



# **RUGELEY TOWN COUNCIL**

## **TENDER SPECIFICATION**

### **Provision of Christmas Lights Display and Associated Works for Rugeley Town Council**

**2016 – 2018**

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## **1. INSTRUCTIONS FOR SUBMITTING A TENDER:**

### **1.1 INTRODUCTION:**

- 1.1.1 Rugeley Town Council (RTC) owns a number of lights, equipment and rents lighting displays for its Christmas lighting for the festive period. The 'Switch On' is usually the last Friday of November or first Friday of December.
- 1.1.2 Each end of October, beginning of November, as part of the build up to our Christmas Light Switch On event at the end of November, beginning of December, the festive lighting scheme is installed across the Town.
- 1.1.3 RTC will be turning on the Christmas Lights . Timings for the event are 17.00hrs to 1830hrs. The lights are switched on at approximately 1800hrs.
- 1.1.4 Provisional dates for 2017 and 2018 are December 1<sup>st</sup> and November 30<sup>th</sup> respectively. Please note that these are provisional only at this stage and will be confirmed no later than the end of the preceding February.
- 1.1.5 The lights must be installed no later than a week prior to the switch on date in order to be inspected by RTC and any works required carried out before the event.
- 1.1.6 All reported lighting repairs require a next working day response (unless it is an emergency).
- 1.1.7 All lights have a timer switch that is to be programmed to switch the lights on at 1530hrs.
- 1.1.8 On the evening of switch on, you will provide an agreed number of trained personnel to ensure all lights are switched on immediately once the main tree light is lit.
- 1.1.9 We are currently seeking professional companies who can deliver an exceptional value for money service to quote for the testing, installation, support and design of the Christmas Lights display. Tenders should include delivery, testing, build and dismantle time and transport costs.
- 1.1.10 RTC is seeking to agree a three year tender for this event. Your tender documents must provide a three year summary and breakdown of costs.
- 1.1.11 The details of this document and all associated documents are to be treated as private and confidential for use only in connection with the Tender Request and contract purposes.

### **1.2 Preparation of the Tender Request (TR):**

- 1.2.1 Although this document is designed to be as complete and comprehensive as possible, potential tenderers must obtain for themselves all the information necessary for developing and costing their proposal and entering into a contract.

- 1.2.2 The Council will do everything possible to ensure tenderers have access to all information they require in order to produce their response.
- 1.2.3 Potential tenderers must ensure that they clarify any points of doubt or ambiguity before submitting their tender. If clarification is required in order to complete the tender, requests should be submitted to either Claire Dillow, [clerk@rugeleytowncouncil.gov.uk](mailto:clerk@rugeleytowncouncil.gov.uk) or Rebecca Mason, [finance@rugeleytowncouncil.gov.uk](mailto:finance@rugeleytowncouncil.gov.uk).
- 1.2.4 Any additional information requested will automatically be provided to all invited tenderers.
- 1.2.5 **We strongly recommend a site visit by all interested parties prior to the submission of a tender.**

### 1.3 TR Procedures and Timetable

- 1.3.1 The following dates are applicable to this procurement:

Target Date	Task
10 March 2016	Issue TR
13 April 2016	Deadline for requests for additional information
20 May 2016	Deadline for return of TR
15 July 2016	Final selection of successful supplier and notify unsuccessful bidders
05 August 2016	Target date for award of contract and first planning meeting

- 1.3.2 No extension to any dates contained in the procurement timetable shall be granted to tenderers. The Council reserves the right to amend these dates provided that by doing so the competitive process is not prejudiced.
- 1.3.3 Tenderers who are interested in this procurement are invited to submit a fully costed TR proposal together with all the supporting documents as specified in this TR.
- 1.3.4 Rugeley Town Council reserves the right to request additional information from a tenderer to clarify their proposal, which is to be supplied at the expense of the tenderer.
- 1.3.5 This TR must be completed and returned in a sealed envelope, clearly marked with the following:  
 TR Response – For the supply of Christmas Display  
 Rugeley Town Council  
 Administration Offices  
 Rugeley Rose Theatre  
 Taylors Lane  
 Rugeley  
 WS15 2AA
- 1.3.6 Your proposal must be received by **1300hrs** - any tenders received after this date and time will not be considered.

