



STOTFOLD TOWN COUNCIL

INVITATION TO TENDER

TO SUPPLY A MANAGED SERVICE FOR CHRISTMAS LIGHTING FOR 5 YEARS NOVEMBER 2024 – JANUARY 2029

1. Introduction

- 1.1 Stotfold Town Council is looking for a well-designed Christmas light installation, which 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 Saturday in November of each year. The date of the 2024 switch-on event is confirmed as Saturday 30 November 2024.
- 1.3 The Christmas Lighting offer must:
- Create a festive atmosphere: by using Christmas lights to create a warm and inviting ambiance; 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 wants 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 Stotfold 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 five years and will end on 31st January 2029.
- 1.5 The budget for the project starts at £20,000 in year 1, rising in increments of £5,000 per annum to a total of £150,000, excluding VAT, over the 5 years.
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|--------|--------------------------------|
| Year 1 | £20,000 |
| Year 2 | £25,000 |
| Year 3 | £30,000 |
| Year 4 | £35,000 |
| Year 5 | £40,000 |
| Total | <u>£150,000 exc VAT</u> |
- 1.6 The current Christmas lights offer is attached to this document. In addition to these displays, the Town Council currently hires 40 solar Christmas trees which are installed at various locations in the Town Centre. Following negative public reaction, we are looking to undertake a phased replacement of these trees, replacing them with fixed column

displays. The Town Council will take responsibility for arranging the installation of these solar trees, if they decide to go ahead with this.

- 1.7 The Town Council owns some of the lighting infrastructure where the Christmas lights are installed. The remaining lights are owned and managed by Central Bedfordshire Council (CBC). The successful contractor would assist the Projects Officer in making the relevant application to CBC for the installation of festive lights on CBC's assets.

2 SPECIFICATION

Scope

The areas of the town which are to be illuminated are:

Year One

- a) Norton Road/Baldock Road roundabout (not A507 roundabout) - Three lamp columns.
- b) High Street – Approx 8 Lamp columns between Church Road and The Avenue/Brook Street junction
- c) The Green – Warm White Festoon through trees on one side
- d) The Green – Approx 6 lamp columns around this area, locations to be agreed
- e) Greenacre Centre – Coloured festoon (STC owned asset)
- f) Some building displays, depending on cost (see attached specification for current locations)
- g) Brook Street Car Park – Coloured festoon (STC owned asset)
- h) Memorial Hall – see attached specification for current display
- i) High Street shops – festoon (STC owned asset) see attached specification for current display
- j) 2 x Christmas trees (Town Centre and Greenacre Centre – STC owned asset)

Year Two

- a) The Green – Warm white festoon in remaining two sides of The Green
- b) The Green – Remaining column displays
- c) High Street – Hitchin Road junction: 4 Column displays on lamp columns.

Year Three

- a) High Street from Brook Street junction to Hitchin Road: Mistletoe or similar tree display in approximately 12 Lime trees.

Year Four Onwards

- a) The Town Council would like a schedule of work for additional column displays at a location to be determined.

- 2.1 There is currently NO electrical infrastructure on any of the lamp columns. This will need to be factored into any pricing schedule.
- 2.2 Structural testing of all lighting columns according to PLG06 will need to be factored into the quotation.
- 2.3 The scheme should include the lighting of an approximately 25ft Christmas tree which is located in the High Street. The tree is provided and installed by the Town Council. The lights are provided by STC. There is also a 15' Christmas tree at the Greenacre Centre, lights provided by STC.
- 2.4 The lighting display will be installed during November, must be installed, and tested no later than 5 days before the switch on date. The lights will be switched off on Twelve Night (6 January) and removed by the end of January.

2.5 All lights will be on timers operating daily from 1500 to 2300 unless advised differently.

2.6 Design

The design should be traditional and inject a sense of Christmas cheer into the town centre.

2.7 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.)

2.8 Tender submissions which include a proposal which can be reconfigured or reprogrammed each year to offer a varied display will be considered favourably.

2.9 Fees & Responsibilities

The rates quoted in the detailed pricing schedule shall remain fixed for the duration of the contract.

2.10 The Town Council would like a schedule of fees to allow us to install additional Christmas lights depending on budget.

2.11 The contractor will hold the relevant insurance cover, including professional and public liability, to the value of £10m.

2.12 The preferred contractor will undertake the installation of the festive light display in accordance with PLG06 and have HERS accreditation.

2.13 The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.

2.14 The preferred contractor will undertake all works in house unless notified at the time of tender that they will subcontract as part of this agreement. If this is the case, then the preferred contractor will be responsible for the any work subcontracted out as part of this agreement and will be liable for any rectification of errors by the sub-contractor at their own cost.

2.15 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.

2.16 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.

2.17 Stotfold 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.

2.18 Other LED or low energy use products are preferred

2.19 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.

