

**Invitation to Tender for Festive Lighting and Light Switch-on 2024 for Trowbridge Town Council.**



**Approved 19/10/2023**

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## **Instruction to Tenderers**

### **Completion and Submission of Tender Documents**

1. All tenders must be completed in English and, where applicable, signed in ink.
2. All tenders must be submitted in accordance with the documentation and requirements provided herein. This must not be amended in any way.
3. Tenders may be rejected if the required information is not given at the time of tendering.
4. Suppliers should submit One hard copy with One electronic copy of their tenders on a USB memory stick.
5. Completed tender documents must be submitted in a plain sealed envelope and returned to the Town Clerk at the Civic Centre (see label enclosed at the end of this document) with name of the supply and service being tendered for clearly marked, before the closing date. The envelope must not identify the name of your company.
6. The Council would advise that tenders sent by post be registered or sent by Recorded Delivery.
7. Tenderers are advised that manually delivered Tenders can only be accepted during normal office hours i.e. between 9.00 am to 4.30 pm Monday to Friday. Tenders sent by special delivery or delivered by hand will not be accepted on either weekends or on Public and Statutory Holidays.
8. The return date for this tender should be no later than **FRIDAY 5<sup>th</sup> January at 4.30pm**. Any clarification messages regarding this opportunity must be emailed to [Victoria.spriggs@trowbridge.gov.uk](mailto:Victoria.spriggs@trowbridge.gov.uk)
9. Please ensure that you allow sufficient time to follow the instructions provided. Trowbridge Town Council is not obliged to accept the lowest or any tender during this process should all criteria not be met in full.
10. TTC cannot accept responsibility for postal or delivery delays.
11. Under no circumstances will late tenders' responses be considered.
12. TTC will not be responsible for any costs or expenses incurred by the Tenderer in connection with the preparation or delivery or evaluation of the Tender.
13. **Your attention is drawn to the enclosed Terms of Offer where all the requirements for completing and submitting a tender can be found. Failure to comply with these instructions may result in your tender being rejected.**

## **Terms of Offer**

### **Information and confidentiality**

1.1 Information that is supplied to tenderers as part of the procurement exercise is supplied in good faith. However, tenderers must satisfy themselves as to the accuracy of such information and no responsibility is accepted for any loss or damage of whatever kind or howsoever caused arising from the use by the tenderers of such information, unless such information has been supplied fraudulently by Trowbridge Town Council.

1.2 All information supplied to tenderers by Trowbridge Town Council in connection with this procurement exercise shall be regarded as confidential. By submitting an offer, the tenderer agrees to be bound by the obligation to preserve the confidentiality of all such information.

1.3 This Offer and its accompanying documents shall remain the property of Trowbridge Town Council and must be returned on demand.

1.4 If tenderers provide any information to Trowbridge Town Council in connection with this procurement exercise, or with any Contract that may be awarded as a result of this exercise, which is confidential in nature and which a tenderer wishes to be held in confidence, then tenderers must clearly identify in their offer documentation the information to which tenderers consider a duty of confidentiality applies. Tenderers must give a clear indication which material is to be considered confidential and why you consider it to be so, along with the time period for which it will remain confidential in nature. The use of blanket protective markings such as “commercial in confidence” will no longer be appropriate. In addition, marking any material as “confidential” or equivalent should not be taken to mean that Trowbridge Town Council accepts any duty of confidentiality by virtue of such marking. Please note that even where a tenderer has indicated that information is confidential, Trowbridge Town Council may be required to disclose it under the FOIA (Freedom of Information Act) if a request is received.

1.5 Trowbridge Town Council cannot accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.

1.6 In certain circumstances where information has not been provided in confidence, Trowbridge Town Council may still wish to consult with tenderers about the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party.

1.7 The decision as to which information will be disclosed is reserved to Trowbridge Town Council, notwithstanding any consultation with you.

### **2. Samples**

2.1 Tenderers should not need to submit samples of any items offered. However, if a need to provide samples is critical in choosing the correct supplier these samples shall be provided free of charge.

### **3. Prices**

3.1 Prices must be stated in accordance with the Tender Application Form and must remain open for acceptance until **90 days** from the closing date for the receipt of offers.

3.2 Prices must be firm (i.e. not subject to variation) for the period of the contract subject only to any variation provisions contained in the contract documents.

