

EPPING TOWN COUNCIL

CHRISTMAS LIGHTS FOR EPPING 2024 ONWARDS

1) Summary Information

Reference: 2024/ETC/CL

Title: Epping Christmas Lights 2024 Project

Advertisement of tender: 23/02/2024

Closing Date: 25/03/2024 at 10am

Contract Start Date: Nov 2024 (approx)

Contract End Date: Jan 2025 (approx)

(Length of contract to be determined. (2-3 years probable, TBC)

Work schedule installation: Between 10th and 20th November 2024

Work schedule takedown: Between 6th and 12th January 2025

Pre assessment: Post March 2024 to assess condition of lights

Part One:

Lowest value: £1000

Highest value:

Part Two:

Lowest value: £1000

Highest value

Part Three:

Lowest Value:

Highest Value: £2000 (to include product and install/takedown)

Please note that Council are happy to accept a quote for one or more Parts.

Please note: Council will need to purchase icicle lights and some of the standard strings of lights. This may be from the tenderer or separately.

Please tender for install.

Please provide a price for: 10m string lights, 20m string lights, icicle lights.

The contract falls under the OJEU thresholds and is not subject to the use of Contracts Finder under the Public Contracts Regulations 2015 (It is a contract with a value under £25,000).

SME enterprise suitability: Yes

(Small and Medium Enterprises)

VCSE enterprise suitability: Yes
(Voluntary Community and Social Enterprise)

2) Location & industry

Location: Epping
Industry: Local Government (Town Council)

3) Description

Description: Delivery of the Christmas Lights 2024 for Epping Town.

Part One:

Epping Town Council require a contractor to illuminate the main Christmas Tree on the Piazza in Epping High Street. (Tree will be approximately 25 feet). The tree must be dressed by hand and in accordance with the method statement issued by Epping Town Council. The lights must be removed by the agreed date.

Part Two:

Epping Town Council require a contractor to illuminate selected large trees in the town, dressing the individual trees by hand in accordance with the method statement issued by Epping Town Council and any permission requirements from partners. The lights must be removed by the agreed date.

AT THIS STAGE: APPROXIMATELY 30 SETS OF 10M LIGHTS FOR EACH TREE.

PLEASE NOTE: There may be a requirement to dress additional trees post the award of contract, which will be costed in addition.

Please note: Epping Town Council will own the lights to dress the trees.

Contractor to price per tree.

Part Three:

Epping Town Council require a contractor to put up icicle lights (approx 1.5-2m drop) in bare sections of the High Street (running from the District Council's civic offices to the small shops beyond Tesco) and the top of Station Road.

(Price per section in metres required.) Town will be split into sections and Council will select sections to be lit, depending on price.

The lights must be removed by the agreed date.

The successful contractor will be required to undertake a post installation/takedown evaluation to identify any issues.

4) Methodology

- Use of ladders or cherry pickers
(Contractors must comply with Regulations regarding the use of ladders at work) or be licensed to use a cherry picker

- Contractors will work in conjunction with Council's electrician(s) (Electrical certification desirable/electrical awareness essential)
- Use of protective health and safety clothing, including high visibility jackets and safety helmets, where applicable
- Contractors are required to have £10 million of public liability insurance (to include themselves)
- Contractors are required to work in accordance with any method statements provided by Epping Town Council. Council pride themselves on excellent relationships with our partners and residents and all contractors are respectfully reminded that whilst working for Epping Town Council, those standards must be upheld.
- Any instructions issued by the Town Clerk or Town Supervisor are final.

5) Contact details

Contact name: Beverley Rumsey, Town Clerk, Epping Town Council

Email: brumsey@eppingtowncouncil.gov.uk

Address: Epping Hall, St Johns Road, Epping, Essex. CM16 5JU. England

Telephone: 01992 579444

Website: www.eppingtowncouncil.gov.uk

6 Submission of tenders

Tenders to be submitted in writing, by post, addressed to the Town Clerk and sent to the address above. If you wish to tender, please request a pre-marked envelope from Epping Hall on 01992 579444. This will remain sealed until after the closing date in accordance with Council procedures.

Tenders to be submitted by email, addressed Private & Confidential FAO: Town Clerk with the **Reference: 2024/ETC/CL**

7) Requirements in addition to tender

Epping Town Council request two references from contractors' current or previous clients in a related field.

8) Evaluation criteria

- Tenders will be evaluated by full Council
- Preference will be given to the tenders which most closely match Council's requirements and those which will provide a high level of customer service to Epping Town Council.
- References will be used in the evaluation process.

- Tenders will be accepted for each of the three parts (ie the tender may be broken down into lots).

9) Contract details

Terms and conditions of the contract to include termination, delivery, service monitoring and reviews will be determined once the contract has been awarded.

10) Notification

The successful contractor will be notified as soon as possible after the full Council meeting which follows the closing date. Bidders will be notified of any delays. Unsuccessful bidders will also be notified once the contract has been awarded. Feedback will be available.

Town Clerk Feb 2024