



SKEGNESS TOWN COUNCIL

The Town Hall, North Parade, SKEGNESS, PE25 1DA

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Request for Tender for

Town Centre Illuminations

Issue Date: 21st May 2018

Skegness Town Council
Town Hall
North Parade
Skegness
PE25 1DA

1 General Requirements

Skegness Town Council are seeking the provision of Christmas Illuminations for lamp columns, some cross-street lighting and a large illuminated Christmas Tree. The contract will be for 3 years starting winter 2018.

2 Background

Christmas illuminations will be sited in the main shopping areas of Lumley Road and High Street, Skegness Lincolnshire. There is a switch on event which usually occurs in the last week of November or first week of December the day and time is set well in advance during the year of the display.

3 Tender Arrangements

- 3.1 Bids shall be assessed in terms of the supplier's offerings, understanding of requirements and value for money.
- 3.2 We are not bound to accept the lowest tender or any tender received.
- 3.3 All tenders submitted shall be evaluated in accordance with the evaluation criteria set out in this document and the award will be based on the best overall offering available within the maximum budget.
- 3.4 The appointment will be made by an exchange of letter with the inclusion of the tender document and response. The successful supplier will be contracting with Skegness Town Council.

4 Indicative Procurement Timetable

- 4.1 It is intended that the tender exercise follows the time-line detailed below:

1	Invitation to Tender Issued	21/05/2018
2	Window for points of clarification	28/05/2018 – 8/06/2018
3	Deadline for Bids	22/06/2018 at 4pm
4	Evaluation	By 18/07/2018
5	Contract Awarded	On or before 2/08/2018

4.2 Please note we reserve the right to amend this time-table.

5 Submission

5.1 Tenders should be submitted electronically to: info@skegnesscouncil.org.uk and marked "Illumination Tender" in the subject line.

5.3 All companies expressing an interest in this work will be notified in writing of the respective decision within ten working days of the evaluation date. In accordance with Government Regulations, the total value of the successful tender will be published on Contract Finder and on the Council's website.

5.4 Queries on the tender specification should be submitted electronically to: info@skegnesscouncil.org.uk clearly marked "Illumination enquiry"

5.5 All tenders should be submitted in PDF format or MS Word.

6 Evaluation of Tenders and Award Criteria

6.1 We will accept the tender based upon Most Economically Advantageous Tender.

6.2 Suppliers will be scored on their responses to the Proposed Working Method Questions in relation to the requirements of the specification. The weighting applied to each of the quality sub criteria is shown in the table below:

<u>Element</u>	<u>Weighting</u>
Price and costs	30%
Total Price	Sub weighting: 30%
Quality	70%
Organisational Experience and Understanding of Requirements	Sub weighting: 10%
Proposal	Sub weighting: 60%

6.3 The tender will be scored using the following scale of awarding marks between 0 and 4:

0	Completely unsatisfactory/unacceptable response No response to the question or serious deficiencies in meeting the required standards. Any proposal exceeding £18300 per annum will automatically get a 0 score for the price element.
1	Poor response The response is partially compliant with some shortfalls in meeting the required standards. Bids priced at price above the 3 rd lowest bid but within budget will receive this mark for the price element.
2	Acceptable response The response is compliant and meets the basic contract standards. Any concerns are only of a minor nature. The 3 rd lowest price bid will receive this mark for the price element.
3	Good response The response is fully compliant and clearly indicates a full understanding of the contract. The required standards consistently deliver all the required contract standards. The 2 nd lowest price bid will receive this mark for the price element.
4	Excellent response The response is fully compliant and indicates the ability to exceed the required standards of the contract. The lowest price bid will receive this mark for the price element.

6.4 The winning tender is the one which scores the greatest overall mark on a combination of both Price and Quality.

The Council does not wish to over specify the design or offering as it wants Suppliers to put forward a high quality but affordable design for the town. To help with the response and to ensure that the Council has the best possible display for its budget, prospective suppliers should assume an annual budget of not exceeding £18,300 ex VAT. The basic specification below is the absolute minimum to be provided and it is expected that suppliers will put forward additional innovative proposals within the budget to significantly enhance the seasonal lighting.

The preference is for highly visible displays and lights that will compete with local store and establishment lighting and signage. A greater emphasis placed on product quality and design rather than on the ability of the supplier to rotate designs each year within the quoted price.

The Supplier should provide a clear description of their final proposed offering, with artwork/photographs together with itemised prices in a table showing the annual fee and total cost for 3 years.

All prices should be exclusive of VAT. The table should be totalled and the total should be the entire amount that the Town Council will be expected to pay for the Basic Specification over the 3 year contract, exclusive of VAT [The quoted price].

RESPONSE TO THE SPECIFICATION

Suppliers are required to respond to the questions below to explain how your organisation proposes to deliver the services called for in the Specification.

You may expand the areas provided. **Please note there are word counts applied to each method statement question.** If a response exceeds this limit, any additional words will be deleted and will not form part of the evaluation.

