



**HAVERHILL**  
TOWN COUNCIL

# HAVERHILL TOWN COUNCIL

## Invitation to Tender

Christmas Lights Electrical Installation, Storage and Repair  
Contract 2021-2023

HAVERHILL TOWN COUNCIL  
INVITATION TO TENDER CHRISTMAS LIGHTS –  
2021-2023

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## Introduction

Haverhill Town Council provides on an annual basis a programme of Christmas illuminations in Haverhill town centre. The focus of the illumination scheme is the annual 'Switch On' event which is usually held on the same evening as the Christmas Market and the annual fireworks display. The Council is tendering with a view to agreeing a contract with a supplier from **1 August 2021**. The contract will then run for three years to include Christmas 2021, 2022 and 2023 and will end on **31 January 2024**. The Project Manager for this tender will be an appointed Officer of Haverhill Town Council. Site visits can be arranged in advance of tendering if required.

## Mandatory Requirements

Haverhill 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. Supply and Install a scheme of a total of 32 LED multi-coloured lamp post motifs on the High Street (17), Queen Street (7) Market Square (6) and Jubilee Walk (2). These motifs will be supplied by the successful tenderer as agreed with the Town Council. The successful contractor will be responsible for the storage, installation and maintenance of the motifs. NB. Not all lamp posts are of the same design and specifications.
2. To supply and install light curtains on the Haverhill Arts Centre which is located on the High Street. Electrical points: accessible on the Arts Centre
3. To supply, install lights and decorate 1 x 30ft Christmas tree which is situated on the Market Square. The Christmas Tree will be supplied, erected and taken away by a separate contractor.

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4. To supply and install icicle lighting which will run along and between the storefronts the length of the High Street (approximately 650 metres long), Peas Hill and around Queens Square
5. To create a winter lighting attraction in the trees surrounding St Marys Church and possibly incorporating the walls around The Old Churchyard. This should be the centrepiece of the display for the town.
6. To supply and install of 3 multi-coloured LED cross street features in Haverhill High Street.
7. Installation of existing “Happy Christmas from Haverhill” feature.
8. To arrange for all equipment stored to be covered by the contractor’s insurance.
9. Detailed plans and records of the planned location of each decoration and column numbers shall be drawn up by the contractor in conjunction with the *Project Manager*.
10. 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.
11. 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.
12. All electrical components shall be tested and all wiring, connections etc. should be certified safe.
13. All equipment will be installed and anchored such that they are safe and compliant with Health and Safety regulations.
14. The contractor shall ensure safe working practices are adopted at all times and that workers and the public are fully protected. The Council should receive copies of the contractors Risk Assessments and Safe Systems of Work.
15. The contractor will hold the relevant insurance cover including professional and public liability to the value of £10m. The Council should receive a copy of any insurance relevant insurance policies.
16. All reported faults are to be evaluated within 24 hours and remedied within 3 days. Weekends shall not be excluded from this arrangement.
17. Emergency out-of-hours call-outs are to be included in the agreement if adverse weather conditions create a potentially dangerous situation.

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18. The contractor will provide all necessary equipment including cherry pickers and vehicles to transport equipment.
19. The fees shall cover all works including call-outs.
20. The contractor will ensure that all lighting switches on and off daily at the times agreed with the Town Council's Project Manager.
21. The contractor will attend the 'switch on' event at the time agreed with the Project Manager with the requisite number of staff to deliver event.
22. The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.
23. 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 installations covered by this contract are:-**

1. 32 x Mounted lamp post decorations/motifs in High Street, Queen Street, Jubilee Walk and Market Square.
2. Installation of lights on the Market Square Christmas Tree.
3. Installation of icicle lights in Queen Street, Peas Hill and High Street
4. Installation of 3 Cross Street features in High Street.
5. Installation of light curtains on Haverhill Arts Centre
6. Installation of a Winter Lighting Attraction around St Marys Church.

**The guide price for this tender is £28,000 per annum.**

**Optional Pricing Requirements**

1. Install a scheme of a total of 7 LED lamp post motifs at the Tesco roundabout (where Cangle Road meets Lordscroft Lane)
2. Install a scheme of 5 LED lamp post motifs on the Jubilee Plaza.

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 requirements 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.

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### Tender Submission

Written tenders are to be submitted by **Monday 19 July 2021**. 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:-

1. The technical specification (details of experience, proposed approach to the works including the list of motifs/decorations planned).
2. 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.
3. The names and contact details of two references who have received a similar service in the past 12 months.
4. A copy of your current public and employer's liability insurance.

### Evaluation 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
  - b. Technical capacity
  - c. Demonstration of understanding of brief
  - d. Creativity and innovation of the proposal and its fit with 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
5. *Environmental Suitability*
  - a. All means of delivery should be predicated by the desire to have the lowest carbon footprint possible.

Haverhill Town Council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.

### Post tender procedure

A preliminary meeting will be held between the Project Manager and the selected contractor to ensure that all parties are fully aware and in agreement with what needs to be done to fulfil the terms of contract.

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**Further Information**

Contact and submission information:-

1. The tender information should be sent to Haverhill Town Council, Haverhill Arts Centre, High Street, Haverhill, Suffolk CB9 8AR before **9.00am on Monday 19 July 2021**.
2. We would welcome site visits before companies submit the tenders. To arrange a site visit, please contact [nick.keeble@haverhill-tc.gov.uk](mailto:nick.keeble@haverhill-tc.gov.uk)
3. Email submissions are also accepted and should be sent with the subject 'Confidential: Christmas Lights Tender' to [gary.wilson@haverhill-tc.gov.uk](mailto:gary.wilson@haverhill-tc.gov.uk). The same deadline applies for electronic submissions.
4. 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 the receipt of a satisfactory VAT invoice and may be made in one or more instalments over the duration of the contract. Full terms are to be agreed once the contract has been awarded.

The Council will confirm the award the contract on or shortly after **23 July 2021**.

The contract will expire on **31 January 2024**.