

BURNHAM ON SEA & HIGHBRIDGE TOWN COUNCIL

Expressions of Interest for Christmas Lighting & Decorations in Burnham on Sea & Highbridge

Burnham on Sea & Highbridge Town Council is seeking Expressions of Interest from suitably experienced and qualified companies for the design, hire, maintenance, installation and storage of Christmas Lighting and Decorations for Burnham on Sea & Highbridge Town Council. The contractor will need to have proven and demonstrated experience in similar projects and the wide ranging skill base to achieve the various elements of the contract which include client and user group liaison, design, construction and installation and ongoing maintenance of Christmas Lighting & Decorations in Burnham on Sea and Highbridge.

Companies from whom Burnham on Sea & Highbridge Town Council procure goods and services must demonstrate that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery, as appropriate to the nature of the contract.

Companies from whom Burnham on Sea & Highbridge Town Council procure goods and services must be able to demonstrate an excellent Health and Safety record, accordingly contractors that cannot demonstrate an excellent record, free from enforcement action, will not be considered.

The Town Council has a budget of a maximum £18,000 per annum, with the contract to run for three years for a total value of £54,000 and the tender submission will need to demonstrate how the funding will be spent; submissions to include initial designs and budgets.

Burnham on Sea & Highbridge Town Council will evaluate the Expression of Interest submissions received, and shortlist qualifying companies to invite tenders for the project. Registration of interest does not imply inclusion on the tender list. It is anticipated that tender documents will be issued late June 2020.

EVALUATION & ASSESSMENT OF EXPRESSION OF INTEREST

The evaluation will be in accordance with the following criteria, a fail under the Health and Safety criteria will automatically result in exclusion from the tender list.

An aggregate of 3 or more fails will automatically result in exclusion from the tender list.

Evaluation Criteria	Pass / Fail
Proven experience in the design, hire, maintenance and storage of illuminated Christmas Lighting & Decorations	Pass / Fail
Financial capability	Pass / Fail
Proven experience in the testing and installation of illuminated Christmas Lighting & Decorations	Pass / Fail
Evidence of an excellent Health & Safety Record (no enforcement action under current legislation)	Pass / Fail
Resources and availability to tender and have a complete display in place for late November 2020	Pass / Fail

Interested parties are asked to submit Expressions of Interest to include their:

- Company name, address, contact name and registration number
- Company bankers name and account number
- Details of any enforcement action under Health & Safety Legislation
- Brief details of two recent (within last 36 months) similar projects undertaken by the company (Max 1000 words)
- Confirmation that the company will be able to submit a tender and should they be successful the timescale in which they could commence work

Expressions of Interest should be sent no later than **12 noon on Friday 12th June 2020** to:

Sam Winter
Town Clerk
Burnham-on-Sea & Highbridge Town Council
The Old Courthouse
Jaycroft Road
Burnham-on-Sea
Somerset
TA8 1LE

Electronic submissions of interest are acceptable: townclerk@burnham-highbridge-tc.gov.uk