



TENDER DOCUMENT

Festive Lighting Contract within Specified Shopping Areas of the Town

Contract Period

2023, 2024, 2025

& 2026

(4 year contract)

Please note we may not be able to commit to everything contained within the tender due to budget constraints. Please be aware of this when pricing.

Return Date:-

Wednesday 8th March 2023 at 12 noon

Budget: £30,000 per year

Keswick on Derwentwater

Keswick and the Northern Lakes Covers one half of the Lake District National Park. The stunningly located town of Keswick, nestled on the shores of Derwentwater, is a popular tourist destination for thousands of visitors each year and is the perfect place to choose for gentle relaxation or an action packed family adventure.

Keswick is surrounded by picturesque valleys and unspoilt villages with the mountains of Skiddaw, Helvellyn and Scafell within easy reach. It is a wonderful area to try many outdoor activities and walkers and climbers are spoilt for choice from the high summits to forest trails and lakeside paths.

Keswick is famous for its pencil making industry and the area has close connections with famous writers such as Coleridge, Ruskin, Wordsworth and Southey and popularity with artists such as Turner and Constable.

Outline Requirements and Purpose of Contract

Keswick Town Council wishes to secure the provision of Festive Lights in the areas specified on the **enclosed 'Keswick Town Lighting Plan'** and is seeking a suitably qualified organisation to provide a festive lighting solution.

The objective of the contract will be to produce and innovative and energy efficient illuminated display/decorations package, using the established hanging points. The contract will include the design, supply, delivery, installation, removal and storage of the festive lighting features provided under the contract along with all associated electrical work and infrastructure requirements. The design of the features will be approved by the Council and the Council will hold the copyright to any bespoke features.

Tenderers should note that the contract is for new products only and second hand or refurbished units will not be considered (with the exception of the climber and Merry Christmas Welcome to Keswick cross street displays stated below – if used).

The colour theme should be in keeping with and sensitive to the Town.

The current hanging points are detailed on the enclosed plans (for indication of existing infrastructure).

Main Christmas Lighting Plan & Brief Overview

- Upper and Lower Market Square - Cross street features e.g. cross street displays, icicle lighting, garlands etc. - secured with catenary wires and eyebolts attached to buildings
- Icicle lighting on Moot Hall eaves (including Tower).
- Shopping areas (as per lighting plan) outside the Market Square area – String/icicle/pea lights in locations as per plan – contractor to advise amount required
- 2 x 'Keswick' specific Cross Street displays with * – locations as per plan (1 in Lower Market Square and 1 in Station Street)
- 1 x Climber * (or alternative feature with local connection) – secured on Moot Hall using existing eye bolts/fixings
- 1 x Large Dressed Real Christmas tree plus decorative fencing – in Lower Market Square – location as per plan (this must be locally sourced from an eco-friendly producer)
- 35 x Small Christmas trees dressed with pea lights – minimum height 1.2m – Market Square area & Council Offices only
- Dressing of London Plane Tree located in Lower Market Square

*Please note the climber and 2 'Keswick specific' cross street features are in storage at **Cockermouth**, these are owned by Keswick Town Council and could be re-used although would have to be repaired as necessary to bring into full working order (and collected from contractor)

The Council are looking for a suitable contractor to provide the following for a **4 year** period:

