

**TENDER FOR CHRISTMAS LIGHTS 2025-27**

**DOCUMENT ONE: SUMMARY**

Whitby Town Council is seeking contractors to provide lighting for the town centre and Christmas trees from mid-November to early January for each of the next 3 years.

The selected contractor must be able to supply, install and remove all rented lights, as well as dress 3 Christmas trees.

This will involve providing Christmas lighting across the centre of town, from lighting columns along Langbourne Road. New Quay Road and St Anne’s Staith, from fittings spanning Baxtergate, Lion Bank, Church Street and the face of the Old Town Hall. The Council also requires the dressing of Christmas Trees at the end of Baxtergate, Bridge Street and Bagdale.

The company will install and uninstall the equipment annually.

The quote should also include the hire, maintenance, storage, transportation, installation and removal of the decorations.

The company shall also quote for any repairs and amount required during their time of display.

In the event of an emergency the contractor must be able to attend the site within 2 hours. For all other call outs, attendance is required withing 24 hours.

The company shall explain how any faulty equipment will be remedied and how quickly this shall be done.

Please note that the switch on will be on Friday the 14th of November in the evening - final time to be confirmed.

The lights will be removed as close to 12th night possible.

Please quote for a 3-year arrangement.

Please note that further details are attached in the following documents:

* Location
* Evaluation Criteria and Timetable
* Health and Safety Requirements
* Provider Questionnaire and Quotations
* Front Sheet

To be considered, interested contractors must demonstrate a proven track record, supported by evidence of previous or similar projects.

Applicants must also provide at least one relevant reference and a copy of a valid insurance certificate, including public liability insurance of £10m, a risk assessment and a HERS certificate with the application.

Contractors who meet these requirements are invited to complete the attached tender forms and submit an estimated cost breakdown for each of the next 3 years.

If you have any queries, please email town.clerk@whitbytowncouncil.gov.uk.