



**Knaresborough**  
Town Council

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## Invitation to Tender

1. To supply festive lighting in Knaresborough (design to be agreed), together with a managed service to include leasing, electrical installation, storage and repair.
2. To erect and dismantle spring/summer bunting in the town when requested.
3. To erect and remove event banners upon request from the Town Clerk, but invoiced directly to other organisations.

The Contractor's fees for the three items above should be listed separately.

Term of Contract: 1<sup>st</sup> June 2020 - 31<sup>st</sup> May 2023

January 2020

## **INTRODUCTION**

Knaresborough Town Council (KTC) procures and manages the Festive Lighting display in Knaresborough with the aim of enhancing the town at Christmas time to make it a more enjoyable environment for residents, shoppers and tourists.

2020 sees the end of its current Festive lighting contract and with it, the end of the lease of the majority of its current Festive lights. Whilst KTC has been very happy with its Festive light design, this gives KTC the opportunity to consider a new display for the next three years, to suitably complement the lighting owned by the town and to reflect the market town heritage and atmosphere in the conservation area.

KTC is seeking suitably experienced companies to tender for design, supply, installation, maintenance, dismantling, storage, testing and operation of Christmas Lighting.

The focus of the illumination scheme is the annual 'switch on' event, the date for which is determined early in the year and is usually on a Friday in late November (Bright Friday) and the chosen Contractor would need to be present at this event to facilitate the lighting of the Christmas display in the market place.

In addition, from time to time, KTC has a requirement for spring/summer bunting to be erected/dismantled in the town and also for event banners to be erected/dismantled across the High Street. The chosen Contractor would be expected to provide this service upon request at a price as set out in its tender.

This contract will run from 1 June 2020 for three years to include Christmas 2020, 2021 and 2022.

## **REQUIREMENTS**

### **Design, Supply, Installation/Removal, Testing and Storage of Lights**

1. Details of KTC's current scheme are attached to this Invitation to Tender as Appendix 1, giving details of those lights which KTC owns and those which it leases. KTC would like to replicate the current scheme in terms of the location and number of lighting sites but would like the chosen contractor to suggest design alternatives to the current leased lighting, ensuring that it is complementary to the lights owned by KTC.
2. To design an additional display to that shown in Appendix 1 to be located on either the front lawn of Knaresborough House, or on the adjacent grass banking. This may include figurines, sleigh, Santa etc and potential contractors are invited to submit their ideas within this tender submission
3. To source and supply the new leased lighting as agreed in point 1 above and any additional lighting scheme agreed pursuant to point 2 (collectively the "Leased Lighting").

4. To install the existing owned lighting and the Leased Lighting, and test the same, at least one week prior to Bright Friday and inform KTC that all illuminations and associated equipment are installed and operational.
5. The Contractor will attend our Bright Friday event and turn on the Market Place lighting, including the tree, at the time agreed with the Town Clerk.
6. All lighting should remain lit during the evening of the 5<sup>th</sup> January, then switched off before 4pm on the 6<sup>th</sup> January, with the exception of specified lighting in the Market Place (highlighted in appendix 1 or such other similar lighting as is in place as part of the newly designed scheme). Removal of lighting to be completed by 31<sup>st</sup> January. Specified lighting in the Market Place to be turned off by the nearest working date prior to the last Sunday of the month of March (the start of British Summer Time) and removed within 2 weeks of this date.
7. To store safely and fully insure KTC's owned lights, the Leased Lighting and all associated equipment from removal to installation the following festive season.
8. In any year where required by KTC to do so, the chosen contractor will erect and dismantle spring/summer bunting at a prescribed location (erect prior to Easter, dismantle end September).
9. In any year where required by KTC to do so, the chosen Contractor will erect and subsequently remove event banners across the High Street (circa 5 per annum). These are erected for, and paid for by, third-party organisations, following instruction by the Town Clerk.
10. Testing must 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.
11. All electrical components shall be tested and all wiring, connections etc should be certified safe.
12. The chosen Contractor must follow North Yorkshire County Council's Code of Practice for the Installation of Seasonal Decorations on or above the Public Highway.
13. All equipment must be installed and anchored such that they are safe and compliant with Health and Safety regulations
14. The Contractor must ensure safe working practices are adopted at all times and that workers and the public are fully protected.
15. All faults reported to the contractor are to be evaluated within 24 hours and remedied at the contractors cost within a further 24 hours. Weekends are included in this arrangement.
16. If adverse weather conditions create a dangerous situation the chosen Contractor shall attend as an emergency (including out of hours call outs) to make lighting safe, the cost of which shall be borne by the Contractor.

17. The chosen Contractor will provide all necessary equipment including cherry pickers and vehicles to transport equipment.
18. The chosen Contractor will ensure that all lighting switches on and off daily at the times agreed with the Town Clerk.
19. Time clocks, where required, must be fitted and supplied by the Contractor and be included within the quotation.
20. The Contractor will hold the relevant insurance cover including professional and public liability to the value of £10M.
21. The Contractor should be familiar with and work within the scope of the Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments, otherwise known as PLG06 (as from time to time amended or any replacement regulations if so replaced)

## **Tender Submission**

Written tenders are to be submitted by 12 noon on Thursday 12<sup>th</sup> March, 2020. Any tenders received after this time will not be considered. The tender pack will be sealed to prevent the contents becoming known. The packs shall not have any external means of identifying the potential supplier.

The tender must include:

- a) Information concerning the Contractor, including details of experience.
- b) A suggested lighting design plan taking into consideration points 1 and 2 above adopting.
- c) The technical specification of any such design.
- d) A separate document confirming the cost of delivering items 1-7, and 15 -16, above (the standard Christmas contract) ensuring a separate breakdown of the cost of the Leased Lighting supplied under point 1 and separately point 2 and including payment terms for each year and the combined total for three years.
- e) A separate document confirming pricing including payment terms for erecting and dismantling bunting at various points across the High Street and/or the Market Square pursuant to point 8.
- f) A separate document detailing pricing including payment terms for erecting and dismantling cross street banners across the High Street pursuant to point 9.
- g) The names and contact details of two referees who have received a similar service in the past 12 months.

## Evaluation Procedures

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	30
<b>TOTAL</b>	<b>100</b>

## Further Information

### Contact and submission

Completed tenders should be clearly marked 'Tender – Christmas Lighting', with no other identifying features and addressed to the Town Clerk at:

1. Knaresborough Town Council  
Knaresborough House  
Knaresborough HG5 0HW  
North Yorkshire

01423 864080

Email: [clerk@knaresboroughtowncouncil.gov.uk](mailto:clerk@knaresboroughtowncouncil.gov.uk)

website: [www.knaresboroughtowncouncil.gov.uk](http://www.knaresboroughtowncouncil.gov.uk)

by 12 noon on Thursday 12th March, 2020.

*(Council will make final decision at its meeting on Monday 20<sup>th</sup> April)*

2. Any queries or questions raised will be shared with all parties that have indicated a wish to tender.
3. The Contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.