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| small_crest1 | **SKEGNESS TOWN COUNCIL**  **Tower Gardens Pavilion, Rutland Road SKEGNESS, PE25 2AX**  ***info@skegnesscouncil.org.uk www.skegness.gov.uk***  **Office Open Monday to Friday 9.30 am to 4 pm**  **Tel (01754) 840040**  ***Town Clerk: S Larner*** |  |

## Request for Tender for

**Town Centre Illuminations**

**Issue Date: 28/05/2025**

Skegness Town Council

Tower Gardens Pavilion

Rutland Road

Skegness

PE25 2AX

1 General Requirements

Skegness Town Council are seeking tender responses for the provision of Town Centre Christmas Illuminations. The tender includes lamp columns motifs, a large, illuminated Christmas Tree and cross street banner. The contract will be for **4 years** with provision for **a priced one-year extension**, starting winter 2025.

**2 Background**

Christmas illuminations will be sited in and around the main shopping areas of Lumley Road Skegness Lincolnshire. There is a switch on event which usually occurs on the last weekend of November or first weekend 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 contractor’s offerings, understanding and meeting 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 budget available.

3.4 The appointment will be made by an exchange of letters with the inclusion of the tender document response and other associated details. The successful contractor 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:

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| 1 | Invitation to Tender Issued | 28/05/2025 |
| 2 | Window for points of clarification | 02/06/2025 –26/06/2025 |
| **3** | **Deadline for Bids** | **30/06/2025 at 4pm** |
| 4 | Evaluation | By 23/07/2025 |
| 5 | Contract Awarded | August 2025 |

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

## 5 Submission

5.1 Tenders should be submitted electronically to: [tenders@skegnesscouncil.org.uk](mailto:tenders@skegnesscouncil.org.uk) and marked “Illumination Tender” in the subject line. Alternatively, tenders may be posted to Skegness Town Council at Tower Gardens Pavilion, Rutland Road, Skegness, PE25 2AX. The envelope shall be marked Illuminations Tender and apart from the Council’s postal address shall not otherwise be marked or contain information that could identify the tendering organisation.

5.3 All companies submitting a tender will be notified by email of the respective decision within 3 months of the evaluation date. In accordance with Government Regulations, the total value of the successful tender will be published in due course.

5.4 Queries on the tender specification should be submitted electronically to: [info@skegnesscouncil.org.uk](mailto:info@skegnesscouncil.org.uk) clearly marked “Illumination enquiry”. Responses supplied by the Council to enquiries shall be made available to all tendering organisations.

5.5 All tenders submitted electronically shall be in PDF format.

**6 Evaluation of Tenders and Award Criteria**

6.1 If we award the contract it will be based upon the Most Economically Advantageous Tender.

6.2 Contractors 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:

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| Element | Weighting |
| **Price and costs** | **30%** |
| Total Price | Sub weighting: 30% |
| **Quality** | **70%** |
| Organisational Experience and Understanding of Requirements | Sub weighting: 10% |
| Proposal Details | Sub weighting: 60% |

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

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| **0** | **Completely unsatisfactory/unacceptable response**  No response to the question or serious deficiencies in meeting the required standards.  For the price/cost element those bids priced outside the budget will receive this score |
| **1** | **Poor response**  The response is partially compliant with some shortfalls in meeting the required standards.  For the price/cost element, bids priced at price above the 3rd 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.  For the price/cost element, the 3rd 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.  For the price/cost element, the 2nd lowest price bid will receive this mark for the price element. |
| **4** | **Excellent response**  For the price/cost element, 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 weighted as above.

The Council does not wish to over specify the design or offering as it wants Contractors to put forward a high quality but affordable design for the town. The basic specification below is the minimum to be provided and is the basis for comparing costs. However, contractors are free to put forward additional costed proposals for consideration.

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

As well as the supply, fitting, removal and storage of the lights for the term, the Contractor will obtain all necessary licenses from Lincolnshire County Council (or successor Council) on behalf of Skegness Town Council and ensure compliance with all Highway Regulations. The Contractor will also test and certify all electrical supplies and ensure that these and any fittings are completely safe.

The Contractor 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 both 4 and 5 years.

All prices should be **exclusive** of VAT. The table should be totalled, and the total shall be the entire amount that the Town Council will be expected to pay for the proposal that at least meets the Basic Specification over the 4-year contract, exclusive of VAT [The tendered price].

Payment Terms: In year 1 it is anticipated that the first payment will be 33% of the annual contract value will be payable on award of contract, the second 33% of annual contract value following successful installation and switch-on and 3rd payment of 34% of the annual contract value made after the lights are uninstalled following the festive period. In subsequent years the first payment will be due on 1st June and payments 2 and 3 will be on dates as per the first year.

