



Lancing Parish Council
Invitation to Tender

To provide Christmas Lights and Decorations to Lancing Village

Deadline for tender submissions: 11th August 2023

20th June 23

Invitation to tender

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Introduction

Lancing Parish Council are inviting invitations to tender to supply, install and removal, storage, maintenance, and testing of high-quality festive light displays through the Village of Lancing, with testing of the related electrical infrastructure for two years starting in November 2023 until 12th January Christmas lights over the festive season. Lancing is situated on the South Coast between Worthing and Brighton. With around 27,000 residents and covering 3.65 square miles, Lancing is often referred to as the largest village in England.

Conditions of Tender

This tender document is issued for and on behalf of: Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ

All contractors tendering will ideally have at least 3 years experience in managing and installing seasonal lights in towns and villages in the UK.

The successful contractor will be suitably experienced and qualified to undertake this tender and be able to provide examples of similar successful projects which they have been involved in. They must be HERS registered (Highways Electrical Registration Scheme), NSWWR (National Street Works Qualification Registered Supervisors and Operatives), CFA (Constructions Fixing Association), and of document PLG06, 'Guidance on the Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments'. Tender submissions must detail how the business experience and qualification requirements are met. The successful contractor will deliver this contract with suitably qualified personnel. Sub-contracting by the **contractor is not permitted without the consent of the client**. Tender submissions must specify whether the intention is to sub-contract.

All tenders must be signed by a company director or the named sole trader or partnership, dated and returned in a sealed envelope to the above address by either post, courier or delivered by hand no later than 5pm on 11th August 2023. Any tenders delivered by hand must be in a sealed envelope, marked 'Christmas Light Tender' and signed as received by one of the Parish Office staff.

This tender should be read in conjunction the accompanying maps.

The Contractor is recommended to visit the areas in the accompanying map (organised visits listed below) and shall be deemed to have made all necessary allowances in the Tender Price for access, storage etc.

Bidder's must provide copies of the last three years of audited accounts.

Specifications

1. Description of works

The company shall supply, install, uninstall, store, maintain, and test all of the high-quality festive lighting. The lighting must be installed with ample time to create a festive atmosphere around the Village and must be taken down in good time to not extend the festive period.

2. Maintenance

The winning contractor will be easily contactable and accessible to fix any lights that are not working within a short period of time to ensure all lighting is fully functioning over the course of the install.

3. Lights

The winning contractor will be able to offer a variety of creative lighting which must be robust and appropriate for the festivities. **Images of the lighting must be included in the tender.**

4. Design and Equipment

The winning contractor will be able to stay current with new equipment and a variation year on year to keep Lancing looking festive and up to date. The equipment must be appropriate for the adverse weather conditions in the area and must be safe at all times.

5. Personnel

The contractor shall provide a list of approved operatives and their experience and shall confirm how the works will be carried out.

6. Cost of Contract to include:-

- Labour;
- transportation of equipment;
- Storage of equipment;
- maintenance and repair to units supplied;
- ability to change and keep current with design and equipment;
- supervision of operatives to complete work to an accepted standard; and
- All staff qualifications and required testing;
- associated administration.

The Contractor shall provide all necessary equipment as required to carry out the contract at costs included in the bid. It is the responsibility of the Contractor to choose the equipment most appropriate to the specific function but must have an agreement from the Parish Clerk or the Communications and Engagement Officer and as part of the tender the contractor must provide a detailed specification of all equipment to be used.

Timetable

Lancing Parish Council proposes to award the contract in 2023.

The proposed timescale is as follows:

Activity	Date
Dispatch of ITT	10 th July 2023
Return of ITT	11 th August 2023
Invite to Meeting	If required August 2023
Notification of successful tenderer	TBC

Service commencement 1st September 2023

Lancing Parish Council reserves the right to change the timetable and will notify tenderers where a change takes place.

Bidders must provide a suitable Point of Contact (PoC) for clarification questions during the period between the Tender Return and Preferred Bidder Date; and bidders must also provide a PoC for the preferred Bidder announcement if different.

Clarifications and queries must be addressed to: oliver.last@lancingparishcouncil.gov.uk

Bidder tender returns should be submitted in writing in a sealed marked envelope addressed to Oliver Last, Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ

Budget

The Parish Council has agreed an annual budget of circa £10k for the project. All pricing should be exclusive of VAT and in GBP(£). Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be fixed for the duration of the contract.

Prospective contractors are prohibited from contacting councilors or staff to encourage or support their tender outside the prescribed process.

Tenders - assessment and evaluation

All tenders will be assessed on the following services:

- A.** Full site survey including detailed measurements of heights.
- B.** Photographic simulation of lighting in situ or similar.
- C.** Detailed description of the lighting scheme and its quality.
- D.** Comprehensive installation and removal service.
- E.** Stress testing of wall brackets (where appropriate) and inspection of all connection points on an annual basis meeting relevant engineering/electrical safety guidelines related to planning, installation, commissioning and maintenance of public lighting and street furniture.
- F.** Check of all lighting equipment and undertaking any repairs to ensure are in full working order prior to installation.
- G.** Installation and maintenance of electrical infrastructure (where appropriate) to serve the lighting scheme, including timers and all should be certified safe.
- H.** Managing the operation for switch on whether remote access or in situ operation.
- I.** 24-hour on call service during display period with repairs and faults requiring a 24-hour response for remedial works unless it is reported as an emergency and poses a danger to the public.
- J.** Nominated point of contact or account manager from the contractor.
- K.** Safe storage of lights whether hire or purchased by the Council by the contractor for the period of the contract.
- L.** Liaison with building owners in respect of cabling/fixtures and aid the Town Council with any permissions the Council needs to be obtained.
- M.** Insurance and indemnify Dawlish Town Council of any builders' work repairs relating to the contract.
- N.** If purchase rather than hire of the displays, the guarantee/warranty cover provided.

