WIGTON TOWN COUNCIL

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| Email address:  wigtontown.council@btconnect.com  www.wigtontown.com |  | Community Offices **Market Hall**  **Church Street**  **Wigton**  **Cumbria**  **CA7 9AA** |

**Tender for: Provision of electrical support services to Wigton Town Council at Christmas**

**Tender deadline**: 12 Noon, Friday 30th September 2022

**Tender address:** Community Offices, Market Hall, Church Street, Wigton CA7 9AA

Your response to this invitation to tender must be received up to the closing time on the date and in the place shown above.

Your tender shall be submitted in a sealed envelope marked with the tenderers name for the attention of the Town Clerk and the invitation to tender title:

**Electrical Support Services - Christmas**

Tenderers are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

**Details of Tender:**

1.1 **Wigton Town Council** ("the Council") is seeking a qualified and reputable electrician to provide services as outlined:

* Erection of Wigton Town Council’s mini-Christmas trees (30 5ft trees) above shops in King Street and High Street. This is to include pre-dressing with lights (provided by Wigton Town Council) so that they are fully secure, and additional preparation work at all locations to ensure cabling is in place and timers set appropriately. All trees should be labelled to indicate final location.
* Dismantling of all trees, with lights attached, ready for annual storage.
* Dressing of large tree outside St Mary’s Church (with Council’s lights) and connection to power supply.
* Dismantling of lights at St Mary’s for storage in January after ‘12th Night’.
* Electrical support with annual Christmas lights turn on (setting timer in fuse box etc.) prior to day.
* Provision of detailed installation plan (ie list of numbered trees and location).

1.2 The **Council** hereby invites tenders for the carrying out the work as detailed above.

1.3 The Prices submitted must indicate the rate for carrying out each element of the Contract as set out in the Tender Form.

1.4 Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.

1.5 Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Clerk at least one week before the date of submission.

1.6 The tender shall be submitted ONLY on the attached Tender Form.

1.7 Prices shall be irrevocable and valid for a minimum period of 160 days after the closing time, whether or not another tendered price has been accepted.

1.8 Prospective Contractors should note that the Council has in its sole discretion, the unfettered right to:

• Accept any tender.

• Reject any tender.

• Reject all tenders.

• Accept a tender which is not the lowest price.

• Reject a tender even if it is the only tender received by The Council.

1.9 The tender will be awarded based upon the most economically advantageous tender.

1.10 The successful tender together with the Council's written acceptance shall form a binding agreement in terms of the Contract documents.

1.11 If having examined the tender documents, you wish to submit a tender you should fully complete and return the Tender Form and send all related documentation to the Town Council office in a sealed envelope, marked with the tenderers name, for the attention of the Town Clerk to:

**Town Clerk**

**Wigton Town Council**

**Community Offices**

**Market Hall**

**Church Street**

**Wigton**

**CA7 9AA**

**No later than noon on Friday 30th September.**

**Please note that Tenders received late will not be considered.**

**SUBMISSION OF TENDER**

2.1 The Contractor shall submit the following documents:

* Tender Form with prices clearly shown and itemised
* Public Liability Insurance Certificate
* Two references
* Any other supporting documents

**2.2 Background Information**

Wigton Town Council purchased new mini Christmas trees and lights in 2021 to replace those that have adorned the High Street and King Street for some year.

Due to late delivery and storms in 2021, these were not installed last year.

The 2022 Christmas light switch on will take place at 5.30pm on November 27th.

Small trees must be in place and fully operational by 18th November latest.

Note: access to shops/residences hosting trees needs to be taken into account when planning for installation of cables/timers. A plan for installation days and fitting is required as some shops are closed on certain days of the week.

**TENDER FORM**

**Provision of electrical support services to Wigton Town Council at Christmas**

Please provide a breakdown of costs for each of the sections as outlined below. Prices should be exclusive of VAT.

(Note: The form is three pages in total)

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| **Activity** | **Cost excl. VAT** |
| Erection of Wigton Town Council’s mini-Christmas trees above shops in King Street and along High Street. This is to include pre-dressing with lights (provided by Wigton Town Council) so secure, and additional preparation work at all locations to ensure cabling is in place and timers set appropriately. All trees should be labelled |  |
| Dismantling of all trees, with lights attached, ready for annual storage. |  |
| Dressing of large tree outside St Mary’s Church (with Council’s lights) and connection to power supply. |  |
| Dismantling of lights at St Mary’s for storage in January after ‘12th Night’ |  |
| Electrical support with annual Christmas lights turn on (setting timer in fuse box etc.) prior to switch on day (November 27th) |  |
| Provision of detailed installation plan (ie list of numbered trees and location). |  |
| **Total of Quote** |  |

**To be completed and submitted with tender**

I/We agree to complete the work in accordance with the Invitation to Tender.

I/We understand that Wigton Town Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

|  |  |
| --- | --- |
| Company or Business Name |  |
| Business Address |  |
| Postcode |  |
| VAT Reg No (if applicable) |  |
| Telephone Number (Landline) |  |
| Telephone Number (Mobile) |  |
| Email Address |  |
| Are you able to provide a public liability insurance certificate to a minimum of £5,000,000? |  |

Please sign the following declaration once you are satisfied that you have completed the form correctly and you are able to provide the documents required.

**Declaration**

I declare that the information given in this tender is true and accurate to the best of my knowledge and belief.

I declare that I have permission from any other partner(s) to sign the tender on their behalf.

I understand that information given by me will be treated in confidence but may be submitted for checking against records held by other government departments, other agencies, local authorities and the police, for the purposes of assessing my eligibility or for the purposes of the prevention or detection of crime.

I understand that I may be liable for prosecution if I have knowingly provided information which I know to be false or do not believe to be true.

I declare that I have not committed any serious infringement or fraud.

You are required to declare any current involvement or interest with the Council if it is considered by you to be in real or apparent conflict with the duties to be performed for this scheme of work. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process. Please declare your interest within your covering letter to the Council.

**Name:**

**Organisation name:**

**Date:**