



Burnham on Sea & Highbridge
Town Council

Hire of Christmas Lights

Contract Requirements and Schedule of
Client Specification

Contract Reference: 20/126

June 2020

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Section 1 – Information and Instructions

1.1 Introduction

Burnham on Sea & Highbridge Town Council is seeking suitably experienced companies to tender for the design, supply, installation, removal, storage and operation of Christmas Lighting and Decoration. The scheme is for a 3-year period commencing November 2020 and terminating January 2022.

Costs are to be evenly spread across those 3 years excluding VAT but inclusive of professional fees. All lights will be hired and not owned by the Council. The budget for the project is approximately £20,000 excluding VAT per annum. (£60,000.00 excluding VAT over the 3 years).

The specification below provides the minimum requirements for the services to be provided. Tenderers should ensure that they consider this in detail before submitting a Tender.

1.2 Burnham on Sea & Highbridge Town Council's Requirements

This Design Brief has been prepared to enable the Town Council to select a Contractor to take the project forward and deliver the scheme which has been approved and funded.

While an initial programme and delivery strategy has been developed, as part of the selection process the Town Council welcomes new ideas and concepts that could deliver improvements upon the original concept, while staying within the financial and conservation constraints of the project.

The tender submissions will comprise of a financial element, written submission and an interview which will take place on the 28th, 29th and 30th July 2020. The submissions need to be based on the priorities identified within the client's brief and the constraints of the budget. Tender submissions will need to comply with the requirements set out below as well as contain the documentation and information requested.

1.3 Assessment of Submission

It is the intention of the Town Council to assess the fee bids through the use of a quality matrix weighted, 60% to the written submission and 40% to the interview. It is intended that this will allow the quality of the submissions to form part of the successful bid. The maximum score that can be achieved under the assessment process will be 100.

Companies invited to an interview will have the opportunity for a maximum of two members of staff to attend. Both members of staff should be able to answer any questions regarding the design and installation of works. It is acknowledged that this may be undertaken by a single individual.

The Town Council does not bind itself to accept the lowest or any tender, nor will it pay any expenses which may be occurred by any Tenderer in the preparation of this tender or in attending an interview.

All recipients of these documents, whether or not they submit a tender, shall treat them as private and confidential.

Tenders which do not conform to the foregoing instructions will not be considered. All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

1.4 Burnham on Sea & Highbridge Town Council Project Team

The Contractors team will work alongside the members of the Town Council team under the overall supervision of the Town Clerk and any other persons nominated by Burnham on Sea & Highbridge Town Council.

1.5 Queries

This tender is administered by the officer below. Any queries regarding the tender process, the proposed contract, or the specification should be addressed to: -

Sam Winter, Town Clerk

Telephone: 01278 788088

E-mail: townclerk@burnham-highbridge-tc.gov.uk

1.6 Project Value

The Town Council annual budget for the project is £20,000.00, as part of the tender submission a proposed budget must be submitted detailing all fees and costs entailed within the delivery of the project.

1.7 Conditions of Contract

The Town Council intend to enter into a formal contract with the successful tenderer this will be a JCT form of contract with contractor's design.

1.8 Conditions of Tender

The completed Form of Tender and written submission, as specified in the schedule of Documents below, are to be returned to the offices of Burnham on Sea & Highbridge Town Council by 12 noon, Thursday Friday 23rd July 2020.

The tenderer is to provide one hard copy and one electronic copy of the submission. The electronic copy may be on a CD-ROM or USB Memory Stick and included with the written submission.

The tender documents must be sent by recorded post to Burnham-on-Sea and Highbridge Town Council, The Old Courthouse, Jaycroft Road, Burnham-on-Sea, Somerset, TA8 1LE using the labels supplied. Enclosed with the documentation are 2 labels for the Tender submission which must be used, the first being an address label and the second a tender identification label to be placed on the top left hand corner of the submission.

NOTE Tender returns delivered outside the office hours of the Town Council will not be accepted. The office hours are:

Monday to Thursday: 10am - 4pm

Friday: Closed

Please note, the comprehensiveness and quality of the answers will be used to assess the tender returns.

1.8.1 Schedule of Documents

The documents listed below will be required as part of the submission for assessment.

A. Programme

Please submit a programme, outlining the key project dates, milestones and stages.

B. Financial cost Statement

Please submit a Financial Cost Statement detailing how the project will be achieved within the Town Council's annual budget of £20,000.00, the submitted budget will include an elemental breakdown of all costs.

