

Document 2 Christmas Tender Specification

About Liverpool BID Company

Liverpool BID Company is a private, not-for-profit organisation, working on behalf of our 1,000 BID Levy Payers in Liverpool across three BIDs (Business Improvement Districts): Retail & Leisure BID, Culture & Commerce BID and Accommodation BID.

A BID (Business Improvement District) is a designated zone (BID Area) in which businesses (BID Levy Payers) benefit from a wide range of additional services over and above those funded through the standard commercial rates and council services.

Constituted by UK law in 2004, a BID is a powerful, independent voice representing the interests of a varied community of organisations, committed to working together to ensure that the area continues to progress whilst providing the best possible trading and working environment for its occupiers.

The Liverpool BID Company is delivers festive lighting and animation of a large part of Liverpool City Centre.

The Liverpool BID Company is seeking to appoint a professionally and suitably qualified contractor(s) to supply, install, maintain, de-rig and store city-centre wide Christmas Features as part of a 3 year contract.

The contract is anticipated to start 21st April 2023 with any anticipated budget of between £600,000 and £900,000 for the 3 year period. This is inclusive of design, materials, installation, removal and storage, labour, snagging and testing of fixings and connections.

As part of a tenderers response we expect a full breakdown of costs for each street or location. We have provided an indicative budget for each area to assist with this element of the tender - please refer to Document 1 - Pricing Template.

We are looking for companies, who can deliver an exceptional value for money service, to tender for the design, construction, testing, installation, removal, storage and support of the Festive Lights and decorative elements.

The successful contractor will be expected to install the festive lighting, minimising disruption to the general public, retail outlets and businesses in the area. This will require adherence to time-restrictions, licences and any other relevant restrictions.

Aspirations for the tender

The Liverpool BID Company wishes to appoint an experienced and trusted supplier(s) to deliver Christmas features across both the Retail & Leisure BID and Culture & Commerce BID areas, in line with the aspirations and specifications as defined in this document.

The Liverpool BID Company would like to commission fixed and unstaffed installations that will remain in situ for the whole 'Christmas Period'.

Christmas Periods

The Liverpool BID Company Christmas period runs from the first working day after the 11th November and will run until the first Monday of January in each contractual year (unless this falls on a bank holiday or otherwise agreed).

Illumination times

Animation of the BID areas will be throughout the daylight hours as well as during the evenings. All free standing large illuminated features and trees should be lit 24 hours a day with smaller features being lit between the hours of 15:00 and 01:30 each day continuously (unless otherwise agreed).

Design

The contractor will create a set of designs which will be submitted with any supporting documentation (and clearly referenced) as part of their tender response. The designs will be evaluated by Liverpool BID Company as part of the tender award process as documented in the Document 3 - Tender Documentation & Guidance, Section 3.

After the contract has been awarded, Liverpool BID Company reserves the right to discuss any of the designs with the winning bidder and to discuss any slight amendments.

The design of the display and associated colour pallet should be in keeping with that specified within this document and should reflect the current trends in Christmas Lighting and be in keeping with the surrounding environment and existing features.

For all features a contingency plan will be required which details the time to repair or replace with suitable replacements.

Suppliers should include where possible in the design of the Christmas Lighting opportunities to reduce energy consumption and bulb replacement costs.

Installation

Pre-erection testing of stored lights must take place at least 8 weeks prior to installation to allow for equipment failure. A written report is to be submitted 6 weeks prior to the lead officer within Liverpool BID Company indicating the operational status of the lights upon completion of the testing.

The successful contractor will provide and install the lighting and decorations to an agreed timescale. A draft timescale and project plan will be submitted by ALL contractors as part of their tender submission to ensure that the installation is complete and ready for the specified test day and first day of illumination.

If any 'shows' or 'spectacles' (where pedestrians are expected to stop/divert their attention) are to be incorporated as part of the installations, then these should be done in consideration to safe pedestrian movement. Any shows that fit this description do not take place outside of the hours of 10:00-20:00hrs.

Build periods can vary subject to the infrastructure being installed, however all infrastructure should be installed and ready to be tested at least two days before the first day of the 'Christmas Period'.

On the evening of switch on, you will be required to provide a pre-agreed number of trained personnel to ensure all lights are switched on immediately in the vicinity of the Squares and the wider event area and that all other areas are lit within the hour.

De-rig will commence no later than 2 days after the last day of the 'Christmas Period' and will be completed within a week. On removal, all equipment and lighting owned by Liverpool BID Company will be retained by the Liverpool BID company and should be deposited in a pre-arranged location for storage.

No testing or illumination of lights is permitted on Remembrance Sunday or the 11th November. For some significant sites and locations for the Christmas Features within this tender, this may also provide restrictions to build times. Liverpool BID Company will provide this information in advance of the build to the successful contractor.