- Design of Christmas lighting display (including visuals). This is to include the illuminated 'climber' (or alternative feature with local connection) to be placed on Moot Hall and 2 'Keswick specific' cross street displays to be located in positions stated by Keswick Town Council. Displays can be cross street, icicles, projections or animated.
- Supply and Hire of all displays, including small Christmas trees on existing brackets, as detailed on the enclosed plan. **During the contract provision must be made to replace any tree brackets as and when necessary, at the contractor's professional judgement.**
- Installation, dismantling and removal of all of the display.
- Repairs and maintenance of the displays including annual PAT testing. *All testing certificates must be kept on file by the tenderer and be supplied to Keswick Town Council upon request.*
- Storage of the displays and associated equipment including transportation to and from the point of storage
- Supply of a real Christmas Tree (to be height of lower catenary wire below Welcome to Keswick cross street – approx. 6m), this must be locally sourced from an eco-friendly producer)
- Installation, dressing and removal of a real Christmas Tree. *All equipment mounted at or below 2.5 metres above ground level must be supplied at a maximum of 110 volts through a centre tapped transformer with maximum voltage to earth of 55 volts and should incorporate a residual current circuit breaker with a 30mA rating.*
- Dressing of London Plane Tree located in Lower Market Square
- Supply, installation, maintenance and repairs of all electrical points required to illuminate the displays. This must include contact and co-ordination with all electricity providers, both existing and new. *Please note a representative from Keswick Town Council can accompany contractors on visits to providers if necessary.* **In Year 1 provision must be made for a review and upgrade work to the existing electricity points, this must include the supply and installation of new timers, sockets or infrastructure PLUS removal of all external redundant or obsolete wires/cable from previous years (even if not your equipment).** *All*

electrical installations shall be tested in accordance with current I.E.E. Wiring Regulations and all other appropriate legislation, upon installation and on an annual basis thereafter if left in place. All testing certificates must be kept on file by the tenderer and be supplied to Keswick Town Council upon request. All connectors, coupling and terminators must be weather proof and in compliance with the I.E.E. Wiring Regulations (BS7671) plugs and sockets to BS4363 IP67 rating should be used.

Suggestions of external power solutions would be welcomed to eliminate the need to enter properties e.g. using unmetered supply points (with necessary permissions)

- Supply, maintenance, installation and annual load/pull testing (to industry standard) of all catenary wires, eye bolts and associated equipment required to install the displays in a safe manner. Certificates must be provided for proof that both catenary wire and eye bolt testing has been completed prior to installation. **During the contract period provision must be made for replacement catenary wires and eye bolts (unless detrimental to the property) as and when necessary, at the contractor's professional judgement. – Moot Hall – No catenary wire fixings are to be removed from this building under any circumstances (due to the damage this may cause).** *No display or suspension systems or any part thereof should be less than 5 metres above the highway. Loads on catenary wires and fixings shall not exceed the certified Safe Working Load of each individual site.*
- The Town Council may also appoint an independent Consulting Engineer to advise on calculations of the working load on wires and bolts and the factor of safety applied.
- Windage calculations must be provided as these will be supplied to property owners as proof that the items installed fulfil all legal requirements/industry standards. We will require workings showing wind speed for area, wind load and load per fixture.
- Connections/fixings to be **non-corrosive** to ensure no damage is caused to the buildings.
- Contact and co-ordination with all property owners for any new/replacement catenary wires and eye bolts to be attached. Written permissions must be sought from property owners for this to be completed and Keswick Town Council must be provided with this proof prior to any works taking place. *Please note a representative from Keswick Town Council can accompany contractors on visits to properties and assist with gaining permission if necessary.*
- Testing prior to Switch on Event (to be completed at **least 10 days** before and on the day before).
- To provide and be responsible for a technical solution and any associated equipment to schedule, program and access all displays remotely (Keswick Town Council will supply the times for the displays to be illuminated) – **Testing to be carried out not less than 1 month prior to the Switch On Event. This is not essential if staff can be sourced for a manual switch on at the Switch On Event (see below).**
- Provision of all staff required to switch on the lights and displays on the night of the Switch on Event plus staff and equipment to resolve any outages. This must include co-ordination with property owners (**at least 1 month**) prior to the event to ensure access can be gained to the property. *Please note: This pertains to the Market Square area only as Outer Streets can be set to turn on at the time of the official switch on. A representative from Keswick Town Council can accompany contractors on visits to providers if necessary. **NOT ALL ELECTRICITY PROVIDERS ARE OPEN UNDER NORMAL CIRCUMSTANCES AT THE TIME OF THE SWITCH ON, THEREFORE IT IS IMPERATIVE CONTACT IS MADE AT LEAST 1 MONTH BEFORE***
- Details of the electrical load pertaining to each electricity provider to enable Keswick Town Council to reimburse electricity providers following the festive period.

