



## **RFQ For Installation and Taking Down of Christmas Lights in Sleaford 2022**

### **1 Introduction**

- Sleaford Town Council (STC) is seeking quotes for erecting and taking down the Christmas Lights in Sleaford town centre.
- The service will include on-call support for any electrical / equipment faults during the period that the lights are installed (by Sunday 27<sup>th</sup> November to 6<sup>th</sup> January)
- The service will require the management (and attendance in person) of the switching on of the Christmas Lights at 4pm on Sunday 27<sup>th</sup> November
- The Council will require advice on new and replacement lights

### **2 Location of the Christmas Lights**

The lights will be installed throughout the centre of Sleaford, from Station Road, Southgate, the Market Place (including Market Street) and Money's Yard.

The Town Hall in Navigation Yard has a 'Merry Christmas' light decoration and festoon lights.

The Christmas Lights are stored within a locked storage container off East Road. The container is accessed by a key which will be provided and available 24 hours

### **3 Scope of the Project**

- Instructions for how to submit a quotation for this work are given below
- STC will select the quotation that offers best value. The Council is not obliged to accept the lowest quotation.

### **4 Timetable of RFQ**

- The following timetable will apply:
  - RFQ advertised on STC website – Monday 25<sup>th</sup> April 2022
  - Receipt of Quotes by Midday Monday 16<sup>th</sup> May 2022
  - Decision on award of contract by 30<sup>th</sup> June 2022

### **5 Technical Requirements of Installation**

- STC requires the supply and installation of Christmas Lights as listed on attached **Schedule A and Schedule B**.
- Lights include, stringed lights, knitted balls, icicles and lamp post motifs.
- All lights must be supplied to electricity.
- Miniature trees must also be located as listed on the attached
- Tree lights are required to be installed and connected to electricity in Moneys Yard. These lights can remain when lights are taken down as long as they are disconnected from the electricity.
- The lights must be installed according to the locations specified by the Town Council

## **6 Installation and site works**

- Once appointed, the successful bidder will need to provide an estimate of the time needed to install the lights and complete all works.
- Tree Lighting should be wrapped around stems and branches with sufficient slackness to allow for tree growth.
- Whilst much of the work will need to be completed out of hours, the successful bidder will be required to give consideration to using noisy equipment (such as a scissor lift) between the hours of 11pm and 5am.
- Out of hours, the applicant shall provide Sleaford Town Council an emergency contact required in the event of Christmas displays failure.
- Lights are expected to be in operation daily throughout the festive period (last Sunday in November to 6<sup>th</sup> January) from dusk (4pm) until 11pm
- Safety measures to be taken by the provider during installation – including risk assessment and method statement.
- All installations must be de-energised by 6th January
- All motifs and Christmas tree lights must be removed from the column infrastructure by 17<sup>th</sup> January.

### **How to submit a quotation for the work**

- STC invites quotations from suitably skilled and experienced organisations to meet STC's requirements for the work as set out above.
- Quotations must be in writing and cover all aspects of the work as required.
- Quotations must be submitted in writing to the Town Clerk at Sleaford Town Council, The Town Hall, Quayside House, Navigation Yard, Sleaford, NG34 7TW. To be received by 12 noon on Monday 16th May. Quotations received after this time will be excluded.
- Organisations submitting a quotation must satisfy themselves that the quotation they submit is accurate and includes all costs.

- If an organisation needs to seek clarification about anything in this document, they should contact:

The Town Clerk, via the Council Office on 01529 303456  
[enquiries@sleaford.gov.uk](mailto:enquiries@sleaford.gov.uk)

## **6 How STC will award the work**

Evaluation of quotations will take place and a recommended provider will be agreed by Council by 30<sup>th</sup> June 2022. All providers quoting will be informed of the final decision.

STC's evaluation of quotations will be based on:

- The necessary insurances and Health and Safety policy and RAMS
- Evaluation of the quotation – quality of the submission, including expertise, experience in similar work and qualifications.
- A full breakdown of costs

Organisations submitting a quotation will be evaluated only the basis of the information provided in their submissions.

**Your Quotation must include the following:**

**1 Details of the Organisation and full contact details**

**2 Proposals**

Your proposals in writing together with any relevant documents in support of your submission. These must include examples of similar work carried out, technical expertise of your personnel, qualifications, quality assurance of the work.

**3 A full break-down of costs**

**4 Insurance** - it is a requirement that organisations quoting for this work hold the following levels of insurance:

- Employer's (Compulsory) Liability Insurance = £5 million (unless a sole trader)
  - Public Liability Insurance = £5 million
- Please provide copies of the insurance

**5 Health and Safety**

Provide a statement of your health and safety policy where one exists.

**6 Risk Assessment and Method Statement**