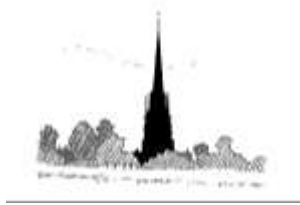


MIDDLETON CHENEY CHRISTMAS ILLUMINATIONS: *INVITATION TO TENDER* *2024-2027*

MIDDLETON CHENEY
Parish Council





MIDDLETON CHENEY CHRISTMAS ILLUMINATIONS: INVITATION TO TENDER

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

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INTRODUCTION

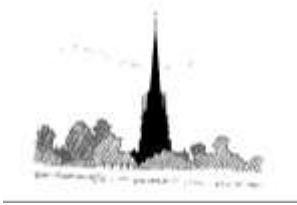
Middleton Cheney Parish Council wishes to provide a programme of Christmas illuminations centred along its High Street. This will involve the introduction of a small annual ‘Switch On’ expected to be held on the last Saturday of November. The Council is tendering with a view to agreeing a contract with a supplier from 20th August 2024.

The contract will then run for three years to include Christmas 2024, 2025 and 2026 and will end on 31st January 2027.

REQUIREMENTS

The Parish Council is seeking a contractor to provide Christmas light motifs for High Street, “Middleway” alleyway and consider decorative options for the village green, which has no electrical power source. The successful contractor will be expected to meet the following requirements:

1. Provision of a design to furnish lamp posts along the High Street, alleyway and potentially other lamp posts around the village with festive illuminations operating from commando socket supply points. The design must consider limitations of the areas (no over-highway decorations or low-hanging motifs) and will be agreed in collaboration with the Parish Council and Clerk.
2. A scheme of approximately 20 LED lamp post motifs in total. These shall be supplied by the contractor on a lease/hire agreement. The Council may consider hire or purchase of solar items for the village green. For the purpose of this tender, the Parish Council require a proposed lighting scheme to be submitted, including locations of the lighting and imagery of the designs of the proposed motifs. See Appendix A.
3. All electrical components shall be tested pre-delivery and all wiring, connections etc. should be certified safe.
4. The contractor shall arrange for the carriage, installation, testing, maintenance, switching on/off and dismantling and storage of festive illuminations.



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5. The Institute of Lighting Professionals' Guide PLG-06 ("Guidance on installation and maintenance of seasonal decorations and lighting column attachments") states that the contractor should be HERS registered. Preference will be given to contractors who have evidence of HERS registration.
6. The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.

The Council may agree to additional costs only by resolution to increase the scope or extent of the illumination scheme. These will be negotiated should the need arise. Any considerations not identified in this document may be addressed with the Council at the point of tender, or negotiated with the clerk and Council as they arise. Any queries or questions raised prior to the contract award will be shared with all parties that have indicated a wish to tender.

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. The award of the contract is dependent on the receipt of evidence of appropriate public liability insurance, professional qualifications and policies.

The point of contact is the clerk to Middleton Cheney Parish Council and the contractor should be prepared to work harmoniously with the Council's employees and other service contractors.

TENDER SUBMISSION

Tenders are to be submitted and received by the Council by 12 noon on 5th August 2024.

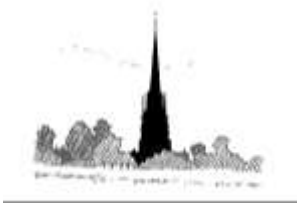
The tender pack must be sealed so as to prevent the contents becoming known. The packs shall have **no** external means of identifying the potential supplier. The completed pack must be marked 'Confidential : Christmas Lights Tender' and sent to:

The Clerk, Middleton Cheney Parish Council
Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

Email submissions are also accepted and should be sent to clerk@middletoncheney.org.uk with the subject 'Confidential: Christmas Lights Tender'. The same deadline applies for electronic submissions.

The tender should include:

- a) Tender Form : A completed document confirming the total price for the three year period. The annual contract value shall be taken as one third of the total price. This form must include the names and contact details of two references who have received a similar service in the past 12 months.



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- b) Declaration and Company Details Form : By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

EVALUATION PROCEDURE

Each compliant tender will be judged against the following criteria (each objective marked out of 10):

General: 40% of overall score

Evidence of the experience, capability and qualifications of key personnel
Technical capacity
Demonstration of understanding of brief and subject matter knowledge
Creativity and innovation of the proposal and its fit with the town

Commercial Suitability: 30% of overall score

Supply time
Compliance to Invitation to Tender requirements
Acceptance of terms

Value: 30% of overall score

Value for money
Affordability
Quality, fit for purpose, ability to deliver to the required standard

FURTHER INFORMATION

Payment for services will be made upon the receipt of a satisfactory annual VAT invoice following the completion of works (January). Full terms are to be agreed once the contract has been awarded.

The Council will award the contract at its meeting on 19th August 2024.

The contract will expire on 31st January 2027.