C. Design Approach

The tenderer must demonstrate within their submission how the proposed design achieves the aims of the Town Council.

D. Design Information

Please submit an initial design this should include:

- A. a briefing document / design summary that explains how the design meets the requirements of the Town Council.
- B. a detailed summary of new equipment and annual hire costs
- C. Detailed plan of equipment layout, position of equipment, installation and maintenance requirements
- D. Detailed plan setting out sequence of work for testing, installation, maintenance, removal and storage of the various elements
- E. Details of handover and certification procedure (to include post installation inspection report)

E. Experience

Please submit details of three previous similar projects that you have undertaken, please provide contact details for the clients and all relevant information such as value of works, contract duration and client liaison

F. Company Information

- a) Please provide full information of whether the works will be undertaken in house or if any sub contractors will be used on any elements of the projects. If sub contractors are to be used please provide relevant information for the sub contractors as section 5 above.
- b) Please provide details of your company's environmental approach to waste and recycling.
- c) Please outline whether recycled materials are incorporated into the proposed design.
- d) Outline Method statement for the project to detail your approach to Health and Safety when working in a busy commercial area should also be submitted with the tender.

G. Additional Information

Please submit any additional information that would be beneficial to the assessment of the tender.

Section 2 - Project Timescale

2.1 Outline of Timescale

In order for all work to be completed within this financial year we have outlined a proposed timescale below:-

- A. **Week Commencing 22nd June 2020** - Client's brief sent to all companies who have met the Expression of Interest requirements (5 weeks allowed for the Tender process) to provide a proposed costed scheme for the project. This will include a requirement to confirm that timescales are able to be met by the chosen contractor.
- B. **Thursday 23rd July 2020** - Formal opening of tender submissions.
- C. **Friday 24th July 2020** - Assessments of written submission. Formal invitations will be sent out for interviews.
- D. **28th, 29th & 30th July 2020** – Interviews to be conducted by a nominated panel of Councillors.
- E. **03rd August 2020**– Tender reports and formal assessment notes submitted to Town Council meeting.
- F. **By late August 2020** – Contract awarded to approved contractor.
- G. **Works to be completed on site by the Switch-on each year**

2.2 Interviews

Interviews will be held the 28th, 29th and 30th July 2020. The interviews will have a time limit of one hour during which the tenderer will undertake a presentation of their design and proposal. It is anticipated that the Councillors and officers will have an opportunity to ask questions and time must be made available during the presentation for this.

Companies invited to an interview will have the opportunity for a maximum of two members of staff to attend, one of whom should be the project manager/lead. Both members of staff should be able to answer any questions regarding the design and installation of works. It is acknowledged that this may be undertaken by a single individual

Section 3 - Clients Requirements

3.1 Overview

The vision for the Christmas Lighting Scheme is that it should enhance and reflect the seaside town heritage and atmosphere in the conservation area.

The colour scheme is not fixed. All lights must be new at commencement of the contract and not reconditioned.

LED or low energy use products are required.

3.2 Design Approach

The designer should have regard for all potential users of the space and is to demonstrate the inclusivity of their design with regard to the available space and budget.

The tenderer must demonstrate within their submission how the proposed design promotes a traditional Christmas atmosphere while offering innovative and inclusive options.

3.3 Clients Requirements

The client's requirements for the successful design and installation will incorporate the key elements set out below

- The design can make use of the existing street furniture and features such as natural trees, lighting columns and walls to mount decorations.
- The design is to include cross street suspended decorations, building mounted decorations, column mounted decorations and decoration of natural trees.
- The Design is to include three Christmas Trees, it is anticipated the Trees will be a focal point, the tree will be natural trees, although the Town Council would welcome an alternative options. The trees will be:-
 - Burnham on Sea – Outside the Victoria Hotel, power supply is from the hotel.
Min. 5.5m tall

- Burnham on Sea- On the green at the junction of Pier Street and High Street, the power supply is within the cabinet. Min. 7.5m tall
- Highbridge – outside the Community Centre in Highbridge (there is a small garden area to the left of the centre as you look at it from Market Street. Min. 7.5m tall

Section 5 contains a plan of the lighting areas and an inventory of a previous building mounting points for information.

3.3.1 Specification

The Christmas Trees, which form focal points in the schemes must be included in the scheme. The trees within Jubilee Gardens in Highbridge have been used in previous schemes and provided a good focal point.

