



## **Swanage Town Council**

### **Tender for design, hire, installation and maintenance of festive lighting**

Swanage is the eastern gateway town to the Jurassic Coast World Heritage Site and is a traditional seaside resort. It has just under 10,000 residents, a figure which expands significantly during the summer holiday and Christmas season.

The Council owns catenary lighting along the main beachfront and main roads in the town.

White lamps are in place and lit year-round along the main beachfront (see plans in Appendix A). These are controlled by several timers that switch the lighting on and off each evening.

Multi-coloured lamps are in place and lit during the summer season and at Christmas on main roads through the town (see plans in Appendix B). Appendix B also provides details on the number of lamps on each section of catenary. Lighting is switched at various points throughout the town (see locations marked in Appendix C) and are on permanently at times of operation.

In addition, at Christmas the Council installs a real Christmas tree of circa 25ft and requires this to be dressed with festoon and has three suitable locations for fixed festive lighting installation on lamp columns (see Appendix D for locations).

The Council is seeking suitably qualified contractors to deliver the following:

**Lot 1** – A fixed price contract for a term of 3 years for design and hire of festive lighting for a fixed sum per annum of no more than £10,600 (exclusive of VAT). The total contract sum for the 3-year period to be no greater than £31,800 (exclusive of VAT).

**Lot 2** – A fixed price for a term of 3 years for the installation and removal of festive lighting including dressing of the Christmas tree and lamp columns and annual inspections of the lighting and catenary wires.

A fixed price for anchor bolt testing to be undertaken in year 1 and year 3. This is to be for all anchor bolts including the white festoon lighting on the seafront.

**Organisations may choose to make submissions for one or both Lots.**

#### **Lot 1**

The Council is seeking submissions to hire festive lighting to supplement the multi coloured lamps in the town over the Christmas period. The locations of the catenary wires which require festive decoration are shown in Appendix B.

Typically, the Council organise a Christmas switch on event at the end of November and the lights remain on until twelfth night.

A plan showing the location of the Christmas tree and lamp columns where fixed features may be located is shown at Appendix D.



The Council is seeking to enter into a contract for hire of this lighting for the 2024/5, 2025/6 and 2026/7 Christmas seasons.

Consideration of design should incorporate the following factors:

- All locations should have broadly similar amounts of lighting so that the overall impact can be felt across the town centre.
- The existing, coloured lamps may be retained between the hired lights to supplement the design and impact.
- Designs should be sympathetic with the character of the town and local area.

Images of recent Christmas lighting displays in Swanage can be seen via the links below.

[Christmas lights bring extra festive sparkle to Swanage – Swanage News](#)

[Swanage's countdown to Christmas begins as festive lights shine – Swanage News](#)

## **Lot 2**

The Council is seeking submissions to install festive lighting as shown in Appendix B, power up and test in mid-November and return and remove in January. This includes dressing of the Christmas tree and installation of lamp column features shown in Appendix D. The Council does not require attendance at Christmas switch on events nor attendance to turn off the lighting at twelfth night. Locations of the control switch locations are shown in in Appendix C.

The Council is seeking to enter into a contract for this service shown at a fixed price per annum for the 2024/5, 2025/6 and 2026/7 Christmas seasons.

The contractor is required to undertake inspection of the fixed catenary lighting at each visit and change lamps as required.

The contractor is required to provide a separate quotation for anchor bolt testing at years 1 and years 3. Anchor bolt testing is to include all fixings on both the town and seafront lighting.

In years 1 and 3 inspection of the fixed catenary seafront lighting should be undertaken and lamps replaced as required.

## **Requirements for submitting a tender**

Submissions should be received by the Council no later **12 noon on Monday 8<sup>th</sup> April 2024**

Submissions received after this time and date will be marked as received late and not considered.

A paper copy of all completed documentation required as detailed below must be submitted by post or courier. The submission documents are to be returned in a sealed plain envelope using the form of label supplied in Appendix E. Your company's name must not be on the envelope or any other packaging or labelling (please make sure your courier is aware of this too).



Any questions should be emailed to [procurement@swanage.gov.uk](mailto:procurement@swanage.gov.uk) however to note the opportunity for questions will close at **16:00 on Thursday 28<sup>th</sup> March 2024**. The questions and answers will be circulated to all invited to provide a quotation via email.

The Council is not bound to accept any submission received.

Any expense you incur in preparing a submission is a matter for your own commercial judgement.

All prices should be in Sterling and exclusive of VAT

Any price quoted must be valid for a period of 90 days from the date on which the invitation to provide a quotation closes.

A completed Anti Collusion Certificate must be provided – (Appendix F)

A completed Economic Assessment and Financial Standing Form must be provided – (Appendix G)

A completed Form of Tender must be provided. To note separate Form of Tender documents are required for each Lot. (Appendix H)

### **Additional submission requirements for Lot 1**

Lot 1 will be assessed as follows:

Price: PASS/FAIL

Quality – 100%

<b>Factors</b>	<b>Percentage</b>
Lighting design, appearance and impact	40
Relevant experience and expertise	15
References from similar clients (2 to be provided)	15
Quality of lights and suitability for coastal situation	15
Environmental considerations	15
	<b>100%</b>

Text and images may be provided in response to the quality requirements.

