

## **Lindfield Parish Council**

### **Invitation to Tender For Christmas Lights Installation 2025-2027**

#### **1. General Requirement**

- 1.1. Lindfield Parish Council is seeking contractors to provide LED spark lights for its Festive lighting display on Lindfield High Street. The selected contractor must be able to store, supply, install, and remove the spark lights.
- 1.2. The contract will be for a three-year term commencing in 2025 and running through the festive periods of 2025 to 2027.
- 1.3. Lindfield Parish Council's lighting display historically has included spark lights wrapped around the trunks of 35 trees. Power for these lights is supplied from six residential/business addresses. While the specification in the tender is our current requirement, the ability to provide additional festive illuminations is important, the cost of which will be negotiated at the time.
- 1.4. The Council holds its Christmas Festival Night on the first Tuesday of December, and the Festive lights are a key part of this event. Mutually agreed-upon erection and take-down dates must be agreed upon in advance of any work taking place. The erection date must be at least 7 days before the 1<sup>st</sup> December.
- 1.5. The Christmas Lighting Scheme must be in situ and operational in time for the 1<sup>st</sup> of December launch date. The Christmas Lighting Scheme are to be dismantled and removed as soon after 6 January each year as possible, but no later than 27 January each year.
- 1.6. The Contractor should be HERS (Highway Electrical Registration Scheme) accredited or able to come up with a suitable arrangement with a HERS accredited partner.
- 1.7. You are advised to familiarise yourself with the installation locations and any access issues before submitting your tender.
- 1.8. The provision of an immediate out-of-hours emergency/maintenance call-out service is required. Ideally, any problems will be addressed and rectified within 48 hours or communication as to why a problem cannot be solved within this deadline. The successful contractor will guarantee to undertake annual risk assessments before work commences and comply with full Health and Safety requirements.
- 1.9. The successful contractor will have the responsibility of meeting and complying with current specifications laid down by West Sussex County Council. Work carried out must comply with Health and Safety requirements associated with work on the public highway.
- 1.10. The submission of a current public liability insurance document to the value of 10 million pounds will be required.
- 1.11. The Parish Council will seek references. Please supply full contact details of three relevant authorities where you have undertaken this work previously.

#### **2. Tender Arrangements**

- 2.1. Bids shall be assessed in terms of the contractor's offerings, understanding and meeting of requirements and value for money.
- 2.2. We are not bound to accept the lowest tender or any tender received.

- 2.3. All tenders submitted shall be evaluated in accordance with the evaluation criteria set out in this document and the award will be based on the best overall offering available within the budget available.
- 2.4. The appointment will be made by an exchange of letters with the inclusion of the tender document response and other associated details. The successful contractor will be contracting with Lindfield Parish Council.

### **3. Indicative Procurement Timetable**

- 3.1. It is intended that the tender exercise follows the time-line detailed below:

Invitation to Tender Issued:	12 June 2025
Window for points of clarification:	24 June to 9 July 2025
Deadline for Bids:	5 pm 16 July 2025
Evaluation:	By 31 July 2025
Contract Awarded:	By 22 August 2025

- 3.2. Please note we reserve the right to amend this time-table.

### **4. Submission**

- 4.1. Tenders should be submitted electronically to: [clerks@lindfieldparishcouncil.gov.uk](mailto:clerks@lindfieldparishcouncil.gov.uk) and marked "Illumination 2025 Tender" in the subject line. Alternatively, tenders may be posted to Lindfield Parish Council, Lindfield Enterprise Park, Lewes Road, West Sussex, RH162LH. The envelope shall be marked Illuminations 2025 Tender and apart from the Council's postal address shall not otherwise be marked or contain information that could identify the tendering organisation.
- 4.2. All companies submitting a tender will be notified by email of the respective decision within 3 months of the evaluation date. In accordance with Government Regulations, the total value of the successful tender will be published in due course.
- 4.3. Queries on the tender specification should be submitted electronically to: [clerks@lindfieldparishcouncil.gov.uk](mailto:clerks@lindfieldparishcouncil.gov.uk) clearly marked "Illumination 2025 enquiry". Responses supplied by the Council to enquiries shall be made available to all tendering organisations.
- 4.4. All tenders submitted electronically shall be in PDF format.
- 4.5. All invitations to tender are subject to the Town Council's Standing Order number 17 and the terms of the Bribery Act 2010.
- 4.6. No contractor shall contact councillors or staff to encourage or support their tender outside the prescribed process.
- 4.7. All tenders must include the following completed forms:
- Tender coversheet
  - Tender Costings

## **5. Evaluation of Tenders and Award Criteria**

- 5.1. The contract will be awarded to the company that complies with all written requirements, has satisfactory references and offers the best value for money.
- 5.2. This contract will be evaluated on the following basis:
  - Demonstrated ability to deliver similar projects to a high quality 25%
  - Price fit within the budget 25%
  - Quality and Value for money 30%
  - Use of local resources and skills 20%
- 5.3. All prices should be exclusive of VAT.

## **6. Payment Terms**

- 6.1. The schedule of payments will be 50% payment on erection and successful testing, and the balance to be paid on dismantling.

## **7. Health & Safety**

- 7.1. Contractors (and any appointed subcontractors) must comply with all relevant Health & Safety legislation.
- 7.2. Measures must be taken to minimize any risk to the public. For example, tools must not be left on the pavement where they could present a trip hazard. Any motor vehicle or plant machinery used must be parked so as not to contravene any parking restrictions and/or present any obstruction to other road users and the public.
- 7.3. The Contractor must adhere to the relevant codes of practice and regulations.