- 1.3.7 Please include, where appropriate, any supporting documents marking clearly on all documents the name of your organisation and the number of the question to which you refer., You should provide an index of all documents referred to in the completed quotation.
- 1.3.8 Tenderers must return one copy of the completed tender and any supporting documentation. If couriered or hand delivered it must be delivered to the Council Offices at the rear of the Rugeley Rose Theatre and Community Hall at the above address. The opening times are Monday – Friday 1000hrs – 1500hrs.
- 1.3.9 The quotation document should detail precisely how the supplier will satisfy the Council's requirements by reference to the Council's schedule of requirements at section 3 and a completed cost schedule at section 4 of this tender request.
- 1.3.10 The Council does not bind itself to accept the lowest bid or any quotation. The Council reserves the right to withdraw any part of the quotation document prior to award of contract and reserves the right to discontinue the quotation process at any time.

#### **1.4 Quotation Format and Cost Summary**

- 1.4.1 The suppliers shall provide full details of all costs that are to be charged to the Council as per the enclosed pricing structure.
- 1.4.2 The completed schedule of requirements and cost information must be attached as an addendum to the final submitted proposal.
- 1.4.3 Once the proposal has been submitted no alterations to the text will be permitted. Failure to complete any part of the quotation documents may also incur rejection of the proposal.

#### **1.5 Selection Criteria**

- 1.5.1 This TR is a two stage process containing questions regarding suppliers' ability and technical capability to provide and deliver the service within the costs being tendered. The full list will be shortlisted to three suppliers who will be asked to attend a meeting to discuss their proposals. The preferred tenderer will be determined based on how their proposed solution can best demonstrate their ability to meet requirements along with the most economically advantageous tender.
- 1.5.2 The TR evaluation will be split as per the following weighting: Methodology/Quality 60%, Cost 40%.

#### **1.6 Arithmetic Accuracy**

- 1.6.1 It is the responsibility of the supplier to check that all costs are identified, entered in the cost templates and are accurate. Any area of cost that is not identified and not included with the submission will be treated as free of charge.

- 1.6.2 If arithmetical mistakes are found after the contract has been awarded they will not be taken account of. The figure agreed at the time of contract will prevail.

## **1.7 Period of Acceptance**

- 1.7.1 The potential supplier is required to hold their TR open for acceptance for a period of up to four months from the closing date.

## **1.8 Final Submissions**

- 1.8.1 The Council does not bind itself to accept the lowest or any quote and will not accept responsibility for any expense or loss which may be incurred by any potential tenderer in the preparation of the TR.
- 1.8.2 You must supply all details and certificates requested as part of this TR.
- 1.8.3 Lack of information, may deem your tender unacceptable and will result in the failure of your submission.
- 1.8.4 RTC will not accept incomplete nor non-specific/generic submissions.
- 1.8.5 Unless specifically and clearly stated by tenderers, they will be required to meet all the requirements specified within the TR price submitted.
- 1.8.6 A formal contract will be issued to the successful TR.

## 2 ORGANISATIONAL INFORMATION AND REQUIREMENTS:

### 2.1 ORGANISATION IDENTITY:

Name of organisation			
Contact			
Address			
Tel No		Fax	
Email			
Company Registration no		Date of registration:	
Registered address (if different from above)			

### 2.2 ORGANISATION INFORMATION:

Is your organisation: (Please tick those that are applicable)	
• Public limited company	
• Limited company	
• Partnership	
• Sole trader	
Date of organisation's formation	
Date of incorporation in U.K. if different	
VAT registration number	

Is your organisation registered under the Data Protection Act 1998? If the answer is yes, what is your DPA registration number? YES / NO

Has your organisation or any director of your organisation or any other person who has powers of representation, decision or control of the organisation been convicted of any of the offences listed at Regulation 23 (1) (a) – (f) of the Public Contracts Regulations 2006? If the answer is yes, Rugeley Town Council may require further information. YES / NO

