

01 Briefing Document

Overview

Ballina Festival Lights Tree Lighting will add to and upgrade the festive lighting infrastructure in Ballina and will install various lighting schemes throughout the town which can be utilised throughout the year.

This tender is for the Design, Supply and Installation of Festive Lighting at Pearse Street/ Lower Pearse Street/ O’Rahilly Street, Ballina, Co. Mayo.

The Lighting Scheme will be utilised throughout Christmas and other special events.

This will augment existing festive lighting assets and contribute to the town's overall vibrancy throughout the entire year.

The Client is Mayo County Council (MCC). The design role will be filled initially by MCC Ballina Municipal District, prior to the appointment of the successful contractor. MCC will then stand down from the design role, and the successful contractor will be appointed to both the design and construction roles PSDP & PSCS respectively before works commence on site.

The successful Contractor, who will be appointed to both the Project Supervisor for the Design Process (PSDP) and Project Supervisor for the Construction Stage (PSCS), will further develop the Specimen Design and submit a detailed design before contracts are signed.

Contract

PW-CF6 Short Form of Contract

Design Requirements

The Design, Supply and Installation contractor is required to visit the site and ascertain all local conditions and restrictions likely to affect the execution of the works. No claims arising from the failure to do so will be considered.

The contractors tender shall include for co-ordinating their work and liaising with other contractors and the local authority, attendance of meetings with the Employers Representative, authorised to make decisions on the contractor’s behalf, shall be retained permanently on the works.

The works will be carried out on a live site i.e. at no point must the daily functions, operations and access to the street, properties, shops and premises be interfered with or impeded. The contractor is required to provide all temporary accommodation works to ensure safety of the public, access to premises and to ensure that traffic is not impeded or hampered.

Award Criteria:

Contractors, please note that a two-stage evaluation of all submissions will take place by an evaluation committee appointed by the client. The preferred bidder will be the tender that

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submits the Most Economically Advantageous Tender (MEAT) based on the Award Criteria detailed below subject to fulfilling the standard requirements set out in this document and in the General Works Requirements Document.

Stage 1 – Suitability Assessment

Tenderers must demonstrate that they have satisfactorily undertaken at least 3 such similar works before, at least one of which should include a project completed more than 8 years ago. A list of former works of a similar nature (ideally in the surrounding area) undertaken by the installation contractor in the last 10 years must be enclosed with the tender and must state the client's name and organisation, a completion date for the project and include a contact name and telephone number.

Competent contractors only, shall carry out installation of the play equipment, impact absorbing surfacing/synthetic surfacing, and other works. Such contractors must also demonstrate that they have satisfactorily undertaken similar works before. Details of Company Health & Safety management structures must be submitted including (staff C. V's & qualifications). Details on tenderers safety record over the last 3 years i.e. reported accidents etc.

Contractors not meeting Stage 1 requirement will not progress to be Stage 2.

Stage 2 – Project Specific Award Criteria.

The Tender Evaluation criteria against which the tender returns will be assessed is a quality price ratio 40:60 details as follows:

Total Marks = 100

(A) Price Evaluation – 40 marks.

The evaluation of Tender 'prices' returned is an arithmetical exercise whereby each price will be ranked in accordance with the percentage difference over the lowest tender price returned.

(B) Qualitative Evaluation – 60 marks.

- Quality and specifications of equipment and warranty offered. (20 marks).
- Quality of Creativity in Ideas Suggested. (20 marks).
- Ease of maintenance, technical assistance and after sales service offered. (20 marks).

Project Stages General

Following assessment under award criteria set out above contractors meeting Stage 1 pre-qualification of the award criteria will move on to be assessed under Stage 2. Following assessment under Stage 2 both the preferred and unsuccessful contractor will be notified through a de-briefing process. As part of the contract the successful contractor will be appointed as both PSDP & PSCS before works commence on site.

Stage A – Final Detail Design Stage

The successful tenderer will be required to provide a design risk assessment for the works and a detailed site-specific Health and Safety Plan. On submission of a final design for approval by the client or representatives the successful contractor will submit all construction, layout, technical and other drawings and specifications relevant to the creation of the contract and implementation of the project. All these drawings must be produced in consultation with and

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agreed with the client or representatives of the client. Submit an agreed programme for the contract. Submit agreed maintenance schedule for defects liability period and submit maintenance manual for the works. Submit a Health and Safety File for the project. Successful contractor formal appointment to both roles of PSDP and PSCS.

Stage B – Construction

The Contractor shall take possession of site, secure, manage and construct in accordance with the terms, conditions and outlined here and as agreed with the client (MCC) PW CF6 Short Works Contract.

Prior to handover of the completed works, the successful Contractor will arrange for all electrical and structural certification to be complete.