#### **4. Tender documentation and submission**

4.1 Tenders should be submitted for all goods and services only and not selected. The desire of the Town Council is that there is only one point of contact. The only exemption for this would be the requirement to have direct correspondence with any leasing companies for equipment if applicable.

4.2 The goods and/or services offered should be strictly in accordance with the specification.

4.3 The Form of Offer must be signed by an authorised signatory: in the case of a partnership by a partner for and on behalf of the firm: in the case of a limited company, by an officer duly authorised, the designation of the officer being stated.

4.4 The Form of Offer and accompanying documents must be completed in full. Any Offer may be rejected which:

- contains gaps, omissions or obvious errors; or
- contains amendments which have not been initialled by the authorised signatory; or
- is received after the closing time.

4.5 Project lead times should be indicated where possible.

**Also, all companies interested in bidding should upon receipt of the tender document send a formal e-mail to the address below indicating the tender for which they will be submitting a bid. [Procurement@trowbridge.gov.uk](mailto:Procurement@trowbridge.gov.uk)**

#### **5. Official Amendments**

Should it be necessary for Trowbridge Town Council to amend the tender documentation in any way, prior to receipt of tenders, all tenderers in receipt of documents will be notified simultaneously. If deemed appropriate, the deadline for receipt of tenders will be extended.

#### **6. Assumptions**

Tenderers must not make assumptions that Trowbridge Town Council has experience of their organisation or their service provision even if on a current or previous contract. Tenderers will only be evaluated on the information provided in their response. Embedded documents or hyperlinks must not be used unless requested.

#### **7. Canvassing**

Any tenderer who directly or indirectly canvasses any official of Trowbridge Town Council concerning the award of contract or who directly or indirectly obtains or

attempts to obtain information from such official concerning the proposed or any other tender will be disqualified. This should not, however, deter any supplier seeking clarification in relation to the tender.

## **8. Sustainable Development & Socially Responsible Procurement Benefits**

The Government is committed to sustainable development, sustainable procurement and socially responsible procurement and Trowbridge Town Council would wish to see tenderers adopt a sustainable approach.

## **9. The Evaluation Process**

- 9.1 The tender evaluation process shall be completed in two stages: 1=Selection and 2=Award.
- 9.2 Tenderers will need to fully meet the requirements of stage 1 to progress to stage 2.
- 9.3 The contract will be awarded on the basis of value and the quality of the information provided in the tender submission.

The weightings assigned will be as follows:

<b>Most Economically Advantageous Criteria:</b>	<b>Weighting %</b>
Cost	<b>70%</b>
Quality of Tender application & Information	<b>30%</b>
Total	<b>100%</b>

Where weighting is applied to non-cost criteria, the scores for such shall be allocated on the following basis:

<b>Assessment</b>	<b>Score Awarded</b>	<b>Interpretation</b>
Excellent	5	Excellent response with detailed supporting evidence and no weaknesses. Response demonstrates that the Tenderer will provide excellent services if awarded.
Good	4	Good response with good supporting evidence and minimal weaknesses. Response demonstrates that the Tenderer will provide good services if awarded.
Satisfactory	3	Satisfactory responses with satisfactory supporting evidence but lacks sufficient detail to award a higher mark.

		Response demonstrates that the tenderer will provide satisfactory services if awarded.
Poor	2	A response/answer/solution with reservations. Lacks convincing detail and the methodology to be applied. Medium risk that the proposed approach will not be successful
Very Poor	1	An unacceptable response with serious reservations. Limited detail of methodology to be applied. High risk that the proposed approach will not be successful
Unacceptable	0	Failed to address the question.

*A score of 2 or less will render the submission ineligible and it will be withdrawn from process.*

- 9.4 The successful Tenderer will be required to execute a formal agreement. The Council's written acceptance of the Tender will form a binding contract between the Council and the successful Tenderer.
- 9.5 Unsuccessful suppliers may request feedback from the adjudication panel if required.
- 9.6 All costs and expenses associated with presentations shall be borne by the Tenderers.

## **STATEMENT OF REQUIREMENTS**

### **10. Background**

Trowbridge Town Council is the first tier of local government for the County Town of Wiltshire, serving a population of over 40,000 and providing a range of services for the community. The council has over 70 employees across its departments.