Do one or more of the grounds listed at Regulation 23 (4) (a) – (j) of the Public Contracts Regulations 2006 apply to your organisation? If the answer is yes, Rugeley Town Council may require further information. YES / NO

Are there any court actions and/or tribunal hearings outstanding against your organisation which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, infringement of data protection legislation)? If the answer is yes, please give details. YES / NO

Has your organisation been involved in any court action and/or tribunals over the last 3 years which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, and infringement of data protection legislation)? If the answer is yes, please give details. YES / NO

Is your organisation affiliated or associated with any other organisation which would be capable of providing this contract? If the answer is yes, please provide the name and registered office address. YES / NO

List the full names of all Directors, Partners and Company Secretaries:

Full Name	Role

Please give details of any Director, Partner or Associate who has been employed by Rugeley Town Council:

Full Name	Role

Please give details of any Director, Partner, Associate or Senior employee who has a relative who is employed by Rugeley Town Council or who is a Council Member:

Full Name	Name of relation

Please give details of any contractual relationship your organisation has had with Rugeley Town Council:

Full Name	Senior Officer/Member	Contract Details

Have any proceedings been taken against the company's directors or employees resulting in convictions under the Prevention of Corruption Acts 1889-1916 or Section 117 of the Local Government Act 1972? If the answer is yes, please give details: YES / NO



## 2.3 FINANCIAL INFORMATION:

**A financial credit check may be undertaken on your organisation as part of this tender process.**

If requested, would you be prepared to provide a set of the last years audited accounts YES / NO  
for your own organisation and the holding and / or ultimate parent (if applicable).

Please give details of your bankers:

Bank Name

Branch address

Account number

Sort code

Number of years account has been open

May bankers be approached for a reference? YES / NO

If goods, services and or works proposed in your tender return are sub-contracted, Rugeley Town Council will require financial documents from each third party.

## 2.4 INSURANCE:

Please provide details of your organisation's insurance protection in respect of the following. A copy of your insurance papers must be provided as an appendix.

Policy Number	Insurer	Indemnity value (£) in respect of any one incident
<b>Public Liability</b>		
<b>Personal Liability</b>		
<b>Professional Indemnity</b>		

## 2.5 CAPACITY:

Please supply details of staffing levels directly employed by your organisation:

Have you got the current capacity to undertake the requirements of this contract alongside your existing contracts? YES / NO

Please provide contact details of the team who will be responsible for the delivery of this contract.

Please provide brief details of the organisation's policies for the training and supervision of staff. This should include, but not be limited to, training and supervision on health and safety matters and Investors in People if applicable

Please indicate to which professional or trade bodies your organisation belongs to. Please include the registration number, date of registration and where possible copies of certificates and website details.

## 2.6 PROVISION OF SERVICE:

Please confirm whether you propose to provide any part or all of the proposed service through another organisation, whether this is through sub-contracting or a consortium? YES / NO

If yes, please complete the following:

What type of working arrangement do you have:

- Sub-contract?
- Consortium?
- Other (please specify)?

List all member organisations, identifying the role of each member, including the services to be provided by that organisation, its registered or principal office and indicating the organisation's ultimate parent company where applicable.

Will the relationships be specifically established for this contract? YES / NO

## 2.7 PREVIOUS CONTRACTS:

Has the organisation ever had a contract terminated? If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination: YES / NO

Has the organisation ever withdrawn from a contract? If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination: YES / NO

Has the organisation ever been refused renewal of any contract due to failure to perform to the terms of the contract? If yes please give name and address of the employer: YES / NO

## **2.8 HEALTH & SAFETY POLICY:**

Please provide a copy of your organisation's Health & Safety at Work Policy, to include risk assessment and method statement. Please provide appropriate documentation regarding how this contract will be undertaken with due regard to Health and Safety. This must be provided as an appendix and cross referenced to the TR proposal.

**This is a mandatory requirement.**

Please detail any prosecutions or enforcement actions in relation to health and safety taken by any enforcing authority against the organisation or individuals within it in the last 5 years.