The trees located in the identified areas may be included in the Scheme. If these are used any connecting electrical wires to lamp posts and between trees must be installed each season and removed following switch-off of the scheme.

The existing wall brackets have had permission from building owners for their locations and this may limit the size of decoration that can be fitted. The tenderer is strongly recommended to visit the town prior to submission of the tender. The Council will confirm permissions to use these positions for the new contract if required by the contractor. If new locations are required, the tenderer will be responsible for gaining the required permission from the building owners.

The existing electrical infrastructure and bracket locations are listed within this document. Street lighting lamp columns can be used within the areas together with cross street decorations subject to the necessary consents, which the tenderer will be responsible for gaining from the relevant body.

All outdoor lighting and electrical installations will be a minimum of IP66 rated.

The tendering company will be responsible for inspecting the condition and adequacy of any of the existing infrastructure if it is to be used in the new scheme, and include for any associated costs in replacing or repairs to such infrastructure within its tender.

Lighting decorations will be installed ready for the switch on events in November (dates to be confirmed) and must be installed no later than 5 days prior to the switch-on dates and removed by 16 January.

All lights will be on timers operating daily during the lights display from 06.30hrs until 09.00hrs and 15:30hrs until 23:30hrs unless advised differently and will operate until 6th January.

3.3.1 Area

The main areas of Burnham-on Sea Town centre that are to be included within the tender to be illuminated include: High Street, Victoria Street, Princess Street, Pier Street and College Street

The main areas of Highbridge Town centre that are to be included within the tender to be illuminated include: Church Street and Market Street

A plan identifying the areas is included in this document.

As the town centre is a mix of commercial, accommodation providers and residential the contractor must be mindful when programming the installation and removal of the lighting display on buildings. Any works on or near accommodation providers must not be undertaken during the following hours: 11.00pm – 7.00am.

Burnham on Sea Carnival is held early in November every year, no works to install illumination over the roads that could affect the Carnival route can be undertaken prior to the Carnival, the contractor will be responsible for ascertaining the carnival dates in future years.

3.3.1 Services Required

Provision of the following services:

- a. Full site survey, including detailed measurements of heights.
- b. Photographic simulations of lighting in situ.
- c. Detailed description of lighting scheme proposal.
- d. Comprehensive installation and removal service.
- e. The Switch-on events in Burnham on Sea and Highbridge will be confirmed, these usually occur in late November (or as advised) at 18:30hrs (or as advised) and attendance is required at the event to facilitate this. The Council works with local groups to organise this very popular community event. The contractor must provide at least two members of staff to assist with the switch-on events and all lights must be tested to ensure that they are fully operationally prior to the switch-on date, with final checks being made on the day. The contractor's staff must make themselves available a minimum of 2 hours before switch-on to receive final briefing of the timings of the event. All peripheral lights to the main switch-on area must be switched-on within 1 hour of the main switch-on event.

- f. Stress testing of wall brackets and inspection of all connection points on an annual basis.
- g. Checking all lighting equipment and undertaking any repairs to ensure full working order prior to installation.
- h. Installation and maintenance of electrical infrastructure to serve the lighting scheme including timers.
- i. 24 hour on call service throughout the display period. All reported lighting repairs / faults require a 24 hour response to undertake remedial repairs unless it is reported as an emergency call out due to the fault posing a danger to the public in which case a 2 hour response must be achieved.
- j. A dedicated account manager.
- k. Safe storage of lights by the contractor throughout the period of the contract.
- l. Liaison with building owners in respect of cable / fixings etc.
- m. Reuse if and where possible of existing fixings.
- n. Indemnify Burnham on sea and Highbridge Council of any builder's work repairs relating to the contract.

Section 4 - Contractor's Team

4.1 Role description

The tenderers will be the designers for the project and responsible for the management and supervision of the delivery of the physical elements. They shall oversee and manage the installation works as well as the procurement of specialist materials, contractors for enabling works and delivery of the project.

The tenderers must demonstrate a good working knowledge of designing, installing and maintaining Christmas Light displays, in accordance with relevant legislation and best practice. Experience of working within the setting of a Town or District Council would also be beneficial.

A dedicated person from the company should be appointed to the project, ideally at a senior level. The appointed person should be proactive and work closely alongside the Project Manager and Town Council Staff.

