

HUNGERFORD TOWN COUNCIL

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The Town Clerk
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townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

20th June 2024

To whom it may concern

RE: Hungerford Town Christmas Lights Installation 2024

Your company is invited to tender for Hungerford Town Christmas Lights installation and removal contract.

- Please provide your response to our tender request by 10am Monday, July 15th, 2024, when all received tenders will be opened. The results will be announced on Monday, September 2nd, 2024.
- All installations must be completed by Friday, 29th November 2024, at the latest.
- The 'switch-on' will take place on Sunday, 1st December 2024.
- The switch off of the lights will take place on 5th January 2025 and removal of all of the trees and decorations will follow.

There are 2 tender invitations which should be quoted for separately.

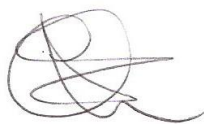
Please provide a breakdown of pricing for installation, later removal and disposal of the trees as requested in the following pages.

Full details of the locations of the electric supply is provided in a separate spreadsheet document attached along with an accompanying o/s map with these locations marked.

Please send any questions/comments regarding this Tender to my attention.

Thank you

Yours sincerely



Claire Barnes
Town Clerk

TENDER INVITATION 1 (for Christmas 2024 only)

Please note all Christmas lights are to be warm white LEDs.

Section 1 – The Main Tree and the Town Hall lights

Section 1(a) - Main Xmas Tree Lights & decorations

The main Christmas tree will be 9m tall and for the purposes of this section of the quotation, will be already installed by others outside the Town Hall in the existing socket.

1. Install 2600 LED string lights
2. Connect to adjacent streetlight (overhead cable)

Installation: £ _____

Removal and disposal of the tree:
£ _____

Section 1(b) - Town Hall Trees with Lights

1. Install and secure two **2.5m** tall ‘blocked’ Christmas trees on the main balcony and are each to be decorated with two sets of 3x60 LED string lights facing the street.
2. Install and secure one **3m** tall ‘blocked’ Christmas tree on the window balcony and it is to be decorated with one set of 4x40 LED string lights facing the street.
3. Install seven **1.2m** tall, blocked Christmas trees secured against the outside of the balcony and each installed with one set of 3 x40 white LED string lights facing the street.
4. Install five **1.2m** tall Christmas trees secured to the main pillars of the Town hall and each fitted with **one set** of 3x40 LED string lights facing the street.

Installation: £ _____

Removal and disposal of trees: £ _____

Section 2 – The Railway Bridge Decorations

1. Install four **1.2m** tall Christmas trees each fitted with LED 3 x40 string lights facing the street and secured in existing brackets on the bridge abutments on both sides of the bridge i.e. eight trees in total.

Installation: £ _____

Removal and disposal: £ _____

Section 3 - Decorations for lighting columns and various trees in the High St. and Bridge St.

Section 3(a)- The Lighting Columns

There are a total 19 lighting columns in the High Street and Bridge Street. Each column requires:

1. Install and secure one 1.2m tall Christmas tree on each side of the post to achieve a round-the-post effect. Shaving of the trees may be required.
2. Install two sets of 3x40 LED string lights.

3. Install two buckets supplied by HTC on the brackets already in place.

Total cost of installation of 38 trees on 19 columns: £ _____

Total cost for removal from and disposal of 38 trees on 19 columns:

£ _____

Section 3(b) - Lights for various trees that are part of the High Street & Bridge Street

25 living trees between 4-6m tall will need to be decorated as follows:

1. Install 1 set of either 2x60 or 3x60 depending on size of tree LED string lights in **12** trees
2. Check and if necessary, replace either 2x60 or 3x60 depending on size of tree LED string lights already installed in **13** trees

Total cost of installation in **12** growing trees and checking and replacing if necessary, lights in the **13** other trees: £ _____

NB. These lights are to remain in the living trees (* unless advised otherwise) and should be checked for damage due to pollarding. *If pollarding is due some may need to be removed. It is best to decorate these trees once the leaves have dropped if possible.

Section 4 – Install lights at the War Memorial in Bridge Street

There are **4** trees at the Bridge Street War Memorial already decorated with 2x60 LED string lights. These lights need checking and replacing as necessary. Some of the lights will need re-arranging on the trees.

Install lights in 4 growing trees: £ _____

Remove lights: £ _____

Section 5 – Install lights on Canal-side Christmas Tree

A 6.5m tall Christmas tree and for the purposes of this section of the quotation, will be already installed by others into the existing socket, by the Canal Bridge. Install one string of 1000 lights:

Installation: £ _____

Removal and disposal of tree: £ _____

Section 6 - Installation of trees with lights over shops, businesses and houses

A major part of the display will include a Christmas tree for a number of shops, businesses and homes in High Street, Bridge Street and Charnham Street.

Section 6(a) – Blocked trees

1. Each **1.2m** tree must be fitted with a ‘block’ to be installed and secured vertically to a device already on the wall above the shop/home.
2. Each tree to be fitted with 1 set 3x40 LED string lights facing the street.
3. Each tree must be further secured to the building so if it snapped in the wind, it would not fall.

