



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899773 Email: townclerk@penrithtowncouncil.gov.uk

TENDER FOR:

CHRISTMAS LIGHTS IN PENRITH TOWN CENTRE 2023

TENDER DEADLINE:

2pm Tuesday 09 May 2023

TENDER ADDRESS:

**Town Clerk, Penrith Town Council, Unit 1, Church House,
19-24 Friargate, Penrith, Cumbria, CA11 7XR**

Your response to this invitation to provide a tender must be received up to the closing time on the date and in the place shown above.

Your tender shall be submitted in a sealed envelope or package, marked with the tenderers name for the attention of the Town Clerk and the invitation to tender title:

CHRISTMAS LIGHTS IN PENRITH TOWN CENTRE 2023

Interested contractors are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

CONTENTS

- 1.0 Invitation to Tender
- 2.0 Terms of Engagement
- 3.0 Notes for Pricing
- 4.0 Specification
- 5.0 Evaluation and Scoring
- 6.0 Submission of Tender
- 7.0 Tender Form
- 8.0 Application Form

Appendices

Site Location Plan

Photos for assistance.

This document must be treated as private and confidential. You must not disclose the fact that you are submitting a tender nor release details of the tender document other than on an 'In Confidence' basis to those who have a legitimate need to know or to whom they need to consult for the purposes of preparing a tender.

1. INVITATION TO TENDER

- 1.1 **Penrith Town Council** ("the Council") is seeking tenders from qualified and experienced contractors to provide a Christmas Lighting Display in Penrith Town Centre in 2023. This scheme of work involves the design, installation, testing, maintenance and dismantling of the full lighting scheme.
- 1.2 The **Council** hereby invites prices for the carrying out the Christmas Lighting Display in Penrith Town Centre in accordance with the provisions set out in this document.
- 1.3 The Prices submitted must indicate the rate for carrying out each element of the Contract as set out in the Specification and Tender Form.
- 1.4 Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
- 1.5 Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Services and Contracts Manager by no later than one week before the date of submission.
- 1.6 The tender shall be submitted **ONLY** on the attached Tender Form.
- 1.7 Prices shall be irrevocable and valid for a minimum period of 160 days after the closing time, whether or not another price has been accepted.
- 1.8 Prospective Contractors should note that the Council has in its sole discretion, the unfettered right to:
 - Accept any tender.
 - Reject any tender.
 - Reject all tenders.
 - Accept a tender which is not the lowest price.
 - Reject a tender even if it is the only tender received by The Council.
 - Accept all or any part of a tender; and
 - Novate the tender to Penrith Business Improvement District (BID)
- 1.9 The contract will be awarded using the evaluation methodology as set out in the Evaluation and Scoring Section 5.
- 1.10 If having examined the tender documents, you wish to submit a tender you should fully complete and return the Tender Form and the required information set out in paragraph 6.1 and send all related documentation to the Town Council office by POST in a sealed envelope, marked with the tenderers name for the attention of the Town Clerk to:

Christmas Lights in Penrith Town Centre 2023

The Town Clerk
Penrith Town Council
Unit 1, Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR

by no later than 2pm on Tuesday 09 May 2023.

Please note that tenders received late will not be considered.

- 1.12 The Council will acknowledge receipt of all accepted tenders within 28 days of the closing date.

2. TERMS OF ENGAGEMENT

- 2.1 The acceptance of a tender by the Council shall form the basis of a binding contract which shall be governed by English Law.
- 2.2 This document, together with any correspondence made to clarify the Contractor's tendered price shall form the contract documentation.
- 2.3 The 'Council's Representative' shall mean Ian Parker (or other appropriate person appointed from time to time by the Council and notified in writing to the Contractor). All tender documents relating to this tender shall be sent to the Town Clerk using the details set out in paragraph 1.10.
- 2.4 Any queries or correspondence relating to this document and the Schedule of Works should be directed to:

Ian Parker
The Services and Contracts Manager
Penrith Town Council
Unit 1, Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR

