



TENDER DOCUMENT

Loughton Festive Lighting Displays

Nature: Christmas lighting displays – supply, installation, maintenance and storage.

Location: The Broadway, the High Road and Old Station Road, Loughton, Essex

Name of Authority: Loughton Town Council

Address: Loughton Library and Town Hall, Loughton, Essex, IG10 1HD

Telephone 020 8508 4200

Name of Contact: Enid K Walsh – Town Clerk Paul Hoy – Services Manager

Email: enid.walsh@loughton-tc.gov.uk paul.hoy@loughton-tc.gov.uk

Closing date: **Midday on Friday 4 May 2018** for receipt of tenders (these should be sent by hard copy in a sealed envelope marked 'confidential') to the Town Clerk at the address above.

April 2018

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The following words are used throughout this document:

“Contractor” to mean the successful tenderer who will undertake the project.

“Council” to mean the representative of Loughton Council who has commissioned and is responsible for the project.

“Works” to mean the Works described in the form of contract and shown upon or described or referred to in the contract documents.

SECTION 1 - GENERAL CONDITIONS

Project Particulars:

The Town Council seeks tenders from suitably qualified contractors to provide seasonal lighting displays under a 3-year contract.

The Council is looking for new lighting designs and ideas to provide impact and give the “WOW” effect in the main shopping centres.

The Council’s Service Manager will manage the project and as such, all enquires for additional information or clarification on requirements should be directed accordingly.

The Project:

To provide decorative lighting in the Broadway, the High Road and Old Station Road during the Christmas period.

The successful Contractor will be responsible for the supply, installation, maintenance, removal and storage of leased Christmas lights and decorations in accordance with the agreed scheme.

During the lighting period, all faults reported to the Contractor must be rectified within 48 hours unless evidence is provided that they are not the responsibility of the Contractor when an appropriate extension of time will be given.

Project guidance:

The Council has expressed the following preferences although other options are invited and will be welcomed provided they are within the budget available:

- i. The wrapping of up to 50 lamp columns with nets of at least 300 LED lights;
- ii. The installation of coloured motives on a number of columns to create a feature in the High Road and The Broadway;
- iii. The installation of a 5m (w) x 1m (depth) display panel above Brickclamps Path in The Broadway.
- iv. The testing and connection of the LED lighting branch wrapped on the Horse Chestnut tree (o/s Forest Hall).
- v The testing of the LED lighting on the Lime tree on Kings Green by the War Memorial.

A plan of the roads showing the available light columns has been provided in Appendix 1.

The Contractor will be required to provide full details of the lighting units to enable permission to be sought from Essex County Council’s Highways for the installation and information to be supplied to the unmetered electricity supply company.

Timescale for completing the Works:

In 2018, the displays will need to be installed and tested in preparation for the ‘switch on’ events on Friday 30 November 2018 and at a similar time in the two subsequent years. Removal must be completed no later than the second week of January.

A closing date of **midday on Friday 4 May 2018** for the receipt of tenders has been set.

Contract Finance:

The Council has a budget of £15,000 per annum (excluding VAT). It is reasonable to assume that a similar budget will be available for two subsequent years.

Tender Evaluation:

Whilst the evaluation process will consider both the tender price and Contractor's ability to meet the specification, the product & design will also be considered for preference by the Town Council; artist's impressions or photographic examples are required.

Tender and Contract documents:

The tender process, evaluation and scheme selection will be undertaken directly by Loughton Town Council.

Sub-letting:

Details of any sub-letting associated with any part of the contract should be stated at the time of tendering.

The Contract Sum:

This a fixed price and will not be subject to any adjustments save only in respect of any provisional or prime cost items or where the Council shall have issued a written change in design instruction. You are requested to hold the price for a minimum period of 30 days.

Contract period:

The contract will be 3 years from 2018 – 2020 inclusive.