Stage C – Substantial Completion and Maintenance

Comply with terms and conditions of contract as agreed and under the PW-CF6 Short Works contract. Produce as built drawings and maintenance manual for the project. Provide induction training for staff on the maintenance requirement of the works. Substantial completion will not be issued until above approved.

The Site – Precautions, Restrictions

- The project comprises the installation, service and maintenance of decorative festive lighting at Pearse Street, Lower Pearse Street, O’Rahilly Street
- Pearse Street/ Lower Pearse Street and O’Rahilly Streets are busy town centre public thoroughfares, used heavily by vehicular traffic and/or pedestrians, hosting a variety of retail and business premises.
- These are live sites. Access for vehicles, pedestrians, deliveries and entry to shops and premises will be required to be maintained at all times. The installer/contractor is advised to visit the site to review all local conditions. The installer/contractor shall provide, erect, maintain and remove on completion all necessary guards, barriers, hoarding, site lighting, signage and prevent unauthorised access to completed sections, excavations, material storage areas etc.
- Parking for the contracting personnel must be orderly and should not at any juncture impede traffic or pedestrians on the throughfare.
- As this is a public street the generation of unacceptable levels of noise and dust is not acceptable. The onus is on the contractor to reduce the nuisance to a minimum.
- Road closures ‘may’ only be authorised by the Employer only under exceptional circumstances upon receipt of a written submission received at least two weeks prior.
- The installer/contractor is required to ensure that no undue damage or interference is caused to existing shops, buildings, premises, newly laid paving material, tree planting, grassed areas, street furniture, fixtures and fittings. The public lighting contractor is responsible for the reinstatement cost associated with any damage caused or affected to such structures and the cost of maintaining all necessary protection measures. He shall also be responsible for cleaning all debris associated with this project.

Do not use the site for any purpose other than the *installation project*.

Work outside the site shall not be undertaken without express agreement with the Architect. Take adequate precautions at all times to prevent trespass. Take all reasonable precautions to

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avoid causing a nuisance to road users and to the public. Make good any damage caused to adjoining property.

The Contractor shall be responsible for all damage to existing roads caused by his own or subcontractors' or supplier's transport to and from the site. Maintain the employer's existing roads and footpaths during the Contract and make good any damage caused by site traffic or site operations. Keep roads and footpaths clean and free from obstruction at all times.

Provide all relevant warning and information working signs while working on or traversing public roads and footpaths. Signs/lights etc. to be adequately maintained during working and non working hours.

Take adequate precautions to protect persons and property from damage or nuisance caused by water, smoke, dust, rubbish and otherwise.

Do not display or permit advertisements to be displayed on the site without approval. Provide temporary security fencing as necessary to protect the public and others, for the proper execution of the Works when necessary and to prevent unauthorised entry to or trespass to excavations, lighting installations etc.

The contractor shall be required to present a Method statement to the Architect detailing specifically how he intends to manage the site. This shall include site set up details, location of office / site hut, material storage, protection for public and pedestrians, traffic management, waste collection and disposal, site maintenance etc.

Temporary Services

Provide all necessary power and light for the works and pay all charges.

Temporary Works

Maintain, adopt, remove and make good after removal temporary works and temporary services in accordance with all relevant standards and codes of practice. Universal access - Temporary works shall be provided by the contractor to protect the general public in accordance with codes of practice for street works.

Attendance Of Other Parties

Provide, for the duration of the Contract, general attendance on specialists, sub-contractors and public authorities engaged on the Works concurrent with the Contract as follows:

Protecting

Safeguard the site, the Works, materials and plant against unauthorised entry, existing structures, buildings, public lighting etc. from damage and theft. Make good any damage caused by ineffective protection. Provide watching and lighting necessary for the security of the Works. Protect the Works, materials and plant from the weather and make good any damage caused.

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Keep finished surfaces clean as work proceeds and protect from dirt, staining and physical damage. Obtain approval for cutting holes or chases in any structure.

Protect existing buildings, fences, gates, walls, power lines and other site features, which are to remain in position during the execution of the Works, from damage by site operations. Make good any damage to existing features resulting from the Works.

Note – there are a number of Heritage Sites including Natura 2000 sites and Pearse Street Architectural Conservation Area, listed / protected structures at the location of the works.

Do not use any furniture, fittings or equipment belonging to the Employer and protect them from damage, dirt and splashes. Move such items as is necessary to properly execute the Works and, on completion, replace them in their original positions.

Do not deposit deleterious material into surface water channels or lakes. Comply with the requirements of the Water Pollution Act, Rivers Pollution Protection Act, the Public Health (Ireland) Acts, and the Fisheries Acts. The Contractor should make himself aware of all local licensed landfill sites.

