



WELLINGTON
TOWN COUNCIL
Serving Wellington & Rockwell Green

TENDER DOCUMENT FESTIVE LIGHTING INSTALLATION CONTRACT 2023 – 2025



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Introduction

Wellington is a town in Somerset with a population of around 16,500. The town is to the host of a large and varied selection of independent traders and stores.

The Town Council provide a scheme of festive lighting each year within the town centre (High Street, South Street, Fore Street & North Street) as well as Rockwell Green and a tree at Tonedale. The Council's Town Centre Committee oversees the festive lighting.

Requirements & Purpose

The Council is seeking tenders for the installation and removal of rented motifs, light strings, and icicle lights. The contract length will be 3 years commencing in 2023.

The objective of the contract will be to provide the Council with a qualified and experienced electrical contractor who will provide support with both electrical work and the installations of any fittings required for the scheme.

The tenderer shall provide the following:

- To take delivery or collect of the scheme from the supplier and ensure that it is in good working order.¹
- Erection of the entire lighting scheme and carry out safety checks on all electrical connections (visual or otherwise) not less than 2 weeks prior to the switch on event².
- Provide two personnel to carry out the switching on of the lights on High Street for the switch on event. Personnel to then switch on and set the timers for all other fittings in the town centre, Rockwell Green, and Tonedale.
- Be available for call outs for any troubleshooting reasons (indication of price to be given separately) within 24 hours where reasonably possible.
- Remove, dismantle, and return the lighting to the hire supplier for storage. Any faults or damage to be reported to the supplier who will be responsible for any maintenance works.

From time to time, the Council will erect event banners using the cross-street catenary wires. It is preferable if the installer can also provide this service. Please indicate a best estimate cost for this on the form of tender.

The following items are the responsibility of the tenderer and by submitting a signed tender form, they indemnify the Council of any responsibility for these matters. Upon

¹ Arrangements will be made directly between the installation contractor and the supplier.

² The Switch on Event for 2023 will be on 25th November. Usually, the event is held on the last Saturday of November but will be confirmed each year by the Council.

issuing the contract, the Council will ask for details of certain aspects relating the list below and the tenderer must provide them when requested. The Council will not enter into any contract unless Officers are satisfied with the documents provided by the tenderer.

- Public and Employers liability insurance with a minimum cover of £10m.
- All matters relating to health and safety including policy, risk assessments, method statements and staff training.
- Approval to work above the highway issued by Somerset Council.
- Training and qualification certificates for all relevant staff who will carry out on behalf of the Town Council.

To assist the preparation of your tender, a full schedule of lighting is attached which details the locations of the power sources. Maps are also attached for your information. It is the responsibility of the tenderer to carry out a site visit and make all reasonable assessments before submitting a tender.

Tender Instructions & Process

Those wishing to apply should contact the Council to request an information pack. This can be done via e-mail to info@wellingtontowncouncil.co.uk or by calling 01823 662855. An information pack will be mailed to you including a specifically marked envelope. Applications must be returned in this envelope. You are responsible for affixing the appropriate postage where required.

You are welcome to contact the Council to arrange a site visit before preparing your submission. The point of contact for this project is Alice Kendall, Deputy Clerk. She can be reached on extension 202 of the number above, or on 07591 819989. Her e-mail address is alice@wellingtontowncouncil.co.uk.

The deadline for submissions is noon on 28th April 2023. As per the Council's Financial Regulations, all applications will remain sealed and will be opened by the Clerk during the week beginning 1st May in the presence of either the Chairman or another member of the Town Centre Committee.

A shortlisting process may be implemented depending on the number of submissions received. The shortlisted tenders will be considered at a meeting of the Town Centre Committee at a date in May to be advised. At this meeting, the Committee will seek to make a recommendation to Full Council on 5th June to appoint the contract.

Form of Tender

Your Details	
Contact Name	
Company	
Address	
Telephone Number	
E-mail Address	

Cost per year for install, dismantle, and return to storage.

£

Indicative cost for a call out (to reset a timer, for example)

£

Indicative cost for the installation and removal of cross street banners.

£

Confirmation	
Name	
Signature	
Date	

By signing above you agree that all the information submitted is correct and that should you be awarded the contract you are able to provide, upon request, any documents as previously detailed in this document.