4.2 Role Requirements

The role will include the items set out below and any other work as required for the delivery of the project:-

4.2.1 Initial Design

Undertake a detailed review of all documents, undertake site investigation, undertake initial design and budget preparation, consult with client and present designs, allow for amendments and review as part of consultation process, agree designs with client.

4.2.3 Technical Design

Prepare technical designs, schedule of works, budgets and specification sufficient to construct the project in accordance with the Employers brief and agree information exchanges.

Consult statutory authorities, such as Highways, Planning & Building Control, on the agreed design. Make any necessary applications to gain statutory approvals.

Provide information for updating estimate of Construction Cost.

Review the:

- A. Project Execution Plan
- B. Risk Assessments
- C. Sustainability, Maintenance and Operational, Handover, Construction and Health and Safety Strategies.

Undertake Third Party Consultations as required, including preparing and making submissions under building acts and/or regulations or other statutory requirements.

Working closely with the Project Manager, review design information provided by contractors or specialists to establish whether that information can be co-ordinated and integrated with other project information.

Give general advice on operation and maintenance of the Display.

4.2.4 Installation

Undertake installation of the display in accordance with agreed designs; make visits to works as designer, including weekly inspections and site meetings.

Comply with the requirements of the Handover Strategy including agreement of information required for commissioning, handover, management and maintenance of the Display".

Assist with the updating of the Construction and Health & Safety Strategies.

Provide record drawings and documents showing full details of the installation, maintenance requirements and other information, where applicable, for the Health and Safety File (CDM 2015)

Review compliance with statutory and contract requirements.

Copies of any test certificates that apply to the equipment should be supplied along with the tender.

All equipment identified in the tender must comply with British Standards, best practice and statutory guidance.

It is the supplier's responsibility to ensure that measurements and quantities are correctly identified. Existing equipment may be inspected without appointment; however, an escorted site visit can be arranged if requested.

Deliver and install new equipment.

The Town Council reserves the right to accept all or part of a successful tender.

4.2.5 Handover and close out

Install and test all lighting at least one week prior to the 'switch on' date. The Council shall be informed in writing that all illuminations and associated equipment are installed and operational.

Testing shall include safety tests on anchor points and viability of any catenary wires which may be installed throughout the duration of the contract. Testing shall be carried out to ISO standards.

All electrical components shall be tested and all wiring, connections etc. should be certified safe.

All equipment will be installed and anchored.

4.2.6 Meetings

Attend meetings as set out below and any other as required to deliver the project. Prepare reports and updates as required for all meetings, ensure reports and relevant documents are available for circulation with the minutes one week before meetings.

A written or verbal update will be presented at each working party meeting for the duration of the project.

4.2.7 CDM

The project has not been notified to the HSE, once the successful tenderer has agreed a programme the project will be notified by the client should it be required.

The role of Principle Designer will be the lighting designer and they will undertake all obligations as Principle Designer under the legislation.

The role of Principle Contractor will be the lighting installer and they will undertake all obligations as Principle Contractor under the legislation.

Role to be undertaken in accordance with all statutory requirements including, but not limited to The Construction (Design & Management) Regulations 2015

4.2.8 Tender submission

The Tender bid is to be submitted to the Town Council on the attached Form of Tender and with the requested accompanying supporting documents, no tender bids will be considered that do not include the requested documents. We require one written hard copy and an electronic copy attached on a CD-ROM or memory stick.

The fee bid submitted by the contractor should include all travel and reasonable disbursements.