2.20 The tenderer is strongly recommended to visit the town prior to the submission of the tender.

- 2.21 Tenderers may be required to present and discuss their proposals to a meeting of Full Council to be specially convened to consider the Christmas Lights Tender (date to be agreed). This is at no additional charge to the Council.
- 2.22 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) Installation, programming, and maintenance of electrical infrastructure to serve the lighting scheme, including timers and all should be certified safe.
 - i) Application for relevant licences to undertake works on or near the road
 - j) 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) Reuse, if and where possible, of existing fixings.
 - r) Indemnify Stotfold Town Council of any builders' work repairs relating to the contract.
 - s) The total cost of the proposal over 5 years is not to exceed £100,000 exclusive of VAT and total cost per annum not to exceed £2 exclusive of VAT.

4. TENDER SUBMISSION

- 4.1 Written tenders are to be submitted and received by email or post by **Monday 1 July 2024, 5pm**. Any tenders received after this time will not be considered. Submissions by post should be sealed to prevent the contents becoming known. The packs shall not have any external means of identifying the potential supplier.
- 4.2 Tenders submitted by email must be clearly marked as **CHRISTMAS LIGHTS TENDER** and sent to emma@stotfoldtowncouncil.gov.uk by **Monday 1 July 2024, 5pm**.
- 4.3 The tender must include information concerning the contractor, including details of relevant experience.
- 4.4 A suggested lighting design plan, ideally including a photomontage 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, 3pm-midnight).
- 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 emma@stotfoldtowncouncil.gov.uk.
- 4.11 All enquiries should be addressed to Emma Payne, Town Clerk. 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 cannot 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 (Marks out of)
Creativity and appeal of the proposal and its fit within 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

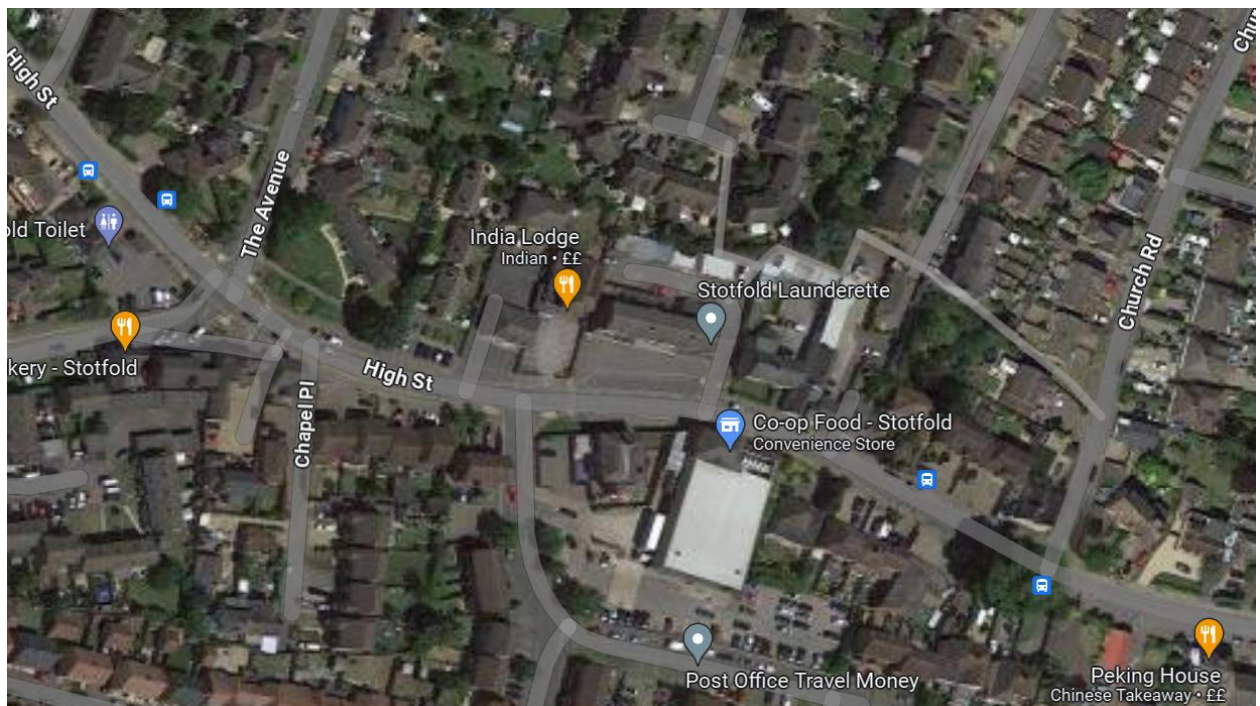
- 6.1. Payment for services will be made upon the receipt of a satisfactory VAT invoice and may be made in one or more instalments. Full terms are to be agreed once the contract has been awarded. The deadline for the return of the document is 5pm on 1 July 2024.
- 6.2 The Council will award the contract at a specially convened meeting of Full Council meeting, at a date to be determined (TBC as 31 July 2024).
- 6.3 The Town Council will be responsible for the liaison with building owners in respect of cables/fixing and electricity supplies.

MAPS OF LOCATIONS

Norton Road Roundabout



High Street



The Green