Total cost of installation of **31** trees and blocks:
£ _____

Total cost of removal and disposal of **31** trees:
£ _____

Section 6(b) – Bracket trees

1. Each **1.2m** tree will be supplied already ‘turned down’ to fit an existing bracket on the wall. In the event they do not fit, trim the trees to fit.
2. Each tree will be fitted with 1 set of 3x40 LED string lights facing the street.
3. Each tree must be further secured to the building so if it snapped in the wind, it would not fall.

Total cost of installation for **108** trees in existing brackets: £ _____

Total cost of removal and disposal of **108** trees: £ _____

All leads, boxes etc. are to be removed from the streetlights/posts and tidily secured to buildings or stored as appropriate.

Health & Safety Statement

At all times the contractor must be cognisant of health and safety regulations.

**TOTAL PRICE FOR TENDER INVITATION 1(for Christmas 2024)
(total of sections 1-6 above)**

Installation: £ _____

Removal: £ _____

TENDER INVITATION 2

(Price for a 3-year contract – For Christmas 2024, 2025 and 2026)

TOTAL PRICE FOR ITEMS IN SECTION 1-6 ABOVE FOR 3 YEARS

£: _____

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

- Sight of your insurance, a method statement and risk assessment will be required.
- All electrical testing, connection to and disconnecting from the various electricity supplies must be included in your response.
- Trees can only be delivered 2/3 weeks before the switch on date as tree suppliers will not provide them earlier.
- All prices quoted should also include the cost of dismantling of the lights and trees installed. The lights will be returned to the storage area and the trees to be disposed of.
- Work must not start before 07.00hrs and must finish by 22.00hrs in residential areas.
- Please also note that the installation of Christmas Lights in Hungerford has to be in-line with the West Berkshire Festive Lighting Installation Conditions. This document is attached separately.
- It is the responsibility of the contractor to check the security and condition of the brackets when installing trees.
- The appointed contractor will need to meet with the tree supplier on arrival of all tree deliveries to ensure they are put in the correct place.
- The delivery of the smaller Christmas trees will be to the Croft Field Centre in Hungerford and the contractor will be responsible for transporting them to their positions around the town.
- Security fencing will be delivered for securing of Xmas trees at the Croft Field, but contractors will need to put fencing in position.
- The larger trees will be delivered to their respective locations in the town.
- The larger Town Hall trees will be placed on the balcony ready for the contractor to install.
- The two main Christmas trees will be erected by the supplier outside the Town Hall and by the Canal Bridge.
- Some of the trees in the High St may have been pollarded since the previous Christmas and therefore their lights will have been removed. The Contractor will need to arrange for reinstallation of these lights into the growing trees.
- It is possible that 4 soldier volunteers from REME will be available for the last two weeks of November to assist you dress the trees. It maybe you can provide a discount if this volunteer help is forthcoming. If so, please advise what this would be.
- HTC hope to supply other volunteers to help dress the Christmas trees. A councillor will be present to introduce any volunteers to the contractors, but the appointed contractor will need to instruct the volunteers with the on-going tasks involved in dressing the trees.

- Transporting of lights from the Triangle Field Storage Room to the Croft Field will be required as and when needed (approx. 6 boxes at a time of a mixture of different lights) including return of empty boxes to the storage room.
- 6 employees supplied by the contractor are needed to be present to flick the switches at the ‘Switch on event’ on Sunday 1st December.
- All lights need to be switched off on the day specified
- Packing boxes need to be retrieved from the storage room at the Triangle Field and lights packed away in correctly labelled boxes at the end of the project.
- The maps and spreadsheets provided may require slight variations. This can be due to premises changing hands, building work etc.

Hungerford Town Christmas Lights Installation/Removal

We understand that if successful, the installation contract will run from 1st Nov 2024 until 29th Nov 2024 (similar dates will be applicable for 2025 and 2026). Removal contract dates will also be similar for future years to those detailed below.

We give this tender to the Employer free of charge and understand that the Employer does not bind himself to accept this or any other tender. The tender is to remain open for acceptance for one month.

Signed: _____ **Date:**

On behalf of:

TENDERING PROGRAMME

The following represents the indicative timescale for the key stages of the tender process. These dates may be subject to change: -

- Issue tenders – 20th June 2024
- Tender return deadline – 10am, Monday 15th July 2024
- Contract Award – 3rd Sept 2024
- Installation Contract Start – 1st Nov 2024
- Installation Contract finish – 29th Nov 2024
- Be present for switch on – 1st December 2024
- Removal Contract start – 4th January 2025
- Removal Contract finish – 5th January 2025

Notes for completion:

Please answer every question. Failure to do so may result in your application being disqualified. If the question does not apply to you please write N/A; if you don’t know the answer please write N/K.

“Authority” means the purchasing organisation that is seeking to award a contract.

“You” / “Your” or “Potential Provider” means the business or company which is completing this tender.

