

**HENLEY-ON-THAMES TOWN COUNCIL**



**INVITATION TO TENDER**

**CHRISTMAS LIGHTS**

**JULY 2021**

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## **INVITATION TO TENDER**

### **CHRISTMAS LIGHTS IN HENLEY-ON-THAMES**

#### **SECTION 1 - SUMMARY**

##### **1.1 Introduction**

- 1.1.1 You are invited to submit a quote for a three-year contract to part-provide and install the Christmas light decorations around Henley-on-Thames, and erect and take down the town centre bunting.

##### **1.2 Background information**

- 1.2.1 Henley-on-Thames is a market town situated between the river Thames and the Chiltern hills. It is home to c.12,000 residents and is also the central hub for a number of nearby villages. The town has an international reputation thanks to the annual Henley Royal Regatta, and attracts visitors from around the world to sample its history, culture and beautiful surrounds.
- 1.2.2 Henley-on-Thames Town Council takes the lead on coordinating civic pride in the town, including the Christmas festivities. There is a month-long series of events and a large-scale Christmas Festival at the end of November each year attracting thousands of attendees. The Christmas Lights display focusses on the four central streets around Henley town centre (Hart Street, Market Place, Bell Street and Duke Street) with additional displays at the key entry points of Station Park, Northfield End, Henley Bridge and Gravel Hill.
- 1.2.3 The Council last reviewed its Christmas lighting contractor in 2016, and is looking to appoint a contractor for the three-year period up to and including the taking down of the Christmas lights following the 2023 Christmas Festival.

##### **1.3 Scope of work**

- 1.3.1 The work will consist of the following:
- Supply, install and take down c.100 4ft real Christmas trees with lights
  - Installation lights and a star on a c.40ft spruce tree (tree supplied)
  - Checking and lighting up festoon lighting in town centre
  - Supplying and installing snowflakes in trees at Market Place and Station Park
  - Checking and lighting up lighting in 7 large trees around the town centre
  - Putting up and taking down bunting

## SECTION 2 – TENDER PROCESS

### 2.1 General requirements

- 2.1.1 Quotations must be submitted in accordance with the following instructions and conditions. Any bidders that do not comply with these instructions or conditions may have their quote rejected.

### 2.2 Timetable

- 2.2.1 The procurement process is intended to follow the timetable below:

1	Invitation to tender issued	Thursday 15 <sup>th</sup> July 2021
2	Clarifications submitted by	Monday 2 <sup>nd</sup> August 2021
3	Final clarifications circulated	Friday 6 <sup>th</sup> August 2021
4	<b>Deadline for responses</b>	Friday 13 <sup>th</sup> August 2021
5	Evaluation	Mon 16 <sup>th</sup> to Fri 27 <sup>th</sup> August 2021
6	Contract award recommendation to Full Council	Tuesday 7 <sup>th</sup> September 2021
7	Final award by Full Council	Tuesday 5 <sup>th</sup> October 2021
8	Target Contract start	November 2021

- 2.2.2 Please note that the Council reserves the right to amend steps 5 onwards of the timetable, and they are provided for indicative purposes only. The Council also reserves the right to not award the contract or amend the specifications and conditions.
- 2.2.3 Following submission of written quotations, bidders may be asked to attend an interview or make a presentation to the evaluation panel. This will help to clarify any points arising from the responses. Actual dates for presentation will be agreed with bidders in due course and will be held virtually via Zoom.
- 2.2.4 Throughout the evaluation process, the Council reserves the right to seek clarifications from bidders, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in any quotation submitted then that quotation may, regardless of its other merits, be excluded from further consideration.

### 2.3 Submission of quotation

- 2.3.1 **The deadline for receipt of quotations is detailed above.**
- 2.3.2 Submissions of the tender response form, price schedule and supporting documents should be made by email to Sheridan Jacklin-Edward, Town Clerk: [clerk@henleytowncouncil.gov.uk](mailto:clerk@henleytowncouncil.gov.uk).
- 2.3.3 Submissions will be considered in accordance with the Council's Financial Regulations (available at: [www.henleytowncouncil.gov.uk](http://www.henleytowncouncil.gov.uk)).

- 2.3.4 Any queries relating to your tender should be sent to [clerk@henleytowncouncil.gov.uk](mailto:clerk@henleytowncouncil.gov.uk) by the date specified above.
- 2.3.5 All questions and responses which are considered by the Council to be of a substantive nature will be distributed to all potential bidders prior to the quotation return date.
- 2.3.6 The Council does not bind itself to accept the lowest or any quotation.
- 2.3.7 Ensure that any other information that has been requested to support your tender has been included. Failure to return all documents requested may be deemed as a non-compliant tender.
- 2.3.8 Your tender must remain open for acceptance for a minimum of 60 days.
- 2.3.9 The successful bidder must not undertake any work without written notification that they have been awarded the contract.

## **2.4 Tender Evaluation Criteria**

### **2.4.1 Award Criteria**

#### **2.4.1.1 Price / Quality Rating**

<b>Criteria</b>	<b>Percentage of total mark</b>
<b>Price</b>	20%
<b>Quality</b>	80%

#### **Price Evaluation – 20 points**

- 2.4.1.2 A score out of 20 points will be awarded for the 'price' element of the evaluation.
- 2.4.1.3 The maximum price score is given to the lowest submitted price. Other price scores will be calculated as a percentage of the maximum score based on their price in relation to the lowest price. The lowest cost is allocated the maximum 20 points with the other quotations marked pro-rata less reflecting their higher prices.