Scoring And Evaluation Criteria

Each compliant tender will be judged against the following criteria:

Location of Supplier and Service Delivery Quality	Location to Lancing and Compliance with specification. Ability to be flexible and reactive with changing climate.	15%
Experience and Capability & Sustainability of Company	Demonstrate previous experience delivering work in this area, financial checks and customer feedback.	10%
Creativity and Innovation	Creativity and innovation of the proposal and how it fits with Lancing Parish Council	20%
Price/Value for money	Value for money offered.	40%
Equipment	Quality of equipment used, control measures in place if equipment fails and variation of equipment offered	15%

The scoring and evaluation process will be used to identify the most suitable contractor to provide the best service via a shortlist, after which consultations will take place and the appropriate contractor selected.

The Council will not be bound to accept the lowest priced or any tender submitted and may reject any tender if it is incomplete or vague.

The tender should include LED or low energy products as these are in accordance with the Council's Climate Emergency Declaration. The display should be installed in the period preceding the switch on and no later each year than 5 working days prior to the switch on. The lighting must be removed by 15th January each year.

The lighting should be able to be switched on by remote operation if possible or the contractor should outline how they will be co-ordinated in a switch on, on the evening.

Conditions of Contract

- 1) The contract shall be between the contractor and Lancing Parish Council and no Sub-Contracting is permissible.
- 2) The prices quoted on the Tender Form shall be fixed for the 3 year term of the contract which shall be 1st September 2023 to 31st July 2026.
- 3) The Contractor must supply RAMs for the install of the equipment.
- 4) During the contract period all equipment must be maintained according to the manufacturer's instructions and shall meet the current Health and Safety, Road Traffic. Maintenance records of all equipment must be documented and available for inspection on request.
- 5) Any damage caused during the install will be 'made good' by the contractor at the contractors cost.
- 6) The contract will be monitored by the Council. Following inspection by the Council, any work deemed not to have been carried out, or not to have been carried out satisfactorily will be reported to the contractor who will be given the opportunity to rectify the work within 48 hours. If the work is not rectified within the given timescale, payment for that work will not be made.
- 7) All bidder's must provide the following with their tender:
 - 1) Evidence of Public Liability Insurance of no less than £10 Million;
 - 2) Professional Indemnity Insurance;
 - 3) The Company's Health and Safety Policy statement and plan for the contract;
 - 4) A risk assessment of the schedule of works;
 - 5) Details of the equipment to be used; and
 - 6) Continuity Plan to cover personnel sickness/leave.

The contract shall be subject to termination giving 3 months' notice in writing if the Conditions of Contract are broken or any breach of Health and Safety happens.

Under no circumstances is any equipment to be stored on any land owned by the Parish Council without their express permission.

Health And Safety

Prior to the commencement of the contract, the successful contractor shall confirm the Health & Safety Plan that will be employed in the public spaces and must not commence work until this has been approved in writing by the Council. The following minimum Health and Safety conditions shall apply and are not intended to limit what further arrangements may be appropriate to the circumstances, which are for the Contractor to decide upon :

- 1) The contractor will ensure that all relevant legislation pertaining to the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) Regulations 1989 and any other applicable legislation which comes on the Statute Book during the course of this contract, is adhered to.
- 2) It is the Contractor's responsibility to ensure that all staff are provided with suitable safety clothing for the tasks that they are undertaking and that site users' safety is maintained as a priority at all times.
- 3) It is the Contractor's responsibility to ensure that when working on site proper signage is in place to warn both operatives and public of the work in progress in order to ensure that safety is maintained as a priority at all times.
- 4) Where there is any conflict, site users' safety should always have priority and the Contractor should refer any such matter to the Clerk/ Operations Manager as soon as possible after any event in writing. The Contractor must ensure that machinery is not left lying around during employee rest periods.
- 5) The Contractor must ensure that at all times during the course of the contract that adequate insurance is held, both employers and Public Liability (as detailed above) and that the Certificate of Insurance must be shown to the Council prior to commencement of the contract. The Council is to be notified of the policy excess. Should the insurance lapse then the Contractor must show the Council the new Certificate. A copy of the current Certificate is to be supplied with the quotation.
- 6) A copy of the relevant risk assessments carried out by the Contractor should be supplied in relation to all works in order to ensure that safety is being both maintained and updated should the need arise.
- 7) The Council reserves the right to ask the Contractor not to allow an employee of the Contractor to re-appear, should that employee cause danger, demonstrate bad or abusive conduct, or other problems.

Communication/Instructions

The contractor shall during the term of the contract only communicate with and accept instruction from the Clerk or Operations Manager.

Terms of Payment

The terms of payment shall be 30 days from receipt of invoice for the seasons work

The Parish Council reserve the right to make deduction from the invoice sum for any work deemed not have been completed or to the required standard.

Site Meeting

There are opportunities to attend a site meeting with the Operations Manager, along with other interested contractors.

Otherwise contractors are welcome to visit the site at their own convenience. This is not mandatory.

If you would like to book a site visit with the Operations Manager, please email oliver.last@lancingparishcouncil.gov.uk

Site Maps