### **Additional submission requirements for Lot 2**

Lot 2 will be assessed as follows:

Price 70%

- Fixed price per annum for 3 years for installation and removal of festive lighting including inspection of lighting and catenary wires, dressing of tree and installation of 3 fixed lamppost fixtures.
- Fixed price for anchor bolt testing of seafront and town centre lights in years 1 and 3.

Quality 30%



Factors	Percentage
Relevant experience, expertise and electrical/MEWP certifications	15
References from similar clients (2 to be provided)	15
	<b>30%</b>

Text and images may be provided in response to the quality requirements.

# **APPENDIX A**

# Swanage Town Council

Town Hall, High Street, BH19 2NZ  
admin@swanage.gov.uk 01929 423636

## Shore Road - Section 1 Catenary Mounts & Sections

SCALE :  
1 : 1250 @ A4

DATE :  
09/02/2024




N

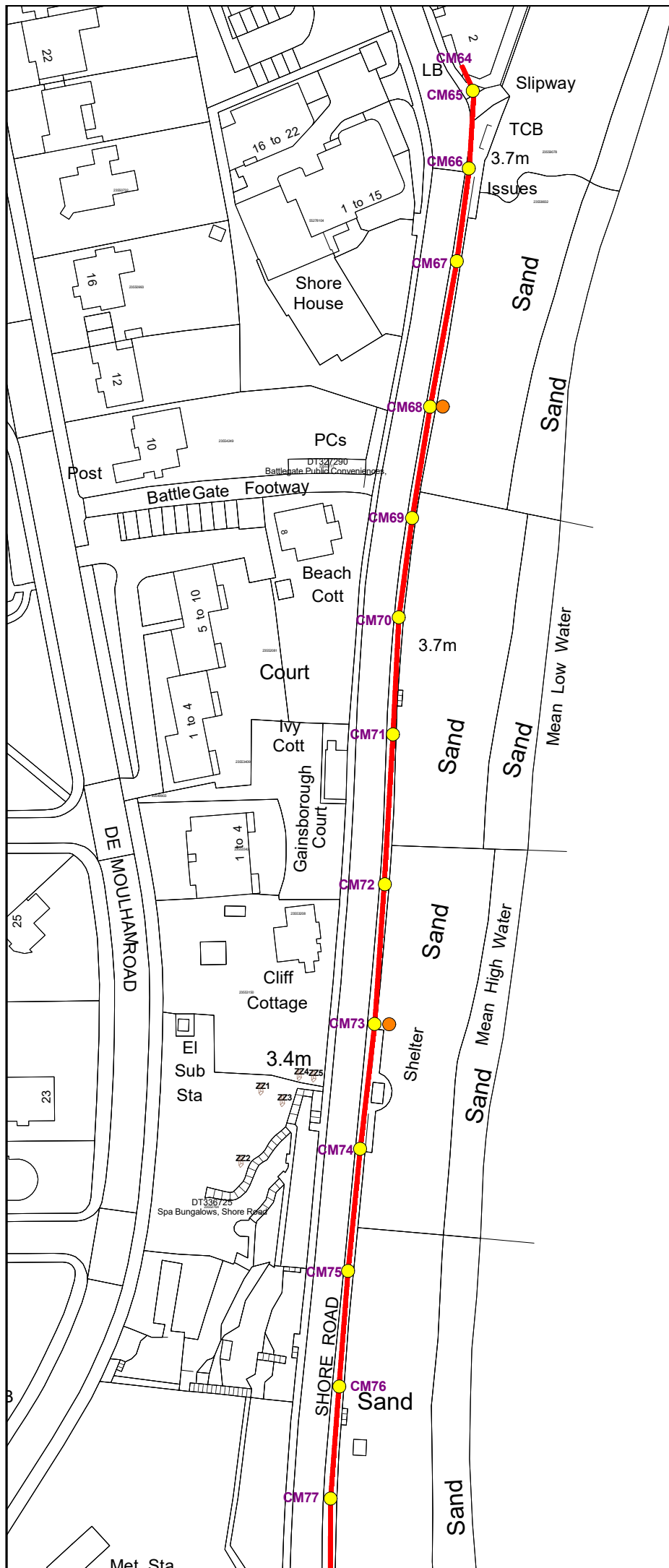


MAP FILENAME :  
Seafront Lights - Section 1.mpd

Map data may be © Crown copyright (and database rights) (2024)  
supplied under OS PSGA licence number EUL 100053054.  
Terms and conditions apply : Refer to Ordnance Survey @ website.

