

# YEOVIL TOWN COUNCIL

## CHRISTMAS LIGHTS IN YEOVIL

### INVITATION TO TENDER



## INTRODUCTION

Yeovil Town Council wishes to procure a new festive lights display in the centre of Yeovil Town. This also includes installation and removals of displays; storage and appropriate safety checks. The Christmas Lights Switch event will take place on Saturday 16<sup>th</sup> November 2024.

## SPECIFICATION

Provision of a range of lighting displays as follows:

**18 crossings** (preferably animated) as indicated on the enclosed plan and detailed in the attached spreadsheet. This includes the width for each crossing. (variations of/alternatives to traditional crossings will be considered if infrastructure allows)

One of the existing 18 crossings is sponsored and we already have a display.

*Please note: all frames must be of a construction compatible with existing anchor points. Fixing points and electrical supplies (including RCD's) are already in place in respect of these crossings.*

### Core Specification

**1 set of LED lights** to illuminate trees in the Borough.

**Multi-coloured LED festoon lighting** to be installed in the trees around the perimeter of St John's Churchyard.

**Multi-coloured LED festoon lighting** to be installed in the trees in King George Street.

Installation only:

**3 column-mounted light fittings** (already owned) for use on existing lamp columns in South Western Terrace.

**3 column-mounted light fittings** (bespoke) for use on existing lamp columns in South Western Terrace to be made following children's design competition in years 2, 3 and 4 (please price separately).

Removal **and disposal** of **existing** redundant lights only in year 1:

**3 sets of LED lights** installed on a group of 5 trees in South Western Terrace.

*Please note: electrical supplies (including RCD's) are already in place in respect of the column-mounted light fittings and LED lights.*

### **Additional Specification**

*Please quote separately for the items below (no price subject to other requirements).*

**An illuminated artificial** 12-metre-high Christmas tree to be installed in the Triangle in Middle Street.

In addition to the above, the Christmas Lights switch on is planned to take place at the Entertainment Area within the Triangle in Middle Street. This area requires lighting that will give a memorable impact upon switch on. Please provide us with your ideas and associated costings for this area separately.

The lights will need to be timed to all come on at 6:30pm on 16<sup>th</sup> November 2024 on lights switch on. They will then need to remain on until 12<sup>th</sup> night. Please quote for personnel to supervise the Christmas Light Switch-On on the night of the event.

### **QUOTATION**

Your quotation must identify separately the costs of:

- 1) Supply of the light, with a detailed breakdown of the costs in each location. Please provide costs for the following options:
  - a) for leasing over a two-year period (no ownership after period);
  - b) for leasing over a two-year period (ownership after period);
  - c) for leasing over a four-year period (no ownership after period);
  - d) for leasing over a four-year period (ownership after period);
  - e) for leasing over a six-year period (no ownership after period);
  - f) for leasing over a six-year period (ownership after period);
- 2) Storage of lights (per annum);
- 3) Installation and removal of displays (per annum);
- 4) It is the responsibility of the installers to ensure that visual checks are carried out on installation annually. Electrical health check (EICR testing) of all existing power boxes and lamp column sockets **will be carried out by others**. EICR testing must also be carried out on any additional power supply points which may be installed;
- 5) Mechanical infrastructure health check and the provision of a report (year 1 and 5 only) **preferably in advance**;

- 6) Testing Christmas Decoration Anchor points in accordance with appropriate British Standards and the provision of a report and certificate of compliance (**preferably in advance**) - year 1 and 5 (year 5 if applicable) and manual checks on anchor points annually. Anchor point testing must be carried out on any new anchor points installed;
- 7) You will also need to include details of the call-out and repair arrangements in the event of lights failure for repair in situ;
- 8) Please provide the names and address of three organisations (preferably local authorities) to whom you have supplied lights in the recent past;
- 9) Please also provide:
  - a. Details of all guarantees, warranties and service level agreements relating to these supplies and services;
  - b. Proof of suitable and adequate supplier and installer insurances;
  - c. Risk Assessments and Method Statements for all deliveries, installations; commissioning and project associated works;
  - d. Environmental sustainability statement for all services and supplies;
- 10) The tender must include:
  - a. Comprehensive breakdown of all costs from appointment to completion;
  - b. Delivery to and removal from Yeovil sites of all contract associated products and services;
- 11) All supplies and services must evidence that they meet current working regulations, safe working practices, working on the highway regulations and all other associated legislation and guidance relating to best practice. **Please define which regulations your installation will comply with.**

## **TIMESCALE**

<b>Milestone</b>	<b>Date</b>
Tenders to be received from interested parties	By 21 <sup>st</sup> May 2024
Shortlisting and invitation to interview	End May 2024
Interview date (to include presentation)	Early June 2024
Preferred supplier selected	Early June 2024
Contract Awarded	Mid June 2024

## **QUERIES**

Any queries relating to these documents should be communicated to Sally Freemantle, Deputy Town Clerk at Yeovil Town Council either by telephone (01935 382424) or by

email ([sally.freemantle@yeovil.gov.uk](mailto:sally.freemantle@yeovil.gov.uk)). In the interest of fairness, any additional information you request, will be passed to all those invited to submit tenders.

## **SUBMISSION OF TENDERS**

Please mark up your envelope as follows:

### **CONFIDENTIAL**

Sally Freemantle  
Deputy Town Clerk  
Yeovil Town Council  
Town House  
19 Union Street  
YEOVIL  
BA20 1PQ  
(Tender - Festive Lights)

**Please note:** We should not be able to identify your organisation from any markings on the envelope.

The deadline for receipt of completed proposals is 21st May 2024 12noon.

Yeovil Town Council does not bind itself to accept the lowest or indeed any of the tenders submitted.

**Sally Freemantle**  
**Deputy Town Clerk**  
**16<sup>th</sup> April 2024**

Included with this Invitation to Tender:

1. Plan of Yeovil Town Centre highlighting crossings (pink), lamp posts (blue), trees (green) and the Entertainment Area within the Triangle in Middle Street (orange).
2. Crossing Power Sources indicating street widths