



**CHURCH STRETTON TOWN COUNCIL  
INVITATION TO TENDER FOR**

**STORAGE, INSTALLATION AND REMOVAL OF  
CHRISTMAS LIGHTS**

**3 YEAR CONTRACT  
NOVEMBER 2024 – OCTOBER 2027**

**INSTRUCTIONS AND DETAILS OF CONTRACT**

# **STORAGE, INSTALLATION AND REMOVAL OF CHURCH STRETTON CHRISTMAS LIGHTS**

## **SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT**

<b>ITEM</b>	<b>CONTRACT DETAILS</b>
Contract Description:	<p>Church Stretton Town Council is seeking tenders from competent contractors for the safe storage, installation and removal of the Church Stretton Christmas Lights</p> <p>Full details of the specification is attached.</p> <p>The Contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in the tender which shall cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.</p>
Insurance Requirements:	Copy of public liability certificate to the value of £10 million
Contract Period	1 <sup>st</sup> November 2024-31 <sup>st</sup> October 2027
Procuring Officer:	<p>Town Clerk, Church Stretton Town Council, 60 High Street, Church Stretton, Shropshire, SY6 6BY.</p> <p>Email: <a href="mailto:Townclerk@churchstretton-tc.gov.uk">Townclerk@churchstretton-tc.gov.uk</a> Tel: 01694 722113</p>
Submission instructions:	<p>Provide the tender document in envelope marked "Tender-Strictly Confidential – Christmas Lights Contract to be opened by addressee only".</p> <p>The envelope must bear no name or other distinguishing matter or mark revealing the identity of the sender.</p> <p>Email submissions will be accepted but they must be marked Tender-Strictly Confidential – Christmas Lights Contract subject line.</p>
Tenders to be sent to:	<p>Town Clerk, Church Stretton Town Council, 60 High Street, Church Stretton, SY6 6BY</p> <p>Email: <a href="mailto:Townclerk@churchstretton-tc.gov.uk">Townclerk@churchstretton-tc.gov.uk</a></p>
Date and time for the tender return	No later than 12 noon on Friday, 17 <sup>th</sup> May 2024.



# Church Stretton

Town Council

## Invitation to quote for management of Christmas Lights

Length of Contract: 3 years

Estimated Value: £9,500 - £12,000

Start Date: November 2024

### 1. Introduction

Church Stretton is a market town in the heart of the Shropshire Hills a designated area of outstanding natural beauty. The Town Council is seeking quotations for a three-year contract to manage the Christmas Lights for Church Stretton.

The lighting scheme consists of festoon lighting across Sandford Avenue and Icicle lighting along the High Street. There is a Christmas tree in the Market Square which is supplied and decorated by the Rotary Club.

### 2. Current Lighting Scheme Sandford Avenue

Festoon lighting extends across Sandford Avenue from High Street to the junction with Central Avenue.



## High Street

Icicle festoons run from the junction of the Burway to the Town Square. These lights were purchased in 2021.



And from Salts to the Fish and Chip shop.



## 3. Specification

- To install existing Christmas lights to Sandford Avenue and High Street
- To test anchor points as required
- To set timers for switch on at 3pm and switch off at 10pm
- To attend switch on event, usually the last weekend in November
- To switch off lights by 6<sup>th</sup> January and remove within 10 days
- To offer an on call service during the display period
- To store lights
- To repair lights as necessary
- To undertake electrical checks as required

- To advise the Town Council of any remedial work required and provide competitive quotes for work

#### 4. Evaluation of Tender

The successful contractor will have complied with all of the written requirements and be able to commence the contract on 1<sup>st</sup> November 2024. The must have satisfactory references and offer the best value for money. We may require further information after the submission of tenders.

The Council is not required to accept the lowest value tender.

##### a. Documents for Submission

The following should be submitted along with your responses to the evaluation and costings:

- Evidence of public liability insurance
- Evidence of accreditations of staff employed to undertake this contract
- Health and Safety Statement
- Two references relating to installations from the last 12 months

##### b. Costings

Pricing for the total annual cost will constitute (40% / 60%) of the evaluation.

	Cost Ex VAT
Installation of Lights including switch on event	
Dismantling of Lights	
Storage of lights (quarterly)	
<b>Total annual cost</b>	
Per unit cost of repairs	
Testing of anchor points	
Installation of anchor points	

##### c. Quality

Responses to the following questions will constitute (60/40%) of the evaluation.

	Weighting @ 40%	Weighting @ 60%
Experience of working with Local Authorities	10%	15%
Evidence of experience, capability and qualifications of key personnel	10%	15%
Health and Safety Statement	5%	10%
Two satisfactory references	5%	10%
Location of supplier / storage	10%	10%

**5. Submission of Tenders** Tenders should be submitted in a sealed envelope marked 'Tender-Strictly Confidential – Christmas Lights Contract' by post to Church Stretton Town Council, 60 High Street, Church Stretton, SY6 6BY or by email to [townclerk@churchstretton-tc.gov.uk](mailto:townclerk@churchstretton-tc.gov.uk).

Tenders and all supporting documentation must be received by **12 Noon on Friday, 17<sup>th</sup> May 2024**. Tenders received after this time will not be considered.

**Timetable**

Activity	Date
Start of Tender	12 <sup>th</sup> April 2024
Tender Close	17 <sup>th</sup> May 2024
Evaluation of Tenders	w/c 20 <sup>th</sup> May 2024
Award of Tender	w/c 3 <sup>rd</sup> June 2024
Commencement of Contract	1 <sup>st</sup> November 2024

Successful and unsuccessful applicants will be notified no later than 14<sup>th</sup> June 2024.

Nicky Hook  
Town Clerk / RFO  
April 2024