## **2.9 SUSTAINABILITY:**

Please provide a copy of your organisation's sustainability policy.

## **2.10 ENVIRONMENTAL:**

Has your organisation been successfully prosecuted for infringement of environmental legislation in the past three years? If the answer is yes, please provide further details. YES / NO

## **2.11 EQUAL OPPORTUNITIES:**

This section concentrates on equal opportunities and asks questions about whether your organisation complies with the following legislation:

- Human Rights Act 1998
- Equality Act 2010

We are committed to doing everything possible to promote equality in our organisation and will only do business with those organisations that adopt the same policy.

## **2.12 PROFESSIONAL REFERENCES:**

Please provide details of organisations that you have provided a provision of goods, services and/or works for the purpose of a reference:

For all contracts listed the details must include:

- Customer name and address.
- A brief overview of the project/programme description including the scope of your involvement
- Value of contracts.
- Contact name and telephone number.

May customers be approached for a reference? YES / NO

Please provide details of your organisation's involvement in any projects which have been awarded in the last 5 years where there was a failure to achieve programme and/or project objectives, or to achieve and maintain compliance with levels of service.

### **3 OUR REQUIREMENTS:**

#### **3.1 SCHEDULE OF REQUIREMENTS:**

The services supplied must meet or exceed the full requirement as detailed below and general overview in Appendix B. Therefore, the tender must clearly identify any areas outside the scope of this procurement that is the responsibility of the Council.

It is important at the time of completing this TR that you specify a lead time for delivery of the goods and services, with a comprehensive delivery/ implementation/ installation plan to meet the Council's objectives.

On receipt of the Council's purchase order, the successful tenderer shall provide to the Council a programme of work covering the planning and implementation phases giving a brief outline of time scales involved. The successful tenderer will also be required to provide regular progress reports.

You must clearly rate your ability to fulfil the stated requirements of this quotation set below and within the time constraints identified. Your responses in the supplier comments column should be concise and brief; however, where space is too limiting to give a full response, further information can be given in a separate document. This document should clearly state which requirement reference number it refers to.

## 4 COSTS:

Suppliers are required to submit their costs using the attached template at section 4.1 below. Suppliers may add extra rows as appropriate.

All costs should be a **fixed** price exclusive of VAT.

Please state clearly what is to be provided within each area of cost. The Council shall not make any payments of other costs that are not listed here and/or are ancillary to the service provision.

Prices should reflect a three year agreement and any subsequent increases to costs over those three years that do not form part of this formal tender will not be the responsibility of Rugeley Town Council.

#### 4.1 DETAILED COST TEMPLATE FOR THREE YEAR CONTRACT:

Failure to provide a cost for three years will result in the exclusion of your tender submission.

Item	Description	Year One 2016 (£)	Year Two 2017 (£)	Year Three 2018 (£)	Total Cost (£)
Testing and replacement of Light installations	Checking all lighting equipment outlined in Appendix A and the repair and replacement of individual lights where necessary to ensure that all lighting displays are in full working order prior to installation in line with the schedule found at Appendix B				
Testing lighting brackets	Testing of all fixtures in line with BS5080 then the repair and retest as necessary at least 4 weeks prior to switch on date. This should also include all repairs to any structural damage caused in line with the schedule found at Appendix B				
Testing Electrical connections	Testing all street connections at least 4 weeks prior to switch on date in line with the schedule found at Appendix B				
Design of the display and provision of lights and storage	To rent Cross Street displays and provide a scheme of lights for the set areas in Appendix C including the lights noted in Appendix D.  To store lights over the three year period.				
Installation	Storage and erection of the Christmas lights displays, connection of power supplies and testing to ensure that all lights are working and programmed to switch on at 1530hrs.  The lights must be installed no later than a week prior to the switch on date.  Removal of all lighting infrastructure and safe return to storage.				
Removal					
Staffing	Prior to the event you will assign a project manager who will remain the contact point throughout the project.  On the evening of switch on, you will provide a minimum of two trained personnel to ensure all lights are switched on immediately in the vicinity of the Town and that all other areas are lit by 2000hrs.  You will need to ensure you have a suitable number of staff available out of hours to carry out repair tasks as and when required.				