Email: scmanager@penrithtowncouncil.gov.uk
Tel: 01768 425998

3. **NOTES FOR PRICING**

3.1 **Background**

- 3.1.1 The Penrith Business Improvement District (BID) has had the responsibility for managing the provision of Christmas Lighting in Penrith in recent years. The BID has managed this scheme of work effectively to the positive satisfaction of the community and its businesses.
- 3.1.2 The BID lost its revote and will cease its duties as of 31 March 2023. The BID is pursuing a new vote which is scheduled to be held on the 30 June 2023 and upon a successful outturn the BID will be functioning again from the 01 August 2023.
- 3.1.3 Penrith Town Council (the Council) has agreed that during this period of uncertainty they will progress with the planning for a Christmas Lighting scheme for Penrith in 2023.
- 3.1.4 The Council has prepared this tender documentation in partnership with the BID and given the circumstances this contract is for **ONE YEAR (2023) Only**. Tenderers should note that should the BID be revoted in; they will take on the responsibility and Client role for the Christmas Lighting scheme this year and the contract will novate to them from the 01 August 2023.
- 3.1.5 The Christmas Lighting scheme for Penrith contract includes, but is not limited to services including preparing a design for Penrith, installation of the approved design, testing of all lights and features, maintenance during the period of the display, dismantling of the full lighting scheme and all associated health and safety and electrical safety requirements.
- 3.1.6 Before tendering the Contractor is advised, at their own discretion, to visit the sites and assets to satisfy themselves as to the full extent of the Contract Specification. The Council's representative is available to meet contractors at a mutually agreeable time.

3.2 **Duration of the Contract and Key Dates**

- 3.2.1 The duration of the contract is for **ONE YEAR, 2023 Christmas period**. The proposed key dates for the delivery of the contract are:

Item / Task	Date by
Final Design Confirmed	31 August 2023
Installation	17 November 2023
Final Testing	22 November 2023
Switch On Event	25 November 2023
Display Period (Light)	25 November 2023 – 05 January 2024
Switched Off	For 06 January 2024
Dismantled	15 January 2024

- 3.2.2 All dates are proposed for planning purposes and are subject to approval with the successful contractor.

3.3 Termination of Contract

- 3.3.1 Either party may, terminate the contract, in writing, giving no less than six months' notice.

3.4 Health and Safety

- 3.4.1 The appointed Contractor shall at all times comply with the requirements of all relevant Health and Safety legislation and all associated Acts, Regulations and Approved Codes of Practice relating to provision of Christmas lighting installation and display including the requirements of the County Surveyors Society Code of Practice for the installation, Operation and Removal of Season Decorations and:
- Health and Safety at Work Act 1974
 - Electricity at Work Regulations 1989
 - BS7671: 1992 Requirements for Electrical Installation, IEE Wiring Regulations
- 3.4.2 The appointed Contractor must submit to the Council copies of relevant risk assessments and method statements including electrical installation and testing sign off sheets.
- 3.4.3 The appointed contractor shall provide a document setting out the staff training competencies ahead of the contract commencing or prior to individual aspects of work commencing and ensure that all works are undertaken by suitably competent persons.

3.5 Insurance

- 3.5.1 The Contractor is required to have a minimum of £10,000,000 public and employers liability insurance cover for the type of works included in this tender.
- 3.5.2 The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals because of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

3.6 Consents and Approvals

- 3.6.1 The erection of seasonal decorations on or above the Highway shall only be carried out with the prior written approval of the Highway Authority, which will be the Westmorland and Furness Council.
- 3.6.2 The power supplies largely belong to Westmorland and Furness Council, Penrith Town Council and individual property owners that will be BID Levy members.
- 3.6.3 The fixing of anchors, bolts for catenary wires shall only be carried out with the prior written approval of the building owners or tenants.
- 3.6.4 The appointed Contractor will work with, assist and support the Council in applying for all required consents, licenses and approvals.

3.7 Labour, Plant, Materials, Vehicles

- 3.7.1 The contractor will provide all labour, materials, fuel, carriage, tools, vehicles and signage to execute the works.

3.8 Subcontractors

- 3.8.1 Subcontractors are permitted to work on behalf of the contractor. It is the responsibility of the contractor to guarantee that should it use sub-contractors to undertake any aspects of the works that all its sub-contractors will comply with all the requirements and terms and conditions set out herein.

3.8 Emergency Cover and adhoc works

- 3.8.1 The contractor is required to have the capacity to attend to defects, interruptions in the lighting display, unforeseen events and similar during the period the lights are erected and displayed.
- 3.8.3 The Council may require additional work beyond the contract specification. Each nominated task will be specified, and the price agreed in writing between the Council and the contractor.