Additional inclusions within quote

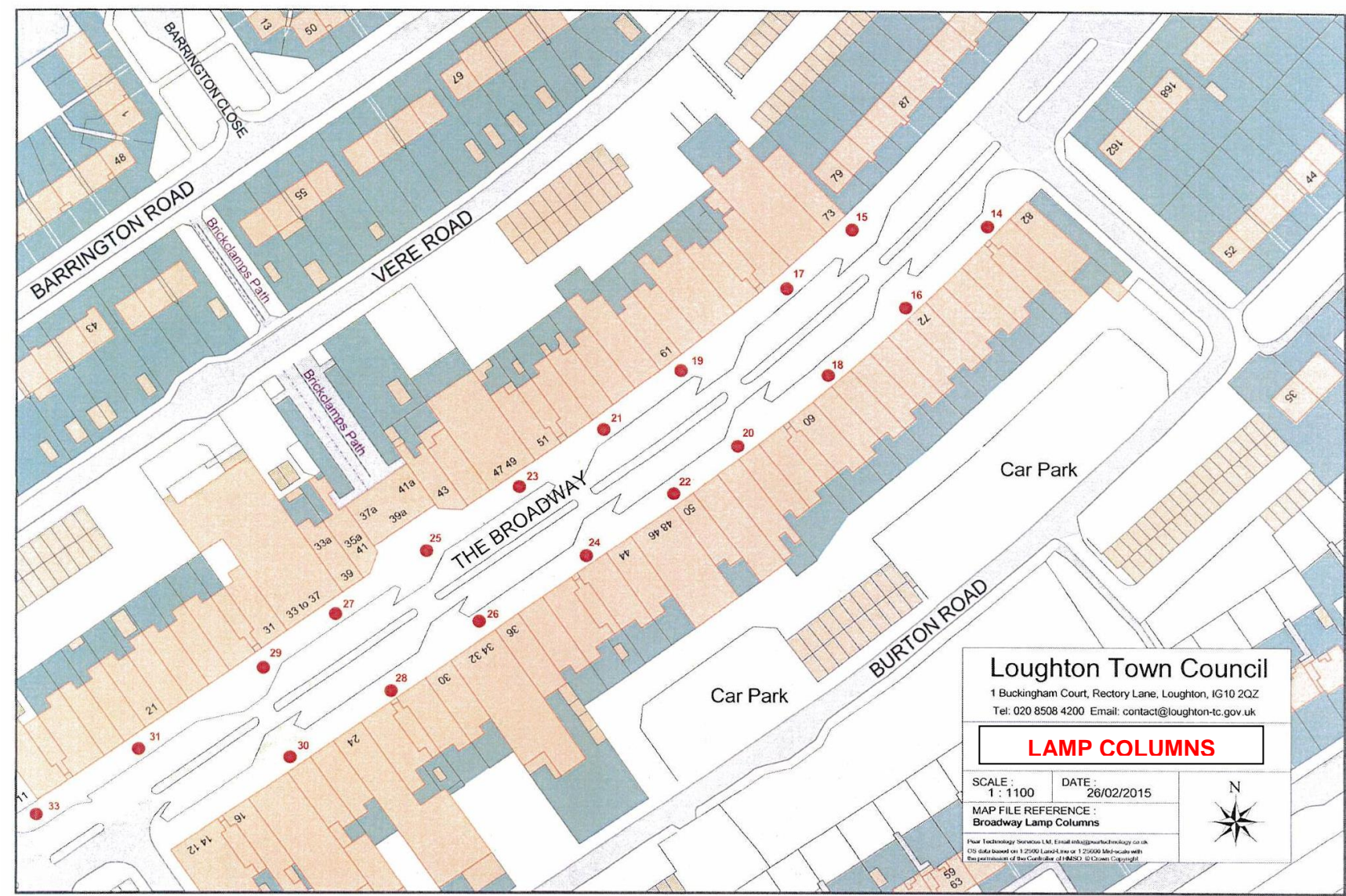
- Proposed method statement
- Proposed risk assessment
- Evidence of the Contractor's (and any sub-contractors) PLI insurance up to £5 million

Management of the project:

