



LOUGHTON TOWN COUNCIL

Christmas Lights 2025-27

Contact details:

contact@loughton-tc.gov.uk / 020 508 4200



1 Buckingham Court
Rectory Lane
Loughton IG10 2QZ
Email: contact@loughton-tc.gov.uk
Telephone: 020 8508 4200
Town Clerk: Mark Squire

TENDER REQUIREMENTS DOCUMENT

Background

Loughton is set in the heart of Epping Forest, yet only 12 miles from the centre of London. With two key commercial town centre areas, and excellent links into the City, it has a self-contained quality.

Following completion in 2024 of their existing contract, Loughton Town Council are inviting fully qualified specialist contractors to tender for a three-year contract term for the hire supply; installation; on-going service / testing; removal; storage; and transportation of their town seasonal Christmas lights. There are also currently string lights situated in the two trees to be dressed, which will need dismantling, and the trees redressed as part of the overall street scene design.

Location Requirements

There are three locations in Loughton to be decorated, which are:

- Loughton High Road
- The Broadway
- Old Station Road

Specifications

Site visits are strongly recommended to help visualise specification requirements. Our Services Manager is happy to facilitate these and can be contacted on the phone number or email address above. Visual images are required as part of the tender process to assist Councillors when considering and selecting their chosen design / supplier.

The design needs to incorporate the columns; two trees; and a display feature in The Broadway, all as listed in Appendix A, and should include a mixture of braids and motifs. The Forest Hall and Kings Green trees will need existing string lighting removed and replaced with a new design.

All lights are to be LED and static (not flashing). There will be no daily light up times required. The lights do not have a formal switch on event but will be turned on at the agreed date each year and left on until after the festive season. They will then be dismantled on an agreed date each year, transported and stored by the contract provider.



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All columns are power sourced. The Forest Hall tree is power supplied by the nearest column. The tree at Kings Green will require the electrical installation to be tested.

A display piece / décor is required above the entrance to Bricklamps Path in the Broadway, Debden. This has previously been a c5 metre centre piece with surrounding lights.

Contractors must have all relevant qualifications; risk assessments; insurance in place and be able to provide the technical information required to support the Essex Highways licence application and supporting paperwork. This will include weights and measurements of pieces. The attached link below provides further details:

[Seasonal decorations | Essex County Council \(essexhighways.org\)](http://essexhighways.org)

The Contractor will be required to provide full details of the lighting units to enable permission to be sought from Essex County Council's Highways for the installation and information to be supplied to the unmetered electricity supply company.

Call out costs / maintenance / timescales – must be included in the tender to enable the Council to fully understand the impact of any issues that could potentially arise.

Once erected / dismantled, all areas must be left clear and tidy and re-instated as before to the satisfaction of the Council.

Details of any sub-letting associated with any part of the contract should be stated at the time of tendering.

The Contractor shall allow for all necessary administration and supervision for the proper execution of the Works. Prior to commencing the Works the Contractor shall confirm to the Council the name of the person in charge together with their contact details.

All works must be carried out following industry best practice and meet the relevant standards.

Constraints

No “across road” pieces are required, due to the width of the road and power supply.

As busy commercial shopping areas, contractors need to take into account any issues this may potentially cause as part of their risk assessment.



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Dates

Contract start date: 31st May 2025

Contract end date: 31st January 2028

Switch on each year will be around week commencing 14 November, with removal as soon as possible after the twelfth night.

Finance

Funds available is £61,200.00 (inclusive of VAT), over the term of the contract, to be split equally over the three years. Terms for timescales for payments each year to be agreed.

Formalities

In accordance with the Public Regulations 2015, this contract will be advertised on the Governments Contracts Website. Please note, whilst it may be necessary to make some small adjustments to the tender documentation post public consultation, these will be kept to the minimum possible.

Evaluation Criteria

Tenders received will be scored by Loughton Town Council using the below criteria

- Price, quality, and quantity of goods / services.
- Design and how it compliments / fits with the street scene.
- Relevant experience, qualifications and documentation.
- Understanding of the brief and requirements.
- Project management, service and resource availability.
- Past performance.
- Delivery timescales.
- Support framework / costs / timescales for any ad hoc call outs necessary.

Other considerations

As mentioned previously, site visits are strongly recommended to fully appreciate and understand the street scene and requirements. Our Services Manager will be happy to facilitate any visits required and can be contacted via the above email address or phone number.



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Tender Submissions

Tenders should be submitted to:

Paul Hoy, Services Manager. Loughton Town Council, 1 Buckingham Court, Rectory Lane, Loughton, Essex IG10 2QZ

Please ensure these are marked "Private and Confidential" – XL Tender

Closing date: **Close of business Friday 28th March 2025.**

Appendices

Appendix A – Christmas lights requirements document.

Contacts

Mark Squire – Town Clerk

Paul Hoy – Services Manager

Telephone: 020 8508 4200

Email: contact@loughton-tc.gov.uk