



Saltash Town Council
Working for the People of Saltash

DRAFT Invitation to tender – Christmas Lights

1. Saltash

Saltash is a thriving community, with lots of drive and ambition to improve. Right at the 'Gateway to Cornwall', it has a unique Waterfront setting, excellent transport links, and with the great City of Plymouth just across the Tamar, it's a desirable place to live, work, learn and visit.

2. Background

Organising the Christmas lights in Saltash has always been done by a number of companies, this is no longer sustainable due to the management of the programme. Saltash Town Council ("the Council") is now seeking tenders from suitably qualified and experienced contractors to provide a Christmas Lighting Display in Saltash Town Centre for three years. The scheme of work involves design, supply, installation, maintenance, removal and storage of leased Christmas lights and decorations annually. The Council is looking for new designs and ideas, with a Cornish theme, and is interested in eco-friendly displays, e.g. energy efficient LED's, solar options, etc.

3. Tender Requirements

Tenderers are invited to use their experience and their product ranges and design knowledge to present a scheme for Saltash that enhances Fore Street, top section of Lower Fore Street, Saltash Waterside and Victoria Gardens during the festive period (refer to Appendix A).

The scheme should create a focal point on Fore Street. The Christmas trees will be located in Victoria Garden and Saltash Waterside (the trees are not part of the specification and will continue to be delivered by Saltash Town Council).

Key points:

1. It should be noted that currently we have a mix of festoon lighting, cross street motifs, snowflake tree decorations and a welcome banner situated in Fore Street. Saltash Waterside have festoon lighting and a Christmas tree, Victoria Gardens has a Christmas tree.
2. A full in-depth survey will be required to establish that your proposal will be compatible with the existing electrical services. Power supplies for the existing scheme are taken from the lighting columns
3. Consideration should also be given to the existing fixing points, their suitability and undertaking of strength testing certification and necessary replacement. It should be noted that the existing catenary wires hold festoon lighting and bunting, last tested at the end of 2022.
4. You will be responsible for any necessary building owner / tenant consents, however the Council may be able to assist with local liaison.
5. You will be expected to apply to Cornwall Council for any road closures that may be required to undertake the works along with any closure management required.
6. Risk and Method Statements will be required covering all elements of your works.
7. Full insurance cover will need to be provided for installation, including operatives, duration of installation season and the taking down of the lights.
8. Electrical testing and certification will be required.
9. All lights must comply with the appropriate UK and European standards and be annually tested and certified with all repairs necessary included in the contract price.
10. You will need to submit to Cornwall Council an Application to Hang Seasonal Lighting over the Highway (In accordance with s178 of the Highways Act 1980)
11. You need to provide all access equipment.
12. You will need to provide ongoing maintenance and repair during the course of the Christmas period. Any faults must be rectified within 48 hours unless evidence is provided of the need for an appropriate extension. The successful contractor must offer an emergency repair service in the event of a health and safety issue with the Christmas lights.
13. The quotation needs to include removal from site, storage and testing in readiness for the following season.

14. The contractor is not required to provide or attend a switch on event.
15. You may be asked to undertake a detailed presentation at a meeting of the Town Council on Tuesday 29 August at 7.30pm.

Essential locations to be decorated with Christmas lights are:

- Fore Street
- Top section of Lower Fore Street
- Saltash Waterside
- Victoria Gardens

Quotations should be broken down into individual locations as listed above with prices being specified against each line.

The tender should include a set of drawings/mock ups of the proposed lighting designs.

The dates for the lights to be erected and removed must be agreed with the Council on an annual basis. The lights need to go up **DATE** and be taken down the first week in January.

Bunting is up in Fore Street, Lower Fore Street, Victoria Gardens and Saltash Waterside. The bunting would need to be removed and returned to the Council prior to working on the Christmas lights.

3. Site Visits

A site visit is highly recommended, for prospective contractors to familiarise themselves with the locations, requirements, and any working restrictions. The Council's representative(s) is available to meet contractors at a mutually agreeable time by arrangement with the Service Delivery Manager, Ian Bovis services@saltash.gov.uk or 01752 844846 option 2

Tenderers shall be deemed to have visited the site and to have satisfied themselves as to the nature of any operational limitations of the site that affect execution of works.

4. Tender Clarifications

Any queries or correspondence relating to this document should be directed to the Assistant Town Clerk, Ricky Lumley tenders@saltash.gov.uk or 01752 844846 option 5.

Any question or request for clarification considered to be of material significance, will be published with the response, in an anonymous format, on the Council website 'Tenders' page <https://www.saltash.gov.uk/tenders.php>

5. Contract Price

Pricing must be a fixed price and be fully inclusive of all overheads, general risks, liabilities and obligations.

All items are to be individually priced expressed to two decimal places.

Tenderers should note that due to financial constraints it may be necessary to reduce or remove elements of the proposed works. Any such adjustments shall be notified to the tenderers prior to the award of contract.

