**Tender Document**

**Caerphilly Town Council**

**Tender for the installation, removal, and storage of Christmas Lights**

Introduction

Caerphilly Town Council organises the annual display of Christmas Lights in the town centre. The Christmas Lights are installed in early November ready for a switch on event on the third weekend in November, which this year will be the evening of Friday 17 November 2023. They are taken down and removed to storage the second week in January. After a number of years of using the same contractor, it is necessary to retender the contract to comply with the Town Council’s responsibilities as a public body and demonstrate value for money.

Core Service Requirements

The Town Council is inviting suitably experienced contractors to submit proposals. The Christmas Lights are in situ for a period of 7 weeks from mid November to early January and then removed to storage until the next Christmas season. The Town Council owns 70 figurines / motifs, of which 53 are installed on lamp posts (all with connectors), 1 feature seasonal sign on the Twyn Community Centre, and 16 are spares*.* A schedule of the locations is attached. In addition, string lights are installed on a specimen 25 foot Christmas Tree in front of the Twyn Community Centre. The contractor will be responsible for carrying out annual PAT testing on all the lights and providing a report to the Town Council with recommendations in respect of repairs / replacements. Most of the lights are efficient LED units. Energy is by an unmetered supply agreement with National Grid. The contractor will be responsible for providing inventory information to National Grid on behalf of the Town Council to enable consumption to be assessed. The Town Council will remain responsible for paying the energy supplier directly. The contractor will provide personnel to assist with the switch on of the lights on the 17 November 2023. All lights operate on timers between 4.00pm and midnight. A call out service will be required to respond to reports of failed lights. As necessary the contractor will liaise with Caerphilly County Borough Council as the streetlighting authority. The contractor will be responsible for arranging transport to safe and secure storage of all the lights once they are taken down in January.

Additional Items

Contractors are also invited to tender for the following additional items to be separately itemised in the Tender price.

1 Provision of 25 foot specimen Christmas Tree supply erection and removal for composting at end of Christmas period. (Note dressing of tree with Christmas Lights should be included in the Core Service).

2 Installation and removal of 9 motifs on lamp posts in Crescent Road. (It is understood works are required to the street lights by Caerphilly County Borough Council and it is uncertain when these lamp posts can be used for Christmas Lights so are included as an option).

The contract will be for 2023 with the option to extend for a further two years (2024, 2025)*.* The tender sum should be fixed for 2023. For 2024 and 2025 the Town Council will negotiate any uplift in costs due to inflation based on CPI in September 2024 and September 2025.

The contract will be awarded to the most economically advantageous tender. For the avoidance of doubt the Town Council is not obliged to accept the lowest or any tender.

Tender Evaluation

The Town Council has established a Procurement Advisory Panel advised by the Town Clerk to undertake the Tender evaluation. The decision to award any contract is reserved to the Town Council.

The evaluation will comprise three stages:

Stage 1 – Compliance (pass / fail)

Stage 2 – Quality (30%)

Stage 3 – Price (70%)

Stage 1 Compliance

Tenders will be subject to an initial check to confirm they have been submitted on time and all the information requested has been included. Tenders that pass this stage will be subject to detailed evaluation as set out below.

Stage 2 Quality

The following method statements should be submitted demonstrating how each requirement will be met.

1 Mobilisation – Provide the proposed approach and methodology of pre commencement activities. Demonstrate access to plant and equipment for installations including cherry pickers.

2 Health and Safety – Provide the proposed approach and method statement for managing Health and Safety on site and during storage. Demonstrate personnel are trained and qualified for working at height and on electrical installations.

3 Risk Management - Identify specific risks that are anticipated, how it is proposed to manage them and include proposed Risk Register. Include evidence of Public Liability and Employer Liability Insurance.

4 Consultation – Outline consultation proposed with National Grid, Caerphilly County Borough Council (Streetlighting) and any other bodies. Outline relationships with any Christmas lighting suppliers.

5 Quality Control – Provide details of quality assurance and quality control proposals. This should cover ensuring lights operate fault free during the Christmas period. Certification of installations to meet regulations for festive lighting.