0 80m

-  Lamp Column
-  Light Control Switches
-  Catenary Lights



# Swanage Town Council

Town Hall, High Street, BH19 2NZ  
admin@swanage.gov.uk 01929 423636

## Shore Road - Section 2 Catenary Mounts & Sections

SCALE :  
1 : 1250 @ A4




DATE :  
09/02/2024

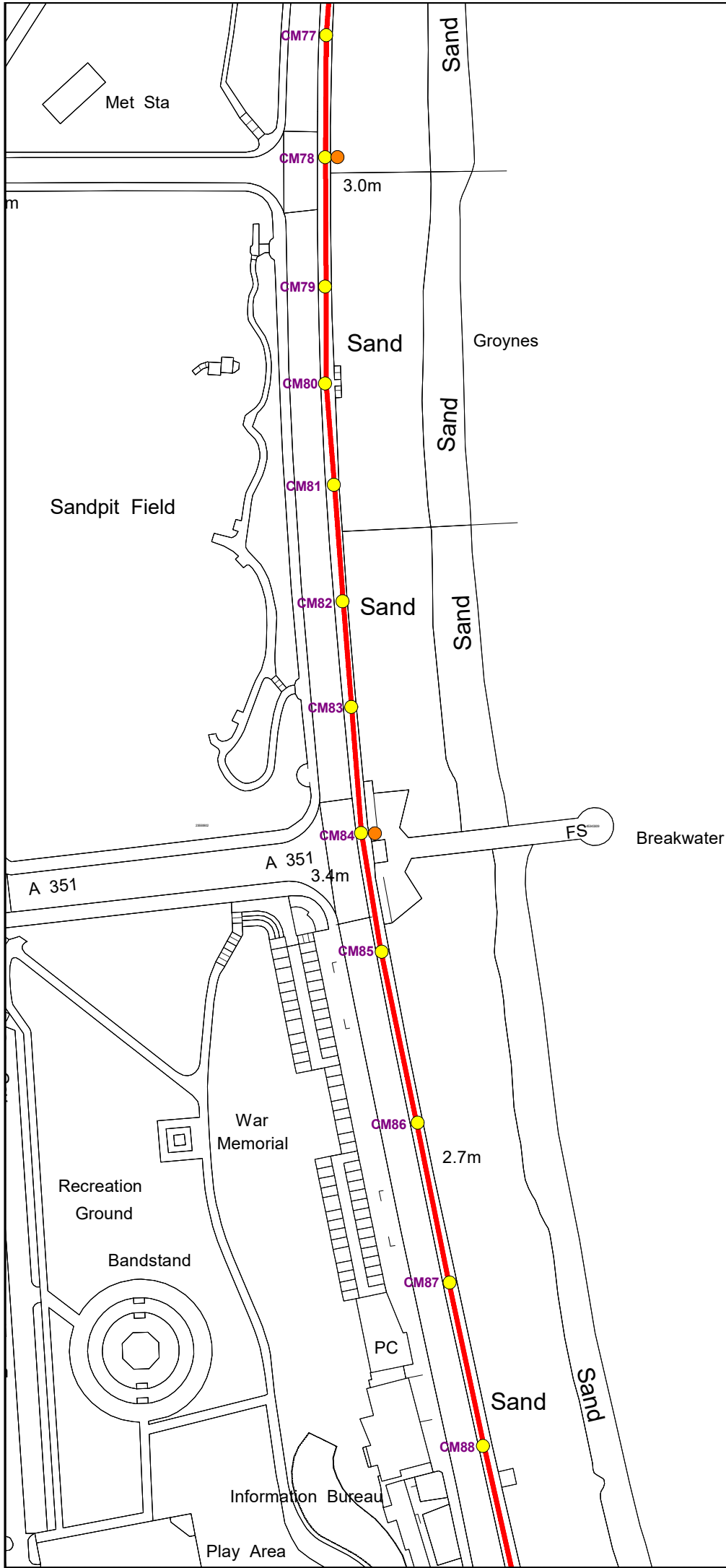
MAP FILENAME :  
Seafront Lights - Section 2.mpd

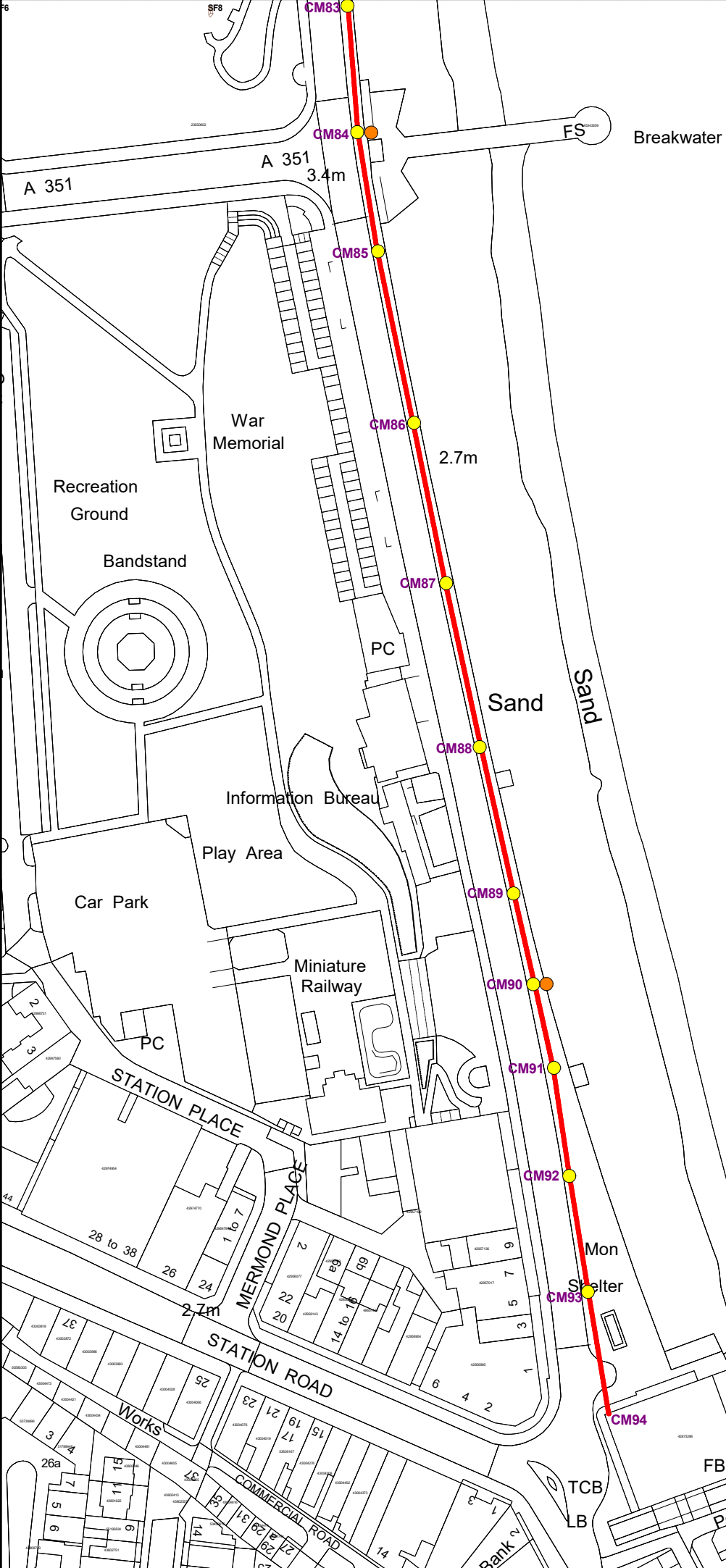


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Terms and conditions apply : Refer to Ordnance Survey @ website.

0 80m

-  Lamp Column
-  Light Control Switches
-  Catenary Lights





# Swanage Town Council

Town Hall, High Street, BH19 2NZ  
admin@swanage.gov.uk 01929 423636

## Shore Road - Section 3 Catenary Mounts & Sections

SCALE :  
1 : 1250 @ A4




DATE :  
09/02/2024



MAP FILENAME :  
Sealfront Lights - Section 3.mpd

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0 80m

-  Lamp Column
-  Light Control Switches
-  Catenary Lights



# **APPENDIX B**

# Swanage Town Council

Town Hall, High Street, BH19 2NZ  
admin@swanage.gov.uk 01929 423636

## Station Road & Institute Road Catenary Mounts & Sections

SCALE :  
1 : 1250

@ A4

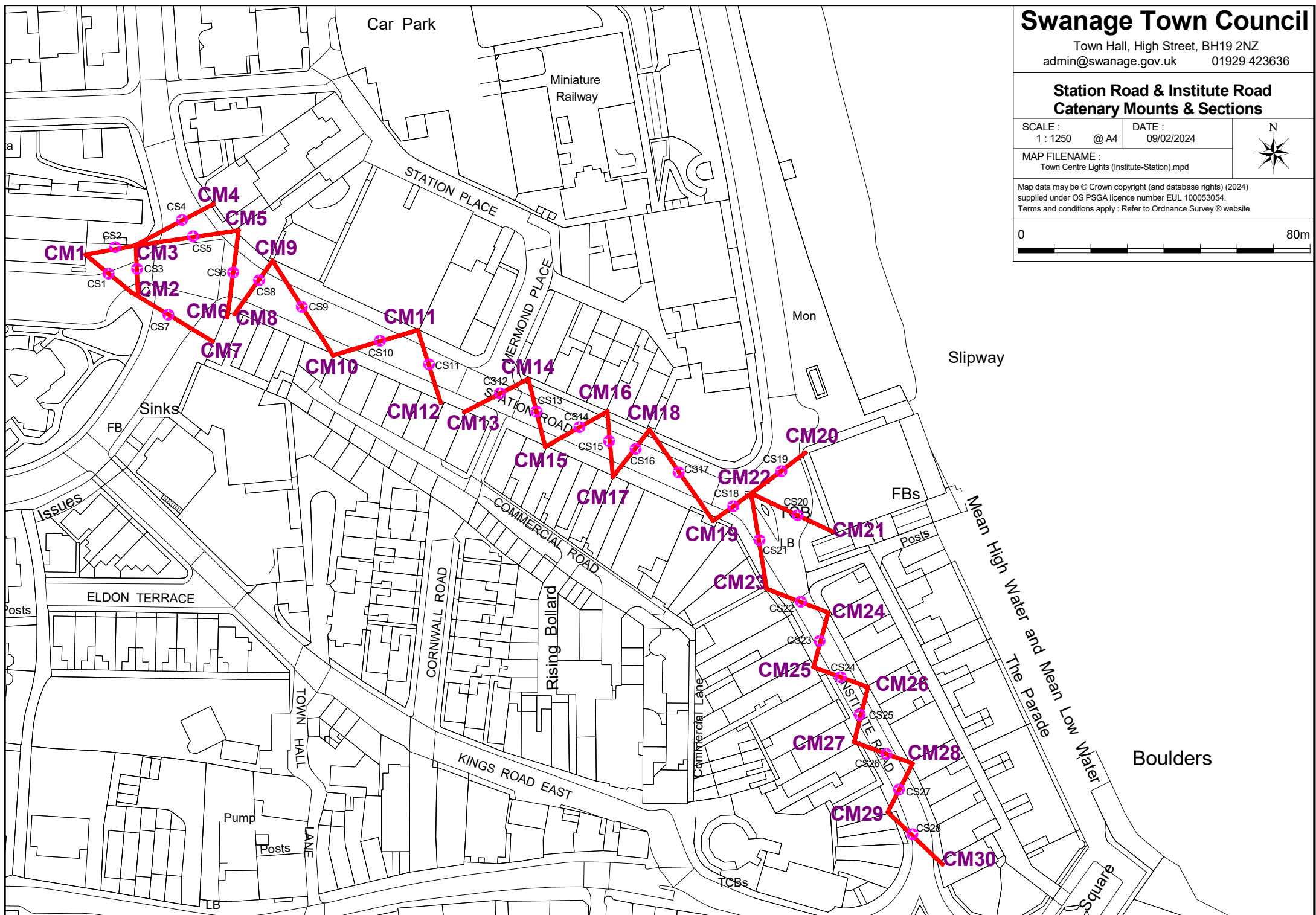
DATE :  
09/02/2024



MAP FILENAME :  
Town Centre Lights (Institute-Station).mpd

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Terms and conditions apply : Refer to Ordnance Survey @ website.

0 80m



# Swanage Town Council

Town Hall, High Street, BH19 2NZ  
admin@swanage.gov.uk 01929 423636

## High Street Catenary Mounts & Sections

SCALE :  
1 : 1250 @ A4

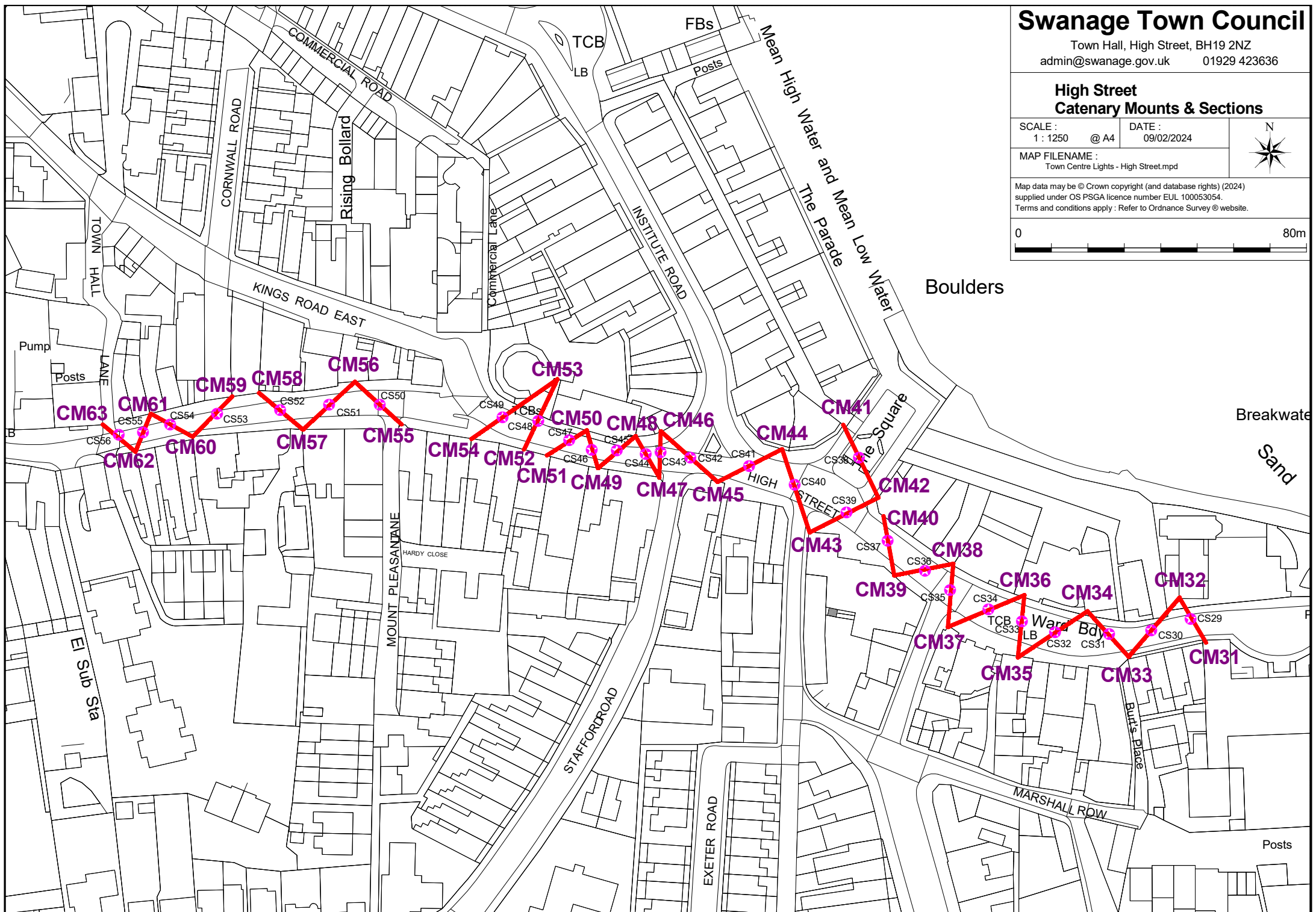
DATE :  
09/02/2024



MAP FILENAME :  
Town Centre Lights - High Street.mpd

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Terms and conditions apply : Refer to Ordnance Survey @ website.

0 80m



String Section	Section Start	Section end	Number of lights
CS1	CM1	CM2	19
CS2	CM1	CM3	12
CS3	CM2	CM3	14
CS4	CM3	CM4	25
CS5	CM3	CM5	27
CS6	CM5	CM6	24
CS7	CM2	CM7	23
CS8	CM8	CM9	26
CS9	CM9	CM10	18
CS10	CM10	CM11	25
CS11	CM11	CM12	20
CS12	CM13	CM14	20
CS13	CM14	CM15	20
CS14	CM15	CM16	19
CS15	CM16	CM17	18
CS16	CM17	CM18	15
CS17	CM18	CM19	30
CS18	CM19	CM22	15
CS19	CM20	CM22	17
CS20	CM21	CM22	23
CS21	CM22	CM23	23
CS22	CM23	CM24	20
CS23	CM24	CM25	15
CS24	CM25	CM26	16
CS25	CM26	CM27	15
CS26	CM27	CM28	16
CS27	CM28	CM29	14
CS28	CM29	CM30	19
CS29	CM31	CM32	14
CS30	CM32	CM33	22
CS31	CM33	CM34	18
CS32	CM34	CM35	19
CS33	CM35	CM36	19
CS34	CM36	CM37	21
CS35	CM37	CM38	21
CS36	CM38	CM39	17
CS37	CM39	CM40	17
CS38	CM41	CM42	23
CS39	CM42	CM43	21
CS40	CM43	CM44	24
CS41	CM44	CM45	21
CS42	CM45	CM46	21
CS43	CM46	CM47	13
CS44	CM47	CM48	14
CS45	CM48	CM49	15
CS46	CM49	CM50	11
CS47	CM50	CM51	12
CS48	CM52	CM53	17
CS49	CM53	CM54	25

String Section	Section Start	Section end	Number of lights
CS50	CM55	CM56	21
CS51	CM56	CM57	19
CS52	CM57	CM58	16
CS53	CM59	CM60	15
CS54	CM60	CM61	14
CS55	CM61	CM62	11
CS56	CM62	CM63	12

# **APPENDIX C**

# Swanage Town Council

Town Hall, High Street, BH19 2NZ  
admin@swanage.gov.uk 01929 423636

## Town Centre Lights Catenary Control Switches

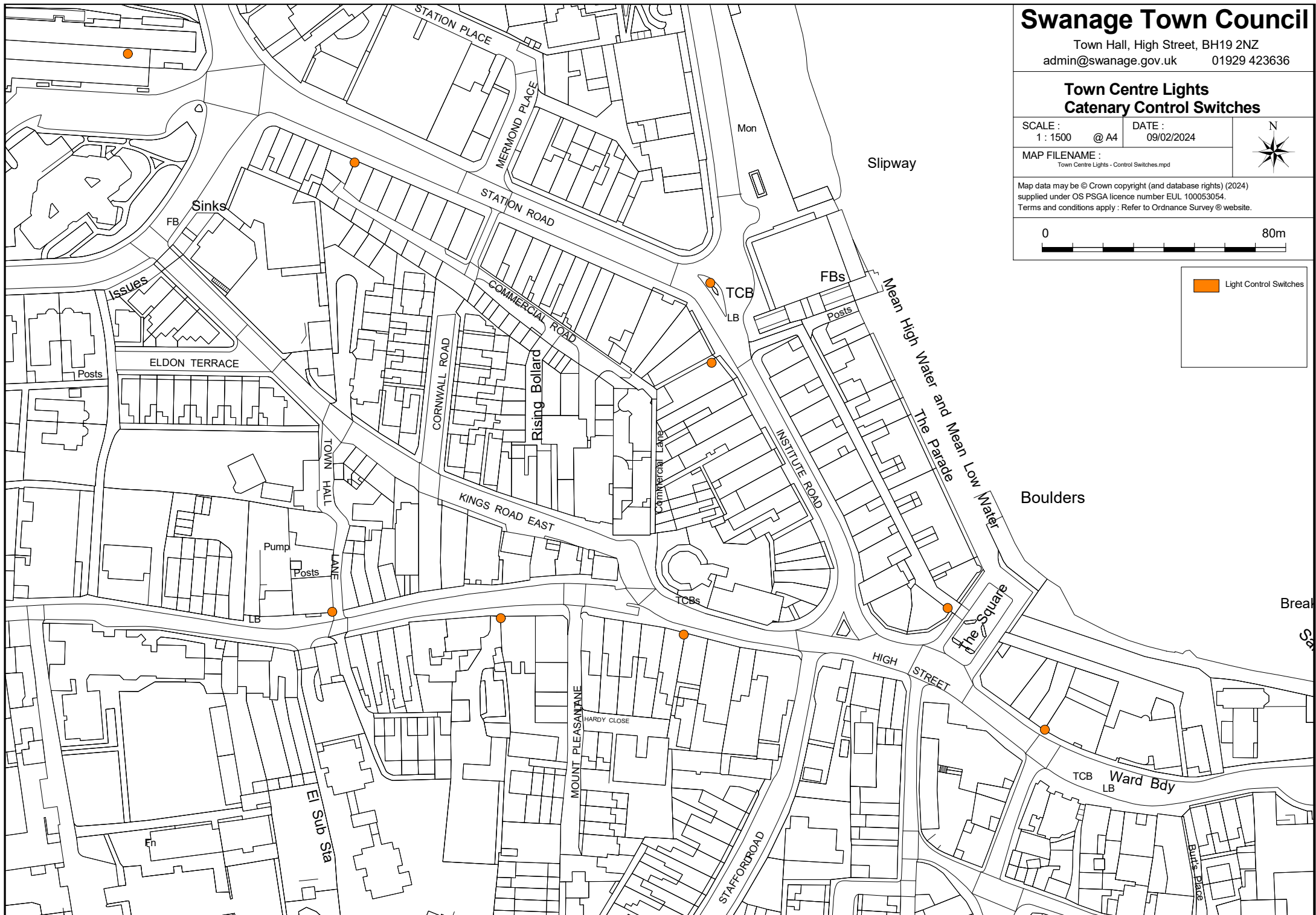
SCALE : 1 : 1500 @ A4 DATE : 09/02/2024

MAP FILENAME : Town Centre Lights - Control Switches.mpd

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Terms and conditions apply : Refer to Ordnance Survey © website.

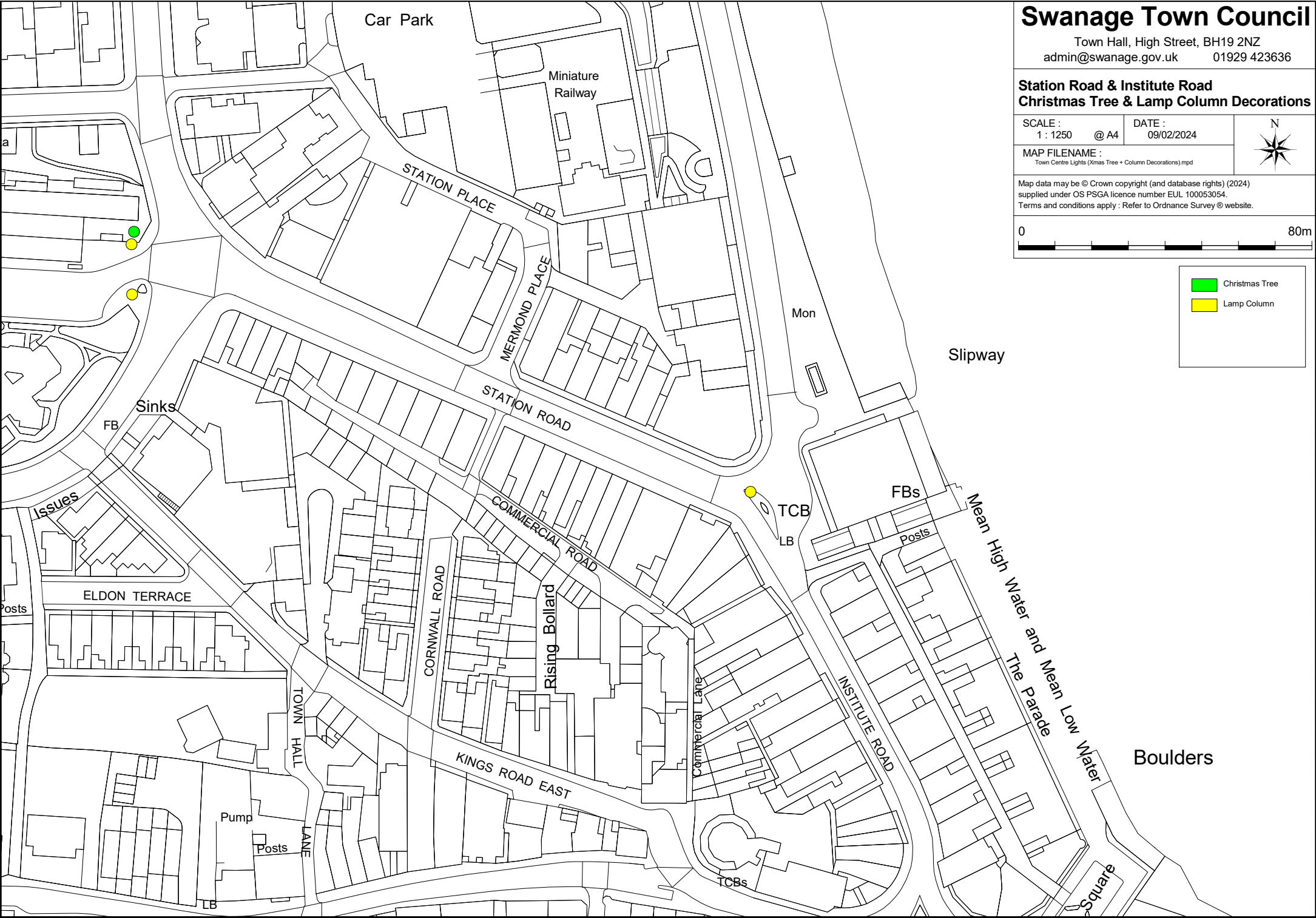
0 80m

Light Control Switches



# **APPENDIX D**





# **APPENDIX E**

**Design, hire, installation and maintenance of festive lighting**

**To be delivered by 12 noon on Monday 8<sup>th</sup> April 2024**

**THE CLERK TO THE COUNCIL  
SWANAGE TOWN COUNCIL  
TOWN HALL  
HIGH STREET  
SWANAGE  
DORSET  
BH19 2NZ**

# **APPENDIX F**

## Swanage Town Council

### ANTI-COLLUSION CERTIFICATE

1. We certify that this tender is made in good faith and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we will undertake that we will not before the award of any contract for the work:-

