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SHEPTON MALLET TOWN COUNCIL

INVITATION TO TENDER

To Supply a Managed Service for Christmas Lighting for 3
years - November 2024 to January 2027

1. INTRODUCTION

- 1.1. Shepton Mallet Town Council provide a yearly programme of illuminations in the centre of the town. The Town Council is looking for a well-designed Christmas light installation, that is visually stunning, creating a spectacle that captivates both visitors and locals.
- 1.2. The focus of the illuminations is the annual 'Switch on Event', usually on the last Friday in November of each year. The date of the 2024 switch-on event will be confirmed no later than the point at which the contract is awarded but is expected to be Friday 29 November.
- 1.3. The Christmas Lighting offer must:
 - Create a festive atmosphere:* by using Christmas lights to create a warm and inviting ambience; adding to the festive spirit of Christmas; to help transform ordinary streets into magical and enchanting spaces; by creating a sense of joy and wonder.
 - Boost the Local Economy:* Christmas lights attract tourists and shoppers to town and the town council want to see this lead to increased footfall and potential business for local retailers. The vibrant and attractive street displays need to entice people to venture out and explore the area, providing a boost to the local economy.
 - Create Community Engagement:* The installation of Christmas lights will need to bring communities together by becoming a focal point to gather and socialise. The festive lights should offer an experience that people seek to engage with.
- 1.4. Shepton Mallet Town Council is seeking suitable companies to tender for design, supply, installation, maintenance, dismantling, storage, testing and operation of Christmas Lighting. The Council is tendering with a view to agreeing a contract with a supplier from 2024. The contract will then run for three years to include Christmas 2024, 2025 and 2026 and will end on 31st January 2027.
- 1.5. The budget for the project is £75,000, excluding VAT, over the 3 years (£25,000, excluding VAT, per annum).

2. SPECIFICATION

2.1. Scope

The areas of the town which are to be illuminated are the High Street, junction of Commercial Road/Paul Street, Town Street (including the pedestrianised area down to Waterloo Road), and the Market Place. Photographs of some of the

displays from Christmas 2022 can be found at Appendix A and location of electrical boxes can be found at Appendix B.

- 2.2. The scheme should include the lighting of an approximately 25ft Christmas tree which is at the centre of the switch-on event. The tree is provided and installed by the council.
- 2.3. The lighting display will be installed after 11 November and must be installed no later than 5 days prior to the switch-on date. The lights should be switched off on 06 January and removed by 16th January.
- 2.4. All lights will be on timers operating daily from 15:00hrs until 23:00hrs unless advised differently. On the evening of the switch-on event, you will provide a system to ensure all lights (including the tree) are switched on simultaneously.
- 2.5. **Design**

The scheme should be bold, exciting, and designed to inject a sense of festive cheer to the town centre. It should be designed with the town's features and character in mind to create something which really showcases Shepton Mallet.

- 2.6. The council invites proposals which are colourful and have the potential for animation. This could involve creating a timed sequence of animation which repeats at a specific time daily. Where lights do flash, consideration should be given to residents by, for example, turning to a static display after 21:00hrs.
- 2.7. The illuminations should have an experiential quality, creating an environment that visitors and residents will want to return to and engage with (e.g. admire, take photos, share on social media, etc.)
- 2.8. Where imagery is included in the design, this should not specifically be religious but rather reflect the broader seasonal traditions (candles, stars, Christmas trees, etc.)
- 2.9. Tender submissions which include a proposal which can be reconfigured or reprogrammed each year to offer a varied display will be considered favourably.
- 2.10. **Fees and responsibility**

The rates quoted in the detailed pricing schedule shall remain fixed for the duration of the contract.
- 2.11. The contractor will hold the relevant insurance cover, including professional and public liability, to the value of £10m.
- 2.12. The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.

- 2.13. The contractor will be responsible for any work sub-contracted out as part of this agreement and will be liable for any penalty-fees issued as a result of the work of the sub-contractor.
- 2.14. 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.
- 2.15. The contractor must ensure safe working practices are adopted at all times and that workers and the public are fully protected. A full Risk Assessment and Method Statement will be required at the point where the contract is awarded.
- 2.16. Shepton Mallet Town Council will not be responsible for paying any premium or overtime rates, hire of equipment, or any extra costs incurred with delivering this contract;
- 2.17. **Other**
LED or low energy use products are preferred in line with the Council's [Environmental Policy](#).
- 2.18. As the town is a mix of commercial and residential properties, the contractor must be mindful when programming the installation and removal of the lighting display on buildings.
- 2.19. The tenderer is strongly recommended to visit the town prior to the submission of the tender.
- 2.20. Tenderers may be required to present and discuss their proposals to a committee meeting on 29 May 2024 at 7pm at no additional charge to the Council.
- 2.21. Any interested organisation who directly or indirectly canvasses any member or official of the Council concerning the evaluation of the ITT, or who directly or indirectly obtains, or attempts to obtain, information from a member or official concerning any other ITT will be disqualified. If at any stage during the process we discover canvassing has taken place, we will be entitled to disqualify that organisation from the process.

