

Tender Specification to deliver a Christmas Light Trail to Dover Town for 2025

1. Introduction

Dover Town Council invites tenders from suitably experienced and qualified contractors for the design, supply, delivery & management of a "Dover Town Christmas Light Trail" for 2025. Bringing a WOW factor for the public as well as incorporating an element of possible interaction within the design. With the additional supply, dress, management & de-rig of lighting for the Town's 30ft tall Christmas Tree.

This contract involves the design, supply, install, management & de-rig of all required projections/lighting/equipment relating to the delivery of said Light Trail, including the Town's 30ft Christmas Tree. All works must be undertaken in a safe and professional manner, with full consideration given to the members of public & businesses.

Please contact the Customer Events Team Leader if a site visit is required.

2. Value of Contract

Overall Scheme not to exceed £29,999 (inc. VAT)

3. Scope of Works

- To design, install, maintain & dismantle a trail of light onto the pavements of Dover Town with lively, intense, vibrant colours/washes, using projections – Trail location as per (**Appendix 2**) – Market Square, Cannon Street, Biggin Street (Upper & Lower);
- Power can be sourced for the pavement projections from upto 35 lamp columns along these streets, as advised above, that are equipped with Commando Sockets, Insulators & Timer Clocks already in situ;
- Maximum weight of any attachments per lamp column, would not be able to exceed 4.5kg;
- To design, supply, install, maintain & dismantle projections of clear images/patterns / colour washes or similar (your recommendations), made up again of vibrant, lively intense colours with a possible element of interaction to enhance up to the 4 specific locations in (**Appendix 1**)- **If contractors wish to concentrate on only a few and not all 4 locations/buildings to deliver more intense/complex projection images / pictures etc, this will be taken into account on receipt of tender** – Blank Wall @ CT16 1DD, Dover Museum, St. Mary's Church & the Stained Glass Windows of The Maison Dieu - Again if any of the Lamp Columns in close vicinity to these locations were required for a source of power, requirements would be as stipulated above;
- To design, supply, install, maintain & dismantle sufficient amount of lighting on to the Town's 30ft Christmas Tree, located in the Market Square, Dover (**Appendix 1**) – Bringing the tree alive

with colour, as a standalone Town enhancement;

- Due to limited timeframe, Dover Town Council would be happy to work with the selected Contractor to assist in gaining permissions with any local businesses to request to house any of the equipment required for the projections to be carried out to the selected buildings / locations;
- Dover Town Council would liaise with Kent Highways Street Lighting on behalf of the selected Contractor for the required permissions of any of the Lamp Columns being required as a source of power for the pavement projections or a specific location;
- To test all Scheme prior to initial scheme going live on the 29th November 2025;
- All scheme to be set on timer clocks from 4pm – 10pm each day from 29th November 2025 – 5th January 2026;
- To provide weekly inspections of the entire scheme and rectify any faults that may of occurred;
- To provide a 24hr emergency telephone number for use by the call-out teams of Kent County Council Highway Services & Dover District Council;
- The contractor is to ensure that no greater than 3hrs response time to emergency calls for attendance on site of any problems with the overall scheme;
- The contractor to have use of a scissor lift or other appropriate plant, for the working at height installation / maintenance & dismantling of all the Christmas Light Trail, including the Town's 30ft Christmas Tree and hold the appropriate accreditation to use such equipment / machinery;
- The contractor to comply with the relevant British & European Standards whilst carrying out all works and emergency responses;
- All items will be required to withstand weather (rain/wind) and coastal salt air;
- Ensure all equipment used within Scheme, has been PAT tested;
- Liaise directly with the Dover Town Council throughout the process of Scheme;
- All equipment for the scheme to be covered under the selected contractors insurance, whilst in situ, in Dover Town.

4. Accessibility to Locations

- All or majority of works for install, maintenance & de-rig would be required to be carried out evening / early morning to minimize the risks of disruptions within the Town (Highway) – TRO in place for Market Square, Cannon Street & Lower Biggin Street 10am – 4pm;
- Contractors must adhere to all relevant Health & Safety Legislation, including PPE, Working @ Height and demonstrate appropriate risk assessments & method statements.