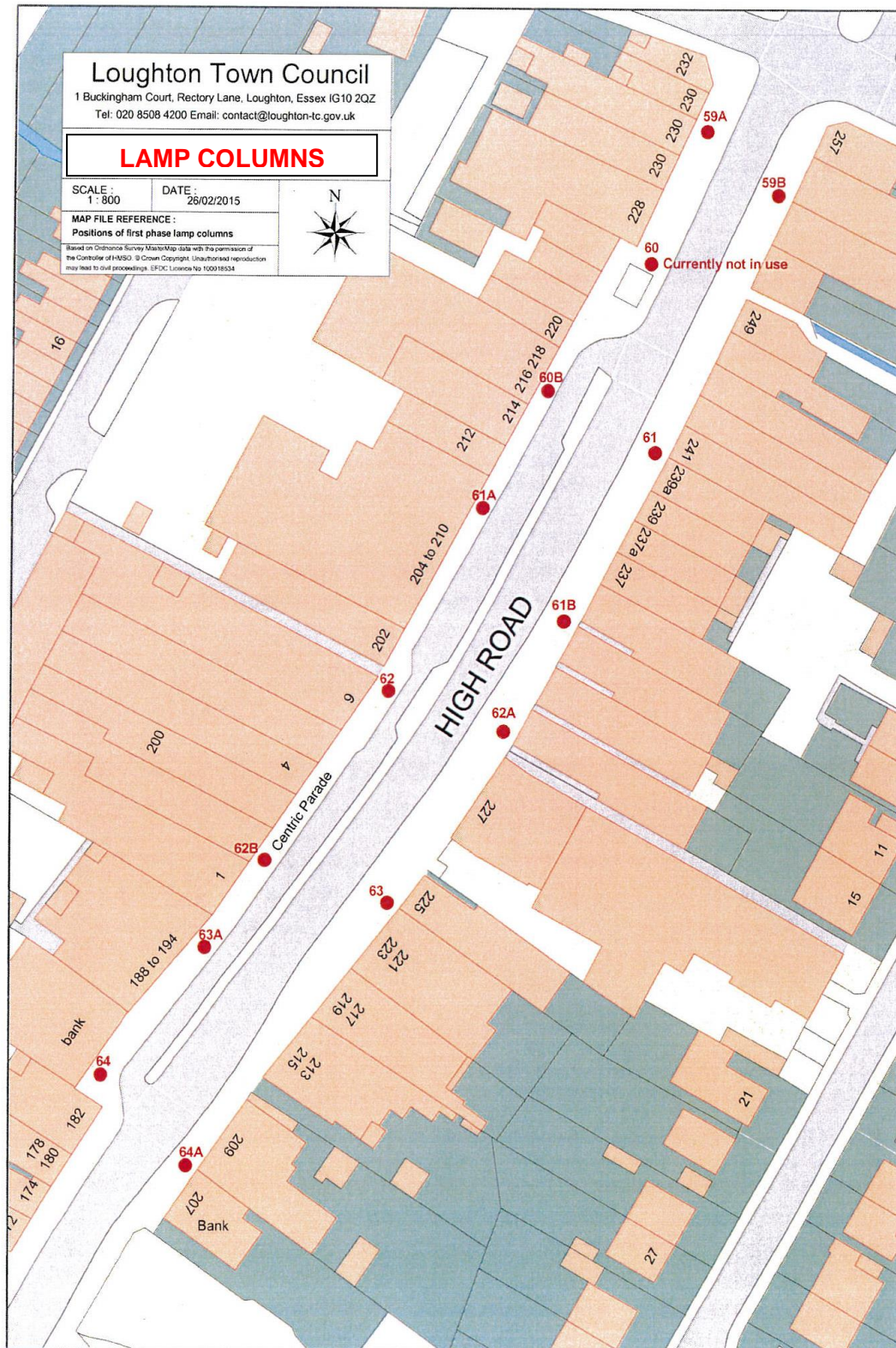
The Contractor shall allow for all necessary administration and supervision for the proper execution of the Works. Prior to commencing the Works the Contractor shall confirm to the Council the name of the person in charge together with their contact details.