Your completed application should be returned via post or hand no later than 10 am Monday 15th July 2024 and submitted in an envelope marked “Tender – Hungerford Town Christmas Lights Installation/Removal”, addressed to:

Hungerford Town Council

The Library, Church St

Hungerford, Berkshire

RG17 0JG

Alternatively, your completed application can be returned by email to townclerk@hungerford-tc.gov.uk with subject heading “Tender – Hungerford Town Christmas Lights Installation/Removal”.

PLEASE ALSO COMPLETE THE FOLLOWING INFORMATION:

Verification of Information Provided:

Not all questions require supporting documents up front at this stage. **However, the purchasing organisation may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues.

FORM A: ORGANISATION AND CONTACT DETAILS

Full name of organisation wishing to tender		
Registered office address		
Company or charity registration number		
Date of registration		
VAT registration number		
Name of immediate parent company		
Name of ultimate parent company		
		Please tick
Type of organisation	i) a public limited co.	
	ii) a limited company	
	iii) a limited liability partnership	
	iv) other partnership	
	v) sole trader	
	vi) other (please specify)	

FORM B: GROUNDS FOR MANDATORY REJECTION

Important Notice:

In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer ‘No’ to every question it is very unlikely that your application will be accepted.

Please state ‘Yes’ or ‘No’ to each question.

	Answer
<p>Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? Answer "Yes" only if they have been convicted</p>	
(a) Conspiracy	Yes / No
(b) Corruption	Yes / No
(c) Bribery	Yes / No
(d) Fraud (including not paying taxes or social security contributions)	Yes / No
(e) Money laundering within the meaning of Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	Yes / No
(f) Any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State	Yes / No

FORM C: GROUNDS FOR DISCRETIONARY REJECTION

Important Notice:

The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further.

Please state 'Yes' or 'No' to each question.

Has your organisation or any other director or partner	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	Yes / No
(b) committed an act of grave misconduct in the course of your business or profession;	Yes / No
(c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	Yes / No
(d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or the relevant State in which you are established; or	Yes / No
(e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	Yes / No

FORM D: FINANCIAL INFORMATION

(a) TURNOVER

Please summarise the annual turnover of your organisation over the last 3 years. If your organisation is part of a Group, please supply figures for both your own organisation and the Group.

OWN ORGANISATION

Year GBP £.....

Year GBP £.....

Year GBP £.....

GROUP

Year GBP £.....

Year GBP £.....

Year GBP £.....

A copy of your audited accounts for the most recent two years may be requested.

(b) INSURANCE

Please provide details of your current levels of insurance for the following: -

Public Liability Insurance Insured up to GBP £.....for any one event

Employers Liability Insurance Insured up to GBP £ for any one event

Professional Indemnity Insurance Insured up to GBP £

Evidence of your valid insurance policies will be requested before any contract is awarded

FORM E: TECHNICAL AND PROFESSIONAL ABILITY

(a) EXPERIENCE AND CONTRACT EXAMPLES

Please provide details of up to three contracts from either the public or private sector (or both), that have been completed in the past **three** years.

	Contract 1	Contract 2	Contract 3
Customer Organisation (name):			

Customer contact name, phone number and email			
Contract completion date			
Contract Value			
Brief description of contract			

If you do not wish the Authority to contact any of the above-mentioned customers for reference, then please state.

(b) STAFFING

How many staff does your organisation employ? _____

(c) QUALITY ASSURANCE

(c.1) Does the relevant section of your organisation hold a recognised quality management certificate, for example ISO 9001 or equivalent?	Yes / No
(c.2) If “Yes” , please enclose a copy of the certificate.	
(c.3) If “No” , please describe any actions you take to ensure quality is consistently monitored and maintained throughout your organisation.	Yes / No
(c.4) Is your organisation a member of any relevant professional / trade associations?	If “Yes” , please state.

(d) HEALTH AND SAFETY

(d.1) Does the relevant section of your organisation hold a recognised Health and Safety management system certificate?	Yes / No
(d.2) If “Yes” , please enclose a copy of the certificate.	
(d.3) Do you have a company Health and Safety policy?	Yes / No
(d.4) If “Yes” , please enclose a copy with your response.	

(d.5) If "No" , please briefly describe what arrangements you have made to manage Health and Safety within your organisation.	
(d.6) Have you been the subject of any Improvement or Prohibition Notice or prosecution or been a defendant in any case brought under Health and Safety legislation within the last three years?	Yes / No
(d.7) If "Yes" , please provide details	

(e) ENVIRONMENTAL MANAGEMENT

(e.1) Does your organisation hold a recognised environmental management systems certificate, for example ISO 14001 or equivalent?	Yes / No
(e.2) If "Yes" , please enclose a copy of the certificate.	
(e.3) If "No" , please describe any actions your organisation currently undertakes to demonstrate a responsible attitude towards environmental management	

(f) EQUAL OPPORTUNITIES

(f.1) Does your organisation have an Equal Opportunities policy?	Yes / No
(f.2) Does your organisation ensure that it remains compliant and up to date with the Equality Act 2010?	Yes / No

(g) UNDERTAKING

I declare that to the best of my knowledge the answers submitted in this tender are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for the Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this tender if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

FORM COMPLETED BY	
(g.1)	Name:
(g.2)	Date:
(g.3)	Signature: