



Ilkley Parish Council

Invitation to Tender

Christmas Lights Motifs Contract
1st April 2018 – 31st March 2021

ILKLEY PARISH COUNCIL
INVITATION TO TENDER
CHRISTMAS LIGHTS 2018 - 2021

CONTENTS

Introduction	Page 1
Requirements	Page 1-2
Tender Submission	Page 3
Evaluation Procedure	Page 3
Further Information	Page 4

INTRODUCTION

Ilkley Parish Council provides on an annual basis a programme of Christmas illuminations in Ilkley town centre. The focus of the illumination scheme is the annual 'Switch On' event which is usually held on the last Saturday of November. The Council is tendering with a view to agreeing a contract with a supplier from 2nd July 2018.

The contract will then run for three years to include Christmas 2018, 2019 and 2020 and will end on 31st March 2021.

REQUIREMENTS

The Parish Council is seeking a contractor to provide Christmas light motifs for Brook Street, The Grove and Station Road. The successful contractor will be expected to:

1. The Parish Council requires a scheme of 35 LED lamp post motifs in total. The Contractor will agree, in conjunction with the Clerk to the Council and the Christmas Lights Project Manager, a scheme of 35 decorations. These shall be supplied by the contractor on either a lease/hire agreement or a purchase agreement. For the purpose of this tender, the Parish Council require a proposed lighting scheme to be submitted, including locations of the lighting and imagery of the designs of the proposed motifs. See Appendix A.
2. All electrical components shall be tested pre-delivery and all wiring, connections etc. should be certified safe.
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.

No installation is included in this contract. Installation, repairs and storage shall be carried out by the Council's own electrical contractor.

The town has a year-round lighting scheme in the trees (Jubilee Lights) which is owned/managed by the Parish Council. The trees included in the scheme are located on Brook Street, Station Road and The Grove. The Christmas lighting scheme must compliment the

ILKLEY PARISH COUNCIL
INVITATION TO TENDER
CHRISTMAS LIGHTS 2018 - 2021

existing Jubilee lighting scheme and be of a simple classic design (see Appendix B for the current display).

The Council may agree to additional costs should it agree to increase the scope or extent of the illumination scheme. These will be negotiated should the need arise.

The requirements herein shall form the basis of the contractual agreement and no subsequent information provided shall override the specification unless the Council gives written approval to any such changes.

TENDER SUBMISSION

Written tenders are to be submitted by **12 noon on 1st May 2018**. The tender pack will be sealed so as to prevent the contents becoming known. The packs shall not have any external means of identifying the potential supplier.

The tender should include:

- a) A separate document confirming the total price for the three year period. The annual contract value shall be taken as one third of the total price.
- b) The names and contact details of two references who have received a similar service in the past 12 months.

EVALUATION PROCEDURE

Each compliant tender will be judged against the following criteria:

- 1. General Suitability:**
 - a. Evidence of the experience, capability and qualifications of key personnel
 - b. Technical capacity
 - c. Demonstration of understanding of brief
 - d. Creativity and innovation of the proposal and its fit with the town
- 2. Commercial Suitability:**
 - a. Supply time
 - b. Compliance to Invitation to Tender requirements
 - c. Acceptance of terms
- 3. Technical Suitability:**
 - a. Quality, fit for purpose, ability to deliver to the required standard
 - b. Subject matter knowledge
- 4. Financial Suitability**
 - a. Value for money
 - b. Affordability

FURTHER INFORMATION

Contact and submission information:

ILKLEY PARISH COUNCIL
INVITATION TO TENDER
CHRISTMAS LIGHTS 2018 - 2021

1. The tender information should be sent to Ilkley Parish Council, Town Hall, Ilkley, West Yorkshire, LS29 8HB before **12 noon on 1st May 2018**. Email submissions are also accepted and should be sent to clerk@parishcouncil.ilkley.org with the subject 'Confidential: Christmas Lights Tender'. The same deadline applies for electronic submissions.
2. Any queries or questions raised will be shared with all parties that have indicated a wish to tender.

Payment for services 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.

The Council will award the contract at its meeting on 2nd July 2018.

The contract will expire on 31st March 2021.