



Skipton
Town Council

SkiptonBID
Gateway to Business

Festive Lights

Invitation to Tender SPECIFICATION

**Provision of Christmas Lights Display and Associated Works for
Skipton Town Council & Skipton BID**

2024 - 2027

INSTRUCTIONS FOR SUBMITTING A TENDER:

INTRODUCTION:

Skipton Town Council (STC) and Skipton Business Improvement District (BID) provide on an annual basis a programme of Christmas illuminations. The focus of the illuminations is the annual 'Switch on Event'. This event is usually the last Sunday of November and in 2024 will be Sunday 24th November.

We are currently seeking professional companies who can deliver an exceptional value for money service to quote for the storage of the light scheme in its entirety, testing, installation, support, and design of the Christmas Lights display. Tenders should include delivery, testing, build and dismantle time and transport costs.

October / November sees the installation of the festive lighting which gets switched on at a large public event at the end of November. The lights then remain on until 6th January. The lights are positioned throughout the town center and on lampposts along the edge of the town center.

The light Switch On will be approx. 5pm on the last Sunday of November and are switched off on the 6th January. It is anticipated that the lights stay switched on 24/7 during this time period.

The previous scheme details are attached to this tender. The contractor will agree, in conjunction with the Clerk to the Council and the BID Manager, a scheme of decoration. These shall be supplied by the contractor on a lease/hire agreement. For the purpose of this tender, it is required that a proposed lighting scheme be submitted, including locations of the lighting and imagery designs of the proposed motifs.

To store safely and fully insure the leased lighting and all associated equipment from removal to installation following the festive season.

Detailed plans and records of the planned location of each decoration and column numbers shall be drawn up by the contractor in conjunction with the Council officer.

The lights must be installed no later than 14 days prior to the switch-on date in order to be tested, inspected and any remedial works required carried out before the event.

Testing must include safety tests on anchor points and any catenary wires which may be installed throughout the duration of the contract. Testing shall be carried out to ISO standards.

All electrical components shall be tested and all wiring, connections etc should be certified safe.

All equipment must be installed and anchored such that they are safe and compliant with Health and Safety regulations.

The contractor must ensure safe working practices are adopted at all times and that workers and the public are fully protected.

The contractor will hold the relevant insurance cover including professional and public liability insurance to the value of £10m.

All reported faults must be evaluated within 24 hours and remedied within 3 days, inclusive of weekends.

Emergency out of hours call outs are to be included in the agreement along with full call out procedures.

The contractor will provide all necessary equipment including cherry pickers and vehicles to transport equipment.

The fees shall cover all work including call outs.

Time clocks, where required, must be fitted and supplied by the contractor and be included within the quotation.

The lights should remain lit until 6th January of the following year and should be removed by the end of January unless it is appropriate to leave specific lights in location.

Lights to either remain on 24/7 or a timer system to be used and they are to be LED. Lights will be sourced to be as sustainable as possible.

On the evening of the switch-on event, you will provide a system to ensure all lights (including the main tree) are switched simultaneously.

The details of this document and all associated documents are to be treated as private and confidential for use only in connection with the Tender Request and contract purposes.

Preparation of the Tender Request (TR):

Although this document is designed to be as complete and comprehensive as possible, potential tenderers must obtain for themselves all the information necessary for developing and costing their proposal and entering into a contract.

The Council and BID will do everything possible to ensure tenderers have access to all information they require in order to produce their response.

This tender includes the following documents to enable you to bid for this tender, invitation to tender (this document), Overview of Project (appendix a), Previous Scheme document (appendix b) and a Certificate of non – collusion (appendix c).

Potential tenderers must ensure that they clarify any points of doubt or ambiguity before submitting their tender. If clarification is required in order to complete the tender, requests should be submitted to Skipton Town Council, chiefofficer@skiptontowncouncil.gov.uk no later than 31st March 2024.

Any additional information requested will automatically be provided to all invited tenderers.

We strongly recommend a site visit by all interested parties prior to the submission of a tender.

Tender Request Procedures and Timetable

The following dates are applicable to this procurement:

Target Date	Task
26th January 2024	Issue Tender Request
15 th March 2024	Deadline for requests for additional information
31 st March 2024	Deadline for return of TR
11 th April 2024	Shortlisting of Suppliers
3 rd May 2024	Target date for award of contract

No extension to any dates contained in the procurement timetable shall be granted to tenderers. The Council

and the BID reserve the right to amend these dates provided that by doing so the competitive process is not prejudiced.