Please note: A cherry picker/access platform must be used to install the lighting displays; the contractor is to supply this.

Additional Information

The following properties install lighting displays in addition to that provided by the Town Council in the Market Square area:-

The Inn on the Square
The Skiddaw Hotel
Kings Arms
Ye Olde Friars

Contract Period

The contract will run for three years 2023, 2024, 2025 and 2026.

It should be noted that continuance of this contract in years two, three and four is wholly dependent on the performance of the tendered during the preceding year. Penalties will be used in determining this and will include:-

- 95% of each individual feature must be lit at all times
- All features must be delivered, installed, removed and collected as per the agreed programme
- 24 hour response time to repair any outages
- Availability of replacement features
- Production of test certificates as required must be supplied prior to first delivery of festive lights

Market Days & Road Traffic Order

Markets are held in the Market Square each **Thursday** and **Saturday** therefore installation and dismantling will not be possible within this area on these days.

There is a Road Traffic Order in place for Keswick Market Square/Place only which restricts vehicle access between the hours of **10:30am and 4.30pm**. Work can be carried out once the restriction has been lifted.

The Procurement Process

Tendering Stage

Tenderers are required to complete the Tender documentation (including the pricing schedule) and **submit the following documentation***:

1. Design Proposals

Tenderers are requested to **submit their design proposals*** utilising the existing catenaries. The successful short listed companies will be required as part of their presentation to provide an outline of the preferred design along with one alternative. The Council will expect the tenderer to use innovation in its designs, **including daytime appearance, animation and sequencing of features.**

NB The final design of the features will be approved by Keswick Town Council

A computer image reproduction of the proposed illuminations depicting the features in situ should accompany the submissions. A **jpeg** of each individual lighting feature is also required; the authority will also have the right to use the jpeg if the design is accepted. The Council will select the combination of options it considers represent the best visual display for the locations.

The client will assess this aspect of the tender through a combination of the technical data and design proposals submitted together with an assessment of the tenderer's facilities and products that have been installed within other referenced public areas or sites. It may be necessary for the client to visit the manufacturing facility as part of this process. The client will verify any references submitted.

2. Fitness for Purpose

The tenderer must provide a **statement or other documentation*** that certifies the design and construction processes undertaken and which provide adequate assurances to the Council that the products are robust, durable and meet the required specifications. Keswick experiences windy/inclement weather conditions throughout the winter months. This should be taken into consideration for all aspects of design and installation. The tenderer must demonstrate that all features:

- Are designed and manufactured to meet relevant BS/BSEN standards
- Are IP44 or IP56 environmental protection and have IP67 plugs/sockets
- Have frames that are constructed using lightweight aluminium and have certification to the current BS/BSEN standards
- Each cross street feature must have a supply connection point at either end, one end to come complete with a flying lead up to 20m and a BS4343 plug, and suitable circuit protection

All electrical and design test certificates must be retained by the tenderer, and copies made available to the authority prior to delivery.

The tenderer will also provide the authority with the electrical load of each feature prior to delivery. All technical specifications must meet the required current standards.

The tenderer will specify how each feature will fit to the cross street span or building.

3. Method Statement

Tenderers are required to submit a **Method Statement*** which will be a fundamental part of the agreement between the parties and which will be incorporated into the contractual document. For this reason, it is vital that the Method Statement is realistic and thorough but does not contain guarantees as to the levels of service which cannot be achieved or maintained. The Method Statement will be assessed as part of the tender evaluation process.

The Method Statement must contain as a minimum (but should not be limited to) the following key elements:

- Overall risk assessment
- Unforeseen events
- Staff absences
- Tenderer ceasing to trade

4. Statement of Capacity

Key Personnel

The tenderer must submit a **clear statement of the organisation's capacity*** to undertake this contract. The statement should include but is not limited to the details and numbers of key personnel to be deployed in:

- The management of the contract
- The design of the lighting features
- The construction of the lighting features (if appropriate)
- The repair and maintenance of the lighting features
- The installation/dismantling and safe storage of the lighting features

Details of employee's experience/technical competence, in the provision of design, fabrication, supply, installation/removal, repair of festive lighting features and installation of associated equipment (electrical timers/sockets) should be given (if requested).