#### **Quality Evaluation – 80 Points**

- 2.4.1.4 A score out of 80 points will be awarded for the 'quality' element of the evaluation.
- 2.4.1.5 Bidders will be scored on their responses to the proposed working method questions in the tender response form (Appendix A) in relation to the requirements of the specification.

2.4.1.6 Each working method statement will be scored using the following scale of awarding marks between 0 and 4:

#### 2.4.1.7 Scoring Scale (B)

Score	Description
0	<b>Completely unsatisfactory/unacceptable response</b> <b>No response</b> to the question or <b>serious deficiencies</b> in meeting required standards
1	<b>Poor response</b> Response partially compliant with some <b>shortfalls</b> in meeting the required standards.
2	<b>Acceptable response</b> Response is compliant and meets the <b>basic contract standards</b> . Only minor concerns.
3	<b>Good response</b> Response is fully-compliant and clearly indicates a full understanding of the contract and the ability to <b>consistently deliver</b> all the required contract standards.
4	<b>Excellent response</b> The response is fully compliant and clearly indicates a full understanding of the contract and the ability to <b>exceed</b> the required standards of the contract.

2.4.1.8 If a quotation scores '0' against one or more method statements, this will give grounds for excluding the quotation from any further consideration. For any quotations so excluded, the relevant price will also be excluded from the evaluation.

2.4.1.9 Each method statement question also carries an 'importance weighting' (between 1 and 3) which reflects its significance to the evaluation (see table four below).

#### 2.4.1.10 Weighting Importance (A)

Interpretation	Weighting
High Importance	3
Medium Importance	2
Lower Importance	1

2.4.1.11 The weighting (A) will be multiplied by the score out of 4 (B) to arrive at a total weighted score (C). Please see the worked example of the quality evaluation matrix below in table five.

2.4.1.12 As a further safeguard to ensure the quality of bidders, should any bidder score less than a total weighted score of 24 for the overall 'quality' element of the evaluation, then the right is reserved to exclude their submission from further consideration, regardless of its price score.

#### 2.4.1.13 Table Five: Quality Criteria

Question no.	Proposed working method question	Weighting (A)	Quality Score Awarded (B)	Weighted Marks (C) (AxB =C)
4.1	Implementation / delivering the contract	3	4	12
4.2	Quality of materials	2	4	8
4.3	Ongoing maintenance	2	4	8
4.4	Resource / staff	2	4	8
4.5	Managing public safety	2	4	8
4.6	Communication	1	4	4
4.7	Assumptions	n/a	n/a	n/a
<b>Maximum Total Weighted Marks Available</b>				<b>48</b>

2.4.1.14 As the pre-determined price/quality split is 20/80 the highest total weighted quality score is allocated the maximum 80 points with the other quotations given a pro-rata score reflecting the difference.

#### 2.4.2 Winning Quote

2.4.2.1 The winning quotation is the one which scores the most points overall.

#### 2.5 Freedom of information

2.5.1 Information in relation to this quotation may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

2.5.2 Bidders should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Bidders must provide justifications why they consider the information to be confidential or commercially sensitive and for how long.

2.5.3 Bidders acknowledge that neither an assertion nor the provision of justifications pursuant to the above clause constitutes a guarantee that the information will not be disclosed by the Council, pursuant to a valid request made under the Act.

## **SECTION 3 - SPECIFICATION**

### **3.1 Lighting requirements**

#### **(a) Lighting supplied by client and already installed**

- Cross-street festoon lighting along Bell Street, Duke Street, Hart Street and part of Friday Street and Reading Road
- Festoon lighting along one side of Thameside North and Thameside South
- Tree lighting at Singers Park (1 tree), Henley Bridge (2), Northfield End (2), and Gravel Hill (2)

#### **(b) Lighting supplied by client but not installed**

- Lights for main 40ft Christmas tree in Market Place

#### **(c) Lighting not supplied by client or installed**

- Star for main 40ft Christmas tree in Market Place
- Snowflakes in trees at Market Place (9 trees)
- Snowflakes in tree at Station Park
- C.100 x small 4ft Christmas trees with lights installed on properties around Henley town centre

#### **(d) Bunting supplied by client**

- Putting up (May) and taking down of bunting (October) at Bell Street, Duke Street, Hart Street and Market Place.

### **3.2 Service requirements**

- Full site survey
- Obtain any necessary agreements
- Testing of all existing festive lighting
- Design of any new lighting elements



- Comprehensive installation and removal service with documented method statements and risk assessment
  - 24 hours on-call service to provide routine repair and refurbishment throughout the festive period
  - Provide routine repair and refurbishment throughout the tender term
  - A dedicated account manager to oversee all aspects of the project
  - Storage of lights and related equipment throughout the period of the contract
- 3.3 It is possible that one or more of the existing lighting elements will require replacing during the contract period, so the contractor should quote for the replacement cost of each of the elements.
- 3.4 Where the Council requires both supply and installation, the contractor should specify options for both the purchase and hire of the lights.