



Ilkley Town Council

Ilkley Town Council
Invitation to Tender - Jubilee Lighting Maintenance 2023-2026

ILKLEY TOWN COUNCIL
INVITATION TO TENDER
JUBILEE LIGHTS MAINTENANCE 2023- 2026

CONTENTS

Introduction	Page 1
Requirements	Page 1-2
Tender Submission	Page 2
Evaluation Procedure	Page 3
Further Information	Page 4

INTRODUCTION

Ilkley Town Council provides a jubilee lighting scheme in the town centre.

Low energy soft white lights were installed in 26 trees along The Grove in early summer 2012. Following numerous positive comments from many residents it was decided to extend the scheme throughout the town centre and call it 'The Jubilee Lights' in honour of the Diamond Jubilee. Lights were installed in 15 trees on Brook Street, 3 trees in the main car park and the 12 trees on Station Plaza. There have been minor adjustments over the years but these numbers are a good representation of the current situation.

The lighting in Mill Ghyll has now been included in the scheme. This comprises of 6 Victorian style cast iron lamp posts and 48 floodlights located within the area.

The contract will run for three years from 1st April 2023 until 31st March 2026

REQUIREMENTS

The Parish Council is seeking a contractor to fully maintain the Jubilee lighting and associated electrical installations in the town. The successful contractor will be expected to:

1. Conduct monthly inspection of the Jubilee Lighting Scheme located on The Grove, Brook Street, Mill Ghyll and Station Road, Ilkley, West Yorkshire.
2. Complete any maintenance work that may be required (to include the replacement of any broken sets of lights, replacement fuses, transformers, quickfix leads etc).
3. Provide a maintenance report along with their invoice at the conclusion of each monthly inspection detailing all work that has been undertaken
4. Carry out any maintenance deemed as necessary to ensure that all lighting is in good working order at all times throughout the year.
5. Review the time at which the lighting is switched on/off throughout the year.
6. Complete any other tasks which the parties may agree on.
7. Testing shall include safety tests and shall be carried out to ISO standards.

ILKLEY TOWN COUNCIL
INVITATION TO TENDER
JUBILEE LIGHTS MAINTENANCE 2023- 2026

8. All electrical components shall be tested and all wiring, connections etc. should be certified safe.
9. All equipment will be installed and anchored such that they are safe and compliant with Health and Safety regulations.
10. The contractor shall ensure safe working practices are adopted at all times and that workers and the public are fully protected.
11. The contractor will hold the relevant insurance cover including professional and public liability to the value of £10m.
12. All reported faults are to be evaluated within 24 hours and remedied within 3 days. Weekends shall not be excluded from this arrangement.
13. Emergency out-of-hours call-outs are to be included in the agreement if adverse weather conditions create a potentially dangerous situation.
14. The contractor will provide all necessary equipment including cherry pickers and vehicles to transport equipment.
15. The fees shall cover all works including call-outs.
16. The contractor will ensure that all lighting switches on and off daily at the times agreed with the Project Manager.
17. The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.
18. The contractor and all of their employees shall hold the required electrical installation qualifications. The contractor should also hold 'working at height' certificates for the operation of a cherry picker.

The installations covered by this contract are detailed in the plan at Appendix A

The Council may agree to additional costs should it agree to increase the scope or extent of the scheme. These will be negotiated should the need arise.

TENDER SUBMISSION

This tender includes the following documents to enable you to bid for this tender. If you find any documents missing or you are unable to open any, please contact us immediately.

- Invitation to Tender (this document).
- Draft contract.
- Certificate of non- collusion.

To bid for this tender, please submit the following:

- 1) A technical specification (details of experience, proposed approach to the works etc.)
- 2) A separate document confirming the costs for each year of the contract.
- 3) Evidence of public liability insurance (up to £10,000,000).
- 4) Evidence of employers' insurance if relevant (up to £10,000,000).

ILKLEY TOWN COUNCIL
INVITATION TO TENDER
JUBILEE LIGHTS MAINTENANCE 2023- 2026

- 5) Details of similar projects/services undertaken including references to clients or links to relevant web pages.
- 6) Information on key personnel likely to be involved if you are awarded the contract.

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

To be considered, written tenders must have been received by the Council in a sealed envelope, marked 'Ilkley Town Council Jubilee Lighting Maintenance Tender' and addressed to the Clerk, by **12 noon on Tuesday 11th October**.

Any tenders received after this time will not be considered. The tender pack will be sealed so as to prevent the contents becoming known. The packs shall not have any external means of identifying the potential supplier.