Tenderers who are interested in this procurement are invited to submit a fully costed tender proposal together with all the supporting documents as specified in this Tender Request.

Skipton Town Council and Skipton BID reserve the right to request additional information from a tenderer to clarify their proposal, which is to be supplied at the expense of the tenderer.

This Tender Request must be completed and returned in a sealed envelope, clearly marked with the following:

The Chief Officer & Skipton BID Manager
Skipton Town Council Festive Display
Town Hall
Skipton
BD23 1RD

Your proposal must be received by noon on the 31st March 2024, any tenders received after this date and time will not be considered.

The Council and The BID do not bind itself to accept the lowest bid or any quotation. The Council and BID reserve the right to withdraw any part of the quotation document prior to award of contract and reserves the right to discontinue the quotation process at any time. The budget for this project is £30,000 per year.

To bid for this tender, please submit the following (as detailed in the following sections)

Information concerning the Contractor.

A suggested festive lighting design plan

A technical specification

A separate document confirming the total price for a three-year period, a five-year period and a three-year period with an option of extending for 2 years.

An option for the purchase of the scheme can also be offered.

Clear guidance and agreement for call outs and emergency call out procedures.

Evidence of public liability insurance (up to £10,000,000).

Evidence of employer's insurance if relevant (up to £10,000,000).

Information on Key Personnel to be involved if you are awarded the contract.

Details of similar projects/services undertaken in the past 12 months including references to clients or links to relevant web pages.

Arithmetic Accuracy

It is the responsibility of the supplier to check that all costs are identified and are accurate. Any area of cost that is not identified and not included in the submission will be treated as free of charge.

If arithmetical mistakes are found after the contract has been awarded, they will not be taken account of. The figure agreed at the time of contract will prevail.

Period of Acceptance

The potential supplier is required to keep their Tender Request open for acceptance for a period of up to four months from the closing date.

Final Submissions

The Council and BID does not bind itself to accept the lowest, or any quote, and will not accept responsibility for any expense or loss which may be incurred by any potential tenderer in the preparation of the Tender Request.

You must supply all the details and certificates requested as part of this request.

Lack of information may deem your tender unacceptable and will result in the failure of your submission.

Incomplete or non-specific / generic submissions will not be accepted.

Unless specifically and clearly stated by tenderers, they will be required to meet all the requirements specified within the tender request price submitted.

A formal contract will be issued to the successful tenderer.

ORGANISATIONAL INFORMATION AND REQUIREMENTS:

ORGANISATION IDENTITY:

Name of organisation			
Contact			
Address			
Tel No		Mobile	
Email			
Company Registration no		Date of registration:	
Registered address (if different from above)			

ORGANISATION INFORMATION:

Is your organisation: (Please tick those that are applicable)	
Public limited company	
Limited company	
Partnership	
Sole trader	

Date of organisation's formation	
Date of incorporation in U.K. if different	
VAT registration number	

Is your organisation registered under the Data Protection Act 2018? If the answer is yes, what is your DPA registration number?

Has your organisation or any director of your organisation or any other person who has powers of representation, decision or control of the organisation been convicted of any of the offences listed at Regulation 23 (1) (a) – (f) of the Public Contracts Regulations 2006? If the answer is yes, further information may be required.

Do one or more of the grounds listed at Regulation 23 (4) (a) – (j) of the Public Contracts Regulations 2006 apply to your organisation? If yes, further information may be required.

Are there any court actions and/or tribunal hearings outstanding against your organisation which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, infringement of data protection legislation)? If the answer is yes, please give details.

Has your organisation been involved in any court action and/or tribunals over the last 3 years which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, and infringement of data protection legislation)? If the answer is yes, please give details.

Is your organisation affiliated or associated with any other organisation which would be capable of providing this contract? If the answer is yes, please provide the name and registered office address.