5. Programme

- Install of all Projections in the town, from 10th November 2025 – 27th November 2025;
- Dressing of the Town's 30ft Christmas Tree – 27th November 2025;
- Testing all Projections & Christmas Tree Lights -27th / 28th November 2025;
- All Scheme (Projections / Tree) – Live on Timer Clocks from 4pm – 10pm each day from 29th November 2025 – 5th January 2026;
- Christmas Tree lighting removed 5th January 2026;
- From 5th January 2026 all Projections in the Dover Town to be removed and sites left Clean & tidy.

6. Evaluation Criteria

Tenders will be evaluated based on the following criteria:-

- Design & Wow Factor of the overall Dover Town Light Trail proposal;
- Impact for public of the proposed Light Trail design, to enhance Dover Town as a visiting location;
- Understanding of the specification & proposed methodology;
- Relevant experience & references;
- Health & Safety compliance;
- Delivery timescales / programme of works for project / scheme;
- Contribution to Social Value (see section 7 below);
- Delivery to the scope of works.

7. Social Value

Dover Town Council required all contractors to provide additional social value to residents and businesses in Dover Town as part of any contract for Services or Goods.

a) Environmental Responsibility

- How will you minimise environmental impact during the Scheme works (e.g. low energy products/items, electric vehicle usage, recycling)?
- Do you have a company environmental policy?

b) Community Benefit

- What will your company offer as added value for the community (e.g. community engagement, donations of materials, festive dressing of business windows in the town, clearing community building gutters etc, whilst machinery/plants on site, rectify any small areas of business / community building electricity faults)?

The Dover Town Council welcomes your suggestions.

8. Submission Requirements

Bidders must submit the following: -

- A Risk Assessment & Method Statement detailing your approach to completing the Project;
- Evidence of relevant experience with similar projects;
- Detailed information of types of Projections proposed for the entire Scheme inclusive of the lighting for the 30ft Christmas Tree – **Visuals of proposals required for all scheme;**
- Completed responses to the social value questions;
- Copy of your Companies Public Liability Insurance and Health & Safety Policy;
- Copy of Electrical certifications;
- Copy of IPAF certifications (if required), i.e. relation to Scissor Lift or similar;
- Copy of working on the Highway (if required), i.e.G39 or similar – Street Lighting Works.

9. Deadline for Submission

All quotations with supporting information must be received no later than

9.00am Tuesday 26th August 2025

(Please itemise costs where possible)

Please submit your quotation to

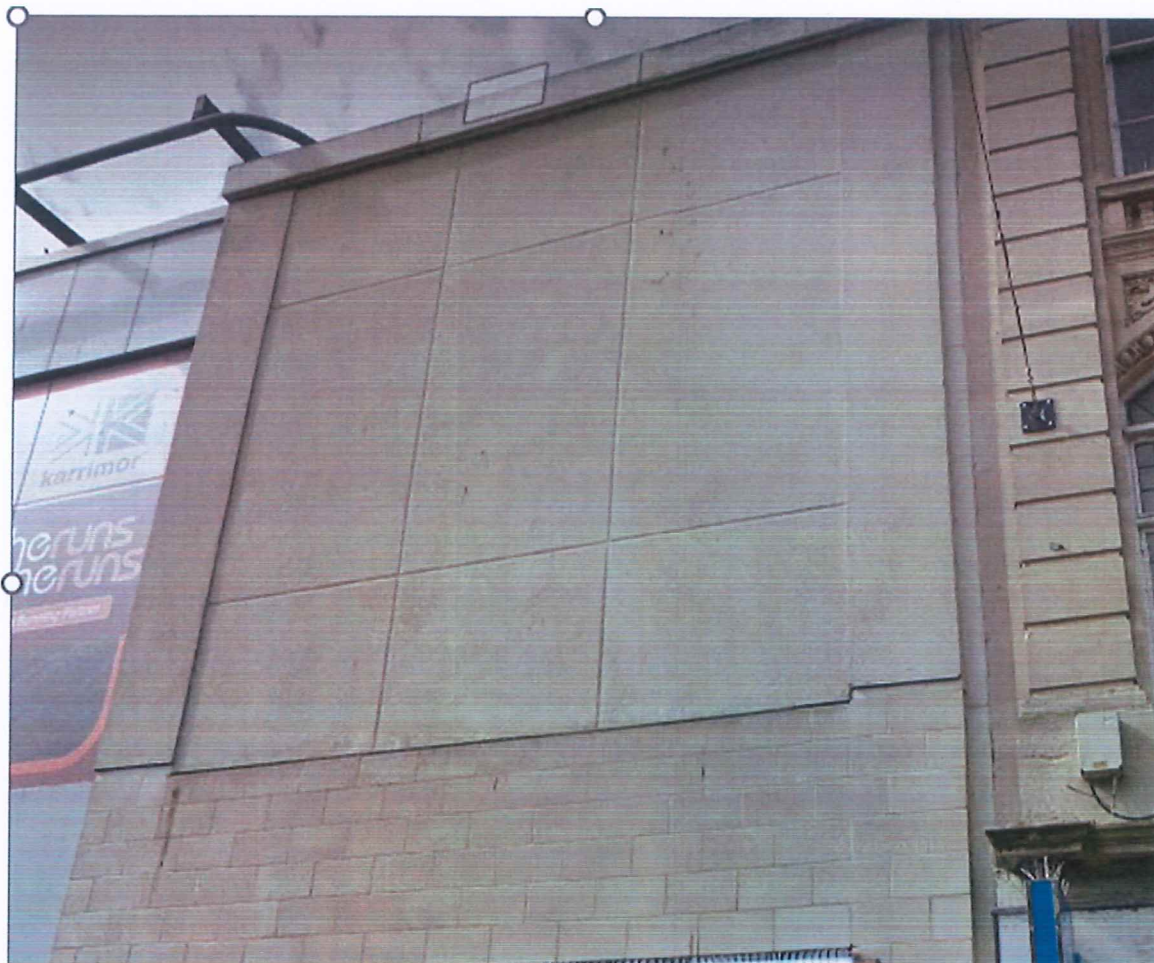
Customer Events Team Leader, Dover Town Council, by e-mail to: -

