



NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR
Tel: 01952 814338 ✉ enquiries@newportshropshire-tc.gov.uk

29th November 2021

To Whom it May Concern

Newport Town Council Christmas Lighting Contract

Newport Town Council are pleased to inform you that you have been invited to submit a tender for the above contract and, accordingly, I attach the following documentation:

Contract Specification

Anchor Points Location & testing sheet 2021

Currently owned infrastructure sheet

Plan of the High Street & highlighted areas for display

Map of power points

References Form

Tender Form

Contractors are to post their submission in a sealed envelope (bearing no mark of the company on the outside of the envelope) to:

Christmas Lighting Tender
C/o Mrs Louise Tunks
Newport Town Council
The Guildhall
High Street
Newport
Shropshire
TF10 7AR

By 12 noon Wednesday 5th January 2022

Your tender submission must comprise the following information:

- Proposal of lighting scheme/ schemes
- A covering letter stating you agree to execute the works referred to in the Contract Specification and General Terms of Contract.
- Completed references form along with examples of work
- Completed Form of Tender

If you require any further information and a site visit, please call the office between 10 am – 3 pm Monday to Friday to arrange an appointment.

Yours sincerely

Louise Tunks
Deputy Town Clerk



NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR
Tel: 01952 814338 ✉ enquiries@newportshropshire-tc.gov.uk

Tender for Newport Town Council Christmas Lighting contract

Background

Newport is a traditional market town in Shropshire and prides itself on its annual Christmas illumination displays and switch on event (usually last Friday evening in November).

Newport Town Council are committed to improve our carbon footprint and welcome opportunities and ideas to help improve our sustainability in going forward.

The Council is tendering with a view to agreeing a contract with a supplier from 22nd January 2022 for a 3-year contract.

The project manager for this tender will be an appointed officer of Newport Town Council.

The Town Council are seeking contractors to tender for :-

- a) **using the current NTC owned infrastructure (list attached) and Purchase / hire new infrastructure which will fill in gaps and complement the traditional scheme but also enhance to display.**
- b) **To purchase / hire a complete new display for the town (with the exception for St Nicholas Church/ yard display which is owned by the Town Council and will be included in the annual display)**

Mandatory Requirements

Newport 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 :-

1. Install the scheme through the High Street and including part of Stafford Street, Lower Bar & Upper Bar.
2. Be responsible for the storage, installation, and maintenance of the infrastructure.
3. To arrange for all equipment stored to be covered by the contractor insurance.
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 as they are safe and compliant with health and safety regulations.
8. The contractor shall ensure safe working practices are adopted, at all times and that and the workers and the public are fully protected



NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR
Tel: 01952 814338 ✉ enquiries@newportshropshire-tc.gov.uk

9. The contractor will hold the relevant insurance cover including professional and public liability to the value of £10m and will supply a copy to the council.
10. All reported faults are to be evaluated within 24 hours and remedied within a maximum of 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 / install/ remove equipment.
13. The fees shall cover all works including callouts.
14. The contractor will ensure that all lighting switches on and off daily at the times agreed with the Council.
15. The contractor will attend the 'switch on' event at the time agreed with the Council.
16. The contractor shall conduct all necessary due diligence in advance of submitting their tender 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 HERS certificate. The contractor should also hold 'working at height' certificates for the operation of a cherry picker.

The guide price for this tender is £20k - £35k per annum

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

The requirement herein shall form the basis of the contractual agreement and no subsequent information provided shall override the specification unless the council gives written approval to any such changes.

Tender Submission

Written Tenders are to be submitted by 12 noon Wednesday 5th January 2022 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.

The Tender should include: -

- A. The technical specifications (details of experience, proposed approach to the works etc).
- B. A separate document confirming the total price for the three-year period. The annual contract value shall be taken as one third of the total price.
- C. The names and contact details of two references who have received a similar service in the past 12 months.
- D. The lighting infrastructure proposal.

