



## **Cullompton Town Council**

# **QUOTATION REQUEST**

**PART SUPPLY AND FULL INSTALLATION OF THE CHRISTMAS LIGHTING DISPLAY IN HIGH STREET, CULLOMPTON FOR CHRISTMAS 2022**

Town Clerk  
Cullompton Town Council  
The Town Hall  
Cullompton  
Devon  
EX15 1AB

01884 38249  
[enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk)

25/04/2022

## Cullompton Town Council

### INSTRUCTIONS FOR SUBMITTING QUOTATIONS

1. Contractors will be held to have fully informed and satisfied themselves by their own independent observations and enquiries, including where appropriate site visits and inspection of drawings, as to the nature, extent and practicability of the works and where appropriate the positions relevant thereto of buildings, structures, the means of access to the works and all other points which can in any way affect the prices inserted in the Form of Quotation.
2. Where the drawings are issued with documents, quotations will be based on them.
3. Where a quotation requires entry by the contractor they must be completed in ink or typescript and signed by the contractor.
4. All contract documents, including drawings, whether a quotation is submitted or not, remain the property of Cullompton Town Council and shall be treated as private and confidential.
5. Quotations shall remain open for acceptance for a period of **90 days** after the latest date for submission.
6. The Council will not be responsible for or pay any expenses or losses, which the contractor may incur in the preparation of their quotation.
7. Quotations are to be returned to: The Town Clerk, Cullompton Town Council, The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

**QUOTATIONS TO BE RECEIVED BY NO LATER THAN *NOON ON 31 May 2022*** in either paper form or electronically.

### TIMETABLE

The decision as to who shall be awarded the contract will be based upon the information submitted as required by the quotation process and will be made by the Community Wellbeing Committee. It is intended to notify all persons submitting a quotation of the outcome of the process by 17 June 2022.

## SPECIFICATION

### Introduction

Cullompton is a traditional market town situated at Junction 28 of the M5 motorway mid-way between Exeter (J29/30) and Taunton (J25). Each year, the Town Council sponsors a display of Christmas lighting and tenders are invited for the installation, ongoing maintenance and removal of this lighting display in 2021.

### Items for Supply

The following items are required for supply:

Qty	Description	Notes
1	100m RGB Colour Changing Light String	Must contain at least 800 lights.
1	80m RGB Colour Changing Light String	Must contain at least 640 lights.
27	50m Pure White Static Light String	Must contain at least 400 lights.
6	Lighting Column Motifs	Seasonal rental.

### The Display

The following is a detailed breakdown of the lighting display that is required to be installed, maintained as required, and removed in Cullompton:

Qty	Display	Lighting Type	Owned or Leased	Installation requirements.
1	Dress 9m Fir Tree in the Higher Bullring	100m RGB light string	Supplied by contractor and then owned by the Council.	Installation into existing power supplies. Remove light strings at the end of the season; lights will be retained by the Council.
1	Dress 6m Fir Tree in the Lower Bullring	80m RGB light string	Supplied by contractor and then owned by the Council.	Installation into existing power supplies. Remove light strings at the end of the season; lights will be retained by the Council.
27	Redress Higher Bullring Lime trees. Remove existing canopy light strings and reinstall new light strings.	50m Pure White light string.	Supplied by contractor and then owned by the Council.	Installation into renewed power supply circuit. Remove light strings at the end of the season; lights will be retained by the Council.
15	1.2m artificial fir tree to buildings in High Street in accordance with the attached plan.	Pre-dressed with RGB light strings	Owned	Installation into renewed power supply circuit. Remove light strings at the end of the season; lights will be retained by the Council.

6	Lighting column mounted motifs to lighting columns in Station Road in accordance with the attached plan.	Static motif	Seasonal rental	Installation into existing power supplies. Remove motifs at the end of the season.
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### **Pre-Installation Visit**

The Contractor is expected to undertake a pre-installation site visit and thorough inspection and equipment testing of lighting and associated equipment to identify any potential problems and to supply a written record of problems identified and solutions, and things that require no action.

### **Installation, Testing and Removal**

The lighting display will be installed no later than 11 November 2022; the contractor is responsible for connecting lights to the electricity supply and the setting of the timers. Power supplies in High Street have recently been renewed.