5. Service Delivery Timetable

The tenderer should **provide a timetable*** which identifies the minimum lead time from receipt of the purchase order to first delivery, installation and testing, this must be a minimum of **60 days prior to switch on**. The timetable should include the following dates as a minimum:-

- Installation of displays
- Testing of displays
- Official Switch On (dates to be confirmed by Keswick Town Council)
- Lights Switched Off (12th day of Christmas 5th January)
- Date for removal of displays

The switch on date for Year 1 will be **Friday 17th November 2023**.

The dates for Years 2, 3 and 4 can be obtained from the Council once decided by the committee.

6. Experience of Delivering contracts of a similar scope and value

The tenderer must demonstrate a **proven track record*** in the design, fabrication, maintenance, installation/removal and storage of festive lighting features and associated electrical work.

7. Maintenance and After Sales Service

The tenderer must demonstrate that they can fulfil the obligations below and **supply information on how they can accomplish this***.

Repairs and Maintenance

It is a requirement that the tenderer ensures that all lighting features remain fit for purpose and in full working order for the duration of the festive period each year. The tenderer must also ensure that post festive period; the features are tested and inspected in readiness for the following season.

It is a requirement that the tenderer has a 24 hour repair facility by a dedicated team including out of hours, weekends and Bank Holidays where required **at no cost to Keswick Town Council**.

The tenderer must demonstrate how they will maintain the lighting features and rectify defects during the festive period and within 24 hour timescales. Tenderers must explain their approach to the management of emergency repair situations, and provide details of situations that constitute both routine and emergency repair situations, as well as the maximum response times for each of those situations.

Replacement Features

It is essential that the contractor has alternative and appropriate (please refer to section on equalities) features available of a similar type and size for swap out within a 24 hour period including out of hours, weekends and Bank Holidays where required **at no cost of Keswick Town Council**.

Technical Assistance

The successful contractor will demonstrate in their submission how they will provide technical advice and assistance to the Council.

The tenderer will provide a site survey **at no cost to Keswick Town Council**.

8. Storage of Lighting Features

It is a requirement of the tenderer that all lighting features are stored securely within an appropriate approved indoor facility.

All lighting features must be transported each year prior to installation and following the removal and stored by the tenderer at no extra cost to the Council.

Tenderers should submit proposals for the safe storage of the lighting features which should include the detail of the proposed storage facility and how the lighting will be stored.

9. Record Keeping

The tenderer must provide details (if requested) of how they will construct and maintain a detailed inventory of all leased/hired, purchased and stored features and how it proposes to share this inventory with the Council.

Each feature should have a fixed reference plate; this will have a unique feature number inscribed.

The tenderer will include the dimensions, weight and electrical load of each feature on the inventory.

NB Tenderers may find it useful to submit examples of currently used templates for inventory management.

All BS/BSEN test certificates must be retained by the tenderer, and copies made available to the Council prior to delivery.

10. Other Information

Equalities

Although the Christian population celebrates Christmas, non-Christians also celebrate it as a secular cultural festival. For this reason the festive lighting supplied by the tenderer is non-denominational.

Environment/Sustainability

All festive lighting provided through a tenderer has to include latest technology energy efficient light sources to maintain a minimal environmental impact.

The tenderer will ensure that sufficient insurance cover is provided as indicated within the tender document.

FINANCIAL REGULATIONS - LOCAL RULES CONSIDERATIONS

In addition to our standard Financial Regulations, when purchasing goods and services Keswick Town Council will take into consideration the following Local Rules:

1. Evaluate tenders on a whole life-cycle basis (from conception to disposal) taking into account long term impacts (including environmental impacts) and maximising social return on investment.
2. Purchase fair trade, recycled and sustainable goods where possible (i.e. meet the required functional standard) for example use re-useable glassware rather than single use plastics.
3. Use locally sourced goods and services where possible.
4. Review the supply chain for services to ensure they are free from modern slavery and all companies pay the living wage as set by the Living Wage Foundation (this includes the processes of any recruitment agency or other third party used). For example, when purchasing new uniforms for the Parks staff ensure that they have been responsibly produced.
5. When making purchases consider reducing waste. For example, rather than simply recycle the printer ink cartridges look into new market developments such as the Epson Ecotab.