Evaluation's procedure

Each compliant tender will be judged against the following criteria: -

1. General suitability
 - a. Evidence of the experience, capability and qualifications of key personnel



NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR
Tel: 01952 814338 ✉ enquiries@newportshropshire-tc.gov.uk

- b. Technical capacity
- c. Demonstration of understanding of the brief
- d. Creativity and innovation of the proposal and its fits within the town
2. Commercial Suitability
 - a. Supply time
 - b. Compliance to invitation to tender requirements
 - c. Acceptance of terms
3. Technical suitability
 - a. Quality, fit for purpose, ability to deliver to the required standard
 - b. Subject matter knowledge
4. Financial suitability
 - a. Value for money
 - b. Affordability

Further information

Contact and submission information: -

1. The tender information should be sent to N
2. Newport (Shropshire) Town Council, The Guildhall, 1 High Street, Newport, Shropshire, TF10 7AR **before 12 noon Wednesday 5th January 2022** Email submissions are also accepted and should be sent to enquiries@newportshropshire-tc.gov.uk with the subject 'Confidential: Christmas Lights Tender'. The same deadline applies for electronic submissions.
3. Any queries or questions raised will be shared with all parties that have indicated a wish to tender.

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

Newport Town Council Officers welcome prospective contractors to arrange a site visit during December to get an overview of the current display and infrastructure available. The Town will be illuminated from Friday 26th November.

The Council will award the contract at its Leisure & environmental service Committee on Wednesday 19th January 2022

The contract will expire on 21st January 2025

Attachments:

Anchor points locations and testing sheet 2021

Current owned infrastructure sheet

Plan of the High Street and highlighted areas for displays

Map of power points

**ACORN LIGHTING SERVICES Ltd
EYE BOLT TESTING CERTIFICATE**

DATE: 11/08/2021

OPERATIVE: Kevin Smith

TOWN: Newport

STREET: High street

Machine : HILTI SERIAL NUMBER :15kN Gauge -NWM2D 67001

CALIBRATION EXP : 19/7/2022

Bolt Number	Location	Pass /Fail	Tested to Kn	Comments
6	PHESANT INN	PASS	5	
7	No 45	PASS	5	
8	SALLY FLOWERS	PASS	5	
9	NEWPORT FUNERAL	PASS	5	
10	BARKER HEALEY	PASS	5	
11	S/O BARKER HEALEY	PASS	8	
12	S/O SAMUALS	PASS	8	
13	MASALA	PASS	5	
14	HENSHALLS	PASS	5	
15	DONN & CO	PASS	5	
16	NEWS EXPRESS	PASS	5	
17	NEWPORT LITERARY INSTITUTE	PASS	5	
18	BEIJING PALACE	PASS	5	
19	OLD NATWEST	PASS	5	
20	BARBERS	PASS	5	
21	TEMPERTONS	PASS	5	
22	WAITROSE	PASS	5	
23	NATIONWIDE ABOVE COCK YARD SIGN	PASS	5	
24	B & M	PASS	5	
25	DENTISTRY	PASS	5	
26	NEWPORT LIQOURS	PASS	5	
27	DAVIS WHITE PERRY	PASS	5	
28	HOSPICE SHOP	PASS	5	
29	FIVE WAYS	PASS	5	
30	LIBRARY	PASS	5	
31	SUE RYDER	PASS	5	
32	LAMP POST O/S BIKE TECH	PASS	5	
33	OLD BARCLAYS BUILDING	PASS	5	
34	COCO 64	PASS	5	
35	THE LITTLE CARD COMPANY	PASS	5	
36	HSBC	PASS	5	
37	CORAL	PASS	5	
38	HOUSING TRUST	PASS	5	
39	NEWPORT BEDS	PASS	5	
40	BEAUMARIS HOUSE	PASS	5	
41	THE OLD SCHOOL HOUSE	PASS	5	
42	HOME ESSENTIALS	PASS	5	
43				



NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR

Tel: 01952 814338 ✉ enquiries@newportshropshire-tc.gov.uk

Infrastructure that will be owned by Newport Town Council at the start of the contract

Lighting displays which are to be replaced with new displays due to deterioration

Newport 2021 product description		Supplier	Metres/part no	no
Wellington Road				
Cross Street very wide Elegant Swirls & stars	6m with central star added	Foto	12568 p183C Red	1
	Strobe lamps for dec	Foto		12
	Central star for cross street	Foto	121452 p363c	1
High Street				
Small 4m cross St Samuels to Agents	HIRED special colours	Foto	124266 p267c	1
	Strobe lamps for dec			10
Bauble decorations in tree holders		Foto	12374 p369c	27
Festoons	635m			635
Cone decoration to central column	existing column			1
Lower Bar				
Festoons existing	50m		50	50
Bauble decorations in tree holders				6
Column decorations	existing columns xmas trees			2
Column decorations	new positions garage			3
Tree cages	2 extra new for 2021			2
St Mary's Street				
festoons	80m		80	80
Multi coloured lamps				100
Icicles and snow falls in tree			40m	40
Bauble decorations in tree holders				11



NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR

Tel: 01952 814338 ✉ enquiries@newportshropshire-tc.gov.uk

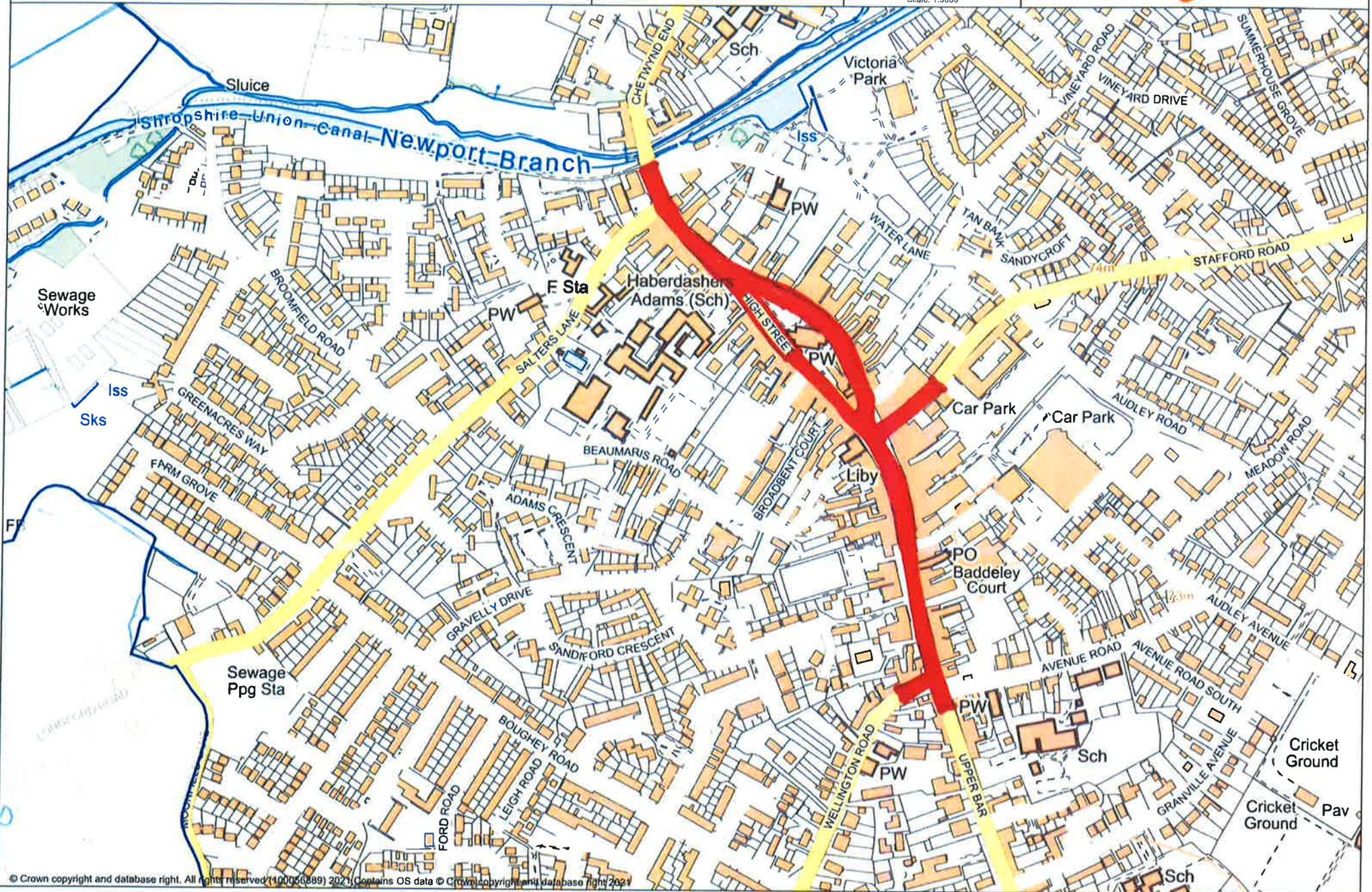
Tree cages				4
Stafford Street				
Cross Street	sleigh & reindeer		122051 p252c	1
Festoons	40m			40
Bauble decoration				1
Christmas Trees				
Wellington Road	Multicoloured 24v	20x10m	200m	20
St Nicholas tree (new 2018)		20x10m	200m	20
St Nichollas Tower				
Façade decoration		Foto	15445 3m P201A	4
now both sides not just front 30m x 2	Icicles 1m x 1m drop twinkle	Foto	LED.ICFLRS.60F.230V	60
4 sides of tower x 9m	Icicles 1m x 1m drop twinkle	Foto	LED.ICFLRS.60F.230V	36
Cat wire & fixings				1
Power cords				8
Market Hall				
Wall decs	Bauble dec x 3 between windows		122165 p338c	3
Wall decs	Strobes for baubles	Foto		15
Icicles to shop roof canopy 12m				3
Window decs to railings	2 x side windows 3m x 2.15m		15521 p206A	2
Guildhall				
Anchor tests	Customers icicles and snowflakes x 48		40m	40 48

