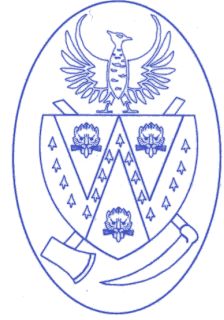


Wem Town Council

Wem-Birthplace of the Modern Sweet Pea



Town Clerk and Treasurer:

Mrs. P. E. O'Hagan

Wem Town Council Offices

Wem Library

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WEM TOWN COUNCIL

INVITATION TO TENDER FOR

WEM TOWN COUNCIL CHRISTMAS LIGHTING

3 YEAR CONTRACT

Sept 2023 – Sept 2026

INSTRUCTIONS AND DETAILS OF CONTRACT

SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT

ITEM	CONTRACT DETAILS
Contract Description:	<p>Wem Town Council is seeking quotes from suitably experienced and qualified companies for:</p> <ul style="list-style-type: none"> • Upgrading and maintenance of the existing electrical lighting infrastructure supporting the small Christmas Trees and festoon • Installation, removal and storage of the Christmas Lighting display in Wem which includes 1 bespoke festoon over the road display, 3 leased tree lighting columns display units and 80 x 3ft artificial small Christmas trees and lights and associated infrastructure. • Annual inspection and upgrading where necessary of lights, trees, brackets, sockets and wiring. • The illuminated decoration of 1 x 20ft Christmas Tree and removal of illuminations by a date specified. • Lease, storage, installation and removal of 3 x lamppost column decorations <p>The contractor will need to have proven and demonstrated experience in similar projects and the wide ranging skill base to achieve the various elements of the contract.</p>
Insurance Requirements:	Copy of public liability certificate minimum public liability value £5 million
Contract Period	3 years. On the satisfactory fulfilment of the contract the Council may consider extending the contract by a further two years at a renegotiated price.
Procuring Officer:	<p>Town Clerk Wem Town Council Wem Library High Street Wem SY4 5AA info@wem.gov.uk 01939 232733</p>
Submission instructions:	<p>Provide the tender document in envelope marked “Tender-Strictly Confidential – Christmas Lighting Contract to be opened by Town Clerk only”.</p> <p>The envelope must bear no name or other distinguishing matter or mark revealing the identity of the sender.</p> <p>Email submissions will be accepted but they must be marked Tender-Strictly Confidential Christmas Lighting Contract to be opened by Town Clerk only in the subject line.</p>
Tenders to be sent to:	<p>Town Clerk Wem Town Council, Wem Library, High Street House, New Street, Wem, SY4 5AA or via email to info@wem.gov.uk</p>
Date and time for the tender return	18.7.23

Timetable

This timetable is indicative only. The Council reserves the right to change it at its discretion.

Stage in the Procurement	Deadline
Issue of invitation to Tender	30.6.23
Deadline for return of Tender to the Authority	18.7.23
Evaluation of the Tender responses commences	19.7.23
Clarification meetings if required	20.7.23-24.7.23
Report to Town Council	27.7.23
Award of Contract	27.7.23
Latest contract start date	1.9.23

All tenders received will be considered by the Town Council on 27.7.23 and all tenders will receive a response from the Town Council week commencing week 31.7.23.

Checklist for submission of tenders

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

No	Item	Included in
1.	A detailed cost breakdown to be provided by the tenderer.	
2.	Copy of Public Liability Insurance	
3.	A reference from one other Town/Parish Council or Organisation where you have undertaken this type of work in the last 3 years.	
4.	Proposed method for fulfilling the contract and meeting the specification	
5	Contact details for the principal point of including address, and telephone number	
6	Company details, including and registration number and link to previous year's accounts	
7	Evidence of company's health and safety framework	
8	Your Contract Terms & Conditions including payment details	
9	Your companies NICEIC approved contractor certification and accreditation relevant to industry standards and compliance with legislation including evidence of the experience, capability and qualifications of key personnel	
10	Detail of energy usage of the scheme and evidence of your company's commitment to energy reduction and sustainability	

CONTRACT REQUIREMENTS

HEALTH & SAFETY

Contractors must comply with all relevant H & S legislation and

- It is the responsibility of the Contractor to ensure that all operatives involved in the works are appropriately qualified and certified to the task involved.
- Measures must be taken to minimize any risk to the public. For example, tools must not be left on the pavement where they could present a trip hazard. Any motor vehicle or plant machinery used must be parked so as not to contravene any parking restrictions and/or present any obstruction to other road users and the public.
- The Contractor must ensure that risk assessments and method statements are adhered to and made available for inspection at every visit.
- All work at height will be carried out using a suitable van mounted cherry picker. Ladder platform may only be used if the site is not accessible by a cherry picker and a separate risk assessment for ladder work must be submitted.