Instructions for completing tender

1. It is the Town Council's intention that, where a number of organisations are working in partnership to provide the solution, a single entity will act as prime contractor.
2. Unless specifically requested to supply copies of documents, please insert your answers in the space provided following each question. All enclosures and supporting documents should be clearly marked with the sections and questions to which they relate. **All questions anticipating enclosures are marked with an asterisk*.**
3. Please do not include general marketing or promotional material from your Organisation as answers to any of the questions unless specifically requested to do so.

TO KESWICK TOWN COUNCIL

I/We, the undersigned, do hereby agree on being notified of the acceptance of my/our tender in whole or part, to carry out the fulfilment of the contract in accordance with Keswick Town Council's "General Conditions of Contract", which I/we have examined, and the special conditions which are included in the tender documents.

Signature

Position

Firm/Company

Registered Address

Telephone Number

Dated this

NAME OF PERSON DEALING WITH THIS SUBMISSION	
Full name	
Position	
Telephone	
Fax	
E-mail	
Signature	
Date	

SECTION 1: Organisation Information

1.1	Full name of organisation (this should be the name of the organisation acting as prime contractor, where applicable).
1.2	Trading name of organisation (if different from above).
1.3	Date of formation
1.4	Registered number if a limited company
1.5	Registered address of organisation and address of principal trading office
1.6	Phone number
1.8	E-Mail Address
1.9	Address and phone number of office from where business would be conducted in support of this contract, if different from 1.5 and 1.6 above
1.10	Full names and addresses of all directors/company secretary/ partners/associates or proprietor
1.11	Have any of the persons named in 1.10 above, been subject to bankruptcy proceedings or been involved in an organisation which has been subject to liquidation proceedings or had receivers appointed? If yes, please give details.
1.12	Have any of the persons named in 1.10 above, been convicted of any criminal offence, apart from minor traffic offence? If yes, please give details.
1.13	Do any of the persons named in 1.10 above; have relative(s) who are senior employees of Keswick Town Council, or Councillors? If yes, please provide details.
1.14	Do any of the staff employed in your organisation (or partner organisations) that would be engaged on this contract have relative(s) who are senior employees of Keswick Town Council, or Councillors? If yes, please provide details.
1.15	Have any of the persons named in 1.10 above, ever been employed by Keswick Town Council or ever been a Councillor of Keswick Town Council? If yes, please give details.
1.16	If your organisation is a member of a group of companies, give the name and address of the holding company
1.17	If your organisation is a member of a group of companies, will the holding company guarantee your performance of the contract?

1.18	Please provide the names of any other companies or other organisations that may supply any aspect of the proposed solution required by the Town Council, whether acting as part of a consortium or as sub-contractors or in any other capacity.
1.19	Where are your products manufactured e.g. inside or outside of the UK. Please provide name of Country of manufacture?
1.20	Do you pay the living wage as set by the Living Wage Foundation?

SECTION 2: Insurance, Qualification & Regulation Requirements

5.1*	Please give details of your Organisation's Employers Liability Insurance (Please supply a copy of your Employers Liability Insurance). <i>At least £10m Employer Liability insurance must be provided</i>	
	Insurer:	
	Address of insurer/broker:	
	Policy number:	
	Expiry Date:	
	Limit of indemnity:	
5.2*	Please give details of your Organisation's public liability (third party) insurance. (Please supply a copy of your Employers Liability Insurance). <i>At least £10m Public Liability insurance must be provided</i>	
	Insurer:	
	Address of insurer/broker:	
	Policy number:	
	Expiry Date:	
	Limit of indemnity:	
5.3*	Please provide evidence of compliance and copies of qualification certificates with the requirements of both Unit 2 & 10 of the Street Works qualification and other relevant associated accreditations . (The proof must include the company name, employee name and qualification gained).	
	Training Organisation:	
	Address of Training Organisation:	
5.4*	Is your organisation, or any of your proposed partners, CHAS/Safe Contractor approved? <i>If yes please provide proof</i>	
5.5*	Please provide evidence and copies of approved tester qualification certificates with the requirements to carry out anchor bolt/catenary wire load testing, maintenance, repairs and inspection. This must be to British Standards BS8539:2012, BS EN795:2012 and BS7883:2005	