6 Programme Management – Ensure efficient programme and adherence to timescales given the fixed date for the switch on event, and the need to remove the lights to storage following the Christmas period. Identify programme risks and how they will be managed.

The quality evaluation carries 30 points based on the submissions / answers provided to the method statements. Each method statement will be awarded up to 5 points and assessed on the following basis:

5 points Excellent, response exceeds requirements

4 points Good, response meets all requirements

3 points Satisfactory, complete to all minimum standards

2 points Less than satisfactory, fails to provide adequate information

1 point Poor, fails to meet any minimum requirement

Stage 3 Price

The pricing schedule should be completed and submitted as part of the Tender return.

Tender sum 70 points

The Tender sum is made up of the Core Service Requirements and the Additional Items (Christmas Tree and 9 motifs at Crescent Road).

For the Tender sum the Tenderer with the most competitive price will receive the maximum points available. Each remaining Tenderer’s price will be awarded a score based on the percentage difference between their price and that of the most competitive price.

Tenderer’s will not be awarded negative scores and if this should arise will be awarded 0 points.

Tenderers are advised that the Town Council will scrutinise carefully any Tender that contains a price which appears very low. The Town Council reserves the right to disregard / reject any Tender that is abnormally low. The scores achieved for both quality and price will be added together to give an overall score. The overall scores will then be used to rank the Tender submissions.

Supporting Information for Tenderers

**Schedule 1**

Lamp post locations for the Christmas Lights. (Note one seasonal sign is mounted on the Twyn Community Centre and the Christmas Tree is located in front of the Twyn Community Centre for the Christmas period and is then removed and composted).

**Schedule 2**

Tender timetable

**Schedule 3**

Pricing Schedule to be returned with Tender submission. Failure to return the Pricing Schedule in the format requested will result in a non compliant Tender.

**Schedule 4**

Checklist of information to be submitted by Tenderer.

Tender Submission

The Tender submission must be received by the Town Council no later than 12 noon on 14 August 2023. Late tenders will not be considered. Tenders are to be returned by post in a sealed envelope and clearly marked “Tender” to:

Town Clerk

Caerphilly Town Council

The Twyn Community Centre

The Twyn

Caerphilly

CF83 1JL

Any queries concerning this tender should be addressed to the Town Clerk by email to [caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com) before the Tender submission date. As this is an open tender any additional information provided to a potential tenderer will be posted on the Town Council website.

PGD July 2023

**Schedule 1**

**Locations of Christmas Lights Motifs / Figurines**

**Twyn Community Centre**

Feature “Nadolig Llawen” sign

Christmas Tree Lights. Annual specimen tree located in front of Twyn Community Centre.