3.9 Payment to the Contractor

- 3.9.1 The contractor shall submit an invoice throughout the period of the contract with payment arrangements agreed with the appointed contractor. Subject to satisfactory performance, invoices will be paid by BACS within 15 days of receipt.

3.11 Contract Monitoring

- 3.11.1 The contract will be monitored by the Council's Services and Contracts Manager.
- 3.11.2 A contract time line and key dates will be agreed with the appointed Contractor, as soon as practicable after the award of contract.
- 3.11.3 The Contractor as a minimum must attend a pre-installation meeting preferably in person, or by telephone or electronic means.
- 3.11.4 Upon commencement of the lighting installation a daily progress meeting shall be arranged and this may be in person, by telephone or electronic means.
- 3.11.5 The Contractor must present an 'installation sign off' document to the Client stating that all decorations are in safe working order and compliant with required standards.
- 3.11.6 The Contractor must present a 'take down sign off' document to the Client confirming the removal of all decorations, catenary wires and similar.
- 3.11.7 The Contractor may be required to attend additional meetings with the Council's supervising officer, at his discretion to discuss any aspect of the lighting installation and this may be in person, by telephone or electronic means.

4.0 SPECIFICATION

The specification below provides the minimum requirements for the services to be provided. Tenderers are invited to use their experience and their product ranges and design knowledge to present a scheme for Penrith that meets these requirements and continues to make the town attractive throughout the Christmas Period.

The specification is based on the locations and lighting from previous years installations, and the Council invites a design incorporating the following locations (Location Plans attached):

- Middlegate
- Burrowgate
- Devonshire Street
- King Street
- Clocktower
- Angel Lane
- Little Dockray
- Cornmarket to include the Bandstand
- Great Dockray

4.1 A Full Site survey should be undertaken.

4.2 The tender should include photographic images showing simulation of the design or designs.

4.3 Installation Requirements

4.3.1 Middlegate

- 11No column (lamppost) mounted motifs or wreaths.
- 3No trees dressed with cascading snowfall lights or trees wrapped with cluster LED string lights (adjacent to Penrith Museum).
- 2NO Street Crossing lighting motif displays (at the Narrows).

4.3.2 Burrowgate

- 2No Street Crossing lighting motif displays.
- 3NO trees dressed with cascading snowfall lights or trees wrapped with cluster LED string lights.

4.3.3 Devonshire Street

- 3No larger bespoke and lit stand-alone decorations (such as Angel, Bauble, Present or similar).

4.3.4 King Street

- Icicle lights across the road in 'zig zag' formation on catenary wire.
- 2NO Street Crossing lighting motif displays.

4.3.5 Clocktower

4No column (lamppost) wrapped in LED rope lights.
LED lighting net to wrap the four faces of the Clocktower.

4.3.6 Angel Lane

Icicle lights across the lane in 'zig zag' formation on catenary wire.

4.3.7 Little Dockray

Icicle lights across the road in 'zig zag' formation on catenary wire or to run alongside buildings should consent not be possible.

4.3.8 Cornmarket to include the Bandstand.

Garland around the Bandstand soffit, decorated with string lights.
10No bandstand columns wrapped in LED rope lights.

4.3.9 Great Dockray

3No trees dressed with cascading snowfall lights or trees wrapped with cluster LED string lights.

4.4 The tender should include a cost for the attendance at the Switch-on event which should also include a pre-event switch on testing of the lighting display and any repairs undertaken as required.

4.5 The tender should include a cost for maintenance including a 24 hour call out service to provide routine repair and refurbishment of the lighting display throughout the duration of the lighting period.

4.6 The tender should include a cost for all catenary wires including the installation, testing, anchors and fixings.

4.7 The tender should include a cost for the dismantling and removal of all lights, structures, catenary wires and anchors and fixings.

4.7 Additional Items

4.4.1 The tenderer is invited to present any additional proposals or locations that would be considered to add value and effect to the lighting installation. Costs should be itemised on the Tender Form by location and description and a separate and additional cost associated with this element of work shown.