Store materials in a tidy manner. Separate different materials and protect them from dirt, physical damage, reaction with other materials, marking or staining, microorganisms, mildew, fungus and vermin.

Do not store materials in ways that may cause damage to the works or to the materials or endanger the safety of people or property. Handle and store materials in accordance with the manufacturer's recommendations. Do not use materials that have been stored for a period in excess of the manufacturer's recommended shelf life.

Cleaning

Remove all rubbish from the Works, as it accumulates and maintain the Works in a clean and tidy condition for the duration of the Contract. Clean the Works, remove all rubbish and leave the entire Works in a tidy condition ready for completion or use.

Service and Maintenance:

The scope of the priced inspection service includes the following:

1. Inspection of the fittings and equipment.
2. Repair / replacement of minor parts i.e. connections, light string, damaged cable, refixing loose stings, refixing cable wrapping to trees, but shall exclude major works.

For the purposes of this contract, Major Works must be attributable to either unlawful damage, damage due to adverse weather conditions, equipment fault or other such event and where the total cost exceeds €150.00 (for any one event). For example - restringing an entire tree, replacing an entire chain, replacing parts & equipment etc. along with all associated labour and

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attendance. These costs for major works shall be calculated using tendered rates for materials and labour costs.

Requirements:

1. The contractor shall be required to log (in writing / email) a record of all inspections carried out.
2. The contractor shall be required to log (in writing / email) any minor repairs carried out.
3. If major works are envisaged, the contractor is required to notify the client and this report shall detail the nature of the intended works, the cause of the remedial works and a description of the materials and labour element involved. The contractor must await the clients instruction to proceed save in the event of an emergency where a danger to public health is immediate.

This maintenance / service element shall not relieve the contractor of his duties and responsibilities, as set out in the conditions of contract, to ensure that the works is fit-for-purpose and where defective materials, workmanship, faults etc. are remedied by the Electrical contractor.

Phasing Of Works

Those tendering shall allow for and include for the following in their tender bid:

- i) Works to be coordinated on site with the various Local Authorities, the ESB and other contractors retained by the Client.
- ii) All existing public lighting to remain operational.
- iii) Existing town switch wire to remain operational at all times.

The latest date for completing the Installation of the festive lighting is the 13th November 2026.

Insurances Required

Type of Insurance	Indemnity Limit
Employer's Liability	€13 million Euro
Public Liability	€6.5 million Euro
Product Liability	€6.5 million Euro
Professional Indemnity	€1 million Euro
Environmental Liability Impairment	€6.5 million Euro

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Documents To Be Returned

Suitability Assessment

- QW1 + QW2's
- Supplement 3. 4. 1
- Supplement 3. 4. 2
- Supplement 3. 4. 3
- Supplement 3. 4. 4

Tender Documents

- Tender & Schedule
- Pricing Document
- Appointment of PSDP & PSCS
- Work Proposals

Site Visit

It is important that each contractor visits the site prior to submitting a tender in order to familiarise themselves with site conditions and restrictions. To arrange a site visit please contact Emmet O'Donnell, Executive Architect, Ballina MD, Mayo County Council eodonnell@mayococo.ie or +353949064276.

Submission of Proposals

The closing date for return of tenders is 5pm on 3rd September 2026

Electronic Tender through eTenders only – Electronic receipt acknowledging delivery should be retained by the tenderer – Tenders lodged by hard copy or any other means will be null and void and will not be accepted. Tenderers should obtain a signed receipt acknowledging delivery.

Note that there is a minimum of 2 number tender openings.

1. Suitability assessment and 2. Tender & Schedule with provision for other documents.

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Tender Documents

Briefing Documents:

01 Briefing Document

Drawings, Tender & Schedule, Pricing Document

02D D_204-L(99)03 – Installation Pearse Street/Lower Pearse Street/O’Rahilly Street

02E Electrical Specification

03 Tender & Schedule

04 Pricing Document

Other Contract Documents

05 Contract

06 Appointment of Project Supervisor [PSCS + PSDP]

Supplemental Documents

07 Invitation to Tender Letter

08 Instruction to Tenderers

09 Preliminary Health & Safety Plan

10 ESB Networks Code of practice for avoiding dangers from over-head electricity lines

11 Health & Safety Authority Code of Practice for avoiding danger from underground services

12 HSE The Selection Management and Use of Mobile Elevating Work Platforms

13 EPA Irish GPP Criteria: Indoor & Outdoor Lighting Topic B & Topic C

14 HSA Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 – Part 4: Work at Height

15 HSA Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 2: Use of Work Equipment

16 Safety Alert for Working from MEWPs/Working Platforms Near or Over Water

17 Rates of Pay and Conditions of Employment Certificate

18 Documents Issued