**Lamp Post Locations**

Castle Street Cenotaph area LP No **WT67**

Castle Street Cenotaph area LP No **WT68**

Castle Street Cenotaph area LP No **WT69**

Castle Street Cenotaph area LP No **WT70**

Castle Street (between 2 sets of traffic lights) LP No **WT61**

Castle Street (traffic lights) LP No **WT62**

Castle Street LP No **WT63**

Castle Street (opposite Coral) LP No **WT64**

Castle Street (outside JCP Solicitors) LP No **WT65**

Castle Street (opposite WH Smith) LP No **WT66**

Castle Street Hill LP No **WT106**

Castle Street Hill LP No **WT107**

Castle Street Hill LP No **WT108**

Castle Street Hill LP No **WT109**

Castle Street (opposite Job Centre) LP No **WT111**

Castle Street (next to Job Centre) LP No **WT112**

Castle Street (opposite Tony’s Tackle) LP No **WT113**

Ton y Felin Road LP No **WT44**

Ton y Felin Road LP No **WT75**

Ton y Felin Road LP No **WT226**

Nantgarw Road LP No **WT226**

Bedwas Road (entrance Tonyfelin Medical Centre) LP No **WT54**

Bedwas Road LP No **WT55**

Bedwas Road (Gym) LP No **WT56**

Bedwas Road LP No **WT57**

Bedwas Road LP No **WT58**

Bedwas Road (entrance Castle Court car park) LP No **WT59**

Market Street ((Boars Head Hotel) LP No **WT72**

Market Street (Brinsons) LP No **WT76**

Market Street (Fussells) LP No **WT77**

Cardiff Road (railway bridge) LP No **WT88**

Cardiff Road (railway bridge) LP No **WT89**

Cardiff Road (opposite Wetherspoons) LP No **WT90**

Cardiff Road LP No **WT92**

Cardiff Road LP No **WT93**

Cardiff Road LP No **WT94**

Cardiff Road (Aktons) LP No **WT95**

Cardiff Road (Caerphilly Market) LP No **WT96**

Cardiff Road (Kings Arms) LP No **WT97**

Cardiff Road LP No **WT98**

Cardiff Road (St Davids Hospice) LP No **WT99**

Cardiff Road LP No **WT100**

Cardiff Road (NatWest) LP No **WT101**

Cardiff Road LP No **WT102**

Cardiff Road LP No **WT103**

Cardiff Road (Superdrug) LP No **WT104**

Cardiff Road (Barclays) LP **WT105**

Cardiff Road (Junction with Twyn) LP No (possibly WT1125)

Pentrebane Street LP No **WT911**

Pentrebane Street LP No **WT912**

The Twyn (Library) LP No **WT919**

The Twyn (Library) LP No **WT920**

The Twyn Car Park LP No **WT922**

There are 53 lamp post mounted motifs / figurines.

**Lamp Posts Crescent Road**

Were used in 2021 but not 2022. Works are required to the street lamps by CCBC.

Crescent Road LP No WT799

Crescent Road LP No WT797

Crescent Road LP No WT796

Crescent Road LP No WT794

Crescent Road LP No WT792

Crescent Road LP No WT790

Crescent Road LP No WT788

Crescent Road LP No WT 787

Crescent Road LP No WT786

Total 53 + 9 = 63 lamp posts

**Schedule 2**

**Tender Timetable**

17 July 2023 Town Clerk approves Tender Document (ITT) following consultation with Procurement Advisory Panel

18 July 2023 Tender posted on website and Tender alerts sent to selected companies

18 July to 13 Aug Tender period

14 Aug 2023 Closing date for return of Tenders

15 /18 Aug 2023 Tender opening with Procurement Advisory Panel arranged

W/C 21 Aug 2023 Tender documents circulated to Procurement Advisory Panel

30 Aug 2023 Procurement Advisory Panel meets to evaluate Tenders

11 Sept 2023 Tender report completed for Town Council agenda

18 Sept 2023 Town Council decision on Tender award

19 Sept 2023 Notification issued to Tenderers

The aim is to present a Tender report to the Town council on 18 September 2023 and for a decision to be notified to Tenderers on 19 September 2023.

**Schedule 3**

**Caerphilly Town Council**

**Tender for the installation, removal, and storage of Christmas Lights**

**Pricing Schedule**

Core service requirements

£

1 Installation of 53 motifs on designated lamp posts

2 Installation of seasonal sign on Twyn Community Centre

3 Installation of Christmas Tree lights

4 Annual PAT testing 69 motifs, seasonal sign, and Christmas Tree lights

5 Supply of inventory information to National Grid

6 Personnel attendance at switch on event

7 Call out charge to attend failed lights

8 Removal of 53 motifs, seasonal sign and Christmas Tree lights

9 Transport and storage 69 motifs, seasonal sign, Christmas Tree lights

Total (ex vat)

Additional requirements

1 Supply, erection and removal 25 foot Christmas Tree

2 Installation of 9 motifs on lamp posts Crescent Road

3 Removal of 9 motifs from Crescent Road

Total (ex vat)

**Schedule 4**

**Checklist of Information required for Tender**

Company information including registered address, no of employees, latest annual accounts, experience with festive lighting, membership of relevant trade bodies (eg NICEIC), key contact person

No of individual personnel who will install and remove Christmas Lights and for each person their training (eg working at height from cherry picker), qualifications (eg electrical) and experience

Reference site where company has installed similar town centre Christmas Lights

Two client references

Mobilisation method statement

Health and safety method statement

Risk management / risk register

Consultation arrangements

Quality assurance and quality control proposals

Programme management

Insurance cover (public liability and employee liability)

Pricing Schedule