



# DAWLISH TOWN COUNCIL

The Manor House, Old Town Street, Dawlish, EX7 9AP  
*Andrew McKenzie BSc PSLCC CiLCA – Town Clerk & RFO*

## INVITATION TO TENDER

To supply a managed service for Christmas lighting for 2 years:  
November 2023 to January 2025

### 1. Introduction

Dawlish Town Council is inviting tenders for the supply, installation and removal, storage, maintenance, and testing of high-quality festive light displays on 21 lamp columns, and with testing of the related electrical infrastructure for two years starting in November 2023 until 31st January 2025 with an option to extend to a further year subject to satisfactory performance.

In order to ensure that the best value for money is achieved, we invite tenders for both purchase and hire of the festive lights 'supply' aspect of this specification. Contractors must make it clear whether their tender submission is based on Dawlish Town Council purchasing, or hiring, the lights. Contractors may submit two proposals, one for each of these two options.

The successful contractor will be suitably experienced and qualified to undertake this tender and be able to provide examples of similar successful projects which they have been involved in. They must be HERS registered (Highways Electrical Registration Scheme), NSWR (National Street Works Qualification Registered Supervisors and Operatives), CFA (Constructions Fixing Association), and of document PLG06, 'Guidance on the Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments'. Tender submissions must detail how the business experience and qualification requirements are met. The successful contractor will deliver this contract with suitably qualified personnel. Sub-contracting by the **contractor is not permitted without the consent** of the client. Tender submissions must specify whether the intention is to sub-contract.

### 2. Instructions to tenderers

All tenderers are requested to let the Council know on receipt of this Invitation To Tender (ITT) that:

- they wish to submit a tender and the
- name of tenderer contact where all communications regarding this tender should be addressed to.

If there are omissions, discrepancies or enquiries concerning the ITT documents these should be emailed to [townclerk@dawlish.gov.uk](mailto:townclerk@dawlish.gov.uk)

Any clarification queries regarding the tender document must be submitted no later than 15<sup>th</sup> September 2022. Any answers to clarifications will be emailed to all known interested tenderers prior to the submission date.

All tenderers are strongly recommended to visit the town and do a site survey with an officer of the council prior to submission of the tender document.

All tenders must be for all the column displays as specified in the ITT and the whole contract period. If there are omissions or errors in the tender submitted to the Council the tenderer may be required to justify the price/items concerned. Any price adjustments to the tender made by agreement with Dawlish Town Council and the tenderer will be confirmed in writing by the tenderer to the Town Council before final acceptance by the Town Council.

### 3. Submission

Tenders may be submitted in a sealed envelope marked 'Tender – Christmas Lights Not to be opened until 30<sup>th</sup> September 2022' by post to the Town Clerk, Dawlish Town Council, Manor House Old Town Street, Dawlish EX7 9AP or emailed to [townclerk@dawlish.gov.uk](mailto:townclerk@dawlish.gov.uk). Tenders by post or by email must be received by 5pm on Friday 30<sup>th</sup> September 2022.

Tenders received after 5pm on Friday 30<sup>th</sup> September 2022 will not be considered.

### 4. Timetable

Dawlish Town Council proposes to award the contract in early 2023.

The proposed timescale is as follows:

Activity	Date
Dispatch of ITT	1 <sup>st</sup> August 2022
Return of ITT	30 <sup>th</sup> September 2022
Evaluation of ITT	October/November 2022
Invite to Meeting	If required January 2023
Notification of successful tenderer	January/February 2023
Service commencement	November 2023

Dawlish Town Council reserves the right to change the timetable and will notify tenderers where a change takes place.

### 5. Tenders - assessment and evaluation

All tenders will be assessed on the following services:

- A. Full site survey including detailed measurements of heights.
- B. Photographic simulation of lighting in situ or similar.
- C. Detailed description of the lighting scheme and its quality.
- D. Comprehensive installation and removal service.
- E. Stress testing of wall brackets (where appropriate) and inspection of all connection points on an annual basis meeting relevant engineering/electrical safety guidelines related to planning, installation, commissioning and maintenance of public lighting and street furniture.
- F. Check of all lighting equipment and undertaking any repairs to ensure are in full working order prior to installation.
- G. Installation and maintenance of electrical infrastructure (where appropriate) to serve the lighting scheme, including timers and all should be certified safe.
- H. Managing the operation for switch on whether remote access or in situ operation.

