

A. INVITATION TO TENDER

1. Barton Upon Humber Town Council (“the Council”) hereby invites tenders for the carrying out of the service of Christmas Lights installation/dismantle in accordance with the Contract documents attached, which comprise:
 - a) Invitation to Tender
 - b) Standard Contract Conditions
 - c) Specification of Works
 - d) Schedule of Works
 - e) Site Plans
 - f) Tender Form
 - g) Declaration & Company Details Form
 - h) Evaluation
2. The prices submitted must indicate the rate for carrying out each element of the Contract.
3. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if the tender is accepted.
4. Any queries regarding the interpretation of any part of the contract documents should be addressed to the Town Clerk by no later than two weeks before the closing date.
5. The tender shall be submitted ONLY on the attached Form of Tender and the Order Form enclosed with the contract.
6. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council’s decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.
7. The successful tender together with the Council’s written acceptance shall form a binding agreement in the terms of the Contract documents.
8. If having examined the tender documents you wish to submit a tender you should:
 - a) Fully complete and return the following documents.
 - i. Tender Form
 - ii. Declaration & Company Details Form
 - b) Return tenders and all related documentation by 1 July 2024 by post to Barton Upon Humber Town Council, Assembly Rooms, Queen Street, Barton-Upon-Humber, DN18 5PQ
 - c) Tenders received late will not be considered.
 - d) Please note that the package containing the tender must be clearly marked **‘Tender for Christmas lights contract’** on the outside.

B. STANDARD CONTRACT CONDITION

Officer

The Officer will be the Town Clerk

Extent of Work

The work will comprise of the installation/dismantle of the Christmas Lighting System of Barton upon Humber Town Council, Barton upon Humber, North Lincolnshire.

Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards and Codes of Practices including the Institute of Lighting Engineers Code of Practice 2nd Edition for the erection and removal of Christmas Lighting.

Duration of Contract

The duration of the Contract will be **Five Years** commencing on 1 August 2024. Tenders are to be priced on a per annum basis. There will be no opportunity to alter the rates tendered during the full term of the contract.

Payment to Contractor

The contractor will submit an invoice as per the terms in the accompanying Terms and Conditions.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving no less than Three Months' Notice. Terms and Conditions document details further information.

Insurance

The contractor is required to have a minimum of £10,000,000 public liability insurance. A current certificate of insurance to this effect must be produced to the Town Clerk prior to commencement of the Contract and annually thereafter. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party. Any damage caused to any property during the performance of this contract must be reported to the Town Clerk immediately and any costs involved to rectify the damage will be the responsibility of the contractor.

Health and Safety

The Contractor shall comply with all relevant statutory requirements (including Health and Safety at Work Legislation) at all times in carrying out the services described in this agreement. All works will be carried out in accordance with the Institute of Lighting Engineers Code of Practice 2nd Edition for the erection and removal of Christmas Lighting.

Notes to Tenders

- i. Attention is drawn to the Form of Tender and Standard Contract Conditions. These documents must be read in conjunction with the Specification of Works; Plans and Schedule of Works. Contractors are advised to carefully read all documentation.
- ii. The prices to be included in the Form of Tender are to the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations, but EXCLUDING VAT (if applicable).
- iii. A price shall be inserted against each item on the Form of Tender for each element of the contract to be tendered for.
- iv. No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
- v. A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.
- vi. Invoices presented for payment must include a schedule of the works completed including the dates of the work.
- vii. Contractors are asked to contact the Town Clerk if any clarification is required.

