

## **NEWPORT & CARISBROOKE COMMUNITY COUNCIL (NCCC)**

### **CHRISTMAS & FESTIVE LIGHTING – INFORMATION TO CONTRACTORS**

#### **MAIN ASPECTS OF THE CHRISTMAS & FESTIVE LIGHTING SCHEME:**

- NCCC invites quotes for its Christmas and festive lighting contract on a lease arrangement basis with the option to purchase.
- Quotes should include cost of installation for motifs and lights owned by NCCC, which are currently in storage with a third party. An itinerary is available on request.
- Quotes should include the cost of storage for the motifs and lights owned by NCCC for the duration of the contract.
- The contract will be for 5-years, with the option for either party to opt out after 3-years. The contract will commence in November 2021.
- A £100 penalty will be imposed for each maintenance call that is not resolved within 48-hours of the contractor being notified e.g. faulty motifs/lights.
- The light switch-on for 2021 will be on Saturday, 20<sup>th</sup> November and the successful contractor will be required to have the scheme installed for this date and to attend the switch-on. Subsequent switch-on dates will be determined in January for each further year of the contract.
- Quotes should include the dressing of five Christmas trees between 15ft and 25ft approx throughout Newport and Carisbrooke.
- Quotes should be received no later than 5pm on Friday, 11<sup>th</sup> June 2021.

#### **GENERAL ASPIRATIONS**

NCCC would like a simplistic and unformed scheme making use of fairy lights, which have proved popular in other towns and villages on the island. The scheme should focus on areas in the High Street, South Street, Pyle Street, Holyrood Street, Nodehill, both main squares (St. James and St. Thomas) and Carisbrooke.

#### **TECHNICAL MATTERS & INSTALLATION**

Prior to submitting quotes, companies must consult with Island Roads – the highways authority for the Isle of Wight – to ensure that the scheme is compliant with all highways, public realm and associated regulations and that the proposed scheme meets their approval in terms of technical compatibility, road safety etc. Installation of the scheme and obtaining any necessary permissions is entirely the responsibility of the contractor.

## **SWITCH-ON**

The successful bidder is required to attend the Christmas lights switch-on for each year of the contract.

## **BIDDING FOR THE TENDER**

To bid for this tender, please submit the following:

- 1) The technical specification (details of experience, proposed approach to the works) including a list of motifs/decorations planned with their anticipated life-spans
- 2) A visual “mock-up” of what the scheme will look like in situ.
- 3) Your cost for the Christmas lights display, broken down per year, to be invoiced annually.
- 4) A copy of your current public & employers’ liability insurance documents
- 5) Risk assessments

## **Criteria for award of contract**

NCCC is not bound to accept the lowest or any tender bid for the work required; the following criteria and scoring will be applied to the bids received.

The bid with the highest score will be awarded the contract for the work.

Quality and value for money	30%
Price fit within budget	20%
Ability to respond to issues quickly	30%
Use of local resources and skills	20%

## **How to submit your bid**

Tenders are to be submitted in hard copy in a sealed marked envelope to the Deputy Clerk at the below address by noon on **26<sup>th</sup> March 2021**. Tender bids will be treated as private and confidential and should be marked as such.

All tenders will be opened at the same time by the Deputy Clerk, in the presence of at least one Councillor on 26<sup>th</sup> March 2021.

## **CONTACT DETAILS**

Lucinda Molyneux, Deputy Clerk  
Newport & Carisbrooke Community Council  
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128 Pyle Street  
NEWPORT, Isle of Wight  
PO30 1JW  
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*Contractors will be notified in writing of the outcome.*

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