



**A tender for provision of the installation of Christmas lights, storage throughout the year and attendance at the annual switch-on event, including ongoing maintenance.**

<b>Contact</b>	Mrs Sarah Haydon, Chief Officer
<b>Contact details</b>	<a href="mailto:biddulph@staffordshire.gov.uk">biddulph@staffordshire.gov.uk</a> 01782 297845 Biddulph Town Council Biddulph Town Hall, High Street Biddulph Staffordshire ST8 6AR
<b>Closing Date</b>	<b>Monday 17 December 2018, 5pm</b>

## 1. BACKGROUND AND INTRODUCTION

1.1	Biddulph Town Council takes pride in the decoration of the town during the festive period. The Town Council owns a large of festoon lighting (covering the length of the town), and hosts an afternoon/ early evening celebration each November for the annual switching on of the town's festive lights, to mark the start of the festive season in the town.
1.2	<p>Biddulph Town Council is seeking a professional and qualified company that can deliver an exceptional value for money service to tender for the storage, testing, installation and support of the Christmas lights event. Tenders should include costs for:</p> <ul style="list-style-type: none"> <li>• Secure and dry storage of the Christmas lights for the period when they are not lit</li> <li>• Delivery of the lights to the town (and to Biddulph Moor), and return to storage facility</li> <li>• Testing of brackets, electrical connections and fittings, as required by electricity companies and Staffordshire County Council Highways department. Please note, this may be subject to change as legislation evolves; it is expected that the successful contractor will ensure compliance with current legislation.</li> <li>• Erection and dismantling of lights within the town (and at Biddulph Moor), taking into consideration effective traffic management.</li> <li>• Decoration of a 20-30 foot Christmas tree outside the Town Hall, and another tree situated on the Village Green on Biddulph Moor.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provision of appropriately qualified operatives on the evening of the switch-on event within the town.</li> <li>• Ongoing maintenance and repair during the course of the Christmas period.</li> <li>• Inventory at the end of the Christmas period, to enable effective planning for the following year.</li> </ul> <p>Please see maps in Appendix A of the current road layout and position of strings of bulbs.</p> <p>The successful organisation may be required to source and supply additional light fittings at competitive costs to ensure that the lights remain lit during the season.</p>
1.3	<p>Please provide a written tender submission by email to the Chief Officer of Biddulph Town Council by <b>Monday 17 December 2018, 5pm</b>. This should be emailed to: <a href="mailto:biddulph@staffordshire.gov.uk">biddulph@staffordshire.gov.uk</a>; a confirmation of receipt will be provided.</p> <p>No extensions will be granted as this will be considered by the Finance Committee on Tuesday 18 December 2018.</p> <p>We strongly recommend a site visit to ensure that organisations are familiar with the town.</p>





