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Tender

Aylesbury Town Council Christmas Light Scheme for 2025-2027

Aylesbury Town Council

F02: Contract notice

Notice identifier: 2024/S 000-034725

Procurement identifier (OCID): ocids-h6vhtk-04b183

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Section I: Contracting authority

I.1) Name and addresses

Aylesbury Town Council

5 Church Street

AYLESBURY

HP202QP

Email

diane.harrison@aylesburytowncouncil.gov.uk

Country

United Kingdom

Region code

UKJ - South East (England)

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.aylesburytowncouncil.gov.uk/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.contractsfinder.service.gov.uk/Notice/d99baa2d-1880-4b1f-9038-328384b12ac1>

Additional information can be obtained from another address:

Diane Harrison

diane.harrison@aylesburytowncouncil.gov.uk

Aylesbury

HP20 2QP

Email

diane.harrison@aylesburytowncouncil.gov.uk

Country

United Kingdom

Region code

UKJ - South East (England)

Internet address(es)

Main address

<https://www.aylesburytowncouncil.gov.uk/>

Tenders or requests to participate must be submitted to the following address:

Aylesbury Town Council

Aylesbury

Email

christmastender@aylesburytowncouncil.gov.uk

Country

United Kingdom

Region code

UKJ - South East (England)

Internet address(es)

Main address

<https://www.aylesburytowncouncil.gov.uk/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Aylesbury Town Council Christmas Light Scheme for 2025-2027

Reference number

ATC 001/2024

II.1.2) Main CPV code

- 50232110 - Commissioning of public lighting installations

II.1.3) Type of contract

Services

II.1.4) Short description

Aylesbury Town Council (the Council) has the responsibility for the Christmas light displays through out the town centre. Prior to this the responsibility was held by Buckinghamshire Council but it was devolved to the Council in 2022.

Buckinghamshire Council continues to oversee and maintain the electrical highway infrastructure, while non- highway electrical infrastructure is managed through agreement with landlords.

Aylesbury Town Council Objectives

The following objectives apply to all services and shall be adhered to throughout the contract period, as further detailed in the Scope of Services:

1. Hire of Equipment: Equipment should be hired by the Council, not purchased.
2. Design and Installation: Design, supply, and install a high-quality Christmas festive themed display for Aylesbury Town Centre in specific locations for a 3-year contract starting in March 2025 with installation taking place from October 2025.
3. Quality and Value: Deliver a service that offers both quality and value for money.
4. Christmas Tree Decoration: Dress a 25ft Christmas tree provided by the Council.

5. Compliance: Meet or exceed all statutory and legal obligations related to the provision of services. This includes, but is not limited to: HERS Certification, G39, IPAF, SWQR Card, and required levels of insurances as detailed in the Standard Selection Questionnaire for Christmas Lights for 2025-2027.

6. Environmental Considerations: It is important to the Council that a reasonable proportion of the products are expected to be environmentally friendly.

7. Storage: Store all products when not in use in a dry, secure, safe environment where they will come to no damage.

8. Annual PAT Testing: Conduct annual PAT testing of all equipment and supply relevant certification.

9. Installation and Removal: Handle the installation and removal of the displays.

10. Maintenance: Provide quotes for potential maintenance issues.

II.1.5) Estimated total value

Value excluding VAT: £270,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 31500000 - Lighting equipment and electric lamps
- 31600000 - Electrical equipment and apparatus
- 31700000 - Electronic, electromechanical and electrotechnical supplies
- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKJ - South East (England)

Main site or place of performance

Aylesbury Town Centre

II.2.4) Description of the procurement

Aylesbury Town Council (the Council) has the responsibility for the Christmas lights displays throughout the town centre. Prior to this, the responsibility was held by Buckinghamshire Council, but it was devolved to the Council in 2022. Buckinghamshire Council continues to oversee and maintain the electrical highway infrastructure, while non-highway electrical infrastructure is managed through agreements with landlords for the use of bracketry and eye bolts on their properties.

The Council is inviting tenders for the high-quality design and supply of Christmas Lights, encompassing their installation, removal, storage, and annual maintenance and testing. This contract will cover the festive light displays commencing in November 2025 and continuing through the 2026 and 2027 festive seasons.

The Council is committed to delivering a Christmas Lights display of the highest standard for the residents of Aylesbury town centre. We aim for a display that is festive, modern, and delivers a WOW factor. Spanning three years, this procurement welcomes innovative ideas and suggestions on how to enhance the display.

All fixings are expected to meet or exceed the current lighting, design and arrangement and comply with all relevant legislation.

If you intend to tender for the above-mentioned services, please read the following instructions carefully. Failure to comply with the instructions and failure to return all the required documents and information before the deadline stated may invalidate your tender submission.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 March 2025

End date

31 January 2028

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

Requests to participate should be sent to diane.harrison@aylesburytowncouncil.gov.uk as an expression of interest by 20/12/2024, so that the Council can inform you of any clarifications that arise during tender process.

Tenders are to be submitted by email, prior to the deadline of midday on 7th January 2025, to: christmastender@aylesburytowncouncil.gov.uk

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As detailed in the tender documents.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

7 January 2025

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 31 March 2025

IV.2.7) Conditions for opening of tenders

Date

7 January 2025

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

Email

publicprocurementreview@cabinetoffice.gov.uk

Country

United Kingdom