

**request for QUOTATION FOR**

**WEST BRIDGFORD CHRISTMAS LIGHTS SCHEME**

**RUSHCLIFFE BOROUGH COUNCIL**

**Request for quotation (RFQ) – DOCUMENT TWO**

**SPECIFICATION**

**Introduction**

Rushcliffe Borough Council are seeking an established provider to design, supply install and maintain an annual decorative Christmas street lighting scheme in the town of West Bridgford, Nottinghamshire. The contract will be for an initial three year period.

The successful tenderer will be expected to work with our local highways partners at VIA EM who own and manage the local street lighting and electrical infrastructure, to ensure that the scheme provided meets national standards for the installation and maintenance of seasonal decorations and lighting column attachments, as per Section 178 of the Highways Act 1980

PDF plans of the local street lighting infrastructure are provided as part of this tender to enable you to design a solution to meet these needs.

**Background**

West Bridgford is an attractive suburb situated south of the City of Nottingham, situated on the south banks of the famous River Trent, with its 45,000 residents benefitting from high performing schools, leading sports and leisure facilities, high-quality shopping and eating opportunities. The town is also home to the two-time European Cup winners Nottingham Forest and the world-renowned Trent Bridge Cricket Ground.

The main retail centre of West Bridgford Central Avenue offers a flexible space with wide pavements used by bars and restaurants for outdoor seating in summer months and a pleasant lawned area which is used regularly for markets, special events and informal gatherings. Since 2001 Rushcliffe Borough Council has installed Christmas lights in the town centre annually as a way of enhancing the seasonal atmosphere, drawing in additional retail and leisure footfall to enhance the town’s reputation as a high quality place to live, work and visit.

**Scope**

The scope of this project is to:

* Design a decorative Christmas lighting scheme that will meet the required needs and fits within our available budget
* Work with the council’s highway partner VIA EM to ensure compatibility between the existing town centre lighting infrastructure
* Select, supply and install the equipment, components, systems etc to provide a functional system to meet the requirements of this specification

The available budget for this project is £15,000 per annum to cover all the in-scope elements. Making a total contract value over three years of £45,000.

**Term**

This contract is for 3 years

**Service Conditions and Environmental Factors**

Rushcliffe Borough Council are committed to being carbon neutral by 2030. [Energy and Climate Change - Rushcliffe Borough Council](https://www.rushcliffe.gov.uk/energy/). Any proposed solution should seek to incorporate low energy technology where-ever possible.

**Statement of Requirements**

The key requirement of this project is to supply the Council a lighting scheme that will be compatible with the local street lighting infrastructure and the council’s budgetary constraints. We have purposely not specified the exact equipment required as we seek to benefit from your expertise to understand what is available on the market to achieve our aim. However, as a minimum requirement we would suggest the scheme make use of the following infrastructure:

|  |  |
| --- | --- |
| Central Avenue | street light motifs @ lamp columns # 1-17 plus 4 x wrapped trees |
| Bridgford Road | street light motifs @ lamp columns # 24, 27-32 |
| Rectory Road | street light motifs @ lamp columns # 18-21 |
| Gordon Road | street light motifs @ lamp columns # 21, 23, 24, 26, 29, 33, 35, 36, 37, 39, 42 |
| Albert Road | street light motifs @ lamp column # 1 |
| Davies Road | street light motifs @ lamp columns # 1 and 2A |
| Tudor Square | 1 x wrapped Maple tree |
| Melton Road | street light motifs @ lamp columns # 25-32 |

We require a quotation which details:

1. Charge for products
2. Charge for storage & maintenance
3. Charge for 3 x annual installation visits
4. Charge for attendance at 3 x annual switch-on ceremonies
5. Charge for 3 x annual removal visits
6. Charge for 3 x annual site visits, to include undertaking a visual inspection of the local infrastructure and providing a written condition report to the Council
7. Charge for undertaking call outs to repair faults
8. Any other additional charges that would be relevant

**Quality Requirements**

Suppliers must be HERS accredited (or equivalent as per Professional Lighting Guide 06). All operational staff carrying out work on site should be registered to HERS and in possession of a valid HERS card at all times whilst on site. Copies of each operative’s NHSS8/HERS authorisation certificate and/ or other Proof of Competency must be provided to the Council upon request.

Suppliers will be expected to provide the Council with a site-specific risk assessment and method statement for the installation and to undertake an annual inspection of the infrastructure to be used in the scheme, providing a written condition report to the Council.

**Implementation Criteria**

The key milestones for this tender are as follows:

|  |  |
| --- | --- |
| Deadline for potential supplier clarification questions | 12.00 noon on Fri 29th June |
| Deadline for Submission of Quotes (the “deadline”) | 12:00 noon on Friday 6th July |
| Evaluation | w/c Monday 12th July |
| Award | w/c Monday 2nd August |
| Contract Start | 1st September 2021 |

**Monitoring Arrangements**

The supplier will be expected to meet annually with the Council prior to the commencement of the scheme installation and commit to attendance at a post-delivery review meeting.

**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. However, the Council requires the supplier to be responsible for day-to-day external communications other than those matters inappropriate for the supplier to address.

**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 tracking 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 tracking 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 tracking 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](https://www.modernslaveryhelpline.org/).

Appendix A – Site Plan Central West Bridgford



Appendix B – Festive Lights Melton Road