Council@dovertowncouncil.gov.uk

10. How We buy Goods and Services

Please see Dover Town Council's Procurement Policy enclosed.

BUILDINGS/ TREE/STAINED GLASS WINDOWS - PROJECTIONS / LIGHTING (**APPENDIX 1**)



Blank Wall above 65-66 Biggin Street, Dover, Kent. CT16 1DD

(Projection – Supply from Commando Socket on Lamp Column in close vicinity, which also has timer installed into column)-or from a possible business opposite – Permissions required

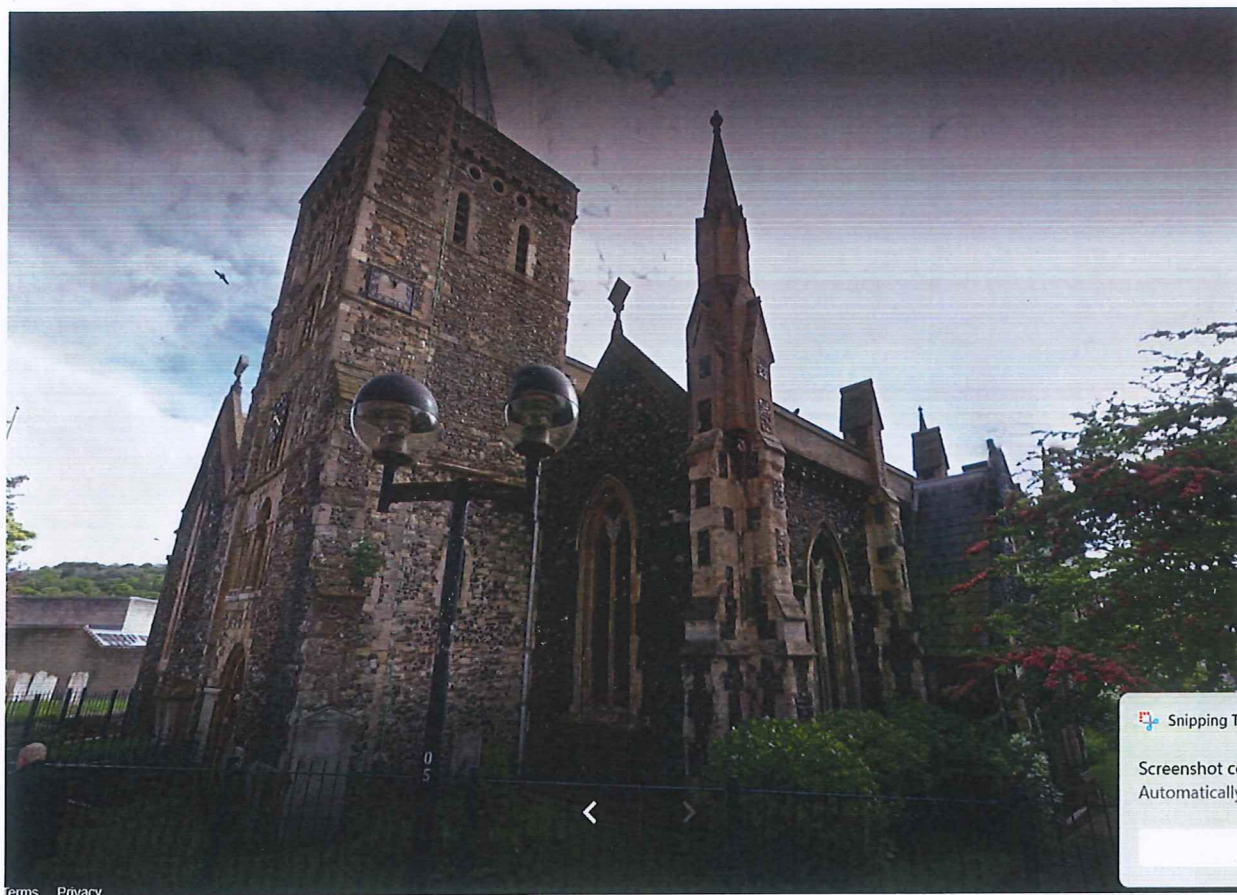
BUILDINGS/ TREE/STAINED GLASS WINDOWS - PROJECTIONS / LIGHTING (**APPENDIX 1**)



Dover Museum Building, above ground floor window arches, Market Square, Dover, Kent.
CT16 1PH

(Projection to cover all top section) – Supply from Commando Socket on Lamp Column in close vicinity, which also has timer installed into column)-or from a possible business closeby.) – Permissions required - Please be aware - top floor of building is also a working office until approx.. 5pm weekdays

BUILDINGS/ TREE/STAINED GLASS WINDOWS - PROJECTIONS / LIGHTING (**APPENDIX 1**)



St. Mary's Church, Cannon Street, Dover, Kent. CT16 1BY

(Projection for this type of building) – Supply from Commando Socket on Lamp Column in close vicinity, which also has timer installed into column)-or possibly from within the grounds of the church. (Permissions required)

BUILDINGS/ TREE/STAINED GLASS WINDOWS - PROJECTIONS / LIGHTING (**APPENDIX 1**)



Stained Glass Windows to the side of Dover Town Hall (The Maison Dieu), Biggin Street, Dover, Kent. CT16 1BD