Section 5 - Location of Christmas Decorations

Burnham-on-Sea		
<u>Location</u>	<u>Existing bracket & power socket</u>	<u>Address</u>
High Street		
<u>Across Street motif</u>		
Possibly Larkins £1 Store to Somerset & Dorset but no hooks in Somerset & Dorset		2 High St, Burnham-on-Sea TA8 1NX - 1 High St, Burnham-on-Sea TA8 1NX
To span between C&H Carpet Shop & Empty old Job Centre building.	Socket + Hooks hooks	85 High St, Burnham-on-Sea TA8 1PE
<u>Wall mounts on the following premises</u>		
Larkins £1 Store	Socket + Brackets	2 High St, Burnham-on-Sea TA8 1NX
Lowes Barbers	Socket + Brackets	Unit 4, 10 High St, Burnham-on-Sea TA8 1NX
Sweet Shack	Socket + Brackets	4A High St, Burnham-on-Sea TA8 1NX
Beauty Oasis day Spa	Socket + Brackets	7 High St, Burnham-on-Sea TA8 1NX
S&A linen's Lamp post outside	Socket	9-12 High St, Burnham-on-Sea TA8 1NX
Card Factory	Socket + Brackets	10a High St, Burnham-on-Sea TA8 1NX
Superchips	Socket + Brackets	6 Cottage Row, 10 High St, Burnham-on-Sea TA8 1NZ
Julian's	Socket + Brackets	13 High St, Burnham-on-Sea TA8 1NX
Shickle Shoes (now clothes shop with old shickle sign)	Socket + Brackets	14-18 High St, Burnham-on-Sea TA8 1PA
The Crusty Cob	Socket + Brackets	26 High St, Burnham-on-Sea TA8 1PA
G.W. Hurley Toymaster	Socket + Brackets	27-29 High St, Burnham-on-Sea TA8 1PA
West Coast Properties	2 Sockets + Brackets	28 High St, Burnham-on-Sea TA8 1PA
Costa	Socket + Brackets	30 High St, Burnham-on-Sea TA8 1PB

<u>Location</u>	<u>Existing bracket & power socket</u>	<u>Address</u>
<u>Wall mounts on the following premises</u>	<u>Existing bracket & power socket</u>	<u>Address</u>
The Bag Shop	Socket + Brackets	32 High St, Burnham-on-Sea TA8 1PB
Johns (Empty)	Socket hanging off, Bracket on Meyrics optician next door	33 High St, Burnham-on-Sea TA8 1PB
Patty & Frank	Socket + Brackets	36 High St, Burnham-on-Sea TA8 1PB
Shoe Zone	Socket + Brackets	39 High St, Burnham-on-Sea TA8 1PB
Seafoods	Socket + Brackets	42 High St, Burnham-on-Sea TA8 1PB
Berrymans Estate Agents	Socket + Brackets	46 High St, Burnham-on-Sea TA8 1PD
Peacocks	Socket + Brackets	47-51 High St, Burnham-on-Sea TA8 1PB
Hair of the Dog Barbers	Socket + Brackets	48 High St, Burnham-on-Sea TA8 1PD
Café Beans	Socket + Brackets	59-61 High St, Burnham-on-Sea TA8 1PD
Emanuel's Jewellery	Socket + Brackets	61 High St, Burnham-on-Sea TA8 1PD
Prim N Proper	Socket + Brackets	62 High St, Burnham-on-Sea TA8 1PE
Del Mondo Pizza	Socket + Brackets	63 High St, Burnham-on-Sea TA8 1PD
Taste of the Orient	Socket + Brackets	66-68 High St, Burnham-on-Sea TA8 1PE
Greenslade Taylor Hunt	2 Sockets + Brackets	75-77, High St, Burnham-on-Sea TA8 1PE
Railway Inn	Socket + Brackets	College St, Burnham-on-Sea TA8 1AS
Freezer Land next to Cost Cutter	Socket + Brackets	
RNLI	Socket + Brackets	
Empty Shop	Socket + Brackets	

Victoria Street		
<u>Wall mounts</u>		
Kyffins Health Foods	Possibly mistaken for GTH boundary	4-6 Victoria St, Burnham-on-Sea TA8 1AL
Burrs	Socket + Brackets	11 Victoria St, Burnham-on-Sea TA8 1AL
Adwynn-Channon	Socket + Brackets	12 Victoria St, Burnham-on-Sea TA8 1AL
Shah Indian Cuisine	Brackets	13 Victoria St, Burnham-on-Sea TA8 1AL
Royal British Legion	1 hook	15 Victoria St, Burnham-on-Sea TA8 1AL
Town & Country Flooring	Socket + Brackets	17 Victoria St, Burnham-on-Sea TA8 1AL
Kemp Hall Ltd	Socket + Brackets	19 Victoria St, Burnham-on-Sea TA8 1AL
Scott's Home Furnishers	2 Sockets + Brackets	20 Victoria St, Burnham-on-Sea TA8 1AN
Chatterbox Café	Socket + Brackets	21 Victoria St, Burnham-on-Sea TA8 1AL
William Hill	1 hook brackets gone	23 Victoria St, Burnham-on-Sea TA8 1EQ
Ritz Cinema & Social Club	Socket + Brackets	24 Victoria St, Burnham-on-Sea TA8 1AN
FFF Carpets	Socket + Brackets	29 Victoria St, Burnham-on-Sea TA8 1AN
Ming Emporium	Socket + Brackets	39 Victoria St, Burnham-on-Sea TA8 1AE
Carrie-Anne's	Socket + Brackets	43C Victoria St, Burnham-on-Sea TA8 1A
Freshair	Socket + Brackets	2, Victoria Court, 53 Victoria St, Burnham-on-Sea TA8