There will be a rehearsal of the light switch on (with representatives of the contractor and the Town Council present) no later than 21 November 2022 to allow sufficient time to rectify defects in the installation and electricity infrastructure prior to the Cullompton Christmas Festival and formal switch on of the lighting display on 26 November 2022.

Following installation, the contractor shall make a list of the tests completed (including location/section, date & time of test and all identified defects which should be countersigned by a representative of the Town Council. The list will include the remedial action required and who is to take that action.

The display will remain in place throughout the Christmas season and will be switched off on 5 January 2023 – those lights to be removed are to be removed as soon as practicable after this date and no later than 20 January 2023 to allow the High Street and Fore Street Fir Trees to be removed and disposed of.

On removal, all equipment and lighting owned by Cullompton Town Council will be retained by the council and should be deposited in a pre-arranged location for storage by council employees.

### **HEALTH & SAFETY – INCLUDING METHOD STATEMENT**

The working area and any storage area must be fenced off to protect members of the public.

The contractor is to provide with the quotation, an overview to show the method of working and in particular how safety of the public and workers will be ensured during the course of the works.

The successful contractor shall be appointed as the Principal Contractor in accordance with the Construction Design and Management Regulations and will be required to develop and submit to the Council the appropriate documentation including detailed Safe Systems and Work, Construction Phase Plan and competency evidence.

The contractor and the delivery of works shall be compliant with all UK Health and Safety Legislation and in particular The Electricity at Work, The Working at Height and The Provision and Use of Work Equipment Regulations.

## **INSURANCE**

The contractor shall maintain a comprehensive policy of public liability and employer's liability insurance. In respect of its liability such insurance cover to be maintained and provide for a minimum of £5,000,000 (five million Pounds Sterling). Cover in respect of death of personal injury due to negligence will be unlimited.

A copy of the contractor's insurance should be provided with their quotation submission.

## **QUALIFICATIONS**

- Sufficient qualification is held by the operative and supervisor to conduct works on the highway, including the management of traffic, to the standard required by Devon County Council.
- Sufficient qualification is held by the operative and supervisor to conduct works at high level using a mobile platform for access.
- Sufficient qualification for working on and with electrical supply.

## **PAYMENTS**

Payment to the contractor will be within 28 days of receipt of invoice subject to agreement of the account by the Council's officer. Payments will be made by BACS; please ensure you provide the relevant details.

- 60% of the total quotation cost will be paid when installation and testing is complete.
- A further payment will be due when the public switch-on event has taken place with no significant failures, taking the total paid to 80% of the total quotation cost.
- The remaining 20% of the quotation cost will be paid when the display has been dismantled.

## **REFERENCES**

Please provide names of 2 people/organisations for whom you have undertaken similar work.

**Contractor's Name:** .....  
(in block letters)

**SHORT DESCRIPTION OF WORKS:**

*(enter description)*

## **FORM OF QUOTATION**

To: Town Clerk  
Cullompton Town Council  
The Town Hall  
1 High Street  
Cullompton  
Devon  
EX15 1AB

Closing Date & Time:  
**12 noon 31 May 2022**

Having examined the specification for the above-mentioned works, we offer to carry out the whole of the said works in conformity with the said specification for the sum of

**£.....**

The total cost can be broken down as follows:

**Please use the space below to provide any additional information about the costings:**

We can advise that once the Quotation is formally accepted we can anticipate being able to commence the work within ..... weeks and complete the works within ..... weeks.

This quotation together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any other quotation you may receive and that this quotation will remain open for acceptance for a period **90 days** from the latest date for receipt of quotations.

**Bank Account Details**

Bank Account Name

Sort Code

Account Number

**Reference Contact 1:**

Contact Name: ..... Company Name: .....

Address: .....

Phone No: ..... e-mail address: .....

**Reference Contact 2:**

Contact Name: ..... Company Name: .....

Address: .....

Phone No: ..... e-mail address: .....

Yours faithfully

Signature: ..... Date: .....

Name : .....

Position in company / organisation .....

Company / Organisation Name: .....

Address: .....

.....

Tel No: ..... e-mail: .....