



**TENDER FOR THE
SUPPLY, INSTALLATION AND REMOVAL OF A FESTIVAL LIGHTING SCHEME
FOR**

MELTON BOROUGH COUNCIL

DN616931

TENDER – DOCUMENT TWO: OPEN PROCEDURE

SPECIFICATION

Specification for the Supply, Installation and Removal of a Festival Lighting Scheme within Melton Mowbray

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1. Introduction

Melton Borough Council are looking to appoint a contractor to supply, install and remove a festival lighting scheme within Melton Mowbray.

The decision has been made to hire a scheme for the next 5 (3+2) years from 11th July 2022 up to January 2027.

The maximum budget available per year is £24,500. Total value of the 5-year contract is £122,500

2. Background

An existing electrical infrastructure is in place and details of this can be found at **Appendix 1**.

Tenders should show lighting scheme designs to be placed in these positions, using existing catenaries and fixings.

Details of the span for across street displays can be found at **Appendix 2** along with information on burn time and wattage. Electrical use should be no greater than the total shown in **Appendix 2**.

3. Scope

A proposal is sought for a Festive light scheme for Melton Mowbray town centre to be created as shown in Appendix 1 & 2 by the contractor to deliver the service required and in a safe manner.

Specifically, a proposal is sought as a minimum within the budget stated above for:

- Across Street LED Displays
- LED Wall Displays
- LED Festoon
- Inter-connectable LED icicle lights
- Christmas tree LED mini lights (amount suitable) for 30 ft Christmas tree within the town centre

4. Term

This contract is for 3 years, with an option to extend for a further 2 years, subject to successful delivery following annual reviews.

The design scheme will be reviewed annually following feedback received from Council Members.

5. Service Conditions and Environmental Factors

Provision of the following service conditions should be included in the proposal:

- Extensive range of illumination product options to refresh schemes annually
- Provision of high-quality LED festive illumination scheme
- A dedicated Project Manager to oversee all aspects of the project

- 24 hr Call Out Service to provide routine repair and refurbishment throughout the festive period.
- PAT testing of equipment by installation team annually
- Anchor point testing as appropriate of the existing wall brackets and fixings annually
- Non-destruct testing of the Street light columns before installation annually
- Complete the Leicestershire Country Council S178 Licence - Application for Attachments onto Highway Lighting Columns. Provide approval certificate.
<https://resources.leicestershire.gov.uk/s178>

6. Statement of Requirements

Provision of the following services should be included in the proposal:

- Provision of high-quality LED festive illumination scheme
- The Design and Management of an LED festival lighting scheme in accordance with this document including Appendices 1 and 2 and the Code of Practice for the installation, operation and removal of seasonal decorations published by ADEPT.
 - Include visual design simulation of proposed scheme for each area
 - Pricing schedule per year per area
- Provide the inventory for the lighting scheme for Melton Borough Council (*Bill of Quantities*) to submit the licence to LCC Highways to include decoration type, dimensions, Watts, weight and windage area.
 - Illumination details
 - Map of Melton scheme
- The hiring from the Contractor for the period of the contract of the lighting and other equipment necessary for provision of the scheme excluding the fittings etc. to be provided by the Council specified in Appendix 2 in Melton Town Centre.
- The erection of that lighting scheme in advance of the Christmas period in every year on a date to be notified by the Council.
 - Year one, Wk. commencing 21st November 2022, and corresponding subsequent years
- The taking down of that lighting scheme in the first week of January in every year on a date to be agreed with the Council.
- A dedicated account manager to oversee all aspects of the project.
- 24 hr Call out Service during the festive period
- Storage and testing of lights throughout the period of the contract.
- Attendance over the 3-day Melton Mowbray Christmas Weekend (Friday 2nd December 2022 – 4th December 2022) and subsequent following years.

Additionally, the following will need to be provided as an optional additional quote and will not form part of the evaluation.

- Remote control lights switch on
- Area Nine

7. Payment terms and supply of equipment

Whereas the lighting equipment needs to be available from year one, the cost of the contract should be spread equally over the three-year period.

The council will pay:

- 25% of the annual contract price upon order of the lighting scheme
- 50% upon satisfactory installation
- 25% on satisfactory removal in every year

8. Programme – Timescales/ Budget/ Key Milestones

The Tender will be open for a 30 days period and will close on Wednesday 13th July 2022.

Project Stage	Deadline (week commencing)
Closing date for tender submissions	12 th July 2022
Evaluation	12 th – 19 th July 2022
Issue award and unsuccessful letters to all bidders	29 th July 2022
Contract Start Date	1 st August 2022

The successful consultant(s) will be expected to follow the broad timetable agreed by the Council, unless otherwise agreed.

