

**DUNSTABLE WINTER LIGHT FESTIVAL  
2021**

**CONTRACTOR DOCUMENTATION FOR EXPRESSIONS OF  
INTEREST IN TENDERING FOR THE DESIGN, SUPPLY AND  
INSTALLATION OF AN OUTDOOR CHRISTMAS LIGHTING  
EXHIBITION IN GROVE HOUSE GARDENS**

**1. INTRODUCTION**

- 1.1 Dunstable Town Council are inviting tenders for the design, supply and installation of an outdoor Christmas lighting exhibition in Grove House Gardens to be promoted as a Winter Lights Festival. The Festival will run for 6 weeks and there is a budget of £18,000 to stage the display.
- 1.2 Dunstable Town Council are looking to appoint a contractor to install, test, maintain, and remove a 6-week light installation. Dunstable Town Council does not intend to purchase any lights, those installed will be on a hire only basis and therefore all repairs, insurance etc. is the companies own responsibility.
- 1.3 This document has been designed to assist companies in submitting cost proposals along with company information that will assist a Town Council selection panel to determine which company the Council would like to work with.
- 1.4 If any prospective contractors would like to arrange a site meeting with the Town Council prior to submitting proposals or has any queries regarding this specification document then please contact:

Lisa Vincent- Events and Marketing Manager  
01582 891406- [Lisa.vincent@dunstable.gov.uk](mailto:Lisa.vincent@dunstable.gov.uk)

## 2. **BACKGROUND**

- 2.1 Dunstable is situated in Bedfordshire and has a population of approximately 40,000. The town is predominantly urban and has excellent air, road and rail links being close to Luton airport, the M1 the M25 and London.
- 2.2 The Council invites the contractor to provide full costs associated with this tender, for consideration.

## 3. **SPECIFICATION**

- 3.1 Contractors are asked to provide proposals and pricing estimates to cover the 6-week period from w/c 22 November 2021.

**TESTING** - Electrical/mechanical/structural testing of all decorations and infrastructure will be required from the company.

### 3.2 **DESIGN BRIEF**

- An illuminated experience or trail through our Grove House Gardens for a minimum of 6 weeks from W/C 22 November 2021.
- The attraction is free and open to the public 24/7 as Grove House Gardens is an open town centre public space. The lights need to be operated from dusk to 11 pm they must also be secure and safe at all times. Whilst there is extensive CCTV in the area there will be no dedicated security throughout the 6 weeks.
- A visitor attraction to be brought to life with memorable sensory experience using the trees, paths and architectural structures in the park.
- The light display must be designed to appeal to a wide audience demographic and be family friendly.

- The light festival is aimed to attract people into the town centre as a destination to experience something new and exciting in Dunstable. It must look and feel different to the existing town centre Christmas lighting, which is mainly attached to lamp columns.

**MAINTENANCE** – The maintenance of any lighting installations in the Winter Lights Festival will need to be included in the tender document. This price includes, setting clocks, changing lamps, and fixing or replacing any faults. All faults of a standard nature to be dealt with within a 24-hour period. Emergency out of hours contacts **must** be provided.

**REMOVAL** – The removal of all the lights and installations must take place W/C 3 January 2022 as directed and decorations should be removed as soon as practically possible thereafter.

- 3.3 Contractors will have to provide at least three references from previous clients, one of which should be a local authority.
- 3.4 Contractors should provide their preferred payment schedule as well as supporting company health and safety documentation.
- 3.5 As well as all of the points above, contractors expressing an interest in this project will also be judged on what **added value** they believe they can bring to this initiative.

#### **4. PROCUREMENT PROCESS**

- 4.1 This specification is being sent to a number of different companies. All contractors that wish to submit an expression of interest and design and cost proposals for this project should provide details that address all of the specification points given above as a minimum and complete the checklist given below.
- 4.2 All contractors that fulfil the requirements set out in paragraph 3 will then be invited to present their proposals.

4.3 This panel will then select a preferred contractor for Dunstable Town Council to work with in order to develop final design proposals. The successful contractor will be the one that most impresses the selection panel on what they can achieve against the specification given above within the given budget for this scheme.

## **5. TIMETABLE**

5.1 Contractors wishing to submit an expression of interest should submit all documentation by week ending **14 May 2021**.

5.2 The selection panel presentations will be arranged before week ending **28 May 2021** and the successful contractor will be notified by week ending **11 June 2021**.

## **6. CLIENT**

6.1 The client for this project is Dunstable Town Council who will be represented by:

Becky Wisbey – Head of Community Services

Lisa Vincent – Events and Marketing Manager

### **Documentation prepared by:**

Lisa Vincent

Events and Marketing Manager

Dunstable Town Council

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### **Contractor's checklists**

All contractors expressing an interest are encouraged to use the checklist below to ensure that they have included the following documentation in their submissions.

Comprehensive company profile	
Indicative design	
Breakdown of costs proposals resulting in fully inclusive final project price	
Three references, one of which should be a local authority	
Company health and safety policy, including appropriate work method statements and risk assessments	
Details of maintenance support costs during the 6 weeks	
Details of preferred payment schedule	
Timetable of works from appointment to completion including snagging period	
Details of added value your company can bring to the project	
Insurance documentation	
Company Environmental Policy	
Read and understood Dunstable Town Council's Procurement Policy (for any queries please contact Lisa Scheder, Finance and Procurement Manager)	
Any other relevant documentation	

**All documentation should be sent for the attention of:**

**Lisa Vincent- Events and Marketing Manager**

**Clearly marked "TENDER – WINTER LIGHTS"**

**Via email: [accounts@dunstable.gov.uk](mailto:accounts@dunstable.gov.uk)**

**Or**

**By post to:**

**Dunstable Town Council**

**Grove House**

**76 High Street North**

**Dunstable**

**LU6 1NF**