Please answer all the questions and be concise in your response, making all responses relevant to the method statement being asked.

Note that appendices should not be included or referred to in your response unless requested within a specific question.

The evaluation of the working method questions responses will account for 100% of the total score out of 100. Each question has also been assigned a relative percentage weighting to reflect its significance within the overall evaluation of tenders. This percentage weighting is shown alongside each question.

Working Method Questions 10%

Q1.	Experience – Please detail the previous experience you have in delivering support which matches the specification and how this experience is relevant to the various elements of the commission. (500 words)	
	Response:	

Q2.	Previous Contracts – Please use the space below to provide details of contracts for similar requirements to this contract that your organisation has provided over the last three years. Please note, we reserve the right to contact any of the organisations below for references. This section is not scored, and is for information only.
	Response:
Q3.	Methodology - Please explain how your working methods will deliver the contract. (2000 words)
	Response:
Q4.	Added Value –. Please detail any special features, innovative ideas or additional benefits that you can provide in relation to this contract that could add value to the commission. (500 words).
	Response:

Proposal Questions 60%		Costs 30%			
<u>REQUIREMENT</u>	<u>RESPONSE</u>	<u>2018/19</u> <u>PRICE</u>	<u>2019/20</u> <u>PRICE</u>	<u>2020/21</u> <u>PRICE</u>	<u>3 YEAR</u> <u>TOTAL</u> <u>PRICE</u>
BASIC SPECIFICATION (This is the minimum expected)					
<p>The provision, installation, maintenance and removal of 24 Street Lighting Column Displays – Lumley Rd Skegness. These lamp columns have brackets and electrical sockets in place, but these will need to be tested for suitability and compliance.</p> <p>Lamp Columns are over 15 years old and we have been</p>					

<p>advised by the Highway Authority that we must arrange for an independent non-destructive test to be undertaken on any column to be used once the type and specification of the illuminations is known. Suppliers should confirm that they will cooperate in providing all the required specifications for displays, in a timely manner, including but not limited to size, weight, wind resistance forces.</p> <p>(this is the main thoroughfare – See Appendix A)</p>					
<p>The provision, installation, maintenance and removal of wall displays – High Street Skegness (this a secondary thoroughfare. Wall mounts and electrical points are in place (visible and linked to street lamps mounted on walls) and suppliers are free to propose innovative ideas that would enhance this area</p>					

<p>The provision, installation, maintenance, removal and environmentally friendly disposal of 1 x 26ft (minimum) good quality substantial Christmas Tree lit using plentiful bright white lights/motifs. This will be sited using an existing tree socket close to the junction of The High Street and Lumley Road. However, discussions are taking place to determine if a more suitable location can be found.</p>					
<p>The provision of 4 cross street/thoroughfare twin sided illuminations at each of of High Street, in highly visible lights. (the locations are visible on Google Street View)</p>					
<p>The annual testing of electrical supplies, RCDs, timers, brackets, masonry fittings and any other component necessary for a</p>					

<p>safe, effective and regulatory compliant installation.</p> <p>Where the supply/loan and fitting of equipment to remedy the above is at an additional cost to the tendered amount this must be clearly itemised on a separate sheet.</p>					
<p>Attendance on site of a suitably qualified person to install a temporary Switch-On button for the Christmas Tree and set the timers to come on at the appropriate switch-on time. Following Switch-On to safely remove any temporary wiring and make safe, resetting all timers to switch on at 16:00 and turn off at 01:00.</p> <p>NB. If Suppliers intend to use local electrical contractors for the Switch-On or any other aspect of the works, it is expected that they will be a sub-contractor of the supplier</p>					

(i.e. the Supplier will take entire responsibility for the installation)					
All lights must be of LED low energy design.					
<p>The Supplier is expected to liaise with the Lincolnshire County Council Direct to obtain any necessary license or permits in accordance with Highways Regulations. (This is effectively to give assurance to the Highways Authority that the supplier operates legally, competently and in accordance with H&S requirements). It will be expected that the supplier will indemnify Skegness Town Council for any failure to obtain the necessary licenses or permits.</p> <p>All designs must comply with local and national regulations and laws and suppliers must</p>					

provide a statement of compliance.					
	BASIC SPECIFICATION TOTAL PRICE (THE TENDERED AMOUNT)				
ADDITIONAL OPTIONAL EXTRAS		<u>2018/19</u> <u>PRICE</u>	<u>2019/20</u> <u>PRICE</u>	<u>2020/21</u> <u>PRICE</u>	
Additional Column Display					
Additional Cross Road Display					
Additional 26ft Christmas Tree (fully decorated and lit)					
The Supplier may put forward any alternatives or enhancements it believes may be of interest but each must clearly state what is being provided and have a separate price.					
Other priced items:					

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Additional Notes:

Due to the new requirement to advertise this contract opportunity widely and the potential large number of bidders, it will not be possible to accompany any on site meetings/surveys during the response period or provide additional information to that contained herein. Suppliers must therefore rely on their own site surveys and the information provided.