Christmas lights area to be illuminated

Newport

Author: L. Tunks

Date: 28/10/2021



REFERENCES FORM

<u>Example of Works</u>	<u>Firm /Company and Service Supplied</u>	<u>Dates</u>	<u>Contact Details for Reference Provider</u>

NEWPORT GROUNDS MAINTENANCE CONTRACT
FORM OF TENDER FOR NEWPORT CHRISTMAS LIGHTING

CO. NAME -----

ADDRESS-----

CONTACT NAME -----

TELE. NO. -----

MOBILE-----

I / we having read the terms of the specification and contract conditions and hereby offer to execute the works in accordance with them for the sum of

£----- per annum for the display A

using the current NTC owned infrastructure (list attached) and Purchase / hire new infrastructure which will fill in gaps and complement the traditional scheme but also enhance to display.

£----- per annum for the display B

To purchase / hire a completely new display for the town (with the exception for St Nicholas Church/ yard display which is owned by the Town Council and will be included in the annual display)

This is 3 year contract which may be determined by either party with 6 months' notice in writing. An annual inflation increase will be considered by the Council during its annual budgetary process (normally December/January).

Our insurance details are attached along with reference form.

<p>Contractor</p> <p>Signed -----</p> <p>Full Name-----</p> <p>or and on behalf of:</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>Date -----</p>	<p>Office Use Only</p> <p>Signed -----</p> <p>S A Atkinson – Town Clerk</p> <p><u>Newport (Shropshire) Town Council</u></p> <p>Date -----</p>
---	---