

# **Invitation to Tender: Supply, Installation and Maintenance of Festive Lighting Scheme**

## **1. Introduction**

Ashington Town Council invites suitably qualified and experienced contractors to tender for the supply (hire), installation, maintenance, and storage of festive lighting displays for Ashington Town Council. This tender forms part of our initial selection process to identify a preferred supplier, with detailed designs and final costs to be agreed upon appointment.

## **2. Contract Duration**

The Council seeks tenders for either:

A three-year contract (November 2025 - January 2028), or

A five-year contract (November 2025 - January 2030)

The final contract duration will be determined at the time of agreement based on the sustainability and cost benefits of the longer-term option.

## **3. Scope of Services**

The successful contractor will be required to:

### ***3.1 Equipment and Display***

- ✓ Supply (via hire arrangement) festive lighting displays
- ✓ Incorporate 30 existing bespoke motifs designed by local children into the overall scheme
- ✓ Ensure all equipment meets current safety standards and regulations
- ✓ Provide energy-efficient LED lighting solutions
- ✓ Supply additional brackets, fixings, and electrical connections where required

### ***3.2 Installation and Infrastructure***

- ✓ Assess and utilise existing infrastructure, brackets, and fixings where suitable
- ✓ Liaise directly with relevant authorities and property owners regarding installation of new fixings where required
- ✓ Conduct structural surveys for new fixing points as needed
- ✓ Annual installation of all displays
- ✓ Testing and maintenance throughout the display period

### ***3.3 Maintenance and Storage***

- ✓ Emergency response service during operational hours
- ✓ Removal and storage of all equipment
- ✓ Annual electrical testing and certification for Council owned motifs
- ✓ Storage of all equipment during off-season

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- ✓ Regular inspection and maintenance of all fixings and infrastructure

### **4. Budget**

The annual budget is £40,000, which includes:

- ✓ Equipment lease
- ✓ Installation and removal
- ✓ Storage
- ✓ Testing and maintenance
- ✓ Integration of 30 existing custom-designed motifs
- ✓ All necessary electrical connections and certifications

### **5. Legal and Technical Requirements**

Contractors must comply with:

- ✓ Public Contracts Regulations 2015 (as amended)
- ✓ BS EN IEC 60598-2-20:2024+A11:2024 Luminaires – Particular requirements for lighting chains
- ✓ BS 7671:2018 Requirements for Electrical Installations (18th Edition)
- ✓ Health and Safety at Work Act 1974
- ✓ Working at Height Regulations 2005
- ✓ CDM Regulations 2015

### **6. Required Documentation**

Tenderers must provide:

- ✓ Public Liability Insurance (minimum £10 million)
- ✓ Employer's Liability Insurance (minimum £5 million)
- ✓ Professional Indemnity Insurance (minimum £2 million)
- ✓ Risk Assessments and Method Statements
- ✓ Evidence of similar contracts
- ✓ Financial accounts for the past three years
- ✓ Environmental policy
- ✓ Quality management systems

### **7. Evaluation Criteria**

Tenders will be evaluated on:

- ✓ Technical capability and products (30%)
- ✓ Previous experience (25%)

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- ✓ Ethics and Environmental Responsibility (30%)
- ✓ Presentation (15%)
  - Clarity & structure of the proposal (5%)
  - Depth of understanding of project requirements (5%)
  - Responses to questions during Q&A (5%)

### **8. Submission Requirements**

Tenderers must submit:

- ✓ Company profile and experience
- ✓ Proposed approach to service delivery
- ✓ Sustainability statement including comparative benefits of 3-year vs 5-year contract
- ✓ References from similar contracts
- ✓ Outline maintenance schedule
- ✓ Equipment specifications
- ✓ Project team structure
- ✓ Quality Assurance Procedures
- ✓ Infrastructure Assessment and Installation Methodology
- ✓ Conceptual designs illustrating proposed products and design approach

### **9. Presentation**

Presentations will form part of the formal evaluation process. They will be assessed on clarity, understanding of the Council's requirements, technical knowledge, and responses to questions.

The presentation will contribute to the final scoring either. Tenderers should ensure they effectively communicate their approach, sustainability commitments, and ability to deliver a high-quality festive lighting scheme.