9. Award Criteria

The award of contract will be based upon quality and price. Scoring will be out of 100 points with a 50% / 50% split on price/quality.

9.1 Quality (50%)

The quality of the quotations will be assessed against the following criteria:

1. How you manage the PAT testing of your lighting, and your response should include any test results in a fail. (Pass/Fail)
2. How you will manage the response to call out requests. Your response should include at least the following information. (15%)
 - a. How can call outs be made?
 - b. How will call outs be graded and the maximum/minimum response times for each grade?
 - c. The maximum number of call outs included in the contract price
3. Please provide a visual simulation plan and description of your intended scheme. Please note that the scheme must make use of the existing infrastructure. Your response should include details about the lighting to be used and its area location. Please provide separate responses for the options identified in the Specification. (25%)

4. Please detail the materials you intend to use in your scheme, your response should include any BS (or equivalent) standards met by the materials, how you source the materials and manage their quality. (5%)
5. Please explain how you will conduct the initial testing of the lighting once it is installed. (5%)

9.2 Price (50%)

The maximum budget available per year is £24,500 (excluding VAT), tenders more than this amount will be disregarded. The tendered price must be the total price of all the core elements of the requirement combined.

The total price for the contract shall be the basis for your percentage score for Price. The lowest priced tender will receive the maximum percentage score for Price – 50%

All other tendered prices will receive a pro-rata score based on how much they exceed the lowest price by.

Additionally, the following will need to be provided as an optional additional quote and will not form part of the evaluation.

- Remote control lights switch on
- Area Nine

10. Inception Meeting

The Council will require a virtual inception meeting with the successful contractor within one week of the award of contract. The contract will have to be signed no later than the date of the inception meeting.

The inception meeting will take the form of orientation site visits to each of the areas specified

11 Implementation Criteria

The erection of that lighting scheme in advance of the Christmas period in every year on a date to be notified by the Council.

- Year one, Wk. commencing 21st November 2022 and subsequent following years.
- The taking down of that lighting scheme in the first week of January in every year on a date to be agreed with the Council.
- Attendance over the 3-day Melton Mowbray Christmas Weekend (Friday 2nd December 2022 – 4th December 2022) and subsequent following years.

12 Monitoring Arrangements

The performance monitoring KPI's will be agreed between the Council and the successful contractor.

We expect as a minimum to include: Inception meeting, regular e-mail updates on progress (setting out achievements, issues and next actions), and weekly progress meetings leading up to installation.

13 Social Value

N/A

14 Communications

For matters regarding communications with Council Members, MPs and other stakeholders (including the public at large), the Council should be the first point of contact.

15 Outsourcing Services

N/A

16 Modern Slavery, Child Labour and Inhumane Treatment

Tackling modern slavery requires Providers to be aware of the risk areas where modern slavery is most likely to occur and to have a plan to address those risks.

Potential Providers:

- shall adopt a whistle-blowing policy which enables your staff to blow the whistle on any suspected examples of modern slavery.
- shall not use, nor allow its Subcontractors to use forced, bonded or involuntary prison labour;
- shall not require any Supplier Staff or Subcontractor Staff to lodge deposits or identify papers with the Employer and shall be free to leave their employer after reasonable notice;
- warrant and represent that it has not been convicted of any slavery or human trafficking offenses anywhere around the world;
- warrant that to the best of its knowledge it is not currently under investigation, inquiry or enforcement proceedings in relation to any allegation of slavery or human trafficking offenses anywhere around the world;
- shall make reasonable enquires to ensure that its officers, employees and Subcontractors have not been convicted of slavery or human trafficking offenses anywhere around the world;
- shall have and maintain throughout the term of each Contract its own policies and procedures to ensure its compliance with the Modern Slavery Act and include in its contracts with its subcontractors anti-slavery and human trafficking provisions;
- shall implement due diligence procedures to ensure that there is no slavery or human trafficking in any part of its supply chain performing obligations under a Contract;
- shall not use, nor allow its employees or Subcontractors to use physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation of its employees or Subcontractors;
- shall not use or allow child or slave labour to be used by its Subcontractors;
- shall report the discovery or suspicion of any slavery or trafficking by it or its Subcontractors to the Council and the [Modern Slavery Helpline](#).

17 Contract Terms

The form of contract will be a Standard Consultants Agreement (draft included in this tender pack). The contract is anticipated to start **1 August 2022** and be for an initial indicative period of three (3) years with an option to extend by a further two (2) years.

Applicants should confirm their availability to attend a virtual inception within one week of award of contract.

All dates may be subject to change.

18 Other

All proposals must be included in amendable format. All intellectual property, content and documentation created as a result of this work will be the property of MBC and will be used as MBC requires.

Background documentation to be provided separately:

- Annex A – Illumination details
- Annex B – Melton Festive Lighting Scheme