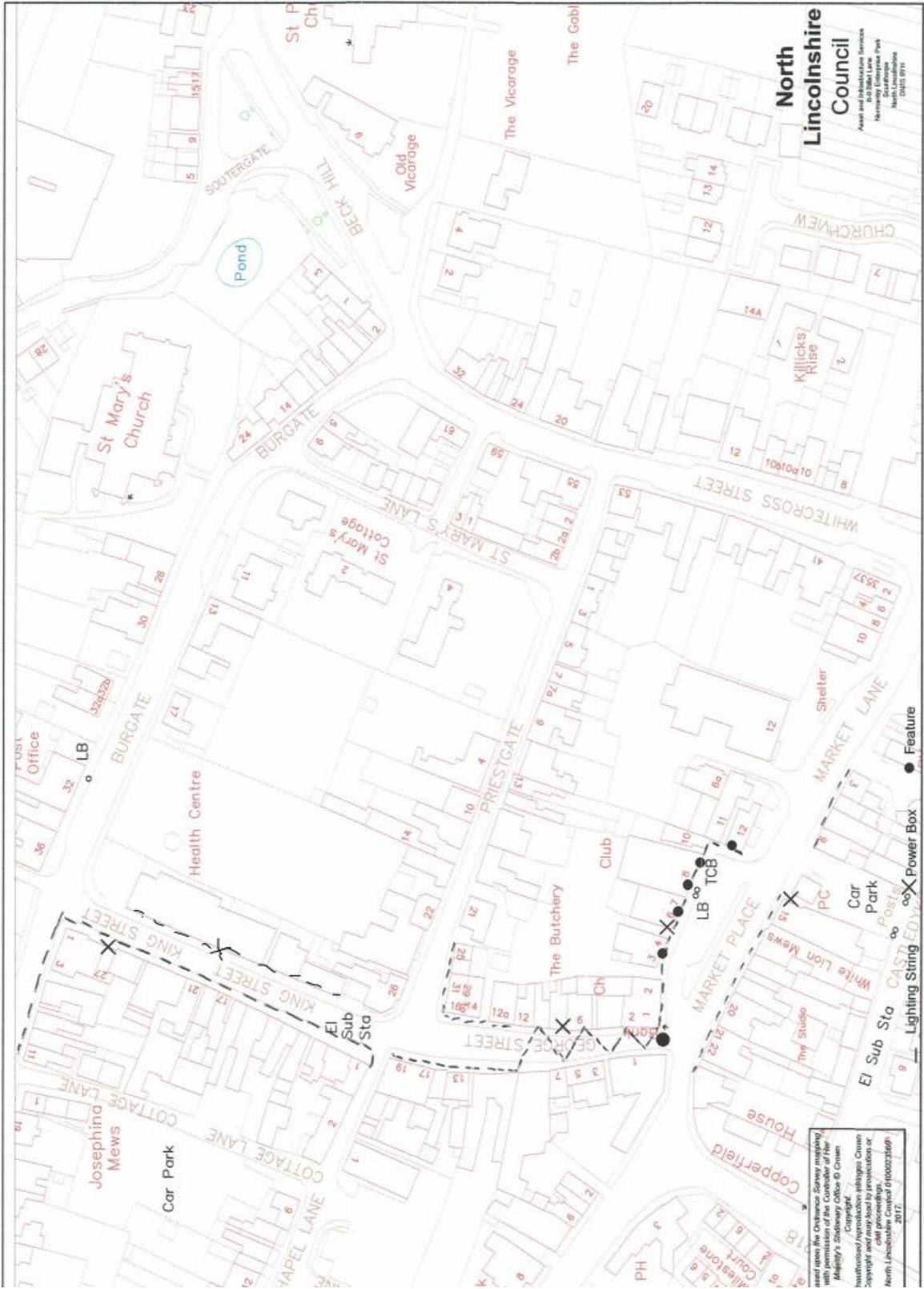
C. SPECIFICATION OF WORKS

- i. Lighting scheme is for Market Lane, Market Place George Street, King Street, High Street, Queen Street & Fleetgate.
- ii. Lights are fitted to existing wall mounted fixings, which require visual and where necessary testing of fittings to comply with the Institute of Lighting Engineers Code of Practice 2nd Edition for the erection and removal of Christmas Lighting.
- iii. Install 1567 metres of festoon harness with coloured lamps (1.56 km), to be installed cross street and parallel down the streets.
- iv. Install 46x 30cm snowfall tubes, to be fitted to festoon via BC fitting.
- v. Install 4x set of 3 pulstars, BC fitting to be fitted to festoon.
- vi. Install 150 meters of 24v Clusterline onto buildings.
- vii. Install 11 wall mounted motifs (2mx 1m), 31 x 45cm spheres mounted onto poles installed into wall mounted brackets, 1 x cross street motif installed onto catenary wires. (5 metres x 1.5m) and 1 x cross street motif installed flat onto wall (5 metres 1.5m)
- viii. Programming of remote controls and set power box timers to correct operational switch on/off.
- ix. Installation and upkeep of remote senders and receivers for switch on event.
- x. Erect lightings to the Main Christmas tree (approx. 25ft), 150m of string lighting, transformers, 4x set of 3, 12v pulstars, 15x 12v snowfall tubes, 30m of harness for above.

- xi. Connect all lighting to 12 power supply boxes.
 - xii. Electrical testing of 12 power supply boxes in accordance with BS 7671: 2018 IEE Wiring Regulations.
 - xiii. Lamp each holder and test each string is operational.
 - xiv. Provide all necessary certification for compliance fixings, supplies etc.
 - xv. Following the Christmas period dismantle all centenary, lighting strings and lamps and return to store including lighting to the Christmas tree.
 - xvi. Contractor to store all Christmas lights
 - xvii. Ensure all power box locks engage and are serviceable
 - xviii. Anchor point testing of 164 wall mounted fixing points. Ensuring testing complies to British Standard no. BS5080 part 1 and Chartered Surveyors Code of Practice (2nd Edition)
1. Prior to working in any area, the Contractor will ensure that the site is safe for carrying out the work.
 2. The Contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any potential hazards.
 3. The Contractor will at all times during the period of the Contract, ensure that all equipment is suitable for carrying out the work. Any damage caused from such lack of maintenance will be made good by the Contractor at his/her own expense and to the satisfaction of the Council.
 4. The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of operations. The Contractor will provide his/her staff with all safety equipment, (boots, reflective Hi Vis etc), and will ensure that staff use these at all times they are engaged in work for the Council.
 5. All persons operating equipment must be appropriately trained, and the Council reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health and Safety Legislation and competent in their operating methods.

D. SCHEDULE OF WORKS

Street Maps.





North Lincolnshire Council
 West End Metropolitan Scheme
 94 B&B Lane
 North Lincolnshire
 Scunthorpe
 East Yorkshire
 YO15 0YU

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— Lighting string X Power Box ● Feature



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North Lincolnshire Council 0140023560
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**North
Lincolnshire
Council**

Asset and Infrastructure Services
40 The Lakes
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E. TENDER FORM – To be submitted to the Council

Please complete and sign the Tender Form and Declaration & Company Details Form to Barton upon Humber Town Council by 1 July 2024

Prices quoted are to be Exclusive of VAT

Contracted Areas 2024/29	Installation/Dismantle & Electrical Testing Power Boxes	Anchor Point Testing	Total Price Per Year
Installation/Dismantle	1 year		
Anchor Point Testing		3 years	