- I. 24-hour on call service during display period with repairs and faults requiring a 24-hour response for remedial works unless it is reported as an emergency and poses a danger to the public.
- J. Nominated point of contact or account manager from the contractor.
- K. Safe storage of lights whether hire or purchased by the Council by the contractor for the period of the contract.
- L. Liaison with building owners in respect of cabling/fixtures and aid the Town Council with any permissions the Council needs to be obtained.
- M. Insurance and indemnify Dawlish Town Council of any builders' work repairs relating to the contract.
- N. If purchase rather than hire of the displays, the guarantee/warranty cover provided.

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

Description	Weighting
Experience of successful working with local authorities	10
Evidence of experience, capability and qualifications of key personnel	15
Creativity and innovation of the proposal and how it fits with Dawlish	15
Ability to deliver the required standard/timing requirements	25
Value for money	25
Location of supplier/storage of lighting	10
<b>Total</b>	<b>100</b>

The Council will not be bound to accept the lowest priced or any tender submitted and may reject any tender if it is incomplete or vague.

Tenders will be judged by the Civic Amenities Committee of the Town Council and may be referred to the full Council for final approval. If the tenderer is required to attend a meeting to discuss their proposals this will be at no additional charge to the Council. The Town Council may require additional information as appropriate for each tender. This ITT has been prepared in good faith and the Town Council does not accept any liability or responsibility for the adequacy, accuracy, or completeness of the information. Each tenderer must make its own independent assessment of the proposed terms after making such investigations and take such professional advice as it deems necessary to determine its interest in the contract.

**The tenderer must include in their tender:**

- a) Information concerning the contractor, including details of experience, training, and staff competence.
- b) A suggested lighting design plan.
- c) The technical specification of any such design.
- d) Method statements on minimising risk to property, residents and the public and operations to be undertaken on site.
- e) A separate document confirming the costs, including payment terms for each year and combined total for two years (option of a third year, subject to satisfactory performance). Figures quoted must be the total fixed price, excluding VAT, for the works concerned, including all parts, materials,

labour, and ancillary costs. Pricing should be all inclusive of every aspect to deliver and maintain the scheme for the duration of the contracted period. The contractor's submission should also include a breakdown of the total fixed price to deliver all elements of the specification, into the annual cost for each of the two years (with option of third) unless otherwise stated by the response in the tender document. Financial arrangements will be agreed with the successful contractor. The contractor should conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.

e) The names and contact details of two referees who have received a similar service in the past 12 months.

Please note that the contractor selected to undertake this contract will have to provide documentary evidence of insurances, health and safety policies and relevant operative training prior to contract award. In addition, the contractor selected will have to provide a full method statement and risk assessment to demonstrate how the works will be carried out safely.

## 6. Tender conditions

The tender shall provide an irrevocable offer to provide the services. The successful tenderer shall conclude a formal contract with Dawlish Town Council which shall embody the tenderer's offer.

It is clearly understood that the ITT and the submission of the tender shall not in any way bind the Town Council to enter a contract with the tenderer or involve the Town Council in any financial commitment whatsoever in this respect.

Any interested organisation who directly or indirectly canvasses any member or official of the Council concerning the evaluation of the tender, or who directly or indirectly obtains, or attempts to obtain, information from a member or official concerning any other tender will be disqualified. If at any stage during the process it is discovered canvassing has taken place, that organisation and its tender may be disqualified from the tender process.

## 7. Tenderers responsibilities

The tenderer is responsible for obtaining all information necessary for the preparation of its tender and all costs, expenses and liabilities incurred by a tenderer in connection with the preparation and submission of a tender shall be borne by the tenderer. Each tenderer should satisfy themselves before submission as to the accuracy of the prices and rates and cover all obligations and all necessary information for risks and contingencies which might affect the tender.

## 8. Confidentiality

All information supplied by the Town Council in connection with this ITT shall be treated as confidential by tenderers except that such information may be disclosed so far as is necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the Tender.

## 9. Specification

Dawlish Town Council provides, on an annual basis, 21 festive lamp column displays along the Strand and part of Piermont Place, Queen Street and a small section of Park Road and High Street, Dawlish.

This complements the existing catenary (festoon) lights along the Strand and other decorative lighting in the town such as on the Brook and a Christmas tree on the Lawn. 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 Trade and is usually held on the Friday before last weekend in November each year.

Dawlish 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 2023. The contract will run for two years including Christmas 2023 and 2024 with an option to extend to 2025. If the option is not extended the contract will end on 31st January 2025. The option to extend is subject to satisfactory performance throughout the contract period.

#### **Tender for the installation of 21 column displays:**

The areas where the column displays are to be lit are:

- Part of Park Road and part of High Street
- Queen Street
- The Strand
- Part of Piermont Place.