#### **10.1 Project background:**

- 10.1.1 Trowbridge Town Council are seeking a new provider for their town centre Christmas Lights for an initial one-year period of November 2024 – January 2025. The contract will include a fully managed solution for the storage, provision, installation, testing/maintenance, dismantling and switching of the Christmas lights and associated infrastructure installations. We are seeking a provider who will also be able to provide audio-visual support for the switch-on event itself – including provision of PA and sound engineering for our stage.

While this is initially only a one-year contract, Trowbridge Town Council are looking to develop an ongoing partnership with a Christmas lighting contractor who can bring sustainability and creativity together for future years.

The estimated budget for the 24/25 provision is £15,000. A specification and budget for a 3-year contract for 2025 – 2027 will be considered after the first year of installation, having sought feedback from local businesses and residents on ideas for future investment.

As part of your submission costs must be broken down in terms of provision of lighting, installation and removal, technical support maintenance and storage.

- 10.1.2 The existing agreement was awarded to Light Fantastic Event and Entertainment Lighting in 2022.
- 10.1.3 The intention is to commence the contract 1<sup>st</sup> February 2024. Notice to tender is to be provided to the current companies once the council has approved the tender in committee for advertising.
- 10.1.4 In preparation for this procurement, a working group has reviewed the specification for the contract under the direction of the portfolio holder.

#### **11. Proposed Procurement Timeframe;**

<b>Date</b>	<b>Milestone</b>
19 <sup>th</sup> October 2023	Tender advertised
19 <sup>th</sup> October 2023 - 9 <sup>th</sup> January 2024	Tendering period
w/c 17 <sup>th</sup> November – 4 <sup>th</sup> January	Site visits permitted 0800-1400 (must be by appointment)
5 <sup>th</sup> January 2024 (Critical Date)	Tender submission deadline (4.30pm)
9 <sup>th</sup> January 2024 (Critical Date)	Tender evaluation by panel
16 <sup>th</sup> January 2024 (Critical Date)	Approval by Full Council (Budget Setting)
w/c 23 <sup>rd</sup> January 2024	Award of Contract
1 <sup>st</sup> November 2024	Intended Contract Commencement



## 12. **Detailed Specification**

The full list of locations where we are currently able to attach/connect decorations to the highway is shown in the accompanying documents.

In addition, we are keen for the town to be lit up in a more comprehensive and coherent way and are keen to identify key features, buildings etc that could be lit in a creative way to enhance the festive atmosphere.

There has been a preference for a mix of warm and cool white led lighting (which has made up the garland light used in recent years) however we are happy to consider all lighting schemes and colours. Councillors are considering whether to hire or purchase the lights up front so please provide two separate quotes, clearly marked as either purchased or hired.

### **Roundstone Street, Silver Street, Market Street**

LED string, cross street and motifs.

### **Fore Street**

Trowbridge Town Council purchase a 25ft / 8m (approximately) Christmas Tree to be installed centrally in Fore Street. The install of the tree will be supported by Trowbridge Town Council but managed by the contractor. Details of accessing power and how the cabling needs to be installed is available on request. The contractor will be responsible for the wrapping of the 25ft Christmas Tree and installation of tree topper / baubles.

Fore Street 150 continuous metres in length LED string, between shops on pedestrianised part of Fore Street and White Hart Yard.

### **Castle Street / Fore Street / Wicker Hill**

LED motifs.

Castle Street / St. Stephens Place

LED motifs, decorative 'colour wash' on trees and key features.

Union Street

LED motifs.

### **Town Park**

Installation of festoon, droppers, decorative lighting along pathways and avenue of trees.

### **Civic Centre**

Decorative lighting of Civic Centre frontage.

Other key partners that we have worked with in the past include Trowbridge Town Hall, St James Church where architectural features have been lit, gobo projections on to frontages etc.

### **Audio Visual provision and support throughout the Christmas Lights Switch On Event**

This will include the installation of a suitable PA for musical performances and speeches on our temporary stage in Fore Street (approximate operational hours 4pm – 8pm). Sound engineering is required for performances. Provision and installation of temporary lighting for

the stage along with 'confetti cannons' / snow machines or similar effects to form part of the switch-on event.

