

Sawbridgeworth Town Council

Sayesbury Manor. Bell Street, Sawbridgeworth
Hertfordshire CM21 9AN
Tel: 01279 724537



MAYOR
Cllr Salvatore Pagdades

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TOWN CLERK
Christopher Hunt Dip CSMP®

Invitation to Tender Sawbridgeworth Christmas Lighting Scheme 2025-2027

Introduction

Sawbridgeworth Town Council provides a Christmas Seasonal Lighting Scheme which is designed to assist the population enter into the seasonal spirit and to encourage visitors to the town.

The Town Council has now come to the end of its current 3 year contract, during which we have revised and updated all power and timing infrastructures and all mechanical interfaces with building structures.

Preliminaries

The Town Council owns the following lighting inventory:

1. Approximately 1000 metres of icicle lighting.
2. Approximately 2000 white mini LED tree lights for dressing a tree in Bell Street.
3. A "Tree of Life" consisting of a steel framework and 1200 white flashing mini LED tree lights at the London Road / Bell Street junction. Stored in an off-site location, the contract requirement contains an expectation that the successful bidder will arrange for any transportation and relocation as circumstances dictate.
4. Approximately 70 metres of festoon lighting used in Bakers Walk.

The Existing Lighting Scheme

The existing scheme consists of six elements:

1. Icicle lights attached to the eaves of buildings in London Road, Bell Street, Knight Street, Church Street and The Square – see Appendix 1, Picture 2. "General Street Arrangement". (Shown on Map as Yellow lines)
2. Tree lights in a tree in Bell Street – see Appendix 1, Picture 1. "Bell Street Car Park Exit". (Shown on Map as Blue spots)

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3. A "Tree of Life" consisting of a steel framework and 1200 white flashing mini LED tree lights at the London Road / Bell Street junction. (Shown on Map as a Red spot) Picture 3
4. A Festoon of lights in the precinct known as Bakers Walk.
5. Icicle lights attached to the entrance to the council buildings and to the exterior of the adjacent Hailey Centre
6. Mini LED lights in the central tree in the council courtyard.

Power is supplied: Energy bills covered by STC by licence from UK Power Networks

1. Mainly from the unmetered lighting supply from Hertfordshire County Council through a number of supply points. The points are also equipped with timers and remote switching receivers.
2. In a limited instance from domestic power supplies with the consent of adjacent property owners. Recharged at need by STC.

The Requirement

The Town Council is inviting tenders for a three year period to cover the seasons 2025, 2026 & 2027 starting 2025, with evidence of appropriate savings for signing up to a long term deal for 3 years to include 2025 and 2026. You are invited to submit your best prices for the following elements:

1. The PAT Testing, Installation, Maintenance, De-installation, relocation and/or Storage (at approved premises) of the existing Lighting Scheme including tree of life described above and in Appendices 1 and 2.
2. Agreeing, in conjunction with the town council, any necessary Festive Lights licence from the highways authority will be obtained in advance from Hertfordshire County Council.
3. All necessary documentary evidence with regard to legal obligations such as health and safety and risk assessments will be supplied by the successful bidder as part of the tender process including HERS registration that is a requirement from HCC.
4. Your proposal for any additional lighting which in your opinion would enhance the scheme overall.

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5. Attendance at the switching on ceremony to activate all lights and attendance during the period of lighting for maintenance purposes.
6. To supply and install 15 foot living Christmas Tree on Fair Green (pot supplied) to install a temporary electricity supply from lamp column to tree (Note: this must be below ground) to install low voltage lights. Supplied by STC (owned) cabling for underground supply, timer and lights to illuminate. Picture 4
7. To supply and install 12 foot Christmas Tree outside Sayesbury Manor (will need to be installed at a date to be agreed annually for a hospice service) pot supplied.

You are invited to contact the Town Clerk / Town Project Manager for clarification on any point.

For 2025, the Christmas Lights will be switched on during the evening of the last Saturday in November and follows this pattern thereafter for 2026 and 2027 and should be installed and tested by this date although installation may be commenced in conjunction with contractors schedules.

In case of any issues with any of the lights during the Festive period we would expect contractors to provide a 24 hour call out service. Attendance on the scene is expected within 4 hours for any emergencies.

Tender document should evidence that the company is both HERS and CFA registered and guarantee that ALL engineers are skilled in their job roles and have the right equipment and tools to work safely.

Your offers should be made against Requirement Items 1, 2, 3, 4, 5, 6 and 7 as described above, and sent for the attention of the Town Clerk in a sealed envelope marked "Tender for Seasonal Lighting", to arrive no later than 12 noon on Friday 16th September 2025.

Contractor should be familiar with applying for Licenses with County Authorities and have all the necessary paperwork for Insurances, Risk Assessments, Method Statements, etc. The Town Council operates within strict parameters set by Hertfordshire County Council Highway Authority and their contractor Ringway and would expect tenderers to show their awareness of these requirements and their ability to comply. Evidence of suitable, secure storage of the Festive Lights when they are not in use will be essential to the successful bid.

This Invitation to tender is being sent to three contractors who have expressed an interest in providing the service we require or have fulfilled the contract in the past. It is also being advertised on contracts finder in accordance with the requirements of local government legislation.

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The offers will be opened by the Town Clerk in the presence of the chairman of in accordance with current regulations.

The successful bidder will be notified on Tuesday 30th September 2025.

We look forward to receiving your response to this invitation.

Yours sincerely

Christopher Hunt
Town Clerk

Encl..

Appendix 1 - Existing Lighting Scheme Illustrations
Appendix 2 – Planned Layout – Main Lighting Scheme 2025

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Appendix 1

Existing Lighting Scheme



1. Bell Street Car Park - Exit

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2. General Street Arrangement

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3. London Road/Bell Street "Tree of Life"

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4. Sayesbury Manor - Council Courtyard – White mini LED String Lights

5. Fair Green Tree & Pot



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Appendix 2

Planned Layout – Xmas Lighting Scheme 2022