The successful contractor will be expected to produce the following information prior to commencement of any works.

- Risk Assessment
- Method Statement
- Schedule of Works

INSURANCE

It is a requirement that the contractor is adequately insured, with public liability cover.

VARIATIONS

Any variations to the contract will be notified to the Contractor by the Town Clerk and agreed in writing between the two parties.

NICEIC

Contractors quoting for this tender must be a NICEIC approved contractor or equivalent

ADDITIONAL INFORMATION

It will be expected that the Contractor, prior to submitting a tender, will have made any necessary site visits and satisfied their self of any access arrangements and any other necessary information required and that the tender is fully inclusive of all costs.

A Town Council representative will monitor the work carried out on a regular basis, and any concerns will be reported to the Town Clerk who will agree an appropriate course of action with the Contractor.

The Town Council is flexible in its approach to the requirements of this contract and would welcome any requests for early contractor involvement including site meetings and discussions of alternative options prior to the submission of tenders. All such discussions will be treated as confidential.

EVALUATION AND AWARDING OF CONTRACT

All the quotations submitted will be processed in the same way, through an evaluation scoring matrix. This follows a particular set of instructions and the same qualifying criteria will be applied to each submission. The matrix is based on a point scoring system. The point scoring system will allocate points on the responses to the tender as per the criteria weight detailed below.

The following criteria are critical requirements; failure to meet them will invalidate the submission and prevent it being scored:

1. Evidence of your Employer's and Public liability insurance
2. Evidence of company health and safety framework
3. Evidence of previous year's company accounts
4. Evidence of the experience, capability and qualifications of key personnel

Eligible submissions having passed the above critical requirements will then be scored against the following award criteria:

CRITERIA WEIGHT

- Price 70%
- Local Context 20% Evidence of proximity to Wem
- Evidence of companies commitment to energy reduction and sustainability 10%

Wem Town Council does not bind itself to accept the tender with the lowest stated price, and will not compensate the proposer for costs associated with the production of the tender document. Wem Town Council reserves the right not to proceed with any submission received.

FREEDOM OF INFORMATION

The Council is subject to the Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").

As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.

If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as **“Not for disclosure to third parties”** together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine at its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request for information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

- Has not clearly been marked as **“Not for disclosure to third parties”** with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
- Does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
- In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

PLEASE PROVIDE A QUOTATION FOR THE FOLLOWING:

General Specification:

Upgrading of Electrical lines Tree Infrastructure

Currently all the small Christmas Trees are connected by 3 external electrical power lines erected on buildings along both sides of Wem High Street and powered by a control box on Wem Town Hall.

The contractor shall prepare a programme of work to replace all the existing electrical lines over a 3 year period with 5 shorter lines and 5 separate control boxes complete with timers or radio links so that all trees turn on and go off at the same time each day as identified below.

In year 1 priority must be given to splitting existing electrical line 2 as detailed on the attached indicative plan. Detailed below and on the plan are suggested locations for new electrical lines

Proposed New Electrical Lines (see footnote)¹	Possible Control Box Location
Wem Town Hall over road to 33 High Street (Silver Fish) to 49 High Street (The Warbling Tit) Wem Town Hall to 22 High Street (Blush Beauty) Wem Town Hall to 38 High Street (Princes TV)	Wem Town Hall
40 High Street (Greaves) to 62 High Street (Shabab)	40 High Street
49 High Street (Pastry Box) – 33 High Street (Fruitful Deli)	33 High Street i
31 High Street to 1 Talbot Developments (Oddfellows)	Wem Library
20 High Street (Harfitts) to Shop 3 Maypole Court (Lisa Ward) (crossing Drawwell)	Unit 1a Maypole Court Wishing Well
Part of the upgrading will require the installation of a hardwired electrical connection into 1 High Street (The White Lion), 73 Aston Street (Halo) and 62 Asont Street (Chicos) subject to permissions.	