Statutory Regulations:

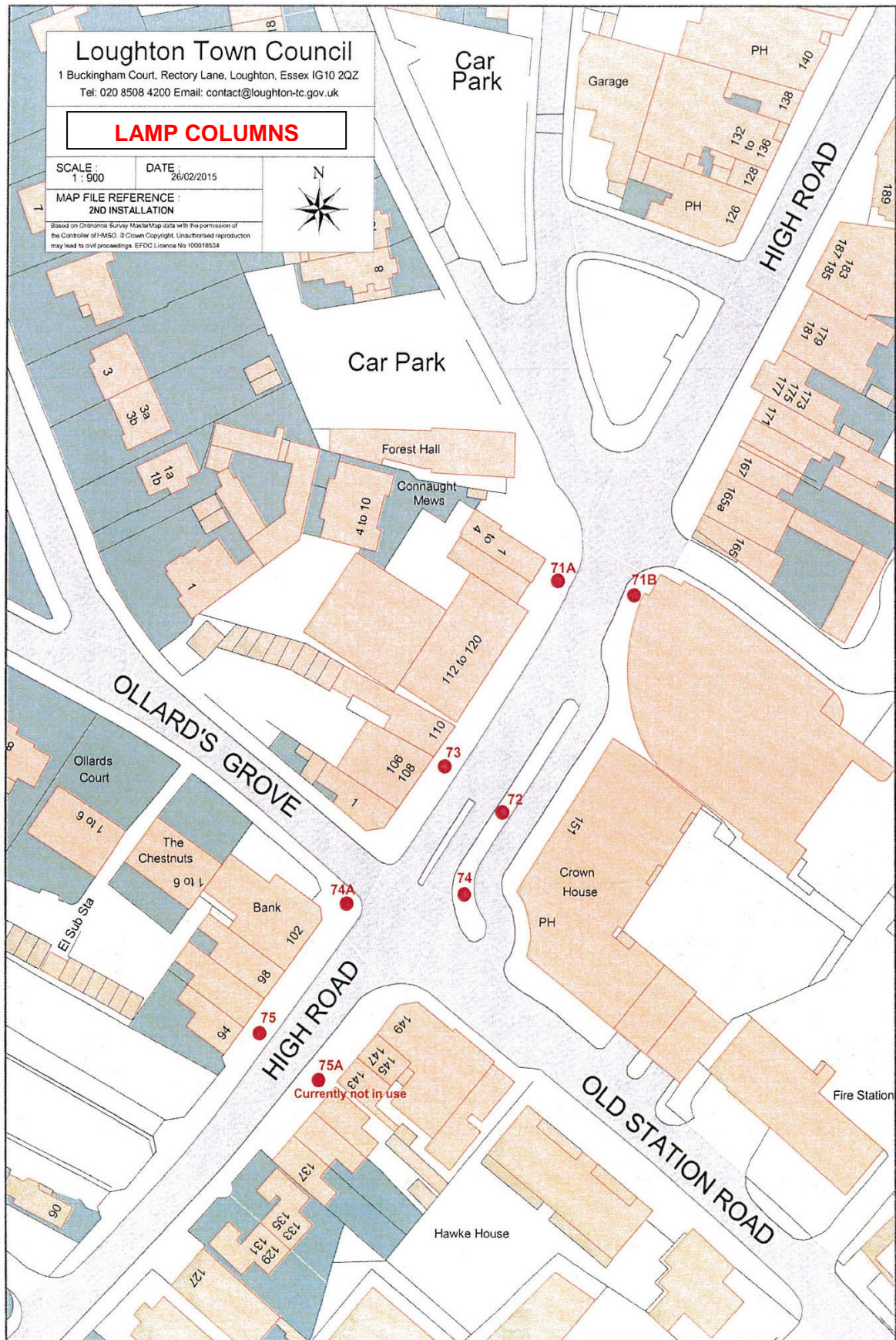
All Works must be carried out following industry best practice and meet the relevant the British and European Standards.



