



## **Invitation to tender for a 3-year contract for Christmas light installation for Stowmarket Town Council**

Stowmarket Town Council wishes to offer a three-year contract (2021-2023) to a supplier who will provide a Christmas lights display to light the town and locations as listed below.

**Contract Term:** Initially for 3 years with a possible extension of a further 2 years subject to satisfactory completion of works previous.

### **Scope of the contract**

The contract will include a fully managed solution for the provision, installation, testing maintenance, dismantling and switching on of the Christmas lights and associated electrical installations. Ensuring the lights are installed, tested and working at least one week prior to the towns Christmas light switch on event (usually last weekend in November).

The Contractor will be required to demonstrate that all insurances, health and safety procedures and risk assessments, necessary for the smooth and safe fulfilment of the contract, are in place.

The Contractor is required to provide a rental scheme for the columns motifs, as well as a rental for a wireless switching system. Displays and colour schemes will have to be discussed with final approval agreed by Stowmarket Town Council.

The Town Council require Christmas lights in the following locations:

- Ipswich Street
- Bury Street
- Church Walk
- Hillside
- Combs Lane

### **Installation Requirements**

- 19 x column mounted motifs on Ipswich Street.
- 1 x 10 metre artificial Christmas tree, along with lights and decorations on Ipswich Street.
- Approximately 200 Metres of icicle lights along buildings on Ipswich Street

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- Approximately 300 metres of icicle lights along buildings on Bury Street.
- 15 metres of icicle lights on a building on Church Walk
- 15 metres of icicle lights on a building on Combs Lane
- 1 x 5 metre artificial Christmas tree, along with lights and decorations on Combs Lane.
- 30 metres of icicle lights on a building on Hillside

To bid for this tender, please submit the following:

- The technical specification (details of experience, proposed approach to the works etc.) including a list of motifs/decorations planned with their anticipated life-spans.
- Your cost for the three-year Christmas Lights display, broken down per year, to be invoiced annually.
- The names and contact details of two references who have received a similar service in the past 12 months.
- A copy of your current public & employers' liability insurance documents
- Risk Assessments
- Method Statements

Prospective contractors must not contact councillors or staff to encourage or support their tender outside the prescribed process.

## **Tender documents**

This tender includes the following documents to enable you to bid for this tender. If you find any documents missing or you are unable to open any, please contact us immediately.

- invitation to Tender (this document)
- A list of additional requirements (Appendix 1)

## **Reporting procedure**

A preliminary meeting will be held between Stowmarket Town Council and the selected Contractor to ensure that all are fully aware and in agreement with what needs to be done to fulfil the terms of the contract.

Stowmarket Town Council will examine the outputs of the contract and the Contractor may be called upon to correct any errors or answer queries regarding any of the outputs at their own expense.



## **Criteria for award of contract**

Stowmarket Town Council is not bound to accept the lowest tender bid for the work required; the following criteria and scoring will be applied to the bids received. The bid with the highest score will be awarded the contract for the work. Any contract notice issued by the Town Council will have the MEAT (most economically advantageous tender) criteria used to award the contract.

Demonstrated ability to deliver similar projects to a high quality 25%

Price fit within budget 25%

Quality and value for money 30%

Use of local resources and skills 20%

The tender process and contracts awarded are subject to the Town Councils Financial Regulations, Standing Orders and the Bribery Act 2010.

## **How to submit your bid**

Tenders are to be submitted in hard copy in a sealed marked envelop to David Blackburn, Town Clerk at the above address by noon on **Friday, 1<sup>st</sup> April 2021**. Submissions received after this date and time will not be considered. The envelope should bear no distinguishing marks that would identify the tenderer.

Stowmarket 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.

Tender bids will be treated as private and confidential and should be marked as such. All tenders will be opened at the same time by the Town Clerk in the presence of a Councillor.

Bids for this contract will be opened on **Wednesday, 7<sup>th</sup> April 2021**.

The Council will notify applicants of the outcome of their tender by the **Friday, 23<sup>rd</sup> April 2021**.

