**WOKINGHAM TOWN COUNCIL CHRISTMAS LIGHTS CONTRACT 2023–2027**

**Specification:**

This contract is a **mixture** of hiring column-lights and re-using some existing lights, and will require:

**The annual supply of:**

* Twenty-six small (circa) 1 metre real Christmas trees
* One (circa) 10 metres real Christmas tree
* One (circa) 3 metres real Christmas tree (with appropriate tree stand/weights)
* Storage, testing, erection, dismantling & maintenance **of all** Christmas lights/motifs/icicles for a four-year period, 1st April 2023 – 31st March 2027

**Basis of tender:**

On Schedule 1 the key in the eighth column (H) “Light Owner/Provider” is:

**A** To be supplied by contractor on a hired basis

**B** Town Council owned motifs and light strings to be used: tested, put up, taken down and stored, as required

**C** Town Council owned lights, which remain in place, and are to be switched on

**Where motifs are to be hired from the Tenderer:**

* Tenderers are to provide **three** alternate designs.

**Ideally:**

* Consideration should be given to the existing Council owned motifs, including the cross-street “arch of snowflakes”.
* The hired lights are to be static designs with a cool white illumination.

**However:** considering the current energy situation and recent rising costs, Wokingham Town Council would be pleased to receive suggestions as to how best to utilize our funds. Creating maximum visual and festive impact, for the minimum environmental and economic pressure. Therefore, one of your designs can be used to present your creative designs to fulfill these criteria.

**You are invited to provide a quotation for the above works, with reference to:**

* Schedule 1
* Specification for Erection Dismantling Storage of Christmas Lights
* Summary of decorations
* Arch of snowflakes
* Wokingham Town Council’s Supplier’s Contract

**Duration of Contract:**

This contract is to run for four years, from 1st April 2023 – 31st March 2027.

Your quotation should be returned by the date below, marked for the attention of the Town Clerk.

**Tender to be received by noon on Tuesday 07th February 2023**