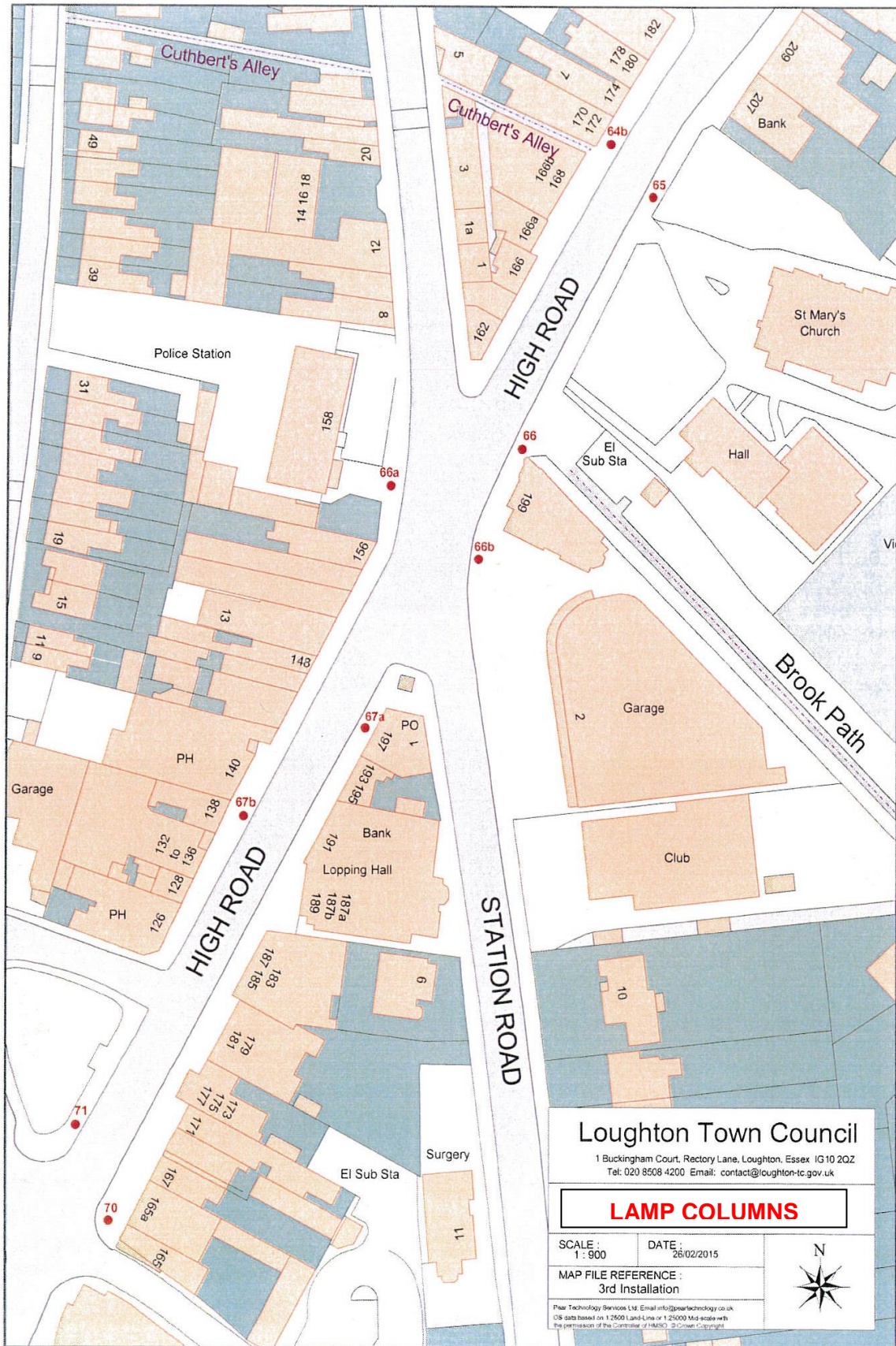
High Road (1)



High Road (2)



High Road (3)



Old Station Road