(To project the colours of the historic panels of the stained glass windows to the side of The Maison Dieu – bringing them to life) – Permission would be required for housing any equipment, either within The Maison Dieu itself or possible housing of equipment in Dover Town Council Offices opposite the stained glass windows in question.

BUILDINGS/ TREE/STAINED GLASS WINDOWS - PROJECTIONS / LIGHTING (**APPENDIX 1**)



30 Foot Christmas Tree – To design, supply, install, de-rig lights onto the Town's Christmas Tree located in the Market Square, Dover, Kent. Opposite Market Square Kitchen. CT16 1LZ. (Within a sunken sleeve in part of the Market Square precinct). – Electricity supply via closest commando socket on lamp column, which has timer inside column – dressing of tree, from bottom to top. Power to be connected via top of tree to commando socket (for safety)

APPENDIX 2 – TOWN TRAIL FOR PROJECTION / LIGHTS PLUS LOCATIONS / BUILDINGS FOR PROJECTIONS/LIGHTS

STAINED GLASS WINDOWS

65-66 BIGGIN STREET

ST MARY'S CHURCH



DOVER MUSEUM

LOCATION OF 30FT XMAS TREE

YELLOW LINE SHOWS ALL STREETS TO BE INCLUDED WITH PROJECTION WASHES / LIGHTS FOR CONTRACT



DOVER TOWN COUNCIL

Procurement Policy

2025 Version

Adopted: September 2009

Last Revised Date: 6/10/2021

Revised Date: 14/7/2025 - Minute No: 63

INTRODUCTION

Dover Town Council will strive to attain the "Best Value" for all goods, materials and services which it purchases, as is its statutory duty under the Local Government Act 1999.