Shortlisted candidates will be invited to present their proposals to Council Members:

- 30-minute presentation followed by 15-minute Q&A session

Presentations should cover:

- Overview of proposed scheme approach
- Experience with similar projects
- Sustainability initiatives
- Quality assurance procedures

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### **10. Timeline**

Tender Issue Date: 17<sup>th</sup> February 2025

Clarification Deadline: 21<sup>st</sup> March 2025

Submission Deadline: 28<sup>th</sup> March 2025

Presentation to Council Members: 1<sup>st</sup> April 2025

Contract Award: 9<sup>th</sup> April 2025, to be followed by detailed designs.

### **11. Procurement Process**

This tender is being conducted in accordance with the Public Contracts Regulations 2015. As the contract value exceeds £25,000 but falls below the current procurement threshold, this opportunity will be advertised on Contracts Finder.

### **12. Contact Information**

For enquiries and submissions:

Sarah Eden - Executive Officer/RFO

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### **13. Notes**

This tender is part of a two-stage process to identify a preferred supplier. Detailed designs and final costs will be agreed upon appointment.

Our Financial Regulations are available on the website and on request.

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## **APPENDIX A: FESTIVE LIGHTING TENDER SUBMISSION AND PRESENTATION REQUIREMENTS**

### **A.1. TENDER SUBMISSION REQUIREMENTS**

The following documentation must be included in your written tender submission by the deadline of 28th March 2025:

#### ***A.1.1. Company Information and Compliance Documentation***

- Company profile including company history, structure, and key personnel
- Public Liability Insurance (minimum £10 million)
- Employer's Liability Insurance (minimum £5 million)
- Professional Indemnity Insurance (minimum £2 million)
- Financial accounts for the past three years
- Environmental policy
- Quality management system documentation
- Evidence of compliance with relevant standards (BS EN IEC 60598-2-20:2024+A11:2024, BS 7671:2018)

#### ***A.1.2. Technical Capability and Experience***

- Portfolio of previous festive lighting projects
- References from similar contracts
- Evidence of technical expertise in festive lighting installation and maintenance
- Equipment specifications for proposed lighting solutions
- Samples of risk assessments and method statements for similar projects

#### ***A.1.3. Project Approach***

- Detailed proposal for service delivery including:
  - Equipment supply (hire) approach
  - Plan for incorporating 30 existing bespoke motifs
  - Infrastructure assessment methodology
  - Installation and removal procedures
  - Testing and maintenance protocols
  - Storage arrangements
- Sustainability statement including:
  - Energy efficiency measures
  - Comparative benefits of 3-year vs 5-year contract options
  - Environmental considerations
- Project team structure with key roles and qualifications
- Outline maintenance schedule covering the contract period
- Quality assurance procedures

#### ***A.1.4. Design Concepts***

- Conceptual designs illustrating proposed products and overall design approach
- Specifications of LED lighting solutions
- Examples of similar schemes delivered for other clients

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### **A.2. PRESENTATION REQUIREMENTS**

Shortlisted tenderers will be invited to deliver a 30-minute presentation followed by a 15-minute Q&A session on 1st April 2025. Your presentation should include:

#### ***A.2.1. Introduction (5 minutes)***

- Brief company introduction
- Key team members and their expertise
- Overview of relevant experience

#### ***A.2.2. Proposed Scheme Approach (10 minutes)***

- Demonstration of understanding of Ashington's requirements
- Conceptual designs and visual representations
- Approach to incorporating existing bespoke motifs
- Infrastructure utilisation strategy

#### ***A.2.3. Technical Delivery (5 minutes)***

- Installation methodology
- Testing procedures
- Maintenance protocols
- Emergency response arrangements

#### ***A.2.4. Quality and Sustainability (5 minutes)***

- Quality assurance procedures
- Energy efficiency measures
- Environmental considerations
- Comparative benefits of contract duration options

#### ***A.2.5. Project Management (5 minutes)***

- Timeline for implementation
- Risk management approach
- Communication procedures
- Handover process

#### ***A.2.6. Q&A Session (15 minutes)***

- Prepared to answer questions on all aspects of the proposal

### **A.3. IMPORTANT NOTES**

1. All submission materials must be provided in PDF format with a clear table of contents.
2. Presentations should be provided in PowerPoint, PDF, or compatible format.
3. Questions for clarification must be submitted by 21st March 2025.
4. Any materials presented during the presentation should be made available to the Council in electronic format following the presentation.
5. This tender is part of a two-stage process to identify a preferred supplier. Detailed designs and final costs will be agreed upon appointment.