¹ The Town Council is flexible in its approach to the requirement of this contract and would welcome any requests for early contractor involvement including site meetings and discussions of alternative options prior to the submission of tenders. All such discussions will be treated as confidential.

During the replacement line works The Contractor shall allow for making good any damage such as to walls, plaster or woodwork caused by the installation. All disturbed surfaces to be repaired to the satisfaction of the property owner and Town Clerk.

Where no fixings exist at present and where new fixings are required this will include the drilling of walls.

Permissions from property owners will be sought and obtained by the Town Council in advance of any work taking place.

Schedule

All illuminations are to be erected and all structural and electrical infrastructure tested by 20th November each year.

The provisional dates for the switching on of the lighting scheme for years 1 and 2 will be the 1st Friday of December which is 1.12.23 and 6.12.24 Year 3 tbc.

The Christmas tree on Church Green will be installed in the week prior to the main scheme being switched on and the costs of the dressing of the tree with the lights provided should be included within the contract and the works must be completed in sufficient time to allow switch on at the same time as the main scheme. The Town Council will be responsible for arranging the transportation and erection of this tree

The illuminations are to remain in position and be maintained until 5th January each year.

The removal of the illuminations can commence after 5th January and shall be completed by 19th January.

The Contractor shall prepare a programme of operation for the Town Clerk before work commences. This programme shall be strictly adhered to and any delay at any stage of the Works shall be brought to the immediate notice of the Town Clerk and may incur penalties.

Testing -All equipment and fittings including Catenary Wires, Fixings, Tree brackets, Electrical Sockets and Lights.

The contractor must deal with all health and safety issues relating to the lighting installations and will provide a dedicated contact name and number for out of hours calls. Any festive decorations included in the scheme to be installed onto existing fixings must be tested for soundness before hanging and being plugged into the local electricity supply.

Streetlight Columns

The 3 street lighting columns to which decorations will be fixed are to be inspected and tested by a Structural Engineer to ascertain their structural integrity and load bearing

capacity. No decorations are to be fixed to such columns until their structural capability has been established. The contractor shall engage suitably qualified professionals to carry out this work and a copy of their report shall be made available to Wem Town Council before any work on erecting the lights commences. All decorations must be securely fixed to street columns by galvanised steel shackle bolts

Installation

Installation work must be undertaken in a manner that causes little disruption to traffic both vehicular and pedestrian, as well as with consideration for the environment. The contractor must be present on the day of the switch-on to support the switch on of the lights after a countdown. The Christmas Lights Committee will be available to assist on the day. Thereafter the lights need to be set to their automatic timers which result in their coming on at 4pm and going off at 10pm weekdays, and 4pm – 11pm weekends.

Weekly Inspection and repairs

The contractor shall carry out a visual inspection of all illuminations on a 7 day cycle from the date of installation of the lighting displays until the removal of the displays and any concerns reported to the Town Clerk within 24 hours.

The Town Clerk will notify the contractor of any reported faults with the display; the contractor should commit to repairing any such reported faults within three days of said notification.

Any costs for repairs to fixings or timers should be agreed in writing by the Town Clerk in advance of work taking place.

Compliance with Legislation

The Contractor will be responsible for ensuring that in the undertaking of any work for Authority that it fulfils all the requirements of UK law together with all health and safety and equality and diversity legislation. The Contractor must inform the Town Council immediately if it suspects that it has in anyway breached any UK and EU legislation in the performance of the Contract.

Item	Specification	Cost Per year
<p>Electric Infrastructure Upgrade</p> <p>Replace existing electrical lines to current regulations BS7671 IET Wiring Regulations as follows.</p>		
Year 1	<p>Remove existing external electrical line 2 and install the following</p> <ol style="list-style-type: none"> 1. New electrical wiring across the High Street to run along the front of buildings to 49 High Street (The Warbling Tit) to be powered by the control box complete with timer or radio link on Wem Town Hall 2. New electrical wiring from 49 high Street (Wem Pastry Box) to 33 High Street (The Fruitful Deli) with a control box complete with timer or radio link on 33 High Street (subject to appropriate permission being granted) 3. New wiring from the 31 High Street to 1 Talbot Developments (Oddfellows) with a control box complete with timer or radio link on Wem Library (subject to appropriate permission being granted) 4. Create a standalone electrical connection to power the lights of small Christmas trees on 1 High Street (The White Lion PH), 73 Aston Street (Halo Hairdressers) and 62 Aston Street (Chicos) <p>As part of this work all 23 external sockets on this electrical line must be replaced with a MK Masterseal socket or equivalent</p>	£
Year 2	<p>Replace current electrical line 3 by installing the following:</p> <ol style="list-style-type: none"> 1. New electrical wiring from 20 High Street (Harfitts) to Shop 3 Maypole Court (Lisa Ward) 	£