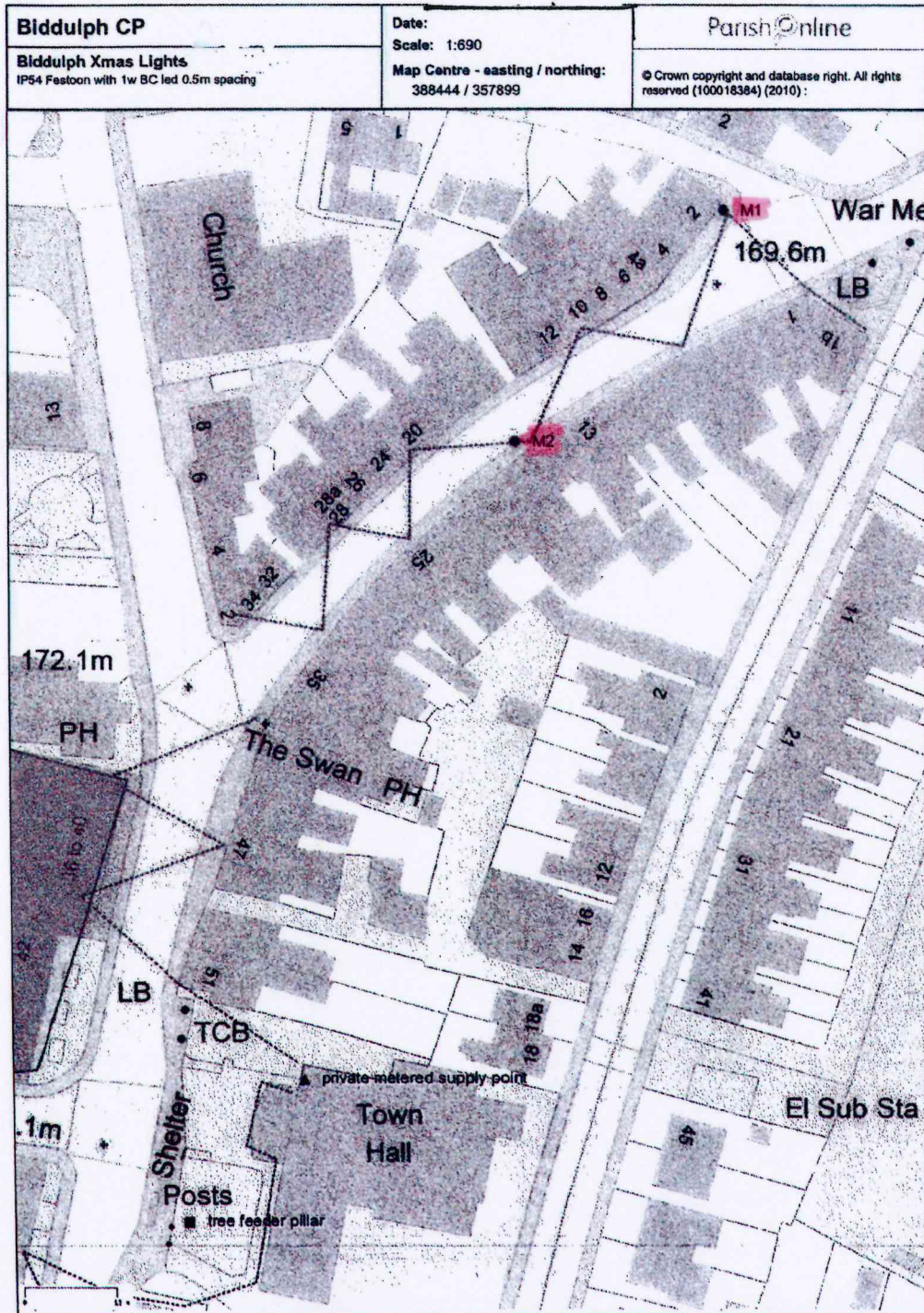
## 2. THE SPECIFICATION

2.1	It is expected that the successful organisation will have access to safe secure and appropriate accommodation in which to store the Christmas lights. This must be accessible at the request of the Chief Officer. It is expected that lights will be brought to the town and removed again at the end of the festive period.
2.2	In advance of the switch-on event, the installation of lights takes place. This must happen after Remembrance Sunday and before the switch-on itself.
2.3	<p>The switch-on event attracts approximately 3000 people with a lantern parade, fairground rides and charity stalls. In 2019, this event will take place on Saturday 30 November. It is envisaged that the switch-on events in the following years will be:</p> <p>Saturday 28 November 2020 Saturday 27 November 2021 Saturday 26 November 2022 Saturday 25 November 2023</p> <p>Please note, the lights will need to be installed on the Christmas tree at Biddulph Moor in advance of the switch-on event there. This happens on the Saturday of the week following the town event. Operatives are not required to attend this event.</p>
2.4	The Christmas lights must be dismantled no later than the third week of January each year, with the lights themselves not being lit after 6 January each year.
2.5	A weekly inspection and maintenance programme must be undertaken once the lights are switched on; faulty bulbs should be replaced at this time.
2.6	All reported lighting repairs require a 24 hour response and fix timeframe.
2.7	On the evening of the switch-on, you will provide an agreed number of trained personnel to ensure all lights are switched on immediately in the vicinity of the Town Hall and that all other areas are lit.
2.8	Biddulph Town Council are seeking to agree a five year tender. Your tender documents must include a five year summary and breakdown of costs. Time and transport costs must be incorporated within any tender submission.
2.9	Please note, only tenders for all tasks will be accepted.

<b>3. REQUIREMENTS OF THOSE WISHING TO TENDER FOR THIS WORK</b>	
3.1	<p>The suppliers shall provide full details of all costs that are to be charged to the Council. This should be based on the activities included within the specification above.</p> <p>There is no set format for this information. Please ensure costs are clear and transparent and that all expenses are included within this figure, for each year of the contract.</p>
3.2	<p>In addition, please provide the following information:</p> <ul style="list-style-type: none"> <li>• Name and contact details for your organisation</li> <li>• Organisation information: sole trader, public limited company, etc.</li> <li>• Are there any court actions and/ or tribunal hearings outstanding against your organisation which relate to the provision of this contract?</li> <li>• Please confirm that you hold Public Liability, Personal Liability and Professional Indemnity Insurance, and the value of this cover.</li> <li>• Current staffing levels and ability to undertake switch-on activities alongside other contractual relationships</li> <li>• Please confirm whether you propose to provide part or all the proposed service through another organisation.</li> <li>• Previous experience of providing contracts of a similar nature; provision of two relevant referees.</li> <li>• Include details of relevant training completed within the previous two years.</li> <li>• Outline your approach to the protection of information when providing your services.</li> <li>• A copy of your organisation's Health and Safety at Work Policy, to include site specific risk assessment and method statement.</li> <li>• A copy of your organisation's Equality and Diversity Policy.</li> <li>• Details of any registration with an appropriate scheme ensuring the competency of staff to carry out site surveys accessing electrical equipment and installation, such as the Highway Electrical registration Scheme (HERS), National Highway Sector scheme NHSS 8, or equivalent.</li> <li>• Please provide details of any quality assurance accreditation that your organisation holds, e.g. BS ENISO 9000 or equivalent.</li> <li>• Please provide details of G39 certification and a license to work at height for the operation of a cherry picker.</li> <li>• Do you agree that your premises, procedures and quality assurance agreements may be inspected?</li> <li>• Please detail your company's approach to sustainability, including the removal of spent bulbs.</li> </ul>
3.3	<p>The Town Council is not bound to accept any tender.</p>