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| **RESPONSE TO THE SPECIFICATION** | | |
| Contractors 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%** | | |
|  | **Experience –** Please detail the previous experience you have in delivering supply and support which matches the specification and how this experience is relevant to the various elements of the commission. **(500 words)** |  |
| **Response:** |  |
|  | **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:** | |
|  | **Methodology -** Please explain how your working methods will deliver the contract. This should include obtaining necessary licenses, testing and certification of electrical supplies, fixing and removal of equipment and associated brackets and fixings used to install the displays. Please also explain how you will respond in a timely way to any faults or problems that occur setting out response times to reported faults. **(2000 words)** | |
| **Response:** | |
|  | **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:** | |

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| **Proposal Questions 60%** | | **Costs 30%** | | | | | |
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| **REQUIREMENT** | **RESPONSE** | **2025/26**  **PRICE** | **2026/27**  **PRICE** | **2027/28**  **PRICE** | **2028/29**  **PRICE** | **4 YEAR TOTAL**  **PRICE** | **Extra Year 2029/30**  **PRICE** |
| **BASIC SPECIFICATION (This is the minimum expected)** |  |  |  |  |  |  |  |
| 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, safety and compliance with current regulations and repaired and replaced as required.  Contractors 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.  (this is the main thoroughfare in Skegness) |  |  |  |  |  |  |  |
| The provision, installation, maintenance, removal and environmentally friendly disposal of 1 x 26ft high(minimum) good quality, substantial Christmas Tree lit using plentiful bright coloured lights/motifs including both twinkling and static lights. This will be sited using an existing tree socket close to the junction of The High Street and Lumley Road. |  |  |  |  |  |  |  |
| The provision, installation and maintenance of 1 cross street/thoroughfare twin sided illumination at the eastern end of High Street, in highly visible lights. (the existing location support wires are visible on Google Street View) Contractors will need to consider type of display to achieve minimum legal height restrictions. The display should offer a pleasing day light display with Merry Christmas Skegness (or similar) visible. |  |  |  |  |  |  |  |
| The annual testing of electrical supplies, RCDs, timers, brackets, masonry fittings and any other component necessary for a safe, effective and regulatory compliant installation.  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. |  |  |  |  |  |  |  |
| Attendance on site of a suitably qualified person for Switch-On of the Christmas Tree and to set and reset the timers of all lights to come on at the appropriate switch-on event time and then following the Switch-On event to reset all timers to switch on at 4pm and turn off at 1am throughout the festive period.  **NB. If the Contractor intends 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 contractor (i.e. the Contractor will take entire responsibility for the installation)** |  |  |  |  |  |  |  |
| All lights must be of LED low energy design. |  |  |  |  |  |  |  |
| The Contractor is expected to liaise with the Lincolnshire County Council (or successor Council) direct to obtain all necessary licenses, permissions and permits in accordance with Highways Regulations. (This is effectively to give assurance to the Highways Authority that the contractor operates legally, competently and in accordance with H&S requirements). The Contractor will indemnify Skegness Town Council for any failure to obtain the necessary licenses or permits.  All designs must comply with local and national regulations and laws and Contractors must provide a statement of compliance. |  |  |  |  |  |  |  |
|  | **BASIC SPECIFICATION TOTAL PRICE**  **(THE TENDERED AMOUNT)** |  |  |  |  |  |  |
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| **ADDITIONAL OPTIONAL EXTRAS** |  | **2025/26**  **PRICE** | **2026/27**  **PRICE** | **2027/28**  **PRICE** | **2028/29**  **PRICE** | **2029/30**  **PRICE** |  |
| Additional Column Display |  |  |  |  |  |  |
| Additional Cross Road Display |  |  |  |  |  |  |
| Additional 26ft Christmas Tree (fully decorated and lit) |  |  |  |  |  |  |
| The Contractor 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: |  |  |  |  |  |  |
| The provision, installation and maintenance of 1 cross street/thoroughfare twin sided illuminations at the Western end of High Street, in highly visible lights. (the existing locations support wires are visible on Google Street View) Contractors will need to consider type of display to achieve minimum legal height restrictions are difficult to achieve with some types of display. The display should offer a pleasing day light display with Merry Christmas Skegness (or similar) visible. |  |  |  |  |  |  |  |

**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. Contractors must therefore rely on their own site surveys and the information provided.

Where Contractors propose alternative terms and conditions as part of their tender these shall not apply where these are contrary to any term or condition set out in this tender document.

There is a period for clarifications starting from the 2nd of June. Any clarifications supplied will be added to the tender information for all prospective contractors.

Clarifications can be obtained from either the Town Clerk or Deputy Town Clerk by emailing [info@skegnesscouncil.org.uk](mailto:info@skegnesscouncil.org.uk)