<u>Location</u>	<u>Existing bracket & power socket</u>	<u>Address</u>
Victoria Street		
<u>Wall mounts</u>		
JJ Trading	Socket + Brackets	53A Victoria St, Burnham-on-Sea TA8 1AW
Greenslade Taylor Hunt	Socket + Brackets	75-77, High St, Burnham-on-Sea TA8 1PE
Material Needs	Socket + Brackets	79 High St, Burnham-on-Sea TA8 1PE
C&H carpets & flooring (Rear Vic St)	Socket + Brackets	85 High St, Burnham-on-Sea TA8 1PE
A & F Lettings	Socket + Brackets	18 College St, Burnham-on-Sea TA8 1AE
Former Barclays bank (empty)	Socket + Brackets	

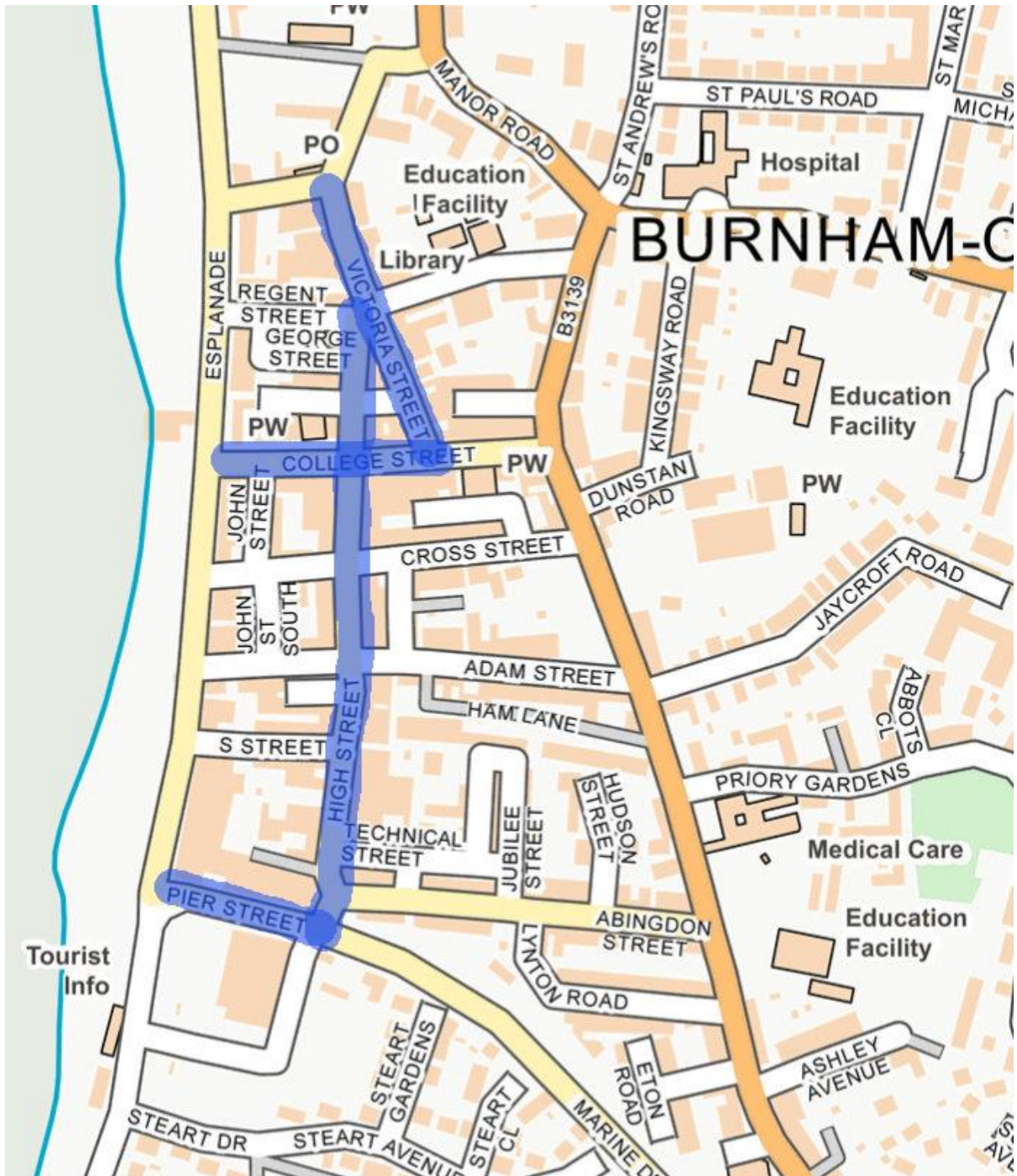
Princess Street		
<u>Across street motif</u>		
To span road between Victoria Hotel to... William Hill	Socket + Brackets Bracket	25 Victoria St, Burnham-on-Sea TA8 1EQ - 23 Victoria St, Burnham-on-Sea TA8 1EQ
Cost Cutter / Central House	Socket + Brackets	
Unique Hair & Beauty	Socket + Brackets	9-11 College St, Burnham-on-Sea TA8 1AR
Pier Street		
<u>Wall Mounts</u>		
The Toy Cupboard	Socket + Brackets	1 Pier St, Burnham-on-Sea TA8 1B
Boss Hair	Socket + Brackets	5 Pier St, Burnham-on-Sea TA8 1B

