

# WESTON-SUPER-MARE TOWN COUNCIL

## Expressions of Interest for Design and build of Christmas Lights Programme Contract, Weston-super-Mare.

Weston-super-Mare Town Council is seeking Expressions of Interest from suitably experienced and qualified companies for the design and provision of Christmas Lighting for Weston-super-Mare Town Council. The successful applicant will be expected to supply, erect, take down, store and maintain the lighting. The contractor will need to have proven and demonstrated experience in similar projects and the resources to undertake the various elements of the contract which include client liaison, supply and installation of Christmas lighting.

Companies from whom Weston-super-Mare 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. Following a decision made by Weston-super-Mare Town Council in July 2020, the Council is committed to working with Contractors who pay the Real Living Wage to their employees.

Companies from whom Weston-super-Mare 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. Contractors must also be able to demonstrate how they provide social value with the work being carried out, within parameters set out by the Town Council.

Weston-super-Mare 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. Tender documents will be distributed March 2024. Installation would need to be ready for the Christmas season 2024.

### 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 4 or more fails will automatically result in exclusion from the tender list.

Evaluation Criteria	Pass / Fail
<b>Proven experience in the supply and installation of Christmas lighting in urban areas</b>	Pass / Fail

Evaluation Criteria	Pass / Fail
<b>Financial capability</b>	Pass / Fail
<b>Proven experience working for local authority/town council clients</b>	Pass / Fail
<b>Evidence of an excellent Health &amp; Safety Record (no enforcement action under current legislation)</b>	Pass / Fail
<b>Confirmation that employees are paid Real Living Wage.</b>	Pass / Fail
<b>Resources and availability to tender and install displays by a date to be specified upon contract award July 2024.</b>	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 pays real living wage.
- Confirmation that the company will be able to submit a tender and should they be successful, installation would need to be ready for the Christmas season 2024. A date to be specified upon contract award July 2024.

Expressions of Interest should be sent no later than **12 noon on Friday 22nd March 2024** to:

Sarah Pearse  
Town Clerk / Responsible Financial Officer  
Weston-super-Mare Town Council  
Grove House  
Grove Park  
Weston-super-Mare  
BS23 2QJ

Email: [development@wsm-tc.gov.uk](mailto:development@wsm-tc.gov.uk)