Appendix A - Schedule

Area	Item	Power Location
South Street		
Crossing Joseph Welch	8m crossing motif. Catenary wires to remain in place	Joseph Welch
Curtains Joseph Welch	3x 2m LED Curtain Harness - 13 sockets - White Rubber Cable Cool White LED Light String 72 Static + 8 White Flash – White Rubber Cable	Joseph Welch or South St side of Kaffee Klatsch
Icicles South St LHS (Nos 5-21)	White Flash LED Icicle Light 80cm drop. (total approx. 60m)	Cards & Co
Wall Mount Green Dragon	Wall Mount Motif Bracket in place	Green Dragon
Wall Mount Scotts Lane/Prep School	Wall Mount Motif Bracket in place	Prep School
Wall Mount Cards & Co	Wall Mount Motif Bracket in place	Cards & Co
Icicles South St RHS (Nos 2-18)	White Flash LED Icicle Light 80cm drop. (total approx. 56m)	Joseph Welch
Column Mount MJC Financial Planning	Column Mount Motif Bracket to remain with motif on install/take down. Bottom of motif to be minimum of 3m off the ground.	Use footfall power on building
Column Mount Baptist Church	2-sided Column Mount Motif Bracket to remain with motif on install/take down. Bottom of motifs to be minimum of 3m off the ground.	<i>New socket to be installed on column</i>
Fore Street		
Crossing WH Smith	8m crossing motif. Catenary wires to remain in place	Quantock Funeral Services
Crossing Coffee #1	8m crossing motif. Catenary wires to remain in place	Library
Wall Mount Tim Potter	Wall Mount Motif Bracket in place	Tim Potter
Wall Mount Buy & Save	Wall Mount Motif Bracket in place	Buy & Save
Wall Mount 5 Luson Surgery	Wall Mount Motif Bracket in place	Luson Surgery

Icicles The Squirrel	White Flash LED Icicle Light - 80cm Drop (total 18m approx.)	The Squirrel
Icicles HT Perry (30 – 29 Fore St.)	White Flash LED Icicle Light - 80cm Drop (total 20m approx.)	HT Perry
North Street		
Crossing Iron Duke	8m crossing motif. Catenary wires to remain in place	Iron Duke
Iron Duke Light Curtains	10x Curtain Harness - 7 sockets - Black Rubber Cable Light String - 72 Static + 8 White Flash - 10m Green Rubber Cable	Iron Duke
Christmas Tree Monmouth Gardens	LED Light String Static & Flash	<i>New socket being installed on North St. Column 2</i>
Icicles Nook & Cranny - Laundrette	White Flash LED Icicle Light - 80cm Drop (total 18m approx.)	Clares
Wall Mount Laundry (no11)	Wall Mount Motif Bracket in place	Laundry
Wall Mount Heidi's (no25)	Wall Mount Motif Bracket in place	Heidi's
High Street		
Crossing Boots	8m crossing motif. Catenary wires to remain in place	Bladez
Wall Mount Stags	Wall Mount Motif Bracket in place	Stags
Icicles Watson & Smith Balcony	White Flash LED Icicle Light - 80cm Drop (total 10m approx.)	Paws & Claws
Wall Mount Fox & Sons (No14)	Wall Mount Motif Bracket in place	Fox & Sons
Wall Mount Porter & Dodson (No15)	Wall Mount Motif Bracket in place	Porter & Dodson
Icicles Conservative Club & Plantside	White Flash LED Icicle Light - 80cm Drop (total 18m approx.)	Porter & Dodson
Wall Mount Ruxstons	Wall Mount Motif Bracket in place	Ruxstons
Icicles Ruxstons to Wellington Weekly	White Flash LED Icicle Light - 80cm Drop (total 27m approx.)	Wellington Weekly

Wall Mount Wellington Weekly	Wall Mount Motif Bracket in place	Wellington Weekly
Wall Mount Rule 7	Wall Mount Motif Bracket in place	Rule 7
Icicles Rule 7	White Flash LED Icicle Light - 80cm Drop (total 16m approx.)	Rule 7
Christmas Tree Lights	Multicoloured LED Light String Static & Flash (tree approx. 35ft) Min. 1,800 lights	Stags
Christmas Tree Barrier/Fencing	Hire of decorative fencing/barriers around tree, approx. 7x 2m.	N/A
Rockwell Green		
Christian Centre	Static LED Icicle Light - 50cm Drop (total 19m approx.)	Christian Centre
Brocks	Static LED Icicle Light - 50cm Drop (total 18m approx.)	Brocks
Village Hall	Static LED Icicle Light - 50cm Drop (total 22m approx.)	Village Hall
Hairdresser	Static LED Icicle Light - 50cm Drop (total 7m approx.)	Hairdresser
Christmas Tree Lights	Multicoloured LED Light String Static & Flash (tree approx. 20ft) Min. 350 lights	<i>Location to be confirmed</i>
Christmas Tree Barrier/Fencing	Hire of decorative fencing/barriers around tree, approx. 5x 2m	N/A
Tonedale		
Tree	Multicoloured LED Light String Static & Flash (tree approx. 20ft) Min. 350 lights	Lighting Column 5
Christmas Tree Barrier/Fencing	Hire of decorative fencing/barriers around tree, approx. 5x 2m	N/A

Appendix B – Maps