The majority of the build must take place overnight and on dates to avoid peak footfall, however some locations will require other works.

The Contractor is fully responsible for all health and safety notifications and issues appertaining to the project during the installation, maintenance and dismantling periods.

The Contractor must comply with the requirements of the Construction, Design and Management Regulations 2015, whilst the works themselves are not notifiable the installations are temporary in nature and present a risk within the highway, the design, construction, and removal must be approached correctly, and all risks identified and managed.

The Contractor is responsible for adequately safeguarding the works, the site, the products, materials, plant, the public and employees during the works.

The Contractor must provide evidence with the tender confirming they are NICEIC and ASLEC together with the necessary permits and licences to operate machinery. Evidence and certification must also be provided to confirm approval to work in the Public Highway.

Resilience & Emergency Response

Liverpool BID Company will require an emergency call out response within 60 minutes from being reported (throughout build, Christmas Period and de-rig). This response should ensure that the location is 'made-safe' and/or to manage the unfolding situation (e.g. crowd management, isolation, removal or securing of failed feature). The location is then required to be made-safe before being made accessible/reachable to the public.

Any feature failures (e.g. lighting or programming faults) will be repaired within 24 hours of the fault being reported (particularly if they pose an immediate threat to life and limb). The contractor shall provide evidence that the fault has been repaired within 24 hours of the fault being reported and confirm that the fault is fixed.

Any large/catastrophic failures will be repaired or de-rigged within 72 hours of the issue being reported. The contractor shall provide evidence that the fault has been repaired within 72 hours of the fault being reported and confirm that the fault is fixed.

The contractor will be expected to provide a contact number which will be accessible over a 24 hour time period.

The contractor will be expected to provide a robust business continuity, emergency response process and disaster recovery plan as part of their tender submission.

All lights and equipment are to be fully compliant with current electrical and health and safety requirements.

The contractor will be expected to demonstrate a reliable supply chain and delivery information (including dates and contingency) for all infrastructure or workforce they will be using.

Reporting

A project implementation meeting will take place after the award of the contract between Liverpool BID Company and the successful contractor. The aim of this meeting will be to fine-tune any of the designs and project plans to ensure successful delivery of the project.

A monthly (call or meeting) will be required as part of the project plan. Dates for such meetings will be scheduled as part of the initial project implementation meeting.

The contractor will advise Liverpool BID Company when the installation of works will commence and finished in the form of a schedule of works. In addition, the contractor will provide regular and appropriate updates of progress and any issues.

During build and call outs where works, maintenance or checks have taken place, the contractor will be required to provide a written report to the Liverpool BID Company of actions undertaken and any issues arising as appropriate and in any event within 24 hours.

The contractor is expected to attend meetings such as the city's Safety Advisory Group (monthly) and any other meetings as deemed appropriate by the Liverpool BID Company.

The Contractor (before the installation of the Christmas lights and features), must provide a report detailing the wattage per hour of each item being used as part of the displays across the Liverpool BID Company locations.

Branding & Publicity

Any branding (or opportunity for) on infrastructure needs to be made known to the Liverpool BID Company within the product specification. The Liverpool BID Company reserves the right to cover any supplier/contractor/third party branding that is part of the infrastructure or equipment used to install/de-rig.

Liverpool BID Company reserves the sole rights to announce, publicise or advertise the Christmas installation, contractors or third parties involved. Should a contractor wish to produce their own press/announcements this must be cleared by the Liverpool BID Company before it is published.

Liverpool BID Company requires any contractor(s) working for any other city stakeholders, North West Region of the UK, and/or similar towns or cities (such as Southport, Manchester, Leeds) disclose confidentiality if any of the features are to be supplied to those customers too and such would be similar or not exclusive to Liverpool BID Company.

Any Contractor working for any other BID Company and / or local council or organisation responsible for the Christmas lighting for a north west site disclose this information if they propose to use any of the same features which have been used for any of these customers. Likewise, Liverpool BID Company would expect to be notified if any of the features used for the Liverpool City Centre and surrounding area are being proposed for another location in the north west.

Specifications

All features must match what is provided and approved within the specification documentation and finalised before any joint agency and safety advisory groups. Deviation from this after that time may lead to penalty as per the contract (which will be provided prior to the contract award).

Areas of coverage & Priorities

See additional documents;

- Document 4 – List of Streets
- Document 5 – List of Streets Images

Finances

Investment for multiple years is able to be considered, however the Liverpool BID Company require that each consecutive year should show 'addition' to the scheme and not the impression that things are 'taken away' or 'missing'

Liverpool BID Company would also be prepared to consider purchase costs for the features, however this should be made clear and where possible a rental alternative provided as part of your pricing proposal in Document 1 - Pricing Template

It would be preferred that the contractor supplying any features also stores these when not installed/between years where they are in use. If this is not preferable, or possible then the full size and weights of the packed features must be provided.