

**St. Annes on the Sea Town Council**

West Lodge, 5 St George’s Road, St Annes on Sea Lancashire FY8 2AE

Town Clerk Kevin Martin 01253 781124

Email townclerk@stannesonthesea-tc.gov.uk

**Provision of Christmas Lights, Displays, Festoons and decorated tree In**

**St. Anne's on the Sea Town Centre**

Questionnaire Response Template

Instructions for Bidders

1. Bidders must respond to the questions set by entering their responses directly into this form. Attachments maybe added where deemed necessary.
2. Marks are awarded for clear and concise responses which are relevant to the requirement, tailored to this procurement, with examples and explanations given when applicable. Where possible responses should be structured and concise, and where appropriate clearly set out the bidder’s offer
3. All information requested should be provided in the order and format set out in this tender. Unsolicited attachments, documentation and / or cross referencing of responses will not be evaluated unless they are expressly requested.
4. Where a specific question in the template asks for additional information, this should be uploaded with the tender submission. Such material should be clearly marked and subtitled with your organisation’s name and the question to which it relates. General sales literature or promotional brochures etc. will not be considered.
5. The word limits referred to are the maximum number of words applicable to each response. Word limits exclude titles, headings, charts, tables, and diagrams although these should not be excessively used to increase word count. Responses that exceed the word limit will only be considered up to the word limit.
6. Please note that we may request clarification of the responses provided or ask for additional information to conclude assessment.
7. All questions will be scored on a scale of 0 – 5 and will be weighted in line with the instructions provided within the ITT.
8. Bidders should ensure they have read and understood the entire tender pack, before completing this document. Your response should be tailored to the requirement, with any firm offers, or initiatives likely to be appended to / adopted in any final contract.

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| Name of bidding organisation: |  |

**Section 1 Relevant Experience**

Q1 – Relevant Experience (minimum 2)

Contracts should have been delivered during the past three years. Please note that we may take up references from the contacts listed to verify the content of this response, and you should be prepared to forward any necessary details to assist with this.

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| (i) Customer organisation |  |
| Scope of contract |  |
| Start & completion dates |  |
| Approx. contract value (£) |  |
| Brief description of contract (max 200 words) including evidence of delivery in line with SATC’s requirements |
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| (ii) Customer organisation |  |
| Scope of contract |  |
| Start & completion dates |  |
| Approx. contract value (£) |  |
| Brief description of contract (max 200 words) including evidence of delivery in line with SATC's requirements |
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| (iii) Customer organisation |  |
| Scope of contract |  |
| Start & completion dates |  |
| Approx. contract value (£) |  |
| Brief description of contract (max 200 words) including evidence of delivery in line with SATC’s requirements |
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Q2 Key Staff

Please give an overview of the key staff within your organisation, and the key staff that would be deployed to manage this contract if you are successful, including provision of appropriately skilled and qualified staff (HERS registered) to attend the switch on event to turn on the lights, at the SATC Christmas event, and to also carry out a switch on ‘practice’ within the 24 hours before. You may include abridged CVs as separate attachments to support your response but it is not necessary.

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| Bidder Response – Max 500 words (not including any attachments) |
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**Section 2 Cost and Design**

Q1 Provision of 49 lighting column displays on St. Anne's Road West, The Crescent, Park Road, Orchard Road, Garden Street and Wood Street plus festoons on both sides of St. Annes Road West. Plus 2 floor standing displays and the decoration of an existing natural tree In the town centre.

This can be supply or on rental agreement for the Tendering Organisation to specify or display as cost options.

Please provide clear cost options below/attached and attach high quality images of each option.

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| Bidder Response – Max 500 words (not including any attachments) |
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Q2. To test, refurbish, store, install and connect to power supply and then remove all displays, motifs, festoons and light strings.

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| Bidder Response – Max 500 words (not including any attachments) |
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Q3 Please provide overall final costs for each option including costs for all of the additional services above and listed in the Invitation to Tender (festoon maintenance, tree light maintenance, mounting infrastructure testing etc).

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| Bidder Response – Max 500 words (not including any attachments) |
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**Section 3 Testing and Support Service**

Q1 All electrical infrastructure to be tested and maintained please provide a clear explanation of proposed testing regime required with timeline where appropriate.

**Christmas Lights**

* All mounting infrastructure to be tested and maintained.

**Festoons**

To carry out an annual function and safety check and respond to any issues with council owned LED festoon lights

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| Bidder Response – Max 800 words (not including attachments) |
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Q2 Tell us about the support service to respond to maintenance and repairs and how long it will take you to physically respond to any issues.

Please confirm that this can be adhered to and provide any additional information relating to this below.

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| Bidder Response – Max 800 words (not including attachments) |
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**Section 4 Environmental Sustainability**

Please set out how you will ensure environmental sustainability in the delivery of this project. Your response should give details on your own practices, and how you will incorporate environmental sustainability Into work practices.

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| Bidder Response – Max 500 words  |
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**Section 5 Social Value**

Please give an overview of the social value commitments you will make to SATC if appointed to deliver this contract.

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| Bidder Response – Max 500 words  |
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