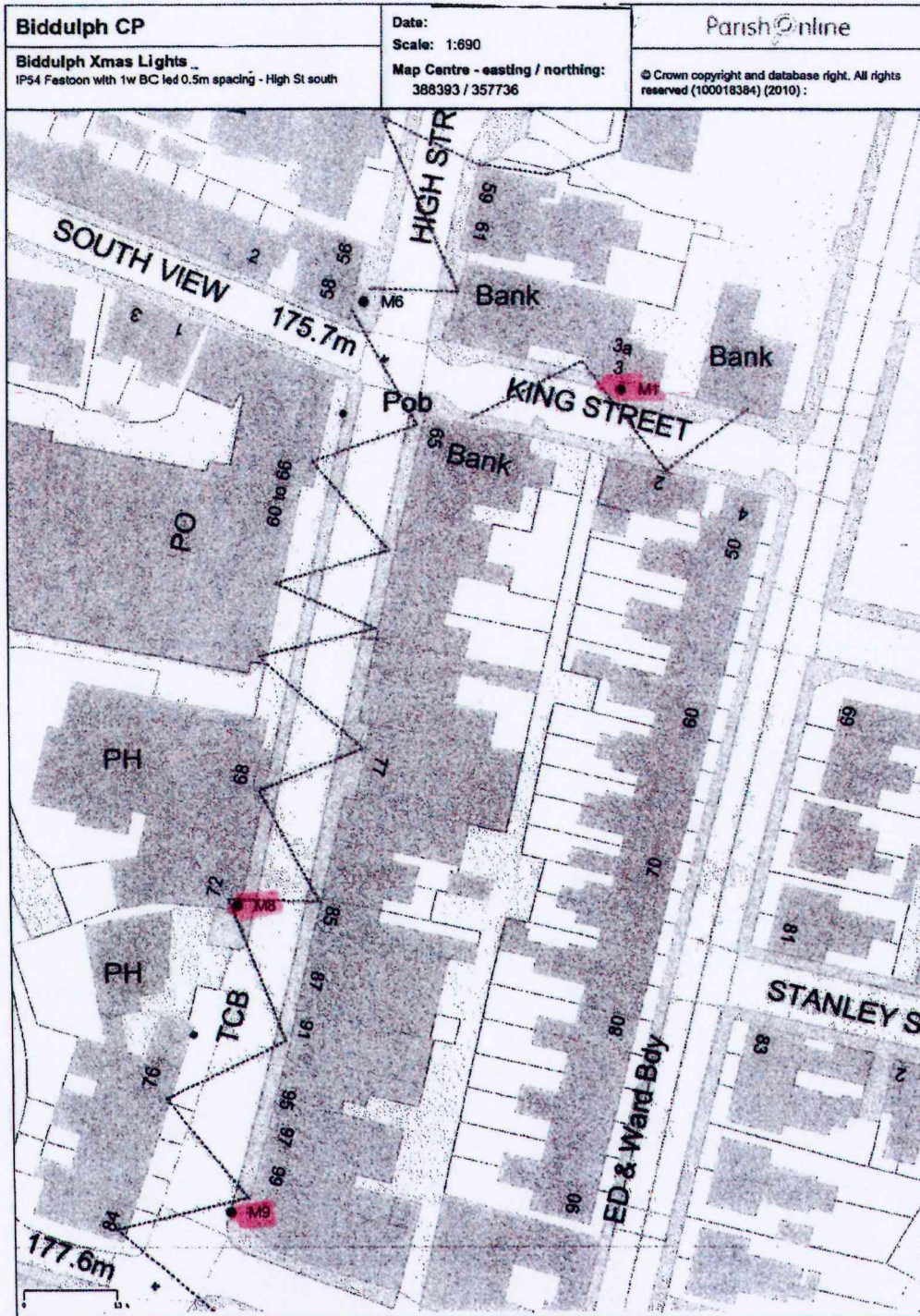
2018



PLAN 1



2018



PLAN 2