College Street		
Unique	Socket + Brackets	9-11 College St, Burnham-on-Sea TA8 1AR
Estate Agents A&F	Socket + Brackets	18 College St, Burnham-on-Sea TA8 1AE
New Dragon Rise Chinese Rest	Socket + Brackets	20 College St, Burnham-on-Sea TA8 1AS
Zalshah Restaurant	Socket + Brackets	21 College St, Burnham-on-Sea TA8 1AS
Baby Bee Crafty	Socket + Brackets	25 College St, Burnham-on-Sea TA8 1AS
Merryweather Williams	Socket + Brackets	31 College St, Burnham-on-Sea TA8 1AS
Hallmark Tattoo's	Socket + Brackets	shop 2, 35 College St, Burnham-on-Sea TA8 1AS
Cost Cutter / Central House	Socket + Brackets	

Highbridge		
<u>Location</u>	<u>Existing bracket & power socket</u>	<u>Address</u>
Market Street		
<u>Wall mounts</u>		
Coffee Shop Boathouse Cafe	Socket & Bracket	Market St, Highbridge TA9 3BW
Drainage Board	socket & Bracket	Bradbury House, Market St, Highbridge TA9 3BW
Sandra Hairdressers	socket & Bracket	3 Market St, Highbridge TA9 3BW
Theo's Barbers Shop	Socket & Socket	4 Market St, Highbridge TA9 3BW
William Hill	socket & Bracket	6 Market St, Highbridge TA9 3BW
Create You	socket & Bracket	15 Market St, Highbridge TA9 3GQ
Highbridge DIY	socket & Bracket	17 Market St, Highbridge TA9 3GQ
Maisey's Bakery	socket & Bracket	18-19 Market St, Highbridge TA9 3BP
Yeungs	socket & Bracket	20 Market St, Highbridge TA9 3BT
Casey's Solicitors	socket & Bracket	21 Market St, Highbridge TA9 3BT
Bengal Spice	socket & Bracket	23 Market St, Highbridge TA9 3BT
Cooper Arms	socket & Bracket	24 Market St, Highbridge TA9 3BT
Church Street		
<u>Wall Mount</u>		
Vault Of Gold	2 x sockets & Brackets	1 Church St, Highbridge TA9 3AE
Thyers Fishing tackle	socket & Bracket	1A Church St, Highbridge TA9 3AE
Sopha	3 x sockets & Brackets	2-4 Church St, Highbridge TA9 3AE
Highbridge Launderette	socket & Bracket	4 Church St, Highbridge TA9 3AE
Highbridge Cash & carry	3 x sockets & Brackets	5 Church St, Highbridge TA9 3AE
Snippers Barbers	socket & Bracket	6 Church St, Highbridge TA9 3AE
Hair Gallery	socket & Bracket	6a Church St, Highbridge TA9 3AE

