

Bewdley Town Council
25(A) Load Street
Bewdley
DY12 2AE

Invitation to tender for a 3-year contract for Christmas Light for Bewdley Town Council

Bewdley Town Council wishes to offer a three-year contract (2021-2023) to a supplier who will provide a Christmas lights displays to light the town and locations as listed below.

Scope of the contract

The contract will include a fully managed solution for the provision, installation, testing maintenance, dismantling and storage of the Christmas lights and associated electrical installations. Ensuring the lights are installed, tested and working at least one week prior to the towns Christmas light switch on event (usually last weekend in November/first weekend in December).

The Contractor will be required to demonstrate that all insurances, health and safety procedures and risk assessments, necessary for the smooth and safe fulfilment of the contract, are in place.

The Contractor is required to provide a proposed lighting scheme; displays and colour schemes will have to be discussed with and final approval agreed by Bewdley Town Council.

The Town Council require Christmas lights in the following locations:

- Load Street
- Welch Gate
- Dog Lane
- Kidderminster Road
- Severn Side South
- Beale's Corner Trees
- Christmas Tree

Installation Requirements

- 25 x mounted lamp post decorations/motifs located as follows:
 - ❖ Load Street (13 motifs),
 - ❖ Welch Gate (1 motif),
 - ❖ Dog Lane (1 motif),
 - ❖ Severn Side South (3 motifs)
 - ❖ Kidderminster Road (7 motifs)
- Installation of lights on the Load Street Christmas tree (Tree supply not required).
- Installation of lights in the trees facing the river adjacent to Bridge House, Beale's Corner.
- String lights between lamp columns in Load Street.
- Decorations **must not** span the width of any highway or road junction.

To bid for this tender, please submit the following:

- 1) The technical specification (details of experience, proposed approach to the works etc.) including a list of motifs/decorations planned with their anticipated life-spans.
- 2) A visual “mock-up” of what the scheme will look like in situ.
- 3) Your cost for the three-year Christmas Lights display, broken down per year, to be invoiced annually.
- 4) The names and contact details of two references who have received a similar service in the past 12 months.
- 5) A copy of your current public & employers’ liability insurance documents
- 6) Risk Assessments
- 7) Method Statements

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

Tender documents

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)
- A list of additional requirements (Appendix 1)

Reporting procedure

A preliminary meeting will be held between Bewdley Town Council and the selected Contractor to ensure that all are fully aware and in agreement with what needs to be done to fulfil the terms of the contract.

The Town Clerk, Sharon Hudson, will have overall responsibility for the project on behalf of Bewdley Town Council.

Bewdley Town Council will examine the outputs of the contract and the Contractor may be called upon to correct any errors or answer queries regarding any of the outputs at their own expense.

Criteria for award of contract

Bewdley Town Council is not bound to accept the lowest tender bid for the work required; the following criteria and scoring will be applied to the bids received. The bid with the highest score will be awarded the contract for the work.

Demonstrated ability to deliver similar projects to a high quality	25%
Price fit within budget	25%
Quality and value for money	30%
Use of local resources and skills	20%

How to submit your bid

Tenders are to be submitted in hard copy in a sealed marked envelop to Sharon Hudson at the above address by **noon** on **12th February 2021**. Submissions received after this date and time will not be considered. The envelope should bear no distinguishing marks that would identify the tenderer.

Bewdley 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.

Tender bids will be treated as private and confidential and should be marked as such.

All tenders will be opened at the same time by the Town Clerk, in the presence of at least one Councillor.

Bids for this contract will be opened on **15th February 2021**.

The Council will notify applicants of the outcome of their tender by the **10th April 2021**.

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 Tenders section of the Town Council's website and will be updated regularly.

(www.bewdleytowncouncil.org).

For further information, please contact Sharon Hudson, Town Clerk – townclerk@bewdleytowncouncil.org.

Appendix 1

ADDITIONAL REQUIREMENTS

The Town Council is seeking a contractor to fully manage the installation, maintenance, removal and storage of the Christmas lights and associated electrical installations in the town. The successful contractor will be expected to fulfil the following:

1. The Town Council requires a scheme of around 25 LED lamp post motifs. The contractor will agree, in conjunction with the Town Clerk, a scheme of 25 decorations. These shall be supplied by the contractor on a three year hire agreement and can include ex-hire motifs. For the purpose of this contract, the Town Council require a proposed lighting scheme to be submitted, including locations of the lighting and imagery of the designs of the proposed motifs. The scheme can also include “string” lights in Load Street dependent on the overall design of the scheme and cost. Schemes must not be “garish” but a splash of colour may work well. This can be discussed with the Town Clerk.
2. To arrange for all equipment to be stored and fully covered by the Contractor’s insurance whilst in storage.
3. Detailed plans and records of the planned location of each decoration and lamp column numbers shall be drawn up by the Contractor in conjunction with the Town Clerk.
4. Install and test all lighting at least one week prior to the ‘switch on’ date. The Council shall be informed in writing that all illuminations and associated equipment are installed and operational.
5. Testing shall include safety tests on anchor points and viability of any catenary wires which may be installed throughout the duration of the contract. Testing shall be carried out to ISO standards.
6. All electrical components shall be tested and all wiring, connections etc. should be certified safe.
7. All equipment will be installed and anchored such that they are safe and compliant with relevant Health and Safety regulations.
8. The contractor shall ensure safe working practices are adopted at all times and that workers and the public are fully protected.
9. The contractor will hold the relevant insurance cover including professional and public liability to the value of £10m as a minimum.
10. All reported faults are to be evaluated within 24 hours and remedied within 3 days. Weekends shall not be excluded from this arrangement.
11. Emergency out-of-hours call-outs are to be included in the agreement if adverse weather conditions create a potentially dangerous situation.

12. The contractor will provide all necessary equipment including cherry pickers and vehicles to transport and install the equipment.
13. The fees shall cover all works including call-outs.
14. The contractor will ensure that all lighting switches on and off daily at the times agreed with the Town Clerk.
15. The contractor will attend the 'switch on' event and arrange to ensure simultaneous lighting of all motifs in Load Street at the time agreed with the Event Manager on the day.
16. The contractor shall conduct all necessary due diligence in advance of submitting their proposals as the Council will not accept liability for additional payments.
17. The contractor and all of their employees shall hold the required electrical installation qualifications including the G39 certificate.