



Broseley Town Council  
The Library Building, Bridgnorth Road, Broseley, Shropshire, TF12 5EW

## Invitation to Tender

### For Christmas Lights Installation 2024

#### CONTRACTOR DETAILS:

Name:	
Position:	
Address:	
Telephone:	
Email:	

#### Details to assist with the tender:

Broseley Town Council undertakes the Christmas Lights illuminations within Broseley annually with the aim of enhancing the Town at Christmas time to make it a nicer environment for residents. This tender is for the installation, maintenance, dismantling, and testing of the Christmas Lights.

#### EVALUATION AND AWARDING OF CONTRACT

The contract will be awarded to the company that complies with all written requirements, has satisfactory references and offers the best value for money.

This contract will be evaluated on the following basis:

- Demonstrated ability to deliver similar projects to a high quality 25%
- Price fit within the budget £25%
- Quality and Value for money 30%
- Use of local resources and skills 20%

#### PAYMENT

Payment for the completed project will be made to the Contractor on satisfactory completion of works.

#### CONTRACT HEALTH & SAFETY

Contractors must comply with all relevant H & S legislation.

Measures must be taken to minimize any risk to the public. For example, tools must not be left on the pavement where they could present a trip hazard. Any motor vehicle or plant machinery used must be parked so as not to contravene any parking restrictions and/or present any obstruction to other road users and the public.

The Contractor must adhere to the relevant codes of practice and regulations. In particular, the erection, testing and maintenance of the installation must be carried out in accordance with the latest Wiring Regulations (BS 7671) and undertaken by a competent person as laid out in those regulations.

The successful contractor will be expected to produce a Health & Safety Information prior to installation.

This will include:

- Risk Assessment
- Method Statement

- Schedule of Works
- Any other relevant documents such as General Health & Safety at Work Policy, accreditation certificates and staff training certificates.

**INSURANCE**

It is a requirement that the contractor is adequately insured, with public liability cover. A copy of your current insurance certificate must be included in with tender response.

**VARIATIONS**

Any variations to the contract will be notified to the Contractor by the Town Clerk and agreed in writing between the two parties.

**ADDITIONAL INFORMATION**

It will be expected that the Contractor, prior to submitting a tender will have made any necessary site visits and satisfied their self of any access arrangements and any other necessary information required and that the tender is fully inclusive of all costs.

A Town Council representative will monitor the work carried out on a regular basis, and any concerns will be reported to the Town Clerk who will agree an appropriate course of action with the Contractor.

All tenders received will be considered by the Town Council on **9 July** and all tenders will receive a response from the Town Council week commencing week commencing **12 July 2024**.

**PLEASE PROVIDE A QUOTATION FOR THE FOLLOWING:**

<b>Specification:</b>	<p><b><u>INSTALLATION</u></b></p> <p>Installation testing must begin on 4 <b>November 2024</b>. The lights must be in working order in good time, and no later than ONE WEEK PRIOR to the notified switch-on date of <b>Saturday 30 November 2024</b>.</p> <p>The work must be undertaken in a manner that causes little disruption to traffic both vehicular and pedestrian, as well as with consideration for the environment. Given the traffic congestion experienced in Broseley during the day.</p> <p>The contractor must be present on the day of the switch-on <b>Saturday 30 November 2024</b> to manually switch on the lights after a countdown. The Christmas Lights Committee will be available to assist on the day. Thereafter the lights need to be set to their automatic timers which result in their coming on at 4pm and going off at 10pm weekdays, and 4pm – 11pm weekends.</p> <p><b><u>Install Requirements:</u></b></p> <ol style="list-style-type: none"> <li>1. Electric testing of lights to current standards</li> <li>2. Check of all anchor points</li> <li>3. Cost of any replacement anchor points</li> <li>4. Testing of all electric feeder pillars</li> <li>5. Install and activate all sets of pea lights to memorial garden</li> <li>6. Install and activate lights to fir tree within the memorial garden</li> <li>7. Install and activate pea lights to the tree on the square</li> <li>8. Install features to the poles within the memorial garden</li> <li>9. Install 2 snow flake features to the Library building</li> <li>10. Install “welcome to Broseley” sign across high street (Victoria Hall to Bridal Shop)</li> <li>11. Install garlands to front of Harwood’s building &amp; butchers’ shop</li> <li>12. Install string festoon lights from the top of church street zig-zagging up the high street to the social club</li> <li>13. Removal of all lights</li> <li>14. The cost of all-inclusive call outs during the festival period for lights erected and maintenance checks</li> </ol>
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	<p>15. Attendance at switch on event 16. Installation of 2x snow fall column motifs to street lighting columns.</p> <p><b><u>MAINTENANCE</u></b> The lights will need to be maintained during the period that they are on display. We require two scheduled run throughs of the display to check everything is functioning properly and to attend to any minor faults. In addition, we require a call out within 24 hours for major faults including, but not limited to, complete failure of a motif or light string, extreme damage caused through vandalism, storms or road traffic accident. Additional call out charges must be stated on the schedule. All anchor points tested.</p> <p><b><u>DISMANTLING</u></b> The lights are to be dismantled and removed as soon after 6 January each year as possible, but no later than 12 January each year.</p> <p><b><u>TESTING</u></b> All lights and features are to be tested during down time and any minor work required such as replacing bulbs and fixing faulty connections is to be undertaken. All lights and features must be fully functioning prior to installation.</p> <p>The contractor will notify BTC immediately of any defective lights and features that require major repair at additional cost or that cannot be repaired so replacement can be considered in good time.</p> <p>To cost all items individually.</p>
<b>Deadline for submission:</b>	<b>21 June 2024</b>
<b>To arrange a site, visit please contact:</b>	Jenna Munday, Acting Town Clerk 01952 882172 <a href="mailto:deputytownclerk@broseley-tc.gov.uk">deputytownclerk@broseley-tc.gov.uk</a>

<b>PLEASE PROVIDE A COPY OF THE FOLLOWING DOCUMENTS</b>	Please tick the box below for all documents included
Current public liability certificate	
Highway Electrical Registration Scheme	
Health and Safety Policy	
Details of proposed LEDs and product warranty	
Any other pertinent documents/certificates	

<p><b>TENDER PROCEDURE</b> The following procedure must be followed when submitting quotations:</p>
<p>All invitations to tender are subject to the Town Council's Standing Order number 17 and the terms of the Bribery Act 2010.</p> <p>No contractor shall contact councillors or staff to encourage or support their tender outside the prescribed process.</p> <p>Tenders are to be submitted in writing in a sealed marked envelope addressed to the Town Clerk. The envelope should be clearly marked "Tender".</p>

Tenders shall be opened by the Town Clerk in the presence of at least two councillors after the deadline for submission of tenders has passed.

Tenders will be reported to and considered by the Town Council at a properly convened meeting.

**For office use only**

Date approved:	
Approved by:	Town Council
Minute number:	