3. REQUIREMENTS

- 3.1. Provision of the following services:
- a) Full site survey, including detailed measurements of heights;
 - b) Photographic simulations of lighting in situ;
 - c) Detailed description of lighting scheme proposal;

- d) A list of any sub-contractors which would be used for the scheme including two references for each sub-contractor listed
- e) Comprehensive installation and removal service;
- f) Stress testing of wall brackets and inspection of all connection points on an annual basis. Testing shall be carried out to ISO standards;
- g) Checking all lighting equipment and undertaking any repairs to ensure full working order prior to installation;
- h) Means by which the Christmas Lights can be turned on remotely on the evening of the Switch-On event (e.g. a button, switch, remote, app, etc.);
- i) Installation, programming and maintenance of electrical infrastructure to serve the lighting scheme, including timers and all should be certified safe;
- j) Application for a section 171 Licence to do minor works on or near the road
- k) Application for any road closure applications and responsibility for any traffic management required
- l) Any faults must be rectified at no additional cost within 48 hours unless evidence is provided of the need for an appropriate extension. The successful contractor must offer an emergency repair service in the event of a health and safety issue with the Christmas lights.
- m) A dedicated account manager;
- n) Full Risk Assessment and Method Statement for the scheme
- o) Safe storage of lights by the contractor throughout the period of the contract;
- p) Liaison with building owners in respect of cable/fixings, etc;
- q) Reuse, if and where possible, of existing fixings;
- r) Indemnify Shepton Mallet Town Council of any builders' work repairs relating to the contract.
- s) The total cost of the proposal over 3 years is not to exceed £75K exclusive of VAT and total cost per annum not to exceed £25K exclusive of VAT.

4. TENDER SUBMISSION

4.1 Written tenders are to be submitted and received by post by 5pm on Monday 13th of May 2024. Any tenders received after this time will not be considered. The tender pack should be sealed to prevent the contents becoming known. The packs shall not have any external means of identifying the potential supplier. Tenders will not be accepted by email.

4.2 The tender must include:

4.3 Information concerning the contractor, including details of relevant experience;

- 4.4 A suggested lighting design plan, ideally including a photo-montage of the scheme in situ;
- 4.5 The technical specification of any such design including total anticipated energy consumption of the scheme based on a total of 320 burn hours (40 days at 8 hours per day);
- 4.6 An example of the company's Risk Assessments and Method Statements for a similar scheme
- 4.7 A separate document confirming the costs, including payment terms for each year and combined total for three years;
- 4.8 The names and contact details of two referees who have received a similar service in the past 12 months.
- 4.9 The Council will do everything possible to ensure tenderers have access to all information they require in order to produce their tender submission.
- 4.10 Tenderers must ensure that they clarify any points of doubt or ambiguity before submitting their tender. If clarification is required in order to complete the tender, request should be done so in writing by email to projects@sheptonmallet-tc.gov.uk.
- 4.11 All enquiries should be addressed to Tara Jessop, Projects and Public Realm Officer. We will endeavour to respond within 3 working days from receipt of the enquiry.
- 4.12 Any additional information requested will automatically be provided to all invited tenderers.

5. EVALUATION

- 5.1. Any tender which can not meet with the requirements listed in section 3 of this document will be considered non-compliant and will not be considered.
- 5.2. Each compliant tender will be judged against the following criteria:

Description	Weighting
Creativity and appeal of the proposal and its fit with the town	50
Evidence of the experience, capability and qualifications of key personnel	20
Environmental impact and energy use	15
Value for money	15
TOTAL	100

6. FURTHER INFORMATION

6.1. Contact and submission information:

Completed tenders should be returned in a sealed envelope, clearly marked 'Tender – Christmas Lighting', with no other identifying features and addressed to:

Town Clerk
Shepton Mallet Town Council
1 Park Road
Shepton Mallet
Somerset
BA4 5BS

- 6.2 Payment for services will be made upon the receipt of a satisfactory VAT invoice and may be made in one or more instalments. Full terms are to be agreed once the contract has been awarded.

The deadline for the return of the document is 5pm on Monday 13th May 2024.

The Council will award the contract at its Full Council meeting on the 25th of June 2024.

APPENDIX A – Christmas 2022 Installations

High Street installations	 A photograph of a street at night, likely in Shepton Mallet. The street is wet and reflects the lights. Yellow Christmas lights are strung across the street, forming a canopy. Several cars are parked along the side of the road. The buildings are multi-story and have a traditional appearance.
Commercial Road/Paul Street crossing	 A photograph of a street corner at night. Yellow Christmas lights are strung across the street, forming a canopy. The street is wet and reflects the lights. Several cars are parked along the side of the road. The buildings are multi-story and have a traditional appearance.

<p>Market Place installation</p>	
<p>Christmas tree</p>	
<p>Pedestrianised area of Town Street</p>	

APPENDIX B – Current electrical box sites (please see map on next page)

1. BGW Solicitors
2. Haskins Furniture
3. Geoffrey Smith Estate Agents

4. Street Mortgage Solutions Ltd
5. Cooper & Tanner Estate Agents
6. Rosemary Greek Restaurant
7. Shepton Mallet Community Bookshop
8. ABC Polish Shop
9. Royal Mail Delivery Office – box for Christmas tree connection
10. Vape at No. 1
11. Cedar House Lifestyle
12. Liberal Club and Mechanics Hall