Licence to Work above the Highway

It is now a requirement of Keswick Town Council to apply for an annual licence from Cumbria Highways to complete any works above the highway, this includes any works relating to Christmas Lights. Any contractor working on behalf of Keswick Town Council must supply the information stated in 5.1 – 5.3 above and be able to provide additional details as mentioned below when requested by Keswick Town Council, to allow them to apply for the licence:

- **Provision of emergency contact of the contractor** is imperative as Cumbria Highways would need a constant emergency contact should matters arise, not only while installation/dismantling is taking place but should any remedial action be required at any other time, so the availability of someone must be 24/7 all year round. If the contractors

could not be contacted in an emergency situation Cumbria Highways would carry out the work and charge the contractor accordingly

- **Informing Cumbria Highways when the 'works' will take place.** Cumbria Highways would like this request to come from Keswick Town Council, as the single point of contact. The requirement is that Cumbria Highways are asked permission to carry out works on specific dates and it would be Cumbria Highways that would decide the suitability of the dates not the contractor or Keswick Town Council. The requests should be made well in advance of the proposed date (not less than four weeks prior) to avoid potential clashes with others working on the Highway and disappointment should a negative response be received.
- **Any 'works'** would have to take place either first thing or last thing in the day when the Highway is quiet and pedestrians are at a minimum

Please note: The tenderer should comply with all relevant and up-to-date Safety Standards and Codes of Practice. During the tender period should any legislation/regulations change the contractor must ensure their staff/contractors comply with these changes and meet any qualification requirements at no cost to Keswick Town Council.

The successful tenderer must indemnify Keswick Town Council against all claims arising from any aspect of this tender.

Please note: The above is considered to be a pass or fail element of the opportunity. If you are unable to provide this documentation your submission will not be considered

SECTION 3: Technical Experiences and References

2.1	Please enclose a list of currently held contracts for delivering services of this nature, or are likely to commence within the next six months
2.2	Please provide contact details (including named individuals and telephone numbers) of 2 organisations for which you have performed similar work and that we may approach for references. If you have a reason for the Council to let you know, before an individual contact is made, please specify.
2.4	Has your organisation, or any of your proposed partners, ever had a contract terminated or your employment terminated under the terms of that contract? If yes, please give details.
2.5	Has your organisation, or any of your proposed partners, not had a contract renewed for failure to perform to the terms of a contract? If yes, please give details.
2.6	Has your organisation, or proposed partners, ever suffered a deduction for liquidated and ascertained damages in respect of any contract within the last 3 years? If yes please give details.

SECTION 4: Implementation

3.1	Please describe your approach to working in partnership with local authorities to deliver the services mentioned in the outline specification and provide indicative information regarding any innovative packages you may wish to propose to Keswick Town Council.
3.2	Where would you propose to locate the organisation responsible for delivering the services required to satisfy the Council's proposals?
3.3	What will be your methodology for quality assuring service provision to the Council? Please provide details.
3.4	Does your organisation have a complaints procedure in place dealing separately with (a) The Council (b) Members of the public

SECTION 5: Financial Details

4.1	Please state the full name and contact details of the person in your organisation who will be responsible for financial matters relating to this contract.
4.2 *	Please enclose a copy of your organisation's audited accounts and annual reports for the last financial year. This should include: Balance Sheet, Profit and Loss Account, Full notes to the accounts, Director's Report/Auditor's Report.
4.4	If your organisation's accounts and annual reports are consolidated into those of your parent company or group, then for the last financial year please provide for your organisation, your organisation's turnover, profit before tax and net assets.
4.5	Are there any outstanding claims or litigation against your organisation with regard to systems and / or service delivery? If yes, please give details.
4.6	Please state the name and address of your bankers
4.7	Please supply your VAT registration number.