EVALUATION PROCEDURE

Each compliant tender will be judged against the following criteria:

Description	Form of Evidence	Allocation
Tender received on time	Confirmation of receipt of tender	Pass/Fail
Public and Employers Liability Insurance to £10M	In date certificate	Pass/Fail
Certificate of Collusion	Signed Certificate	Pass/Fail
Two Business References	Result of enquiries to references	Pass/Fail
General suitability	Evidence of the experience, capability and qualifications of key personnel Technical capacity Previous experience Professional (relevant) Qualifications Demonstration of understanding of brief	40%
Health and Safety	Documentation –confirmation of: H&S Policy Risk Assessments	10%
Environmental	Demonstration of any initiatives to help reduce energy levels. Locality - to reduce the amount of carbon caused by travel. It is desirable	10%

ILKLEY TOWN COUNCIL
INVITATION TO TENDER
JUBILEE LIGHTS MAINTENANCE 2023- 2026

	that contractors are within a 20 mile radius.	
Price	Value for money Affordability	40%

FURTHER INFORMATION

Contact and submission information:

1. The tenders should be sent in a sealed envelope, marked 'Ilkley Town Council Jubilee Lighting Maintenance Tender' and addressed to the Clerk, to Ilkley Town Council, Ilkley Town Hall, Station Road, Ilkley, West Yorkshire, LS29 8HB before **12 noon on 11th October 2022**.
2. Tender bids will be treated as private and confidential.
3. Bids for this contract will be opened on Tuesday 18th October 2022 by the Proper Officer in the presence of at least one councillor.
4. The Council will notify applicants of the outcome of their tender by the end November 2022.
5. Any responses to queries raised by bidders will be included in a document entitled 'Additional information for bidders'. This will be found with the tender documentation in the Documents section of the Town Council's website (www.towncouncil.ilkley.org) and will be updated regularly
6. Ilkley Town Council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.

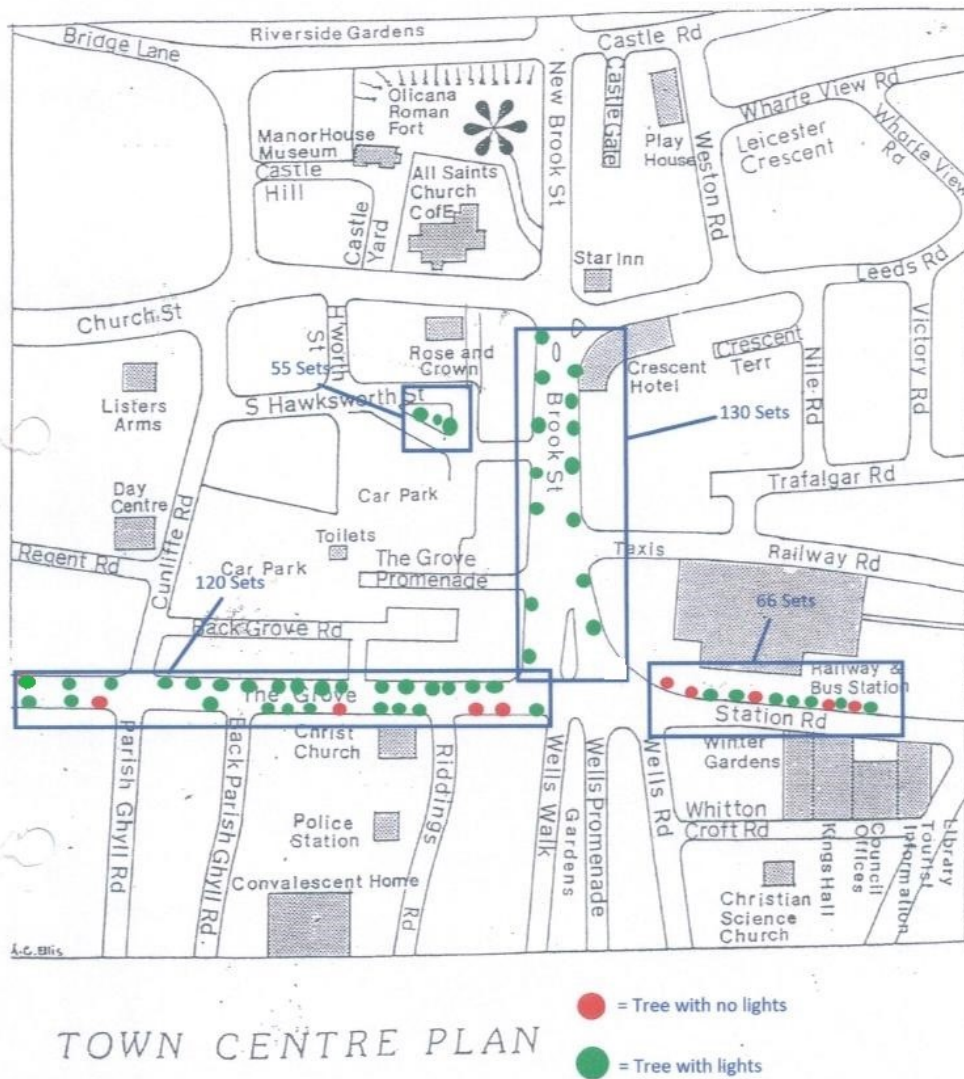
Payment for services will be made upon the receipt of a satisfactory VAT invoice and may be made in one or more instalments. Full terms are to be agreed once the contract has been awarded.

The Council will award the contract at its meeting on 7th November 2022.

The contract will expire on 31st March 2026.

ILKLEY TOWN COUNCIL
INVITATION TO TENDER
JUBILEE LIGHTS MAINTENANCE 2023- 2026

APPENDIX 1



In addition – Mill Ghyll lighting
6 Victorian Lampposts
48 floodlights