For further information, please contact Ian Moore [ianm@stowmarket.org](mailto:ianm@stowmarket.org)



## Appendix 1

### Works Required:

The Town Council is seeking a contractor to fully manage the installation, maintenance and removal of the Christmas lights and associated electrical installations in the town. The successful contractor will be expected to fulfil the following:

- Supply through a rental agreement with the Council the hire of motifs for the lighting columns in Ipswich Street, these motifs should be of high quality and of a design that the Council approves.
- Supply through a rental agreement with the Council the hire of a wireless switching system that would allow the instantaneous and synchronised switching on of the motifs, tree and icicle lights for the use at the switch-on event.
- Inspect and test the Christmas lights display equipment owned by the Council, prior to erection with sufficient time allowed to make any necessary remedial works to be carried out. Facilities for the testing of the Christmas lights display equipment shall be made available at the Operations Depot, Violet Hill Road.
- Collect the Christmas lights display equipment from the Operations Depot, Violet Hill Road.
- Transport the Christmas lights display equipment to site.
- Provide all appropriately trained/certified labour, access equipment and materials to install the Christmas lights display equipment and decorate the Christmas trees.
- Install two artificial Christmas trees, one in town centre and one in Combs.
- Decorate the Christmas trees, provided by the Council, to the required standard which will be set out in the final Service Agreement.
- Electrical testing of the lighting columns at least **14 weeks before** installation, check and set all time clocks.
- Testing, certification and applying for the licences to operate and install the lighting display, including structural testing of columns in accordance with the Suffolk County Council specification at least **14 weeks before** installation.
- Installation commencement to begin after Remembrance Sunday.
- The provision of two operatives to perform checks on the morning of the Christmas lights switch-on to ensure all lights are working, and then return to site for the switch-on event (Year 1 – Sunday, 28<sup>th</sup> November 2021, Years 2 & 3 – dates to be confirmed).
- Attend site within 24 hours of being asked to inspect and rectify any problems with the functioning of the Christmas lights that may cause a risk to public safety and/or significantly compromise the overall effect of the lighting scheme.
- Attend site on, or as near as possible to the 12<sup>th</sup> night of Christmas to switch off and remove Christmas light display.



- Carry out inspection of the lighting owned by the Council and prepare a condition report prior to the return of the equipment to the Council's storage facility, labelled and in good order.

#### **Key terms of Execution:**

- The Contractor is expected to fulfil all the requirements of the specification in normal circumstances however, a small element of sub-contracting may be allowed with the prior agreement of the Council, subject to the element of sub-contracting not exceeding 20% of the whole value of the contract.
- The Contractor shall be responsible for the proper execution of any sub-contractor placed by them in connection with this contract.
- The Contractor shall adhere to all Health and Safety legislation, regulations and approved codes of practice.
- The Contractor shall complete a full and comprehensive risk assessment which includes work at height, the use of a Mobile Elevating Work Platform (MEWP), the use of fall arrest equipment and the provision for an emergency and rescue procedure, prior to the commencement of work.
- The Contractor shall ensure that any MEWP equipment is fit for purpose and have a current certificate of Thorough Inspection, issued within the previous 6 months of the commencement of works and that any MEWP be used by trained and competent persons only.
- The Contractor must provide evidence of Public Liability Insurance in excess of £10,000,000 to the Council prior to the commencement of work.
- The Council reserves the right to modify the specifications relating to the works to be performed by the selected contractor, subject to adequate notice being provided and subject to negotiation of terms should any modification lead to a net increase or decrease in the extent of works to be undertaken compared with the original specification.
- The Contractor shall inform the Council within 3 days of any event likely to cause delay in the provision of the works to the agreed timetable.

#### **Stowmarket**

|                       |                        |                     |   |
|-----------------------|------------------------|---------------------|---|
| John Peel Centre      | 15m (length of lights) | White icicle lights | Using existing fixings and external sockets |
| Bury Street           | Approximately 300m     | White icicle lights | Using existing fixings and external sockets |
| Town centre/Market Pl | Approximately 200m     | White icicle lights | Using existing fixings and external sockets |
| 19 Lamp Columns       | Motifs                 | Rented motifs       | Powered from column                         |

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|             |                    |              |   |
|-------------|--------------------|--------------|---|
| Town Centre | 10m Christmas tree | Fairy Lights | Fed from ground, decorated with fairy, DMX lights and baubles |
|-------------|--------------------|--------------|---|

#### Combs Ford

|                   |                            |                     |  |
|-------------------|----------------------------|---------------------|--|
| Boys Brigade Hall | 15.5m (Length of building) | White icicle lights | Using existing fixings and external socket               |
| Combs Ford        | 5m Christmas tree          | Fairy Lights        | Fed from ground, decorated with fairy lights and baubles |
| Community Centre  | 30m (Length of building)   | White icicle lights | Using existing fixings and external socket               |