

**Request for Quotation**

**22nd April 2025**

**Woodbridge Christmas Lights Project**

Choose Woodbridge is a Business and Tourism Association based in Woodbridge. The Association is non profit and run by a team of volunteers to promote the local businesses and encourage tourism into the area.

Choose Woodbridge website and social media channels provide information services for both the wider public and to boost the activities of our businesses.

Choose Woodbridge also arranges local events within the town through the year.

In 2022 Choose Woodbridge undertook a campaign to provide Christmas lights in Woodbridge and has since been able to acquire approximately 630 metres of lights in Thoroughfare, Church Street, Market Hill and Whisstocks Place.

The Christmas lights have provided a welcome festive warmth to Woodbridge and appreciated by our businesses, residents and visitors alike.

In 2025, although previously supporting Choose Woodbridge, the Woodbridge Town Council is now undertaking the finance for the installation and removal of the Christmas street lights.

In order to comply with the council’s regulations and obligations you are invited to submit your quotation for the work intended. We have detailed the scope of work to be undertaken below.

**Scope of Work**

To provide professional services for the installation and subsequent removal of Christmas Lights in Woodbridge town centre streets, Thoroughfare, Church Street and Market Hill. Also at Whisstock’s Place.

The lights are generally installed in late November and removed in early January.

Safe storage and testing during the year will also form part of this scope.

**Overview - Christmas Town Lights**

The Christmas lights are ‘strung’ across the streets normally diagonally and are connected to existing catenary wire.

The Icicle lights are ‘Connect Pro’ each 5 metres in length and interconnectable up to 300 metres.

The lights are powered by a power pack plugged into an electrical socket indoors. The ‘power source’ is by kind permission of the businesses situated at the end or beginning of each string.

Due to height and power restrictions the lights are installed in ‘strings’ ranging from 20 to 60 metre lengths therefore, currently, the Thoroughfare would accommodate 7 separate strings and power options. Church Street is accommodating 2 separate strings and Market Hill handles a continuous string around the Shire Hall.

There are 4 x 10 bulb ‘Snowfall’’ lights situated in the 2 trees on Market Hill square and 1 tree situated in the Thoroughfare.



Icicle lights are also placed in Whisstocks Place from the Museum through to The Longshed. Currently there is 1 string measuring approximately 50 metres. There are 2 Stars connected to these lights.

All lights are powered by kind permission of the local businesses at a 1st floor level and by the Woodbridge Council for Shire Hall and the Longshed for the Whisstocks lights.

The locations for all current lights are contained in the attached maps. It is our intention to increase the amount of lights wherever possible and permissible. Details will be provided in due course.

A timer is utilised for each string and set to activate around 3:30pm and turn off at 10:45pm each day.

Licences From the Highways Dept for both the installation of the lights and use of a cherry picker have previously been obtained by Choose Woodbridge.

The current method of operation employs the use of a ‘Cherry Picker’. The Cherry Picker is required to manoeuvre freely and able to withstand the road cambers and street gradients.

**Christmas Lights Switch On Event**

We intend to hold a Christmas Lights Switch-On event at the end of November. This event will be held at Market Hill, Woodbridge where several event attractions will be present and of course the switching on the lights by the major or other dignitary.

We will require all the Christmas lights in Market Hill to be controlled through a switch on button to synchronise the switch on plus power feeds for up to 4 outlets in the square.

This is a one night only event with the power being returned to normal after the event which runs from 4pm to 8pm.

**Quotation**

Your quotation is requested to provide the services to safely install and subsequently remove the Christmas Lights and to include the following:

1. Professional qualified personnel. Detail the number of personnel required and their role.
2. Cherry Picker suitable for stop/start operations in a town centre.
3. Cherry Picker qualified driver
4. Hours of work
5. What ground assistance is required will be provided by Choose Woodbridge
6. Insurance. Please identify type and cover.
7. Notice required.
8. Identify any materials required to execute this operation including supply of centenary wire and safe wall anchor points, if required.
9. After removal the lights and equipment will require inside storage until the next festive season.
10. During the course of the coming year all lights and equipment are to be tested prior to installation.

11) Recommendations for alternative operations to those listed above.

12) The Christmas Lights Switch On event requirements are to be shown separately.



We have attached the draft maps which outlines the approximate positions of the intended lights. This will be updated as further lights are procured.

Woodbridge Town Council and Choose Woodbridge is available to attend a meeting to discuss the above and provide any further information you may require.

**Tender Submission**

We require your tender submission by 10th July 2025.

Clarifications will be deadlined for 17th July

Council review and award will be held on 23rd July

All correspondence and clarifications to:

John Risby

Choose Woodbridge CIC.

Email: john@choosewoodbridge.co.uk

Tender submissions to:

Town Clerk,

Woodbridge Town Council,

Shire Hall,

Market Hill,

Woodbridge.

Email: townclerk@woodbridge-suffolk.gov.uk

Thank you for your interest in assisting us to provide a festive warm look to Woodbridge town during the Christmas period.

Please acknowledge this document and your interest to tender for this work.