Please note that the tender must include:

1. Examples of two references from similar projects
2. Proof of insurance and professional indemnity
3. Images of the proposed installations
4. Professional technical support on the day of the Christmas light switch on and in case of equipment failure during the festive period – this must include a 24 hour contact for emergencies.
5. Checking of the electrical points and infrastructure for safety.
6. Annual storage for all lighting and infrastructure used for the lights.
7. Costs associated with any traffic management costs associated with a road closure (total or partial) needed for erection, repair and removal of the lights or infrastructure associated.

### **13. Quality Control Systems**

Where appropriate for the service being tendered, the contractor should be able to demonstrate in the tender how they aim to provide the council with a consistent standard of service, one that should exceed our expectations. The council would expect:

contract to be monitored by company management on an ongoing basis and through a pre-agreed number of site visits.

Monthly Performance Audits, carried out by the Contract Manager, and which measure: Service Quality, Health and Safety, Risk Assessments, Sub-contractor Performance and Personnel issues.

A site visit to agree the levels of service that you should provide and that in turn the company can be measured upon. This ensures that both parties are working towards the same goals.

A quality control system should be an integral part of the company's customer care policy should identify or measure key elements of the contract, to promote the delivery of a consistently high quality service. Such as:

**Standard of Cleanliness**

**Health and Safety**

**Safety of Equipment**

**Cleaning Materials**

**COSHH**

**Staff Employment and Training**

**Customer Care**

**Personal Appearance incl Uniforms & ID**

**14. Equipment & Materials**

Details of equipment and materials you would expect to use under this contract should be provided when tendering. We are looking for basic information and not full data sheets per item.

**15. Project & Mobilisation**

Finally, the tenderer should provide a clear timeline of when the company can be fully mobilised if awarded the contract. This should be a basic start-up plan based on a short lead-in period

Completion of sections 1-8 of this application are **mandatory** for all tenderers.

Tenderers must fully satisfy these requirements to progress. Failure to do so will result in exclusion from the second stage tender evaluation process.

<b>1.</b>	<b>BUSINESS DETAILS</b>	
	Name of the organisation in whose name the tender is submitted:	
	Contact name for enquiries about this bid:	
	Contact position (Job Title):	
	Address:  Post Code:	
	Telephone number:  Fax number:	
	E-mail address:	
	Website address (if any):	
	Company/Charity Registration number (if this applies):	
	Date of Registration:	
	Registered address if different from the above:  Post Code:	

	VAT Registration number:		
Is your organisation: (Please tick <b>one</b> )		i) a public limited company?	
		ii) a limited company?	
		iii) a partnership	
		iv) a sole trader	
		v) other (please specify)	
	Name of (ultimate) parent company (if this applies):		
	Companies House Registration number of parent company (if this applies):		
	Is your organisation a:  SME (Small & medium sized enterprise - a business that has 1 to 250 employees)  SEE (Social Economy Enterprise – has a social, community or ethical purpose; operates on a commercial business model; is profit making but not profit taking)  VOC (Voluntary or Community)  Large Enterprise (a business that has 250+ employees)		
<b>INSURANCE</b>			
	Please provide details of your current insurance cover	Value	
	Employer's Liability:	£	
	Public Liability:	£	
	Other (please provide details i.e. indemnity details)	£	

<b>QUALITY ASSURANCE</b>			
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	Does your organisation hold a recognised quality management certification for example BS/EN/ISO 9000/PQASSO or equivalent? If yes, please provide evidence of certification.	Yes / No
	If not, does your organisation have a quality management system?	Yes / No
	If you do not have quality certification or a quality management system, please explain why:	

HEALTH & SAFETY		
	Does your organisation have a written health and safety at work policy?	Yes / No
	Does your organisation have a health and safety at work system?	Yes / No
	If “No”, to either of the above please explain why:	

ENVIRONMENTAL MANAGEMENT		
	Does your organisation have an environmental management system?	Yes / No
6.2	If “No” to the above please explain why:	

PROFESSIONAL AND BUSINESS STANDING		
	Do any of the following apply to your organisation?	
	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
	Has been convicted of a criminal offence related to business or professional conduct	Yes / No
	Has committed an act of grave misconduct in the course of business	Yes / No
	Has not fulfilled obligations related to payment of social security contributions	Yes / No

	Has not fulfilled obligations related to payment of taxes	Yes / No
	Is guilty of serious misrepresentation in supplying information	Yes / No
	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	Yes / No
	If the answer to any of these is “ <b>Yes</b> ” please give brief details below, including what has been done to put things right.	

