

CHRISTMAS LIGHTS TENDER 2023 - TOTNES TOWN COUNCIL

Description

Totnes Town Council are seeking a new provider for their High Street Christmas Lights for an initial one-year period of December 2023 – January 2024.

The contract will include a fully managed solution for the storage, provision, installation, testing/maintenance, dismantling and switching on of the Christmas lights and associated infrastructure installations.

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

Full details of the contract requirement are contained within the tender specification below.

Budget

The estimated budget for the 23/24 provision is £35,000. This is to enable the Town Council to purchase or hire a significant number of lights in specific locations and to fit new infrastructure as required – in the face of the old cross street garland lighting being condemned as unsafe.

A specification and budget for a 3 year contract for 2024 – 2026 will be considered after the first year installation, having sought feedback from local businesses and residents on ideas for future investment.

As part of your submission costs must be broken down by area and and costs in each area.

As per our financial regulations we will be able to pay for 50% of the total contract after the Christmas Light Switch On and the remaining 50% will be paid on removal of the lights and completion of the project.

Health and Safety

All health and safety is the responsibility of the contractor. Any subcontract resulting from this tender will be the responsibility of the chosen contractor. A risk assessment and site management plan will be needed. It will be the responsibility of the contractor to apply for and manage any traffic management required for the installation/maintenance/removal of lights. Public Liability Insurance to a suitable level of cover is essential and proof of insurance should be provided.

Timeline

Tenders will be open for applications	Wednesday 15 th March 2023
Applications for tenders close and are opened by the Town Clerk and a Councillor	Tuesday 25 th April 2023 at midday
Tenders are collated and officer report written	Wednesday 26 th April – Wednesday 3 rd May 2023
Report and tenders sent to Councillors	Wednesday 10 th May 2023
Full Council considers tenders and chooses a provider	Monday 15 th May 2023
Applicants are contacted and appointed (subject to checks and contract)	From Tuesday 16 th May 2023
Installation of lights	By Thursday 23 rd November 2023
Lights turned on	Around 29 th November 2023 (TBC)
Removal and taken to storage	Around w/b 15 th January 2024

Specification

Given the failure of the existing cross street garland lighting (for safety reasons) we are looking to transition to instead 6 main points in the town being lit up in a more comprehensive and coherent way.

Our preference is to mirror the same mix of warm and cool white led lighting which has made up the garland light used in the last 10 years.

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.

The Plains:

Wrapping of five 20 ft trees around the stem and branches with hanging icicles or star burst lights. Please note the contractor will be required to work with the Town Maintenance Officer to ensure sufficient electrical points can be provided by Western Power (by coming off existing street lighting).

Permission will be sought from South Hams District Council by Totnes Town Council as the owners of the trees.

Entry to Fore Street sign:

The installation and removal of an existing LED cross street sign owned by the Town Council. It is planned to replace this sign in future years as funds allow.

Shady Garden:

Wrapping of the 45ft tree around the stem and branches with hanging icicles or starburst lights. Existing street power point available. Permission will be sought from South Hams District Council by Totnes Town Council as the owner of the tree and land.

Eastgate Clock Tower:

To light the Eastgate clock tower front and back. Please note permission will be sought by Totnes Town Council from the Duke of Somerset for permission for installation and use of electric as the building freeholder.

Market Square:

Curtain lights to the front of the Civic Hall. Power available from the hall which is managed by Totnes Town Council.

Apex Icicle or festoon lighting for Civic Hall annex apexes. Power available from the building which is managed by Totnes Town Council.

Wrapping of the 40ft tree around the stem and branches with hanging icicles or starburst lights. Existing street power point available. Permission will be sought from South Hams District Council by Totnes Town Council as the owner of the tree and land.

Wrapping of the 25ft Christmas Tree and installation of existing tree top star light. The tree will be installed by Totnes Town Council. Details of accessing power and how the cabling needs to be installed is available on request.

Rotherfold:

Wrapping of the 6 trees around the stem and branches with hanging icicles or starburst lights. Existing street power point available. Permission will be sought from South Hams District Council by Totnes Town Council as the owner of the trees and land.

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
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.

Pricing

Option 1 – Purchasing of all lights

PHASE 1 (OPTION A PURCHASE) YEAR 1	2023 / 24 PURCHASE LIGHTS UP FRONT	
What	Detail	Cost
The Plains	Wrapping 5 20ft trees	
Entry to Fore Street	Installation of existing 'Welcome to Totnes' Sign	
Shady Garden	Wrapping 45ft tree	
Eastgate Clock	Lighting up front and back	
Market Square	Curtain to the front of the Civic Hall	
	Icicle lights on the apexes	
	Wrapping the 25ft Christmas Tree and hanging existing star	
	Wrapping 40ft tree	
Rotherfold	Wrapping 6 trees	
Storage	For 12 months	
Professional support	For light switch on and in case of light failure during festive period	
Traffic Management		
TOTAL		

Option 2 – Hiring of all lights

PHASE 1 (OPTION B HIRED) YEAR 1	2023 / 24 HIRE FOR ONE YEAR	
What	Detail	Cost
The Plains	Wrapping 5 20ft trees	
Entry to Fore Street	Installation of existing 'Welcome to Totnes' Sign	
Shady Garden	Wrapping 45ft tree	
Eastgate Clock	Lighting up front and back	
Market Square	Curtain to the front of the Civic Hall	
	Icicle lights on the apexes	
	Wrapping the 25ft Christmas Tree and hanging existing star	
	Wrapping 40ft tree	
Rotherfold	Wrapping 6 trees	
Storage	For 12 months	
Professional support	For light switch on and in case of light failure during festive period	
Traffic Management		
TOTAL		

Tender requirements

The scheme proposal and completed tenders are to be submitted by post or email to:

Town Clerk
 Totnes Town Council
 Guildhall Offices
 5a Ramparts Walk
 Totnes
 TQ9 5QH
clerk@totnestowncouncil.gov.uk

Please ensure emails are marked in the subject line: CONFIDENTIAL – CHRISTMAS LIGHTS 2023 TENDER SUBMISSION

The deadline for submission is midday on Tuesday 25th April 2023

Any late applications will not be considered.

The tender should consist of:

1. No more than 6 pages of A4 describing how the submission meets the brief and the costs involved
2. A detailed breakdown of the budget. Option 1 showing purchasing the lights up front and Option 2 showing the hire of lights.
3. A set of drawings/mock ups of the proposed lighting designs
4. A proposed programme of works
5. Supporting information such as the referees and proof of insurance.

Please note that it is the responsibility of the tenderer to check that all costs listed are accurate. Any costs that are not identified will be treated as free of charge.

Totnes Town Council reserves the right not to award any contract as a result of this process and is also not bound to accept the lowest bid.

Tenderer should treat the tender documents as private and confidential between the tenderer and the Council.

Please send enquiries in relation to the actual works involved to our Town Maintenance Officer on tmo@totnestowncouncil.gov.uk.

Award criteria

Local context 30%	Quality 30%	Cost 40%
Design in keeping with the town	Experience, capability, and qualification of key personnel	Value for money
Evidence of a site visit	Demonstration of understanding of brief	Compliance with tender requirements
Evidence of environmental practice	Quality and fit for purpose	Acceptance of terms outlined in brief
	Creativity and innovation	
	Technical competence shown in the tender (free of error)	