Church Street		
<u>Location</u>	<u>Existing bracket & power socket</u>	<u>Address</u>
<u>Wall Mount</u>		
Church Street Furnishings	socket & Bracket	7 Church St, Highbridge TA9 3AE
former Post Office	socket & Bracket	9 Church St, Highbridge TA9 3AE
Brandon Hire	socket & Bracket	22 Church St, Highbridge TA9 3AG
Bay Tree Upholstery	socket & Bracket	23b Church St, Highbridge TA9 3AG
Richard Marsh Funeral Services	socket & Bracket	98 Church St, Highbridge TA9 3HR
Mike Jones	socket & Bracket	103 Church St, Highbridge TA9 3HR
L & F Inspired Hair Group	2 x sockets & Brackets	106 Church St, Highbridge TA9 3HW
Hong Kong Chinese takeaway	socket & Bracket	111 Church St, Highbridge TA9 3HN
Jade Garden	2 x sockets & Brackets	Church St, Highbridge, Somerset TA9
former light shop	socket & Bracket	Church St, Highbridge, Somerset TA9
Residential flats	socket & Bracket	Church St, Highbridge, Somerset TA9
Highbridge Laundry Room	socket & Bracket	Church St, Highbridge TA9 3HN

The areas of Burnham on Sea Town center are highlighted blue on the map below.



The areas of Highbridge Town center are highlighted blue on the map below.



Form Of Tender – Hire of Christmas Lights

To Client: Burnham on Sea and Highbridge Town Council

Tender in Respect of: Design & Installation of Christmas Decorations

Tender Return Deadline: 12 noon, Thursday 23rd July 2020

Having read the requirements of the brief and associated documentation delivered I/We do hereby offer to execute and complete the whole of the works described in our submission for the sum of

.....(in words exclusive of VAT)
£.....(in numbers exclusive of VAT)

I/We agree that the information supplied with this Form of Tender are complete and correct.

This tender remains open for consideration for 12 weeks from the date fixed for the submission of quotations.

In the event of our quotation being accepted we will execute a formal contract with Burnham on Sea and Highbridge Town Council

We understand and acknowledge that no pledge is given to accept the lowest or any other tender.

We acknowledge that if our tender is accepted, we will be appointed as Principle Designer and Principle Contractor for the project as defined within the Construction (Design & Management) Regulations 2015 and we confirm that we will comply in all respects with the requirements set out therein.

We have not computed the amount of my/our tender figure by consultation with any other person, firm, company or organisation of any kind whatsoever (except where it was essential for the purpose of obtaining prices for materials and/or services).

Date:

Contractor:

Address:

Signature:

Schedule of Documents

The tender submission is for a design and installation project, the tender will be assessed on the best use of the available budget of £20,000.00 and how the consultation brief has been interpreted. The documents listed below will be required as part of the submission for assessment. We require one written hard copy and a electronic copy attached on a CD-ROM or memory stick.

In addition to the written submission, a presentation of the proposals will be given to a panel, made up of Councillors, officers and stakeholders who will assess the quality of the submissions.

Please note, the comprehensiveness and quality of the answers will be used to assess the tender returns.

A. Programme

Please submit a programme, outlining the key project dates, milestones and stages.

B. Budget

Please submit a budget detailing how the project will be achieved within the Town Council's budget of £20,000.00, the submitted budget will include a elemental breakdown of all costs.

C. Design Approach

The tenderer must demonstrate within their submission how the proposed design promotes inclusivity for all potential users and how the design provides an innovative design that meets the aims of Burnham on Sea and Highbridge Town Council

D. Design Information

Please submit an initial design this should include:

- a) a briefing document / design summary that explains how the design meets the requirements of the Town Council.
- b) a detailed summary of new equipment and annual hire costs
- c) Detailed plan of equipment layout, position of equipment, installation and maintenance requirements
- d) Detailed plan setting out sequence of work for testing, installation, maintenance, removal and storage of the various elements
- e) Details of handover and certification procedure (to include post installation inspection report)

E. Experience

Please submit details of three previous similar projects that you have undertaken, please provide contact details for the clients and all relevant information such as value of works, contract duration and client liaison

F. Company Information

- a) Please provide full information of whether the works will be undertaken in house or if any sub contractors will be used on any elements of the projects, If sub contractors are to be used please provide relevant information for the sub contractors as section 5 above.
- b) Please provide details of your companies' environmental approach to waste and recycling.
- c) Please outline whether recycled materials are incorporated into the proposed design.
- d) Outline Method statement for the project to detail your approach to Health and Safety when working in a residential area should also be submitted with the tender.

G. Additional Information

Please submit any additional information that would be beneficial to the assessment of the tender.