The Council will operate a transparent procurement process in accordance with its Financial Regulations. This Procurement Policy supports the delivery of Dover Town Council's strategic objectives in the efficient, effective, economic and sustainable delivery of services to the people of Dover.

When considering "Best Value" the Council will consider the following: -

- Good Quality Standard – Reputation of Company
- Competitive Cost **
- Social Value and Sustainability principles
- Speed of service delivery
- Locality of the Supplier – providing support to small and local businesses

*** by this we recognise that lowest price is not necessarily the best solution.*

The Council is accountable to the public for the way it spends public funds. This Procurement Policy complies with the 'Procurement Act 2023' and the accompanying 'Procurement Regulations 2024'.

Dover Town Council will, wherever possible, purchase goods, materials and services from local companies and suppliers, in accordance with the 'Public Services (Social Value) Act 2012. Local companies will be Dover based, or employing Dover Residents, or will be as close to Dover geographically, as possible. 'Social Value' is, where any procurement will improve the economic, social and environmental well-being of the Town.

HOW WE BUY GOODS AND SERVICES

All contracts must comply with requirements under UK law and the Council's Financial Regulations, which govern its contracting activities, procedures for obtaining quotations/tenders and awarding contracts.

Dover Town Council will ensure that it: -

- Follows procedures that are ethical, environmentally friendly, accountable and compliant with procedural, legal and international obligations.
- Seeks to achieve continuing improvement in value for money, based on the whole life costs and quality of goods and services.
- Helps suppliers/contractors to strengthen and support the local economy.

Dover Town Council will ensure that it gives weight to factors such as economic, environmental and social impacts of goods and services both in the short and long term.

- We want to achieve common goals by sharing our aspirations with potential suppliers.
- We advertise contracts, as widely as possible, including, local newspapers, our web site, our public notice boards, and other places as appropriate.
- The Town Council will maintain a list of approved suppliers but will review this regularly to ensure their suitability remains.

Dover Town Council will not tolerate malfeasance. No Councillor or Officer shall seek any bribe, gift or inducement, nor seek to influence a procurement decision where they have a family or personal involvement in the process.

EQUALITY IN PROCUREMENT

Suppliers that are awarded contracts will be expected to act in accordance with current equality legislation in the same manner as the Council, in both employment and service delivery. Albeit we appreciate this is dependent on the size of the company/contractor involved.

Dover Town Council is committed to ensuring equality in every aspect of its service provision. The Council will always promote equality of opportunity for everyone, regardless of race, gender, disability, age, faith or sexual orientation, both in the delivery of its services and in the employment of staff. It will also ensure that full consideration is given to diversity, human rights and user focus as part of the delivery of all its services, in accordance with the Equalities Act 2010.

SUPPLYING OF GOODS AND SERVICES

There are procedures in place for monitoring the performance of all suppliers carrying out contracts for Dover Town Council. Suppliers will be monitored to assess their compliance with pre-defined performance criteria.

The criteria for a good supplier are: -

- Competitive cost, including the whole life cost
- Local Supplier/Contractor who can add value to the local economy
- Compliance with all legal obligations, especially health and safety requirements
- Emphasis on carbon reduction and environmental impacts
- Transparency and accountability for the goods or services required, to achieve the required standard of performance

Dover Town Council is continuously striving to improve its own performance, and it expects suppliers to do the same. The Council will review the provision of any supplier that fails to perform to the levels required and will consider cancellation of its contract.

Suppliers/Contractors will be asked to comment on any adverse performance that is reported but they should be aware that serious instances of poor performance could lead to their suspension or deletion from the approved suppliers list.

The Council is not responsible for the consequences this may have on a supplier's business.

Examples of adverse/poor performance could include, but are not limited to, areas such as: -

- Poor quality of workmanship/goods supplied
- Poor Health and Safety practices
- Missed deadlines / failure to meet delivery dates agreed
- Poor environmental performance
- Poor employee relations / behaviour

Variations to the contract may be needed from time to time. Dover Town Council will always request variations in writing, except in an emergency where instructions may be made orally but will be confirmed in writing.