7	RELEVANT EXPERIENCE				
	Please provide evidence that demonstrates your experience and ability to deliver the types of goods and/or services to the Council taking into account the duration, scope, complexity, value of the potential contract and be of a comparable size.				
	Contract start date	End date (if applicable)	Contract Value	Org. in receipt of your products /services	Contact Name & Address

	Please tick if we can contact the organisations above for a reference <input style="float: right; margin-top: 10px;" type="checkbox"/>
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8	<b>8. PRICING</b> <span style="float: right;"><b>weighting 70%</b></span>		
	<p>Please make your offer as per below. All the information requested within the documents <b><i>must</i></b> be clearly detailed. Please do not alter the format or product details of the spread sheet. This document will ensure that all suppliers are tendering on a “level playing field” and allow accurate comparison between proposals.</p> <p>Prices should be supplied in pounds sterling, excluding VAT. There should preferably be no minimum order quantity requirements (exceptions to this rule should be highlighted).</p> <p>The specification and pricing schedules will form the basis of the core contract price lists and should also demonstrate your ability to supply a significant proportion of the required service.</p> <p>For budgeting purposes pricing is to be broken down as per property, pricing should show both Annual and Quarterly with the latter being the preferred payment term.</p>		
Item No.	Description	Tenderers response - cost per item	Tenderers response - cost in total (incl. discount) (excl. VAT)



<b>1</b>	Supply of all festive lighting as listed in the specification on a <u>Purchase</u>		
<b>2</b>	Supply of all festive lighting as listed in the specification on a <u>Hire</u>		
<b>3</b>	Installation and Removal Costs of all festive lighting.		
<b>4</b>	Supply of AV c/w sound engineering and festive lighting support for the Christmas Light Switch-On		
<b>5</b>	To provide a fixed rate card for technical support and call out fees		

<b>9</b>	<b>9. Tender Response</b> <b>weighting 30%</b>	
	Please provide as much detail in your tender as possible including your terms and conditions, any testimonials and examples of work. All the information requested within the documents <b>must</b> be clearly detailed.	

## **Form of Offer**

**Tender for Festive Lighting and Light Switch-on 2024 for Trowbridge Town Council.**

**Period of contract: 1-3 years**

### **FORM OF OFFER**

**I / We [insert name of tenderer]** ('the Tenderer') of **[insert address of tenderer]**

**Agrees:**

**1.1** That this Tender and any contracts arising from it shall be subject to the Terms of Offer, the enclosed Terms and Conditions of Contract and Supplementary Conditions of Contract and all other terms (if any) issued with the Invitation to Offer; and

**1.2** to supply the goods and/or services in respect of which its offer is accepted (if any) to the exact quality, sort and price specified in the Offer Schedule in such quantities, to such extent and at such times and locations as ordered; and

**1.3** that this offer is made in good faith and that the Tenderer has not fixed or adjusted the amount of the Offer by or in accordance with any agreement or arrangement with any other person.

The Tenderer certifies that it has not and undertakes that it will not:

**1.3.1** communicate to any person other than the person inviting these offers the amount or approximate amount of the offer, except where the disclosure, in confidence, of the approximate amount of the offer was necessary to obtain quotations required for the preparation of the offer, for insurance purposes or for a contract guarantee bond;

**1.3.2** enter into any arrangement or agreement with any other person that he or the other person(s) shall refrain from making an offer or as to the amount of any offer to be submitted.

**2 / We [insert name of tenderer]** ('the Tenderer') of **[insert address of tenderer]**

Name (print):

Signature:

Title:

The Form of Offer must be signed by an authorised signatory: in the case of a partnership, by a partner for and on behalf of the firm; in the case of a limited company, by an officer duly authorised, the designation of the officer being stated.

Return Address Label:

**The Town Clerk  
Trowbridge Town Council  
The Civic Centre  
St Stephen's Place  
Trowbridge  
Wiltshire  
BA14 8AH**

**Tender for Festive Lighting and Light Switch-on 2024 for Trowbridge Town Council.**

**Period of contract: 1 - 3 years**

**CLOSING DATE:**

**FRIDAY 5<sup>th</sup> January by 4.30pm**