



Ilkley Parish Council

# Invitation to Tender

Christmas Lights Electrical Installation,  
Storage and Repair Contract 2018 - 2021

**ILKLEY PARISH COUNCIL**  
**INVITATION TO TENDER**  
**CHRISTMAS LIGHTS 2018 - 2021**

## **CONTENTS**

Introduction	Page 1
Requirements	Page 1-3
Tender Submission	Page 3
Evaluation Procedure	Page 3
Further Information	Page 4

## **INTRODUCTION**

Ilkley Parish Council provides on an annual basis a programme of Christmas illuminations in Ilkley town centre. The focus of the illumination scheme is the annual 'Switch On' event which is usually held on the last Saturday of November. The Council is tendering with a view to agreeing a contract with a supplier from 2<sup>nd</sup> July 2018.

The contract will then run for three years to include Christmas 2018, 2019 and 2020 and will end on 31<sup>st</sup> March 2021.

## **REQUIREMENTS**

The Parish Council is seeking a contractor to fully manage the installation, maintenance, removal and storage of the Christmas lights and associated electrical installations in the town. The successful contractor will be expected to:

1. Install a scheme of 35 x LED lamp post motifs on Brook Street, Station Road and The Grove. These motifs will be supplied by a third party. The successful contractor will take delivery of these motifs from the third party supplier and will be responsible for the storage, installation and maintenance of the motifs.
2. To supply and install 16 x LED lamp post motifs on Leeds Road/Church Street.
3. To install 10 x LED lamp post motifs on Wheatley Lane/Bolling Road in Ben Rhydding. These motifs will be supplied by the Parish Council from existing stock.
4. To light 1 x 30ft Christmas tree which is situated at the junction of Brook Street/The Grove/Wells Walk, 1 x 18ft Christmas tree which is situated outside Ben Rhydding Methodist Church, install lighting and a star on to the Yew Tree situated on The Grove (lighting and star owned by the Parish Council). The Christmas Tree will be supplied, erected and taken away by a separate contractor.
5. To arrange for all equipment to be stored and fully covered by the contractor's insurance whilst in storage.

**ILKLEY PARISH COUNCIL**  
**INVITATION TO TENDER**  
**CHRISTMAS LIGHTS 2018 - 2021**

6. 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 Project Manager.
7. Install and test all lighting at least one week prior to the 'switch on' date. The Council shall be informed in writing that all illuminations and associated equipment are installed and operational.
8. Testing shall include safety tests on anchor points and viability of any catenary wires which may be installed throughout the duration of the contract. Testing shall be carried out to ISO standards.
9. All electrical components shall be tested and all wiring, connections etc. should be certified safe.
10. All equipment will be installed and anchored such that they are safe and compliant with Health and Safety regulations.
11. The contractor shall ensure safe working practices are adopted at all times and that workers and the public are fully protected.
12. The contractor will hold the relevant insurance cover including professional and public liability to the value of £5m.
13. All reported faults are to be evaluated within 24 hours and remedied within 3 days. Weekends shall not be excluded from this arrangement.
14. Emergency out-of-hours call-outs are to be included in the agreement if adverse weather conditions create a potentially dangerous situation.
15. The contractor will provide all necessary equipment including cherry pickers and vehicles to transport equipment.
16. The fees shall cover all works including call-outs.
17. The contractor will ensure that all lighting switches on and off daily at the times agreed with the Project Manager.
18. The contractor will attend the 'switch on' event and arrange to ensure simultaneous lighting of all motifs on The Grove at the time agreed with the Project Manager/Clerk.
19. The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.
20. The contractor and all of their employees shall hold the required electrical installation qualifications including the G39 certificate. The contractor should also hold 'working at height' certificates for the operation of a cherry picker.

The installations covered by this contract are:

1. 54 x Mounted lamp post decorations/motifs along Leeds Road, Brook Street, The Grove, Station Road and Bolling Road/Wheatley Lane, Ben Rhydding.
2. Installation of lights on the Brook Street Christmas tree.
3. Installation of lights on the Ben Rhydding Christmas tree located outside Ben Rhydding Methodist Church (Tree supplied by City of Bradford Metropolitan District Council).
4. The lighting of large Yew Tree on The Grove.

**ILKLEY PARISH COUNCIL**  
**INVITATION TO TENDER**  
**CHRISTMAS LIGHTS 2018 - 2021**

5. The installation of large Remembrance Star on the above Yew Tree.

The Council may agree to additional costs should it agree to increase the scope or extent of the illumination scheme. These will be negotiated should the need arise.

The requirements herein shall form the basis of the contractual agreement and no subsequent information provided shall override the specification unless the Council gives written approval to any such changes.

## **TENDER SUBMISSION**

Written tenders are to be submitted by **12 noon on 1<sup>st</sup> May 2018**. The tender pack will be sealed so as to prevent the contents becoming known. The packs shall not have any external means of identifying the potential supplier.

The tender should include:

1. The technical specification (details of experience, proposed approach to the works etc.)
2. A separate document confirming the total price for the three year period. The annual contract value shall be taken as one third of the total price.
3. The names and contact details of two references who have received a similar service in the past 12 months.

## **EVALUATION PROCEDURE**

Each compliant tender will be judged against the following criteria:

1. *General Suitability:*
  - a. Evidence of the experience, capability and qualifications of key personnel
  - b. Technical capacity
  - c. Demonstration of understanding of brief
  - d. Creativity and innovation of the proposal and its fit with the town
2. *Commercial Suitability:*
  - a. Supply time
  - b. Compliance to Invitation to Tender requirements
  - c. Acceptance of terms
3. *Technical Suitability:*
  - a. Quality, fit for purpose, ability to deliver to the required standard
  - b. Subject matter knowledge
4. *Financial Suitability*
  - a. Value for money
  - b. Affordability

**ILKLEY PARISH COUNCIL**  
**INVITATION TO TENDER**  
**CHRISTMAS LIGHTS 2018 - 2021**

**FURTHER INFORMATION**

Contact and submission information:

1. The tender information should be sent to Ilkley Parish Council, Town Hall, Ilkley, West Yorkshire, LS29 8HB before **12 noon on 1<sup>st</sup> May 2018**. Email submissions are also accepted and should be sent to [clerk@parishcouncil.ilkley.org](mailto:clerk@parishcouncil.ilkley.org) with the subject 'Confidential: Christmas Lights Tender'. The same deadline applies for electronic submissions.
2. Any queries or questions raised will be shared with all parties that have indicated a wish to tender.

Payment for services will be made upon the receipt of a satisfactory VAT invoice and may be made in one or more instalments. Full terms are to be agreed once the contract has been awarded.

The Council will award the contract at its meeting on 2<sup>nd</sup> July 2018.

**The contract will expire on 31<sup>st</sup> March 2021.**