General performance of a contract is monitored and recorded for future reference.

QUOTATION & TENDER EXPENDITURE LEVELS

The relevant thresholds for quotations/tenders, excluding VAT, are as follows: -

- | | |
|---------------------------|--|
| ➤ Below £5000 | At least one quotation (preferably written) |
| ➤ £5001 - £25,000 | A minimum of three written quotations should be obtained |
| ➤ £25,001 and over | Full Tendering required ** |

*** Tendering is a more formal and exhaustive method of obtaining quotations. A tender submitted by a Contractor/Supplier is a legal offer, and when accepted by Dover Town Council, a formal contract will be drawn up. It is the responsibility of the Town Clerk to produce an invitation to a tender document.*

PARTNERSHIP IN PROCUREMENT

Dover Town Council recognises the benefits partnership working can bring in delivering improvements to the town and public services and encourages the development of partnerships at several levels.

Local procurement is defined as the relationship between economy, efficiency, and effectiveness (3 E'S). Achieving value for money means a balance between all three: with relatively low costs, high productivity, and valued outcomes.

Dover Town Council recognise its duty of responsibility to achieve the best value in service delivery from its partners. It will seek to incorporate principles in delivering services by taking account of costs, quality of services and local context when partnering with contractors etc.

PRINCIPLES

The principles of partnership 'Value for Money,' (VFM) comprise of the 3 E's.

The Audit Commission defines these as:

- **Effectiveness** – assesses the impact of spend by reviewing outcomes. For demand-led services, it reviews whether demand is being managed effectively.
- **Efficiency** – assesses productivity, how much you get out, for what you put in. It covers the efficiency of the service model, for example, where there is a choice of partner; the Contractor chosen will be the one who can offer the most efficient service, with the best outcome.
- **Economy** – assesses the resources used to provide Dover Town Council with a service. Wherever possible we will obtain three quotations for the provision of a Contract.

Putting the principles into action

To demonstrate VFM, Dover Town Council will seek to achieve the optimum balance between the above

principles and striving for continuous improvement in all aspects of service delivery by the following means: -

a) Identifying local needs and priorities

- We will ensure that community needs and priorities are reflected in our plans and strategies.
- We will identify priorities to meet the needs of our community, both as an individual service provider and a partner.
- We will continue to consult with the local community about their priorities and update the 'Dover Place Plan' as and when appropriate.

- b) Resources at the appropriate price** (having regard to the level of quality required)
 - We will implement our Procurement to secure the most advantageous combination of price and quality.
 - We will consult and work in partnership with, as appropriately, with other public and private sector service providers.
 - We will use all appropriate methods to VFM, including e-procurement, joint working, shared services, and market testing.
 - We will strive to attract external funding to supplement our own resources where appropriate.
- c) Allocating resources in accordance with agreed aims**
 - We will allocate our resources in line with the Council's priorities, plans and strategies.
 - We will continuously seek to identify opportunities for increased efficiency without adversely affecting service quality.
- d) Ensuring Good Practice and Continuous Improvement**
 - We will adopt working practices, independently and in partnership, to support the drive for increased efficiency and effectiveness. This will include promoting the use of electric service delivery and working with service providers as appropriate.
 - We will consider sustainability when making decisions in relation to carbon emissions, locality of the contractor, etc.
- e) Consider the social value**
 - Where projects or ongoing expenditure are aimed at adding community value, they will be managed in ways which ensure that the intended value is delivered or improved upon. This may not always be measurable in financial terms, but the criteria for VFM will be set out.
 - We will always consider climate and environmental impacts when deciding upon Projects and/or partners.

RISK MANAGEMENT

Successful risk management enables Dover Town Council and its partners/contractors to effectively manage strategic decision making, service planning and delivery to safeguard the well-being of all stakeholders and is crucial to the achievement of its objectives and principles. It is vital that all parties ensure a risk assessment is carried out as needed, this must consist of a full and robust process to identify, analyse and put in place effective measures to control the risks. Additionally, partners should carry out regular monitoring of risks to ensure they are successfully controlled and any risk assessment updated, as necessary.