For several years, the Council has had 21 motif displays on the lamp columns and these were added year on year with timers and control gear last being installed in two lamp columns in 2017. The displays were purchased by the Council and are now reaching the end of their life, whilst in parallel, the Council seeks also to have new motifs/designs going forward.

During the contract period a new area of Piermont Place may be available for Christmas lighting if the lamp posts are renewed by the County Council and Brunswick Place may also be included in a Christmas lighting scheme. If this occurs the successful contractor will be asked to add this to the festive lighting and a separate fee would be agreed for this over the contract period.

The tender should include LED or low energy products as these are in accordance with the Council's Climate Emergency Declaration. The display should be installed in the period preceding the switch on and no later each year than 5 working days prior to the switch on. The lighting must be removed by 15th January each year.

The lighting should be able to be switched on by remote operation if possible or the contractor should outline how they will be co-ordinated in a switch on, on the evening. Over the contract period the council will be renewing other lighting and the remote operation may need to work with other systems in place. If this is the case the contractor will be informed, and discussions and additional costs agreed as to how the displays will be integrated will take place. The timers on the lighting should be operating daily throughout the period from switch on to take down (or 12th night if dates can be specified in the timers) from 4pm to 11pm unless advised differently. If there are complaints from residents the contractor would be required to change times as requested by the Council.

The town centre area is a mix of commercial and residential properties so this should be taken account of in the installation and removal of the lighting displays as some are adjacent to nearby properties.

Safe working practices must be adopted at all times and the contractor will need to show evidence of the relevant professional and public liability cover to the value of £10million.

## 10. Requirements for the supply, annual installation and removal, storage, maintenance and testing of light displays of and testing of electrical infrastructure 2023 to 2025

### **Standard to be achieved**

To achieve and maintain 21 safe, attractive, high quality festive light lamp column displays using appropriate high-quality products.

### **Timings**

Dawlish Town Council shall provide the contractor with switch on dates at least four months in advance of the switch on.

### **Annual installation**

Annual installation of light displays will be completed and tested by a date that is at least 5 working days before the switch on date.

### **Annual removal of light displays**

The contractor will take down all Christmas lights by the 15th of January each year.

### **Assistance with and provision of documents**

The Town Council is likely to need occasionally the contractor's assistance with documentation. This assistance must be provided within five working days. The client will from time to time require documents from the contractor to support highways licence applications e.g. (but not exclusively) insurance documents, RAMS, electrical test certificates. These documents should be provided to the client as soon as is possible and within five working days at the latest.

**Please note that the contractor is responsible for supplying and installing all light displays unless this specification states otherwise. Tender submissions when describing each element of the displays should detail the type and volume of lights and how they are used/dressed.**

### **Lamp column displays**

- PAT test the lamp column light displays annually.
- Maintain in good working order the wiring circuits required inside the lamp columns to power each lamp column display. This relates to all components including (but not exclusively) wiring, switches and timers.
- Maintain up to date and supply to the client upon request, PAT test certificates, and lamp column festive light wiring test certificates.
- Supply the client when requested with images and details of weight, size etc of lamp column displays for use in structural integrity calculations, and in highways licence applications.

### **Removal of old festive lighting components**

The successful contractor will be required to remove any components of previous festive lighting schemes that may be surplus to requirements. For example, but not exclusively, redundant wires from lamp columns or buildings.

### **Enabling works and additional infrastructure**

If new or additional infrastructure is required for a scheme tendered by a contractor, the contractor is responsible within the contract for supplying and maintaining the new infrastructure and delivering all works.

### **Additional points and overarching conditions**

- The contractor will be responsible for maintaining, replacing, or repairing any part of the lighting displays. This includes all wiring above ground, and festive lights specific wiring, switches and timers located within lamp columns.
- Dawlish Town Council festive lights are on from 4pm to 11pm daily during the festive period after switch on.
- Contractors are responsible for maintaining and replacing appropriate timers to deliver this and for servicing them during the period of illumination to ensure they operate correctly at the right time. Many of the timers in the current scheme located within lamp columns and power pillars may remain serviceable, but it is the contractor's responsibility to maintain and if necessary, replace these during the contract period.
- Tenderers are invited to outline their test strategy within their tender submissions. This includes the formal electrical test certifications (both PAT and of all infrastructure), and the informal tests following installation to ensure all displays are ready at least five working days before the switch on dates. The contractor will be required to test the electrical infrastructure for the schemes and provide formal electrical test certificates.
- Tenderers are invited to outline their approach to minimising environmental impact of their proposed schemes and the impact upon costs, if any, of use of more environmentally friendly parts such as low energy bulbs.
- Tenderers must certify within their tender submissions that they can meet the required timescales.

## **11. Payment**

Payment for services to the contractor 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.