List the full names of all Directors, Partners and Company Secretaries:

Full Name	Role

Please give details of any Director, Partner or Associate who has been employed by Skipton Town Council:

Full Name	Role

Please give details of any Director, Partner, Associate or Senior employee who has a relative who is employed by Skipton Town Council or who is a Council Member:

Full Name	Name of relation

--	--

Please give details of any contractual relationship your organisation has had with Skipton Town Council:

Full Name	Senior Officer/Member	Contract Details

Have any proceedings been taken against the company's directors or employees resulting in convictions under the Prevention of Corruption Acts 1889-1916 or Section

117 of the Local Government Act 1972? If the answer is yes, please give details: YES / NO

INSURANCE:

Please provide details of your organisation's insurance protection in respect of the following. A copy of your insurance papers must be provided as an appendix.

Policy Number	Insurer	Indemnity value (£) in respect of any one incident
Public Liability		
Personal Liability		
Professional Indemnity		

CAPACITY:

Please supply details of staffing levels directly employed by your organisation:

Have you got the current capacity to undertake the requirements of this contract alongside your existing contracts? YES / NO

Please provide contact details of the team who will be responsible for the delivery of this contract.

Please provide brief details of the organisation's policies for the training and supervision of staff. This should include, but not be limited to, training and supervision on health and safety matters and Investors in People if applicable

Please indicate to which professional or trade bodies your organisation belongs to. Please include the registration

number, date of registration and where possible copies of certificates and website details.

PROVISION OF SERVICE:

Please confirm whether you propose to provide any part, or all of the proposed service, through another organisation, whether this is through sub-contracting or a consortium? YES / NO

If yes, please complete the following:

What type of working arrangement do you have:

Sub-contract?

Consortium?

Other (please specify)?

List all member organisations, identifying the role of each member, including the services to be provided by that organisation, its registered or principal office and indicating the organisation's ultimate parent company where applicable.

Will the relationships be specifically established for this contract? YES / NO

PREVIOUS CONTRACTS:

Has the organisation ever had a contract terminated? If yes, please state the name of client, address, date of termination of contract and the circumstances leading to the termination: YES / NO

Has the organisation ever withdrawn from a contract? If yes, please state the name of client, address, date of termination of contract and the circumstances leading to the termination: YES / NO

Has the organisation ever been refused renewal of any contract due to failure to perform to the terms of the contract? If yes please give name and address of the client: YES / NO

HEALTH & SAFETY POLICY:

Please provide a copy of your organisation's Health & Safety at Work Policy, to include risk assessment and method statement. Please provide appropriate documentation regarding how this contract will be undertaken with due regard to Health and Safety. This must be provided as an appendix and cross referenced to the TR proposal.

This is a mandatory requirement.

Please detail any prosecutions or enforcement actions in relation to health and safety taken by any enforcing authority against the organisation or individuals within it in the last 5 years.

SUSTAINABILITY:

Please provide a copy of your organisation's sustainability policy.

ENVIRONMENTAL:

Has your organisation been successfully prosecuted for infringement of environmental legislation in the past three years? If the answer is yes, please provide further details. YES / NO

EQUAL OPPORTUNITIES:

This section concentrates on equal opportunities and asks questions about whether your organisation complies with the following legislation:

Human Rights Act 1998

Equality Act 2010

We are committed to doing everything possible to promote equality in our organisation and will only do business with those organisations that adopt the same policy.

PROFESSIONAL REFERENCES:

Please provide details of organisations that you have provided a provision of goods, services and/or works for the purpose of a reference:

For all contracts listed the details must include:

Client name and address.

A brief overview of the project/programme description including the scope of your involvement

Value of contracts.

Contact name and telephone number.

May clients be approached for a reference?

YES / NO

Please provide details of your organisation's involvement in any projects which have been awarded in the last 5 years where there was a failure to achieve programme and/or project objectives, or to achieve and maintain compliance with levels of service.

OUR REQUIREMENTS:**SCHEDULE OF REQUIREMENTS:**

The services supplied must meet or exceed the full requirement as detailed below and general overview in Appendix B. Therefore, the tender must clearly identify any areas outside the scope of this procurement that is the responsibility of the Council and BID.

It is important at the time of completing this TR that you specify a lead time for delivery of the goods and services, with a comprehensive delivery/ implementation/ installation plan to meet the objectives as stated in this document.

On receipt of the purchase order, the successful tenderer shall provide to the Council a programme of work covering the planning and implementation phases giving a brief outline of time scales involved. The successful tenderer will also be required to provide regular progress reports.