	<p>(crossing Drawwell) with a control box complete with timer or radio link on the Unit 1a Maypole Court (Wishing Well) (subject to appropriate permission being granted)</p> <p>2. New electrical wiring from Wem Town Hall to 22 High Street (Blush Beauty) to be powered by the control box complete with timer or radio link on Wem Town Hall</p> <p>As part of this work all 16 external sockets on this electrical line must be replaced with a MK Masterseal socket or equivalent</p>	
Year 3	<p>Replace current electrical line 1 by installing the following</p> <p>1.. New electrical wiring from Wem Town Hall to 38 High Street (Princes TV) to be powered by the control box on Wem Town Hall</p> <p>2. New electrical wiring from 40 High Street (Greaves) to 62 High Street (Shabab) to be powered by control box complete with timer or radio link on 40 High Street (subject to appropriate permission being granted)</p> <p>As part of this work all 12 external sockets on this electrical line must be replaced with a MK Masterseal socket or equivalent</p>	£
Standalone sockets	<p>Replace over the 3 year period all standalone sockets not on electrical lines 17 in total these sockets must be replaced with a MK Masterseal socket or equivalent</p>	£ per socket
Infrastructure for Small Christmas Trees		
Brackets	<p>Annual structural and condition inspection of all Christmas Tree brackets and fixings</p>	<p>£</p> <p>New Bracket Cost</p> <p>£</p>

	Following the condition inspection supply and install new brackets as required (price per bracket)	
Installation Specification	<p>Annually</p> <p>1. Collect 80 small artificial Christmas Trees from storage facility. Check lights for each tree and supply new lights / trees if required (please include price for replacement lights and replacement trees).</p> <p>2. Prior to installation inspect, test and record the electrical wires, connection, sockets and the condition of each bracket on every building. Report concerns to Town Clerk</p> <p>3. Install the 80 small artificial trees in brackets on buildings in town centre as detailed on the supplied map.</p> <p>4. By date specified in previous section remove trees from brackets and transport to a secure fully enclosed, covered storage facility for storage.</p>	<p>£</p> <p>Replacement lighting strings £</p> <p>Replacement 3ft artificial trees £</p> <p>£</p> <p>£</p>
Larger Displays		
Lamp post Column Display Mill Street	<p>Supply price per year to lease 1 x 2m lamppost display unit (unit to be approved by Town Clerk prior to installation)</p> <p>Annual structural inspection of column and brackets.</p> <p>Electrical check/ Installation/removal/storage</p>	<p>£</p> <p>£</p> <p>£</p>
Lamp post Column Display New Street	<p>Supply price per year to lease 1 x 2m lamppost display unit (unit to be approved by Town Clerk prior to installation).</p> <p>Annual structural inspection of column and brackets.</p> <p>Electrical check/ Installation/removal/storage</p>	<p>£</p> <p>£</p> <p>£</p>

Lamp post Column Display Aston Street	Supply price per year to lease 1 x 2m lamppost display unit (unit to be approved by Town Clerk prior to installation) Annual structural inspection of column and brackets Electrical check/ Installation/removal/storage	£ £ £
4m Frame display across High Street by Town Hall	Supply price per year to Carry out annual anchor inspection and inspection of electrical lines of over the road frame. Collect from storage, install, and subsequently remove and store bespoke framed feature. Frame display to be supplied by Town Council	£
Tree Lights		
Leek Street	Undertake an annual inspection of the permanent lights in the 3 trees in Leek Street adjacent to the car park and replace/ repair as necessary.	£
All displays		
Inspections and call out	Inspection of all lights during the period between installation and removal on a 7 day cycle and attend to address any reported issues within 3 days (this may be shortened depending on the issue)	Call out fee £ £ hourly labour/ equipment rate
Guarantee / Warranty	Please provide details of guarantee/ warranty on all labour and infrastructure Labour Sockets Brackets Electrical wires Leased Lights Artificial Trees in light strings	