



**Newark**  
**TOWN COUNCIL**

# **Contractors Tender Information**

## **Festive Lighting Scheme**

**2024 – 2026**

**July 2024**

## Background

Newark Town Council is seeking tender bids for a new contract for the supply and install of the towns annual festive lighting scheme. This document provides relevant detail and information to assist potential bidders.

Newark hosts an annual Christmas Lights switch on event on the last day of November every year. The event attracts in excess of 6000 people and triggers the start of the Christmas celebrations in Newark. It is important that the towns lighting scheme compliments the popularity of the annual event.



*Pictured – Newark Christmas Light switch on event 2018.*

## Key Tender Information


<b>Deadline for Tender Submission</b>	5.00pm on the 6 <sup>th</sup> September 2024
<b>Method of Submission of Tender</b>	<p>Tenders must be sent in writing to the following address:</p> <p>Newark Town Hall Market Place Newark Nottinghamshire NG24 1DU</p> <p>Tenders must be sent in a sealed envelope and marked for the attention of <b>Mr. Matthew Gleadell</b>.</p> <p>Envelopes must also be marked in the top left of the envelope with the words '<b>Formal Tender</b>'</p>
<b>Tender Opening and Scoring</b>	All bids will be opened on the 9 <sup>th</sup> September 2024 and will be scored and assessed by a panel of officers and members as specified in the scoring matrix on that date.
<b>Tender Scoring Matrix</b>	Tenders will be scored in accordance with the scoring system at Appendix 1 hereto.
<b>Decision Date</b>	The panel will recommend the preferred contractor to a meeting of the Council scheduled for the 18 <sup>th</sup> September 2024.
<b>Site visit</b>	<p>Guided site tours to assist in preparing a bid will be held for all interested parties on the following days and times:</p> <p>Friday 9<sup>th</sup> August – 9.30am Thursday 29<sup>th</sup> August – 2.00pm</p> <p>Please e-mail Matthew Gleadell to reserve your place on one of these site visits. <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></p>
<b>Further information</b>	<p>If you would like further information or have any questions, please contact Mr. Matthew Gleadell on 01636 680333 or e-mail <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></p>

## Contractual Information

<p><b>Term of Contract</b></p>	<p>The contract is intended to cover a minimum of 3 years and as such will provide the festive lighting in Newark for Christmas 2024, 2025 and 2026.</p> <p>The Council is however open to exploring a 5-year contract and therefore bidders are invited to submit bids that cover both a 3 and 5 year option.</p>
<p><b>Budget and Pricing</b></p>	<p>A budget of £65,000 per annum is allocated to the Councils festive lighting scheme. Schemes that exceed this value will not be considered.</p>
<p><b>Scope of Works</b></p>	<p>Bids must cover both the supply, installation, maintenance and storage of all festive lighting infrastructure.</p>

## Site and Town Specific Information

<p><b>Focal Point</b></p>	<p>Newark Market Place by definition is the focal point for any lighting scheme. This will not change.</p>
<p><b>Catenary Wires</b></p>	<p>There are existing Catenary wires that have been used to support previous schemes on the following town centre streets.</p> <p>Bridge Street Stodman Street Church Street Kirkgate Middlegate Cartergate</p> <p>Contractors must provide annual safety testing certificates for all catenary wires.</p>
<p><b>Market Place</b></p>	<p>The market place is served by a network of columns from which catenary wires can be suspended.</p>
<p><b>Christmas Tree</b></p>	<p>The Council now owns a Christmas Tree which has been purchased by way of payments made over the last 3 years. The tree was supplied by LITE and is part of their ‘Twinkly’ product</p>

	<p>range. It is DMX controlled and can be preprogrammed with digital display effects. All bidders are asked to confirm if they are able to support the future operation and programming of the tree. The tree is pictured below.</p> 
<b>Road Closures</b>	<p>Installation of lighting may require some road closures. Responsibility for applications and legalities surrounding road closures will be the responsibility of the appointed contractor.</p>
<b>Unmetered Supply</b>	<p>Contractors must be able to provide relevant technical specifications for all lighting in order for the Council to be able to submit annual unmetered supply information to the relevant electricity provider.</p>
<b>Existing Lighting Products</b>	<p>Newark and Sherwood District Council have made available lighting products purchased by them which we wish to incorporate into any town centre lighting scheme. The details of those products are shown at Appendix 2.</p>
<b>New Locations</b>	<p>The Council is open to schemes that utilise new locations for lighting infrastructure however bidders must factor in the need to obtain relevant consents and legal agreements where third-party assets may be involved in any such scheme.</p>
<b>Anti-Social Behaviour</b>	<p>Like most places Newark suffers from a level of anti-social behaviour. Products and designs must factor in the risk of ASB.</p>

## Appendix 1 –Tender Scoring Matrix

Every tender received will be awarded a score. The maximum score available is 100.

Certain elements of the tender scoring have been weighted according to their significance in assisting in determining the award of the contract.

Item	Points Available	Guidance Notes for Scoring
Value for Money	40	This scoring area will be influenced by the volume and range of products within the bid. A scheme that delivers a much larger scheme than a competitor is expected to score higher in this area.
Versatility	20	<p>A scheme that provides opportunity to change and adapt the display each year will score higher in this area.</p> <p>Perhaps some of the lighting products may also be suitable for use at other times of the year to help animate the town for other events and celebrations.</p>
'Wow' Factor	20	<p>Although subjective a scheme that simply stands out and grabs the attention of the scoring panel will score well here.</p> <p>A product that is unique to Newark (bespokely designed motif as an example) or involves new and innovative technology may stand out to score well in this area.</p> <p>A scheme that is considered to likely attract visitors from outside of the town will score well here.</p>
Environmental	15	Companies that are able to clearly demonstrate their environmental credentials within their bid will score well. Use of recycled materials, carbon offset programmes, energy efficient lighting etc. may all contribute to this element.
Cost	5	Although a budget has been allocated to the festive lighting scheme, bids that offer an excellent scheme and come in below the allocated budget will score higher in this area.

## **Appendix 2 – Inventory of Existing Lighting**

49 x Pure White 12m – 36v strings

52 x Warm White 12m – 36v strings

9 x 230v T – connectors

25 x 5m 230v extension leads

42 x 36v T – Connectors

23 x 2m 36v extension leads

4 x 1m 36v extension leads

7 x 200-watt transformers

3 x 90-watt transformers

### **Hanging motifs for trees**

16 x Pure white

15 x Warm White



A new location for this lighting is now required. This lighting has been used only once for Christmas 2023.