5.0 EVALUATION AND SCORING

- 5.1 Tender submissions will be evaluated in accordance with the Penrith Town Council's Financial Regulations using the following criteria and weighting:

Criteria	Possible Maximum score	Evidence	Scores
Price The total cost	Max 60 points out of 100. (NOTE1)	Tender	60
Quality The supplier's ability to perform the contract to the highest standards. Evidence of the supplier's relevant knowledge and experience via a Curriculum Vitae or company information/designs	Max 30 points out of 100 (NOTE 2)	One reference	7.5
		Second reference	7.5
		Curriculum Vitae	5
		Proposed Design	10
Compliance The supplier's compliance with Health & Safety	Max 5 points out of 100. (NOTE 3)	Company Health and Safety Policy	2.5
		Insurance Documents	2.5
Locality The location/ base of the contractor	Max 5 points out of 100 (Note 4)	Parish of Penrith	5
		All other areas	0

Note 1 – Price

Points will be awarded as follows:

Lowest Tender	60 points
---------------	-----------

Within:

5% of lowest tender	40 points
---------------------	-----------

10% of lowest tender	30 points
----------------------	-----------

15% of lowest tender	20 points
----------------------	-----------

20% of lowest tender	10 points
----------------------	-----------

Note 2 - Quality**References**

Very positive reference	7.5 points
-------------------------	------------

Adequate reference	3.5 points
--------------------	------------

Poor reference	0 points
----------------	----------

Curriculum Vitae

Extensive experience	5 points
----------------------	----------

Some Experience	2.5 points
-----------------	------------

No previous experience	0 points
------------------------	----------

Design

Fully Meets Specification/Preferred	10 points
-------------------------------------	-----------

Partly meets specification	5 points
----------------------------	----------

Does not meet specification	0 points
-----------------------------	----------

Note 3 – Compliance**Health and Safety Policy**

Extensive and thorough	5 points
------------------------	----------

Adequate Policy	2.5 points
-----------------	------------

No evidence	0 points
-------------	----------

Evidence such as sample health and safety policy with sample risk assessment, method statement, employee training certificates, quality assurance, working at height, tools and machinery.

Insurance

£10million Public & Employers Liability	5 points
---	----------

Less than £10million	0 points
----------------------	----------

Note 4 – Local Rules

The Council will purchase locally wherever possible and where best value can be satisfied. The Council aims to primarily make purchases within the parish of Penrith and the district of Eden. The scores will reflect this:

Contractor based in Penrith Parish	5 points.
------------------------------------	-----------

Contractor based outside this area	0 points.
------------------------------------	-----------

6.0 SUBMISSION OF TENDER

6.1 The Contractor shall submit the following documents:

Required	Submission Check List (✓)
Tender Form with prices clearly shown and itemised.	
Photographic images showing simulation of the tender design. (Proposed Design)	
Application Form with two references	
Insurance Certificates (Employers and Public Liability Insurance)	
Any other supporting documents considered relevant including company curriculum vitae and evidence of other installations for a Council.	

7.0 TENDER FORM – TO BE SUBMITTED TO THE COUNCIL

PRICES ARE TO BE EXCLUSIVE OF VAT

Area and Description	Price (£)
Full Site Survey	£
Installation service, checking, testing, commissioning on the following streets. 4.3.1 Middlegate 4.3.2 Burrowgate 4.3.3 Devonshire Street 4.3.4 King Street 4.3.5 Clocktower 4.3.6 Angel Lane 4.3.7 Little Dockray 4.3.8 Cornmarket to include Bandstand. 4.3.9 Great Dockray	£
Attendance at the switch on event including pre-switch-on testing on the day and repair as required.	£
24 hour on call service to provide routine repair and refurbishment throughout the period of display.	£
Catenary wires rental, installation, testing including all anchors and fixings.	£
Dismantling and removal of all lights, structures, catenary wires and anchors and fixings.	£
<u>Total A</u>	£
Additional Items (Please state)	£
<u>Total for Additional Items B</u>	£
<u>Total A + B</u>	£

Please complete and sign the Tender Form and return to the Penrith Town Council offices by **2PM on THURSDAY 09 May 2023**

I/We agree to complete the work in accordance with the Invitation to Tender, Notes for Pricing and the Specification.

I/We understand that Penrith Town Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Company or Business Name	
Business Address	
Post Code	
VAT Reg No (if applicable)	
Telephone Numbers	
Email Address	

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

Signed:	
Print Name:	
Position:	
Dated:	

PENRITH TOWN COUNCIL

8.0 APPLICATION FORM

Title**First Name****Last Name****Contact Address**

Including full Postcode

Telephone Number**Mobile Number****Email Address****Do you have an alternative contact, including agents, you would like us to use?**

If Yes, provide details.