You must clearly rate your ability to fulfil the stated requirements of this quotation set below and within the time constraints identified. Your responses in the supplier comments column should be concise and brief; however, where space is too limited to give a full response, further information can be given in a separate document. This document should clearly state which requirement reference number it refers to.

COSTS:

Suppliers are required to submit their costs using the attached template at section 4.1 below. Suppliers may add extra rows as appropriate.

All costs should be a **fixed** price exclusive of VAT.

Please state clearly what is to be provided within each area of cost. Payments of other costs will not be made that are not listed here and/or are ancillary to the service provision.

The Council's preferred cost structure is for all costs to be spread evenly over the period of the contract. Within each year, the council will pay 75% prior to installation and 25% after the lights have been removed.

DETAILED COST TEMPLATE FOR THREE YEAR CONTRACT:

Failure to provide a cost for three years will result in the exclusion of your tender submission.

Item	Description	Year One 2024 (£)	Year Two 2025 (£)	Year Three 2026 (£)	Total Cost (£)
Testing and replacement of Light installations	Checking all lighting equipment outlined in Appendix A and the repair and replacement of individual lights where necessary to ensure that all lighting displays are in full working order prior to installation in line with the schedule found at Appendix B				
Inspection and testing of street lighting units	Carry out the inspection and testing of lighting columns going to be used for root and swage joint corrosion where applicable. Details also to be recorded with respect to dimensions to enable calculate and determine the suitability of the lighting units for lighting attachments.				
Testing lighting brackets	Testing of all fixtures in line with BS5080 then the repair and retest as necessary at least 4 weeks prior to switch on date. This should also include all repairs to any structural damage caused in line with the schedule found at Appendix B				
Testing Electrical connections	Testing all street connections at least 4 weeks prior to switch on date in line with the schedule found at Appendix B				
Design of the display and provision of lights and storage	To provide a scheme of lights for the set areas in Appendix C. To store lights over the three year period.				
Installation	Storage and erection of the Christmas lights displays, connection of power supplies and testing to ensure that all lights are working and programmed to switch on at 1530hrs if lights are not LED.				
Removal	The lights must be installed no later than 14 days prior to the switch on date. Removal of all lighting infrastructure and safe return to storage.				

Staffing	Prior to the event you will assign a project manager who will remain the contact point throughout the project.				
	On the evening of switch on, you will provide a suitable number of trained				

	personnel to ensure all lights are switched on immediately in the vicinity of the Town and that all other areas are lit by 1900hrs.				
	You will need to ensure you have a suitable number of staff available out of hours to carry out repair tasks as and when required.				

Item	Description	Year One 2024 (£)	Year Two 2025 (£)	Year Three 2026 (£)	Total Cost (£)
Maintenance of lighting infrastructure	All reported lighting repairs require a next working day response. All lighting faults should be resolved within 2 working days of report. The council will require default payment wherever there is failure to comply with this, subject to an agreed penalty clause.				
Contingency	Contingency sum built into budget for unpredicted increases etc				
Other costs	Please list these additional costs, continue on separate sheet if necessary:				

Emergency call out (out of Hours)	Occasionally it may be necessary for an emergency call out for urgent repairs which pose a danger to the public, which must be within 4 hours. 'Out of hours' is deemed to be between 1800hrs and 0800 hrs, and all weekend. Please provide a base hourly rate for this (to include staff, transport, and equipment).			
-----------------------------------	---	--	--	--

Emergency call out (normal working hours)	Normal working hours are Monday to Friday 0800hrs to 1800hrs. Please provide a base hourly rate for this. (To include staff, transport, and equipment).			
---	--	--	--	--

SIGNED: PRINT NAME:

COMPANY POSITION: DATE:

Appendix A:

OVERVIEW OF PROJECT

Skipton Town Council and Skipton BID take pride in ensuring that the Christmas Lights Display for Skipton residents is of the highest standard.

The display is to be festive, modern and with the WOW factor. The project is for three years and the Town Council and BID are always open to new ideas and thoughts on how to improve the display.

It is expected that all fixings will be of current standard or above and comply with all legislation.

Lights will be stored by the winning tenderer and tested yearly to ensure that they are safe. It is expected that the winning tenderer will ensure that all lights will be in working order before the official switch on. There is to be the sufficient number of representatives from the installation team to be at the switch on to assist with the lights and oversee any issues that may occur.