Item	Description	Year One 2016 (£)	Year Two 2017 (£)	Year Three 2018 (£)	Total Cost (£)
Maintenance of lighting infrastructure	All reported lighting repairs require a next working day response. All lighting faults should be resolved within 2 working days of report.				
Contingency	Contingency sum built into budget for unpredicted increases etc				
Other costs	Please list these additional costs, continue on separate sheet if necessary:				

Emergency call out (out of Hours)	Occasionally it may be necessary for an emergency call out for urgent repairs which pose a danger to the public.  'Out of hours' is deemed to be between 1800hrs and 0800 hrs, and all weekend.  Please provide a base hourly rate for this (to include staff, transport, and equipment).			
Emergency call out (normal working hours)	Normal working hours are Monday to Friday 0800hrs to 1800hrs.  Please provide a base hourly rate for this. (To include staff, transport, and equipment).			

SIGNED:

PRINT NAME:

COMPANY POSITION:

DATE:

## Appendix B:

### 2016 Schedule

\*Please note all dates shown here are an example for TR purposes only. A revised schedule will be agreed on award of contract.

Date	Task
20 May	Deadline for TR submissions to RTC.
15 July	Target date for award of contract.
05 Aug	Planning Meeting.
September	Installation schedule agreed by RTC.
September	Testing of masonry wires in line with BS5080 and repair if necessary. Also instal new infrastructure and test where necessary.
September	Testing all electrical connections and repair if necessary. Also instal new electrical connections and test where necessary and instal new timers.
October	Start Installation programme.
11 November	Installation Completed.
14 November	Christmas Lights Inspection by RTC team and Company awarded the contract.
	Repair any issues reported.
25 November	Christmas Lights Switch On Event.
6 January	Turn off all lighting installation and begin dismantle and return to storage.
January	All RTC lights returned to storage.

\*Failure to adhere to the specified times may result in the suspension of the contract



## Appendix C:

### Areas to be covered by the lighting design:

- Icicle lights (currently owned by RTC) installed in the following areas:
  - Horsefair
  - The Globe House
  - Upper Brook Street
  - Brewery Street
  - Lower Brook Street
  - Albion Street
  - Bow Street
- Light Curtain and Star on Clock Tower Market Square (owned by RTC)
- Installation of new lights (Icicle lights) in the following areas:
  - Further up Horsefair
  - Market Street
- Current trees to be lit in the following locations (RTC own current lights used):
  - 4 trees on Anson Street
  - Christmas Tree Market Square
  - Lights on Birch Tree by Bow Street
  - Market Square trees x 2
  - Tree outside Brewery Street Market Hall
- Additional Tree lights (new) for the following areas:
  - Lights for a Christmas Tree on Wolsely Road Island
  - Extra Lights in the trees in Brook Square
  - 3 Trees further up Albion Street
- Cross Streets currently in place (rented by RTC):
  - Crossing by Jewelers in Anson Street
  - Crossing at the entrance to Market Street
  - Crossing on Bow Street
  - Crossing by Peacocks Lower Brook Street
  - Crossing by Quicksilver Lower Brook Street
  - Crossing by WHSmith Brook Square
  - Crossing by entrance to Upper Brook Street
- Pole Mount decorations currently in place (rented by RTC):
  - 6 poles down Horsefair
  - 9 poles down Elmore Lane/Anson Street
  - 3 poles on Brewery Street by indoor Market
- Pole Mount decorations to be newly installed (to be rented by RTC):
  - 3 poles in Market Square
  - Poles from Island to the Arches on Horsefair
  - Poles on Western Springs Road
- Light display over Metal Arch at the top end of Upper Brook Street (new installation)

## **Appendix D:**

### **Lights currently owned by RTC:**

- 8 sets of Tree lights on trees.
- Lights for Main Christmas Tree
- Curatin and Star Display
- 28 sets of icicle lights
- 106m icicle lights