

COUNCIL'S CHRISTMAS LIGHTING

CONTRACT 2018 – 2020 WITH OPTION TO EXTEND TO 2022

BACKGROUND

The Town Council is committed to improving the lives of its citizens, the Town generally and tourism in the Town. The Council provides the Christmas Lighting in the Town. The Council organises a Christmas light switch on event on the last Friday of November.

The Town Council seeks a Contractor to provide assistance with its Christmas lighting programme.

SPECIFICATION

- 1 To erect and dismantle no 15 of cross street lights provided by the Council on King Street and Bridge Street annually. To erect before the end of the second week in November and dismantle after twelfth night.
- 2 To dress and undress the Council's Christmas Trees on the Market Place, Belper and the Triangle, Milford with the Council's lights. To dress before the end of the second week in November and to undress after twelfth night.
- 3 To load test the hooks no 26 in 2020 prior to installation
- 4 To respond to incidents/queries/problems as follows
 - Non urgent – 3 - 5 working days
 - Urgent – same day
- 5 To meet with the Council in September each year to discuss the Council's requirements.

Costs and Payment

The Costs quoted for 1 and 2 will be subject to annual increases of 2%

No costs to be charged for Item 5.

Costs to be agreed for Item 4 as and when they occur.

The Council will pay the successful tenderer on receipt of an invoice after the work has been completed.

EVALUATION OF TENDER

Submission

Tender Packs can be obtained by emailing admin@belpertowncouncil.gov.uk or telephoning 01773 822116

The Tender should be returned by submitting the proforma by 10.00am on Monday 20 November 2017 in a sealed envelope marked "Christmas Tender" for the attention of the Town Clerk, Belper Town Council, St Johns Chapel, The Butts, Belper, DE56 1HX.

Evaluation

The Tender will be evaluated by a group of Councillors and will be assessed as follows

- 50% cost
- 50% quality – assessed by references, visits/samples and confirmation of adherence to the delivery time scales and attached contract.

The Tender outcome will be communicated by the end of December 2017 with appointment made at the Full Council meeting on 9 January 2018 with a view to the contract being completed the following week.