester Road
Groby PC Leicester
LE6 0DQ

EVALUATION PROCEDURE

We expect to spend our full budget; therefore, the tender shall be evaluated based on 'best value'

The Council reserves the right not to award the contract should it determine that the quality of proposed schemes is not satisfactory.

FURTHER INFORMATION

Contact and submission information:

- 1) The tender information shall be sent to Groby Parish Council at the above address
- 2) Prospective suppliers are expected to visit and meet with the Council to discuss the business requirements and survey the locations.

Potential suppliers should contact the Clerk, Mrs A Taylor on 0116 2876985 or parishoffice@groby.com for further information and to submit queries.

Payment will be made as follows:

- January 2020- one third of total contract value
- January 2021 - one third of total contract value
- January 2022 - one third of total contract value