Title**First Name****Last Name****Relationship to you****Contact Address**

Including full postcode

Telephone Number**Mobile Number****Email Address**

**Organisation
Name**

--

Type of Organisation

Describe your organisation type and your experience in relation to the scheme of work (attachments or separate documents welcome)

--

Is your organisation a public or private body?

Tick only one box.

☐

Public body

☐

Private body

**Organisation Registration Number
(if applicable)****Value Added Tax (VAT) Number
(if applicable)****Scheme**This should be a short
title for us to use in
correspondence.**Project duration**Start
dateEnd
date

REFERENCES – Please give two references

1. Name & Address:	2. Name & Address:
Describe the relationship with your referee:	Describe the relationship with your referee:
Why have you chosen this referee?	Why have you chosen this referee?

<p>Are you able to provide a current certificate of insurance including public and employers liability insurance of a minimum of £10,000,000?</p> <p>Tick only one box.</p>	YES	NO

(Continue on additional sheets if required – references from the organisation can be submitted)

Sign below once you are satisfied that you have completed the form correctly and you are able to provide the documents required.

I declare that the information given in this tender is true and accurate to the best of my knowledge and belief.

I declare that I have permission from any other partner(s) to sign the tender on their behalf.

I understand that information given by me will be treated in confidence but may be submitted for checking against records held by other government departments, other agencies, local authorities and the police, for the purposes of assessing my eligibility or for the purposes of the prevention or detection of crime.

I understand that I may be liable for prosecution if I have knowingly provided information which I know to be false or do not believe to be true.

I declare that I have not committed any serious infringement or fraud.

You required to declare any current involvement or interest with the Council if it is considered by you to be in real or apparent conflict with the duties to be performed for this scheme of work. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process. Please declare your interest within your covering letter or email to the Council.

Print name of applicant	<input type="text"/>
Signature of applicant	<input type="text"/>
Date (DD/MM/YYYY)	<input type="text"/>

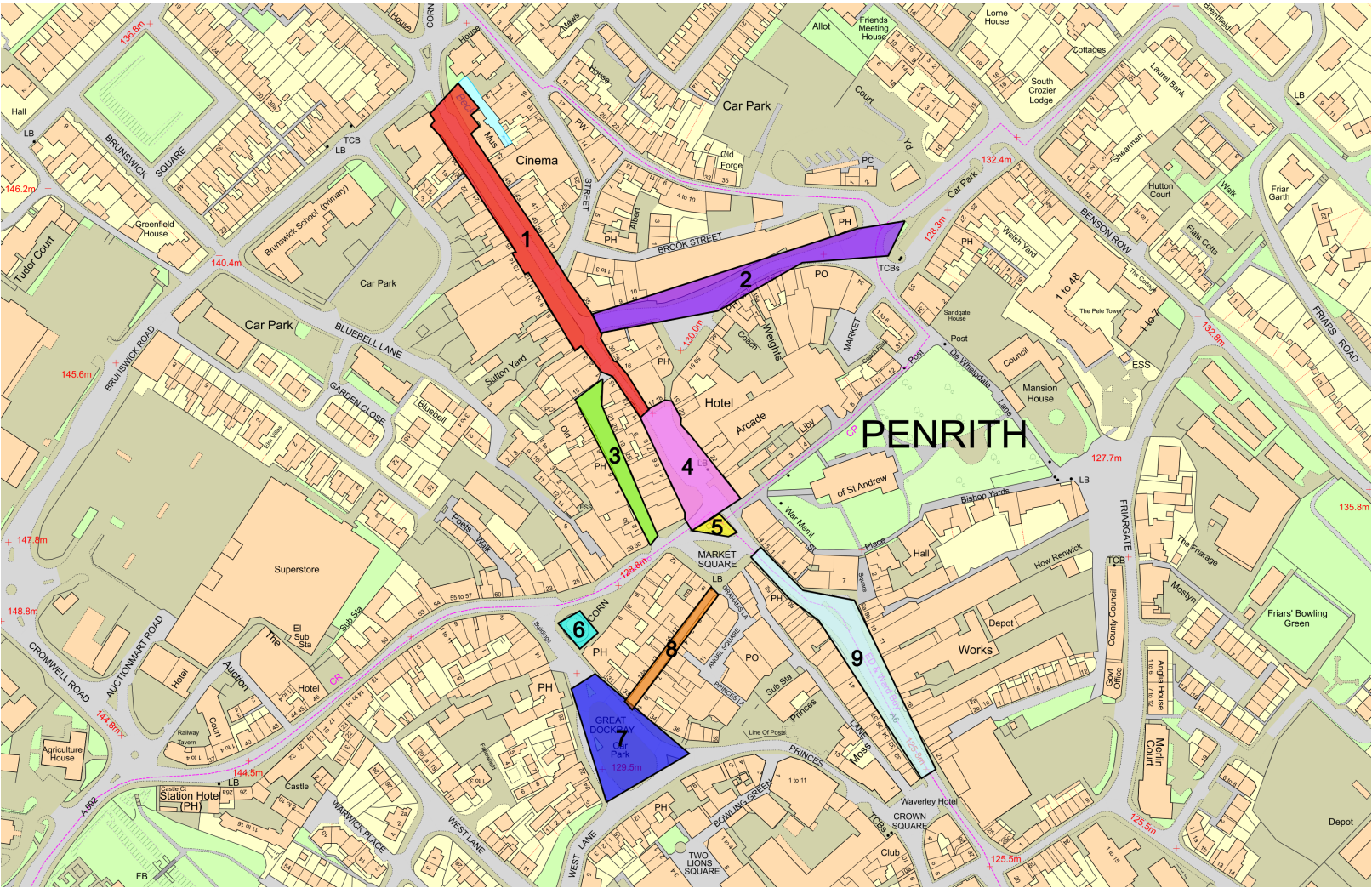
Please submit all required information to:

