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# SHEPTON MALLETTOWN COUNCIL

## INVITATION TO TENDER

To Supply a Managed Service for Christmas Lighting for 3  
years - December 2021 to January 2024

## 1. INTRODUCTION

- 1.1 Shepton Mallet Town Council provides, on an annual basis, a programme of festive strung illuminations in the traditional shopping area of Shepton Mallet. The aim is to enhance the town at Christmas time to make it a more enjoyable environment for residents and shoppers. An annual switch-on event is co-ordinated with the Chamber of Commerce, usually held on the last Friday in November of each year.
- 1.2 Shepton Mallet Town Council is seeking suitably experienced companies to tender for design, supply, installation, maintenance, dismantling, storage, testing and operation of Christmas Lighting. The Council is tendering with a view to agreeing a contract with a supplier from 2021. The contract will then run for three years to include Christmas 2021, 2022 and 2023 and will end on 31<sup>st</sup> January 2024.
- 1.3 The budget for the project is £54,000, excluding VAT, over the 3 years (£18,000, excluding VAT, per annum).
- 1.4 The Project Manager for this tender will be an appointed officer of Shepton Mallet Town Council.

## 2. SPECIFICATION

- 2.1 The areas of the town which are to be illuminated are the High Street, junction of Commercial Road/Paul Street, Town Street (including the pedestrianised area down to Waterloo Road), Market Place and the Market Square. Photographs of some of the display of Christmas 2020 can be found at Appendix A and location of electrical boxes can be found at Appendix B.
- 2.2 The colour scheme should be of one colour or two at the most.
- 2.3 LED or low energy use products are preferred in line with the Council's Environmental Policy.
- 2.4 The scheme should include the lighting of a 20-25ft Christmas tree which is at the centre of the switch-on event. The tree is provided and installed by the council.
- 2.5 The Council are also seeking tender for the removal and disposal of the tree. If you wish to offer this service, please provide as a separate cost.
- 2.6 The lighting display will be installed after 11 November and must be installed no later than 5 days prior to the switch-on date and removed by 16<sup>th</sup> January.
- 2.7 The rates quoted in the detailed pricing schedule shall remain fixed for the duration of the contract.
- 2.8 As the town is a mix of commercial and residential properties, the contractor must be mindful when programming the installation and removal of the lighting display on buildings.

- 2.9 The contactor must ensure safe working practices are adopted at all times and that workers and the public are fully protected.
- 2.10 The contractor will hold the relevant insurance cover, including professional and public liability, to the value of £10m.
- 2.11 All lights will be on timers operating daily from 15:00hrs until 23:00hrs unless advised differently.
- 2.12 The tenderer is strongly recommended to visit the town prior to the submission of the tender.
- 2.13 Tenderers may be required to present and discuss their proposals to a committee meeting at no additional charge to the Council.
- 2.14 The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.
- 2.15 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.
- 2.16 Any interested organisation who directly or indirectly canvasses any member or official of the Council concerning the evaluation of the ITT, or who directly or indirectly obtains, or attempts to obtain, information from a member or official concerning any other ITT will be disqualified. If at any stage during the process we discover canvassing has taken place, we will be entitled to disqualify that organisation from the process.

### 3. REQUIREMENTS

- 3.1 Provision of the following services:
- a) Full site survey, including detailed measurements of heights;
  - b) Photographic simulations of lighting in situ;
  - c) Detailed description of lighting scheme proposal;
  - d) Comprehensive installation and removal service;
  - e) Stress testing of wall brackets and inspection of all connection points on an annual basis. Testing shall be carried out to ISO standards;
  - f) Checking all lighting equipment and undertaking any repairs to ensure full working order prior to installation;
  - g) Installation and maintenance of electrical infrastructure to serve the lighting scheme, including timers and all should be certified safe;
  - h) 24-hour on call service throughout the display period. All reported lighting repairs/faults require a 24-hour response to undertake remedial repairs unless

it is reported as an emergency call out due to the fault posing a danger to the public;

- i) A dedicated account manager;
- j) Safe storage of lights by the contractor throughout the period of the contract;
- k) Liaison with building owners in respect of cable/fixings, etc;
- l) Reuse, if and where possible, of existing fixings;
- m) Indemnify Shepton Mallet Town Council of any builders' work repairs relating to the contract.

## 5.0 TENDER SUBMISSION

5.1 Written tenders are to be submitted and received by post by 5pm on Monday 24<sup>th</sup> May 2021. Any tenders received after this time will not be considered. The tender pack should be sealed to prevent the contents becoming known. The packs shall not have any external means of identifying the potential supplier. Tenders will not be accepted by email.

5.2 The tender must include:

- a) Information concerning the contractor, including details of experience;
- b) A suggested lighting design plan;
- c) The technical specification of any such design;
- d) A separate document confirming the costs, including payment terms for each year and combined total for three years;
- e) The names and contact details of two referees who have received a similar service in the past 12 months.

5.3 The Council will do everything possible to ensure tenderers have access to all information they require in order to produce their tender submission.

5.4 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, request should be done so in writing by email to [info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk) . All enquiries should be addressed to Paula Robertson, Assistant Town Clerk (Planning & Amenities). We will endeavour to respond within 3 working days from receipt of the enquiry.

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

## 6.0 EVALUATION

6.1 Each compliant tender will be judged against the following criteria:

Description	Weighting
Experience of working with Local Authorities	5
Evidence of the experience, capability and qualifications of key personnel	15
Creativity and innovation of the proposal and its fit with the town	10
Ability to deliver to the required standard/timing requirements	20
Value for money	20
Affordability	20
Location of supplier/storage of lighting	10
<b>TOTAL</b>	<b>100</b>

## 7.0 FURTHER INFORMATION

7.1 Contact and submission information:

Completed tenders should be returned in a sealed envelope, clearly marked 'Tender – Christmas Lighting', with no other identifying features and addressed to:

Town Clerk  
Shepton Mallet Town Council  
1 Park Road  
Shepton Mallet  
Somerset  
BA4 5BS

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 deadline for the return of the document is 5pm on Monday 24<sup>th</sup> May 2021.**

**The Council will award the contract at its Place-making & Protection Committee meeting on 29<sup>th</sup> June 2021.**

APPENDIX A – Christmas 2020 Example Installations

<p>High Street installations</p>	
<p>Commercial Road/Paul Street crossing</p>	
<p>Market Place installation</p>	
<p>Christmas tree</p>	
<p>Pedestrianised area of Town Street installations and icicles</p>	

Market Square zig-zag icicles



## APPENDIX B – Current electrical box sites (please see map on next page)

1. BGW Solicitors
2. Haskins Furniture
3. Geoffrey Smith Estate Agents
4. Street Mortgage Solutions Ltd
5. Cooper & Tanner Estate Agents
6. Rosemary Greek Restaurant
7. Shepton Mallet Community Bookshop
8. ABC Polish Shop
9. Royal Mail Delivery Office – box for Christmas tree connection
10. Vape at No. 1
11. Cedar House Lifestyle
12. Liberal Club and Mechanics Hall