SECTION 6: Health & Safety

7.1*	Please enclose a copy of your Organisation's and proposed partners Health & Safety Policy Statement or other declaration, information or instruction issued by your Organisation as necessary, to protect the health, safety and welfare of your employees.
7.2	Please give the name of the person(s) with specific responsibility for the implementation and maintenance of your Organisation's health & safety policy e.g. Safety officer or safety adviser.
7.3	In the last three years has your Organisation or proposed partner been prosecuted for contravention of the Health & Safety at Work Act 1974 or equivalent national legislation, or been the subject of a formal investigation by the Health and Safety Executive or similar body charged with improving health and safety standards? Please provide details.
7.4	Please provide details of how your health and safety policies are communicated to your employees and administered within your Organisation.
7.6	Provide details of your Organisation's Health & Safety Training for employees.
7.7	Does your Organisation undertake Health and Safety Audits? Please provide details.

SECTION 7: Professional Conduct

8.1	Has your Organisation or proposed partners or any employee within these organisations who would be working on this contract, committed a criminal offence relating to the conduct of your business or profession? If so please provide details.
8.2	Is your Organisation or are your proposed partners currently involved with any legal proceedings (including Arbitration) with any other organisations including local authorities? If so please provide details.
8.3	Are there any issues, current or likely, in relation to your Organisation or proposed partners that may give rise to any conflict of interest? If so please provide details.

FINANCIAL REGULATIONS - LOCAL RULES CONSIDERATIONS

In addition to our standard Financial Regulations, when purchasing goods and services Keswick Town Council and Keswick Parks will take into consideration the following Local Rules:

6. Evaluate tenders on a whole life-cycle basis (from conception to disposal) taking into account long term impacts (including environmental impacts) and maximising social return on investment.
7. Purchase fair trade, recycled and sustainable goods where possible (i.e. meet the required functional standard) for example use re-useable glassware rather than single use plastics.
8. Use locally sourced goods and services where possible.
9. Review the supply chain for services to ensure they are free from modern slavery and all companies pay the living wage as set by the Living Wage Foundation (this includes the processes of any recruitment agency or other third party used). For example, when purchasing new uniforms for the Parks staff ensure that they have been responsibly produced.
10. When making purchases consider reducing waste. For example, rather than simply recycle the printer ink cartridges look into new market developments such as the Epson Ecotab.

Please give details below on how your organisation would meet any of the Local Rules considerations above:-

SECTION 8: Undertakings

When you have completed the document, please ensure that:

- You have fully answered all appropriate questions.
 - You have enclosed all documents requested (marked with an asterisk*).
 - You have read and signed the section below.
-

This undertaking is to be signed by a senior person on behalf of the organisation making this application.

My organisation in completing this tender document has considered the Outline Specification and I certify that my organisation is interested in performing the services set out in it.

I certify that the information supplied is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the tender. I understand and accept that the provision of false or inadequate information could result in the rejection of this application.

I understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I also understand that any such action will empower the Council to cancel any contract currently in force and will result in the rejection of this application.

Under the Freedom of Information Act 2000 the Council is obliged to publish or otherwise make available information which it holds, subject to certain exemptions, and will not accept contractual terms which restrict its ability to conform with its duty to disclose.

You should identify any part of your tender which you consider should be withheld as confidential.

Signed for and on behalf of the Organisation

Signed

Print

Position / Status in the Organisation

Organisation's Name

Organisation's Address

.....

.....

Date

Additional Documentation Required – Once tender has been awarded

- Risk Assessment
- Method Statements for any work to be carried out
- Catenary Wire and Eye Bolt testing certificates
- Windage calculation with workings showing wind speed for area, wind load and load per fixture.
- Details of electricity usage pertaining to each electricity provider to allow Keswick Town Council to reimburse providers.
- Written permissions from businesses/property owners for any new electricity providers or catenary wire fixings.
- Documentation stated in the tender to be available upon request.