Christmas Lights in Penrith Town Centre 2023, The Town Clerk, Penrith Town Council, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

GDPR 2018 AND RECORD RETENTION:

All documents will be treated in confidence and retained securely.

DOCUMENT	MINIMUM PERIOD OF RETENTION	REASON
General quotations/tenders	6 years	Limitations Act 1980 as amended



1.Middlegate	Red
2.Burrowgate	Violet/Purple
3.Little Dockray	Green
4.Devonshire	Pink
5.Clocktower	Yellow
6.Bandstand	Turquoise
7.Great Dockray	Blue/Purple
8.Angel Lane	Orange
9.King Street	Light Blue

Appendix B Pictures

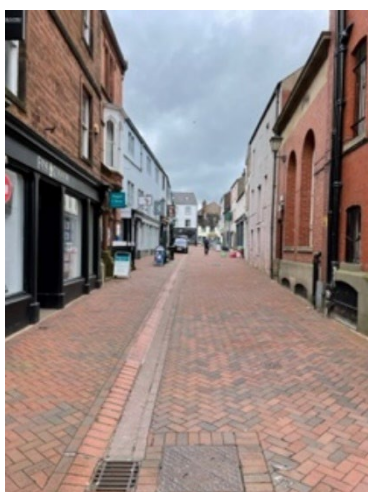
1. Middlegate



2. Burrowgate



3. Little Dockray



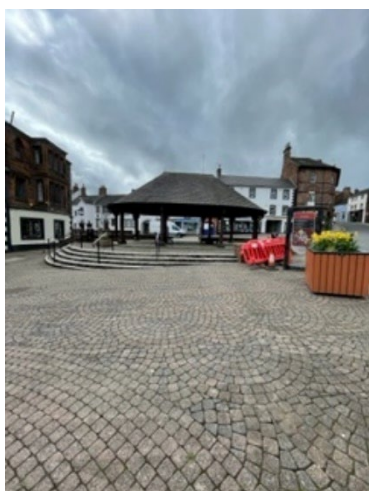
4. Devonshire Street



5. Clocktower



6. Bandstand



7. Great Dockray



8. Angel Lane



9. King Street



10. Examples of Previous Schemes in Penrith



Figure 1 - Devonshire Street / Clocktower 2022



Figure 2 - Devonshire Street / Clocktower including Angel 2022



Figure 1 - Middlegate trees 2016



Figure 4 - Cornmarket and Bandstand



Figure 5 - Little Dockray



Figure 6 - Angel Lane



Figure 7 – King Street