



Ilkley Town Council

Ilkley Town Council

Invitation to Tender -
Jubilee Lighting
Maintenance
2026-2029

ILKLEY TOWN COUNCIL
INVITATION TO TENDER
JUBILEE LIGHTS MAINTENANCE 2026- 2029

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INTRODUCTION

Ilkley Town Council provides a lighting scheme, known as the Jubilee Lights, in the town centre all year round.

Low energy soft white lights were installed in 26 trees along The Grove in early summer 2012. Following numerous positive comments from many residents it was decided to extend the scheme throughout the town centre and call it 'The Jubilee Lights' in honour of Queen Elizabeth II's Diamond Jubilee. Lights were installed in 15 trees on Brook Street, 3 trees in the main car park and the 12 trees on Station Plaza. There have been minor adjustments over the years but these numbers are a good representation of the current situation.

The lighting in Mill Ghyll has now been included in the scheme. This comprises of 6 Victorian style cast iron lamp posts and 48 floodlights located within the area.

Ilkley Town Council is tendering with a view to agreeing a fixed annual price contract with a supplier from April 2026. The contract will run for three years from 1st April 2026 until 31st March 2029

Requirements

Ilkley Town Council is seeking a contractor to fully maintain the Jubilee lighting and associated electrical installations in the town. The successful contractor will be expected to:

1. Conduct monthly inspection of the Jubilee Lighting Scheme located on The Grove, Brook Street, Mill Ghyll and Station Road, Ilkley, West Yorkshire.
2. Complete any maintenance work that may be required (to include the replacement of any broken sets of lights, replacement fuses, transformers, quickfix leads etc).
3. Provide a maintenance report along with their invoice at the conclusion of each monthly inspection detailing all work that has been undertaken
4. Carry out any maintenance deemed as necessary to ensure that all lighting is in good working order at all times throughout the year.
5. Review the time at which the lighting is switched on/off throughout the year.

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6. Complete any other tasks which the parties may agree on.
7. Testing shall include safety tests and shall be carried out to ISO standards.
8. All electrical components shall be tested and all wiring, connections etc. should be certified safe.
9. All equipment will be installed and anchored such that they are safe and compliant with Health and Safety regulations.
10. The contractor shall ensure safe working practices are adopted at all times and that workers and the public are fully protected.
11. The contractor will hold the relevant insurance cover including professional and public liability to the value of £10m.
12. All reported faults are to be evaluated within 24 hours and remedied within 3 days. Weekends shall not be excluded from this arrangement.
13. Emergency out-of-hours call-outs are to be included in the agreement if adverse weather conditions create a potentially dangerous situation.
14. The contractor will provide all necessary equipment including cherry pickers and vehicles to transport equipment.
15. The fees shall cover all works including call-outs.
16. The contractor will ensure that all lighting switches on and off daily at the times agreed with the Clerk.
17. The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.
18. The contractor and all of their employees shall hold the required electrical installation qualifications. The contractor should also hold 'working at height' certificates for the operation of a cherry picker.

The installations covered by this contract are detailed in the plan at Appendix A

The Council may agree to additional costs should it agree to increase the scope or extent of the scheme. These will be negotiated should the need arise.

TENDER SUBMISSION

This tender includes the following documents to enable you to bid for this tender. If you find any documents missing or you are unable to open any, please contact us immediately.

- Invitation to Tender (this document).
- Draft contract.
- Certificate of non- collusion.

To bid for this tender, please submit the following:

- 1) A technical specification (details of experience, proposed approach to the works etc.)
- 2) A separate document confirming the fixed annual price for each year of the contract.

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- 3) Evidence of public liability insurance (up to £10,000,000).
- 4) Evidence of employers' insurance if relevant (up to £10,000,000).
- 5) Details of similar projects/services undertaken including references to clients or links to relevant web pages.
- 6) Information on key personnel likely to be involved if you are awarded the contract.

Prospective contractors must not contact councillors or staff to encourage or support their tender outside the prescribed process.

To be considered, written tenders must have been received by the Council in a sealed envelope, marked 'Ilkley Town Council Jubilee Lighting Maintenance Tender' and addressed to the Clerk, by **12 noon on Tuesday 14th October 2025**. The tender pack will be sealed so as to prevent the contents becoming known.

Email submissions are also accepted and should be sent to clerk@ilkleytowncouncil.gov.uk with the subject 'Confidential: Jubilee Lighting Maintenance Tender'. The same deadline applies for electronic submissions.

Any tenders received after this time will not be considered.

EVALUATION PROCEDURE

Each compliant tender will be judged against the following criteria:

Description	Form of Evidence	Allocation
Tender received on time	Confirmation of receipt of tender	Pass/Fail
Public and Employers Liability Insurance to £10M	In date certificate	Pass/Fail
Certificate of Collusion	Signed Certificate	Pass/Fail
Two Business References	Result of enquiries to references	Pass/Fail
General suitability	Evidence of the experience, capability and qualifications of key personnel Technical capacity Previous experience Professional (relevant) Qualifications Demonstration of understanding of brief	40%
Health and Safety	Documentation –confirmation of: H&S Policy Risk Assessments	10%

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Environmental	Demonstration of any initiatives to help reduce energy levels. Locality - to reduce the amount of carbon caused by travel. It is desirable that contractors are within a 20 mile radius.	10%
Price	Value for money Affordability	40%