Pricing Schedule – Please enter costs excluding VAT

Description	Cost (£) Year 1	Cost (£) Year 2	Cost (£) Year 3	Cost (£) Year 4
Design of Christmas lighting display (including visuals). This is to include the illuminated 'climber' (or alternative feature with local connection) to be placed on Moot Hall and 2 'Keswick' specific cross street displays – <i>only if these features require an upgrade.</i>				
Supply and Hire of all displays , including small Christmas trees on existing brackets, as detailed on the enclosed plan. During the contract provision must be made to replace any tree brackets as and when necessary, at the contractor's professional judgement. Please enter the cost of the displays in each area as per the breakdown below:- <ul style="list-style-type: none"> • Market Square & Lower Market Square • Main Street • Bank Street • Tithebarn Street • Upper Lake Road • Lower Lake Road • St Johns Street • Southey Street & Station Street 				
Installation, dismantling and removal of all of the displays <i>Please note: Contractors must ensure fixings used for the Climber are removed from Moot Hall at the point if dismantle each year.</i>				
Repairs and maintenance of the displays including annual PAT testing				
Storage of the displays and associated equipment including transportation to and from the point of storage to site				
Supply of real Christmas Tree (to be height of lower catenary wire below Welcome to Keswick cross street – approx. 6m), 1 x Large Dressed Real Christmas tree plus decorative fencing – in Lower Market Square – location as per plan, this must be locally sourced from an eco- friendly producer				

Installation, dressing and removal of a real Christmas Tree to include the supply of fencing				
Dressing of London Plane Tree located in Lower Market Square				
<p>Supply, installation, maintenance and repairs of all electrical points required to illuminate the displays. This must include contact and co-ordination with all electricity providers, both existing and new. In Year 1 provision must be made for a review and upgrade work to the existing electricity points, this must include the supply and installation of new timers, sockets or infrastructure PLUS removal of all external redundant or obsolete wires/cable from previous years (even if not your equipment).</p> <p><i>Suggestions of external power solutions would be welcomed to eliminate the need to enter properties e.g. using unmetered supply points (with necessary permissions)</i></p>				
<p>Supply, maintenance, installation and annual testing of all catenary wires, eye bolts and associated equipment required to install the displays in a safe manner. Certificates must be provided for proof that both catenary wire and eye bolt testing has been completed prior to installation. During the contract period provision must be made for replacement catenary wires and eye bolts (unless detrimental to the property) as and when necessary, at the contractor's professional judgement.</p> <p><i>Moot Hall – No catenary wire fixings are to be removed from this building under any circumstances (due to the damage this may cause).</i></p> <p><i>Connections/fixings to be non-corrosive to ensure no damage is caused to the building</i></p>				
Contact and co-ordination with all property owners for new/replacement catenary wires and eye bolts to be attached. Written permissions must be sought from property owners for this to be completed and Keswick Town Council must be provided with this proof prior to any works taking place.				
Testing prior to Switch on Event (To be completed at least 10 days before as a minimum and on the day before).				

<p>To provide and be responsible for a technical solution and any associated equipment to schedule, program and access all displays remotely (Keswick Town Council will supply the times for the displays to be illuminated) – Testing to be carried out not less than 1 month prior to the Switch On Event.</p> <p><i>This is not essential if staff can be sourced for a manual switch on at the Switch On Event (see below).</i></p>				
<p>Provision of all staff required to switch on the lights and displays on the night of the Switch on Event plus staff and equipment to resolve any outages. This must include co-ordination with property owners (at least 1 month) prior to the event to ensure access can be gained to the property. <i>Please note: This pertains to the Market Square area only as Outer Streets can be set to turn on at the time of the official switch on. NOT ALL ELECTRICITY PROVIDERS ARE OPEN UNDER NORMAL CIRCUMSTANCES AT THE TIME OF THE SWITCH ON, THEREFORE IT IS IMPERITIVE CONTACT IS MADE AT LEAST 1 MONTH BEFORE</i></p>				
<p>Contingency (this must include the provision of any call outs that may be required during the contract period – Keswick Town Council will not pay for any additional call outs)</p>				
Total (excluding VAT)	£	£	£	£