- a) Communicate to any person the amount or approximate amount of the tender or proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- b) Enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted.
- c) Canvass any members of the Council or of any committee, either directly or indirectly with regard to this tender.
- d) Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work, any act or thing of the sort described at a), b), or c) above.

2. We further certify that the principles described under 1. above have been, or will be, brought to the attention of all sub-contractors, suppliers, and associated companies providing services or materials connected with the tender and any contract entered into with such sub-contractors, suppliers, or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated; "any agreement or arrangement" includes any transaction, formal or informal, and whether legally binding or not; and "the work" means the Work in relation to which this tender is made.

Dated this.....day of.....20.....

Signature.....In capacity of.....

Duly authorised to sign tenders for and acknowledge the contents of the Anti-Collusion Certificate for and behalf of:-

Postal address.....  
.....  
.....  
.....

Telephone No.....Fax No.....  
E-Mail.....

# **APPENDIX G**



## Appendix G: Swanage Town Council Economic and Financial Standing Questions

	<b>Financial information</b>	
<b>1</b>	<p><b>Please provide one of the following to demonstrate your economic/financial standing;</b> Please indicate your answer with an 'X' in the relevant box.</p>	
	(a) A copy of the audited accounts for the most recent three years	
	(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation	
	(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	
	(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
<b>2</b>	<p><b>Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</b> If yes, please provide the name below:</p>	
	Name of the organisation	
	Relationship to the Supplier completing the Questionnaire	
	<p>If yes, please provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?</p> <p>If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)</p>	
	<div style="display: flex; justify-content: flex-end;"> <div style="margin-right: 20px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="margin-right: 20px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>	



3

**Please provide a copy of your current All Risks insurance policy**

Copy attached

☐ Yes

☐ No



# **APPENDIX H**



## SWANAGE TOWN COUNCIL

### TENDER

**For:** Swanage Town Council – Design, hire, installation and maintenance of festive lighting

**To :** Swanage Town Council

### Lot number 1

I/We having read the Conditions of Contract and Bills of Quantities and/or Specification delivered to me/us and having examined the drawings referred to therein do hereby offer to execute and complete the whole of the works described for the sum of

..... pounds

.....pence (£ .....)

which sum excludes Value Added Tax, and I/We undertake in the event of your acceptance to execute with you a Form of Contract embodying all the Conditions and Terms contained in this offer.

I/We hereby agree that this tender shall remain open for acceptance for a period of ninety days from the last date for submission of tenders and that written confirmation of the acceptance thereof shall constitute a binding contract. I/We confirm that I/We have signed the Tender Certificate printed overleaf.

I/We understand that the Council do not bind themselves to accept the lowest or any tender or pay any expenses in connection therewith.

The annual renewal date of my/our All Risks Insurance is .....

Signature .....Date.....

For and on behalf of (Name of Firm).....

Address.....

.....

.....

Telephone No.....

**LATE TENDERS/QUOTATIONS CANNOT BE CONSIDERED.** It is recommended that tenderers make appropriate arrangements to ensure delivery by the due time and date.



**SWANAGE TOWN COUNCIL**

**TENDER**

**For:** Swanage Town Council – Design, hire, installation and maintenance of festive lighting

**To :** Swanage Town Council

**Lot number 2**

I/We having read the Conditions of Contract and Bills of Quantities and/or Specification delivered to me/us and having examined the drawings referred to therein do hereby offer to execute and complete the whole of the works described for the sum of

..... pounds

.....pence (£ .....)

which sum excludes Value Added Tax, and I/We undertake in the event of your acceptance to execute with you a Form of Contract embodying all the Conditions and Terms contained in this offer.

**This comprises the sum of the following items:**

The installation and removal of festive lighting including dressing of the Christmas tree and lamp columns and annual inspections of the lighting and catenary wires.

£.....

Anchor bolt testing at years 1 and years 3. Anchor bolt testing to include all fixings on both the town and seafront lighting. In years 1 and 3 inspection of the fixed catenary seafront lighting should be undertaken and lamps replaced as required.

£.....

I/We hereby agree that this tender shall remain open for acceptance for a period of ninety days from the last date for submission of tenders and that written confirmation of the acceptance thereof shall constitute a binding contract. I/We confirm that I/We have signed the Tender Certificate printed overleaf.

I/We understand that the Council do not bind themselves to accept the lowest or any tender or pay any expenses in connection therewith.

The annual renewal date of my/our All Risks Insurance is .....

Signature .....Date.....

For and on behalf of (Name of Firm).....

Address.....

.....  
.....  
.....

Telephone No.....

**LATE TENDERS/QUOTATIONS CANNOT BE CONSIDERED.** It is recommended that tenderers make appropriate arrangements to ensure delivery by the due time and date.