FURTHER INFORMATION

Contact and submission information:

1. The tenders should be sent in a sealed envelope, marked 'Ilkley Town Council Jubilee Lighting Maintenance Tender' and addressed to the Clerk, to Ilkley Town Council, 2nd Floor, 17 The Grove, Ilkley, West Yorkshire, LS29 9LW before **12 noon on 14th October 2025**.
2. Email submissions are also accepted and should be sent to clerk@ilkleytowncouncil.gov.uk with the subject 'Confidential: Jubilee Lighting Maintenance Tender'. The same deadline applies for electronic submissions.
3. Tender bids will be treated as private and confidential.
4. Bids for this contract will be opened on Wednesday 15th October 2025 by the Proper Officer in the presence of at least one councillor.
5. The Council will notify applicants of the outcome of their tender by the end of November 2025.
6. Any responses to queries raised by bidders will be included in a document entitled 'Additional information for bidders'. This will be found with the tender documentation in the Documents section of the Town Council's website (www.ilkleytowncouncil.gov.uk) and will be updated regularly
7. Ilkley Town Council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.

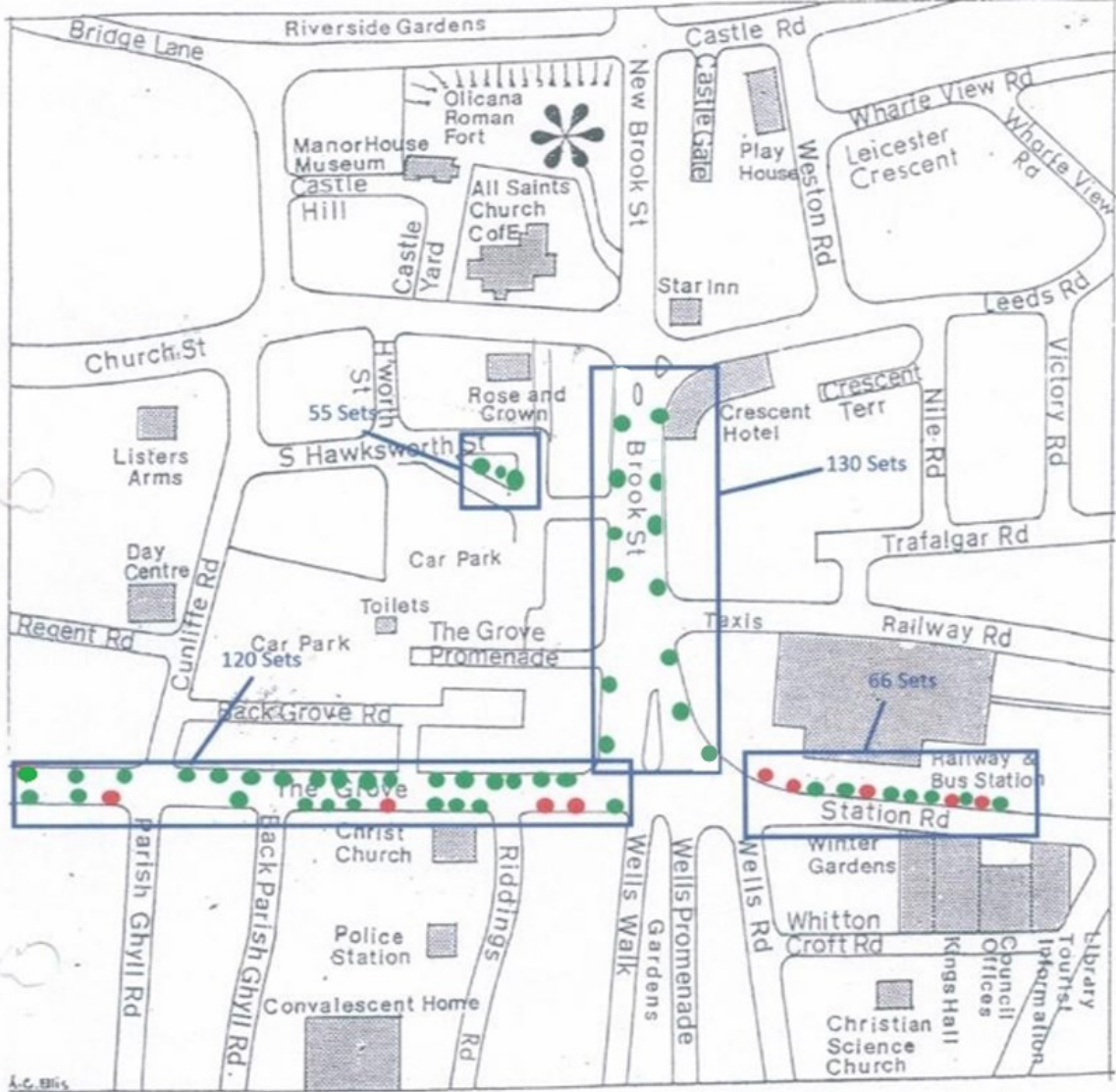
Payment for services will be made upon the receipt of a satisfactory VAT invoice and may be made in monthly instalments. Full terms are to be agreed once the contract has been awarded.

The Council will award the contract at its meeting on 3rd November 2025.

The contract will expire on 31st March 2029.

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APPENDIX 1



- = Tree with lights
- = Tree without lights

In addition – Mill Ghyll lighting
 6 Victorian Lampposts
 48 floodlights