**Littlehampton Town Council**

**Introduction**

Littlehampton Town Council are inviting tenders for the provision of services in respect of the supply, installation, maintenance, removal and storage of leased Christmas lights and decorations annually. The successful contractor(s) will be responsible for providing this service, liaising closely with the Assistant Town Clerk. The Council is looking for NEW designs, including GOBO projections, and ideas across all sites and co-ordinated switching on for the Christmas lights for the town centre event to give the 'WOW' effect.

**Services Required**

The Council wishes to provide Christmas lights in Littlehampton and Wick and is seeking a contractor to design, supply and install the lights for the Christmas periods for 2017.2018 and 2019. The Council wishes to lease the lights to cover this period.

In previous years the lights have covered the following areas:

**Littlehampton**: High Street, Surrey Street, Beach Road (including four lamp columns), East Street (3 x lamp columns), Franciscan Way (6 x lamp columns) and the Arcade. Dressing of Town Centre Christmas tree (approx. 20 ft).

2 x motifs on the Sportsman roundabout.

**Wick**: 7 x lamp columns in Wick Street and 2 x natural trees at Wick Parade.

The lamp columns are identified on the attached plans.

The Council has a budget of £24,500 per annum. It is reasonable to assume that a similar budget will be available for two subsequent years.

**Contract period**

The contract will be 3 years from 2017-2019 inclusive.

**Contractual arrangements**

The successful contractor will be responsible for the supply and erection and removal of the lights in accordance with the agreed scheme.

Any faults must be rectified within 48 hours unless evidence is provided that they are not the responsibility of the contractor when an inappropriate extension of time will be given.

The dates for the lights to be erected and removed need to be agreed with the Council on an annual basis. Normally they would be erected around the second week of November and removed by the second week of January.

The contractor will assist the Council with the annual Christmas light’s switch on event within the Town Centre.

**Quotation submission**

Contractors are invited to submit proposals for the littlehampton and Wick Christmas lights which include proposed locations, designs and annual cost for the 3 year contract period.

The Council will be happy to consider alternatives providing that they are in line with the budget available.

**Additional inclusions within quote**

* Proposed method statement and costs of replacement products at 2017 prices.
* Proposed risk assessment
* Evidence of PLI insurance up to £10 million

**Consideration of Quotations**

As there is a fixed budget, quotations will be considered on the quality and value for money of the proposals. A Council Working Group has been established to consider proposals.

**Proposals must be submitted by 12:00 on Friday 4th August 2017.**

**Contact**

The principal contact is Rosie Costan, Assistant Town Clerk, The Manor House, Church Street, Littlehampton, West Sussex BN17 5EW 01903 732063 [rcostan@littlehampton-tc.gov.uk](mailto:rcostan@littlehampton-tc.gov.uk)