Your organisation must bear all costs associated with the bidding process itself, including any site visits, and attendance at clarification Council meetings.

All pricings should be exclusive of VAT.

Quotations should remain open for an initial acceptance for a minimum of 60 calendar days. All pricing is to remain fixed for the duration of the contract unless otherwise agreed.

A maximum of £XXXXX is assigned to this tender for the three-year contract.

6. Timetable

Stage of Procurement	Deadline
Issue of Invitation to Tender	
Deadline for queries	
Deadline for return of Tender	
Evaluation of Tender responses	
Clarifications	
Report to Council	
Council Meeting/Award of Contract	
Stage of Works (Christmas 2023)	Date by
Contract Start date	
Final design confirmed	
Pre-installation meeting	
Installation	

All lights installed and fully operational	
Town lighting up of the Christmas tree event	
Lights switched off	
Removal of lights	

All tenders will receive a response by **DATE**.

7. Submissions

Please submit all the Tender documents by email **by 09:00 on DATE** and send to tenders@saltash.gov.uk with the following wording ONLY in the subject box:

“Saltash Christmas Lights Tender Strictly Confidential”.

Tenderers should request confirmation of receipt.

Late submissions will not be considered.

Tenderers are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

Tenderers shall not discuss the tender they intend to make or release any information about the tender they intend to make, other than with professional advisers who need to be consulted for preparation of the tender.

8. Tender Submission Requirements

The following information should be included:

Organisation and Contact Details

Full name and address of organisation

Name/job title of the project lead for contact purposes

Email address and telephone number

Organisational status of the supplier (Company Registration Number, VAT number as appropriate)

Completed Certificate – Appendix A

Specification and Schedule of Works Pricing Sheets – A detailed cost breakdown is to be provided of each element of the work. Details of energy usage of lights is also required.

Project Management - Set out how you would carry out the work, including lead in times, overall project timelines with a breakdown of key milestones in a high-level Project Plan, and an indicative programme of works, including the resources you will employ and the use of any sub-contractors.

Options and Alternative Offers – Please clearly state if any options or alternative offer(s) have been made.

Relevant Experience – Please provide at least one reference from a similar sized town with examples of work, on a contract undertaken by your company in the last three years that you consider demonstrates a track record of relevant experience, highlighting key similarities to this contract.

Insurance – Please provide copies of your certificates in respect of public liability (not less than £10 million), employers liability (not less than £5 million) and professional indemnity insurance, and details of any claims in excess of £50,000 made under your company/organisation's insurance policies within the last three years (if none state none). Please contact us if you believe these levels are a problem for your organisation.

Other Requirements - Suppliers must be financially sound. We may use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.

The Council's standard payment method is by BACS. The Council's standard terms of payment are Nett 30 days from receipt of acceptable invoice after successful completion of work as agreed. Please advise any discount available for early payment i.e. 7 or 14 days.

Your organisation shall at all times comply with the requirements of all relevant Health and Safety legislation and all associated Acts, Regulations and Approved Codes of Practice relating to provisions of Christmas lighting installation and display.

Saltash Town Council is a Living Wage employer. Under this project your organisation shall pay its workers the Living Wage rate.

Your organisation must comply with all current equal opportunities' legislation with particular regard to the Equality Act 2010

Your organisation must comply with all current and relevant UK and EU Environment Laws and in doing so, where possible, deliver good and best practice above the legal baseline.

Tenderers are hereby notified that Saltash Town Council is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

Your organisation shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

Your organisation shall (and shall use its reasonable endeavours to procure that its staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this project.

9. Tender Evaluation

Each Tender will be checked for completeness and compliance with all requirements of the Invitation To Tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion.

Evaluation Criteria

The overall award criteria that will be used in evaluating submissions will be 60% on quality, 30% on cost, and 10% on environmental sustainability. The preferred consultant/supplier will be that which achieves the highest overall score against our award criteria.

Criteria	Weighting	Element
Quality	60%	Demonstration of understanding of the brief Visual appeal including appropriateness to setting In line with required timescales Demonstration of relevant experience, including track
Cost	30%	Cost / competitiveness
Environmental sustainability	10%	Distance from site to company for travel Energy efficiency of products

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretati
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Saltash Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion weightings in the table above.

Errors and Discrepancies in Tenders - Where examination of tenders reveals errors or discrepancies which would affect the tender figure in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of confirming or withdrawing their offer. If the tenderer withdraws, the next tenderer in competitive order is to be examined and dealt with in the same way.

Saltash Town Council is not bound to accept the lowest price or any tender. Saltash Town Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Saltash Town Council's internal procedures and Saltash Town Council being able to proceed.

10. Disclaimer

The issue of this documentation does not commit Saltash Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Saltash Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Saltash Town Council and any other party (save for a formal award of contract made in writing by or on behalf of Saltash Town Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Saltash Town Council or any information contained in Saltash Town Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Saltash Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Saltash Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Saltash Town Council liable for any costs or expenses incurred by tenderers during the procurement process.