



WELLINGTON
TOWN COUNCIL
Serving Wellington & Rockwell Green

**TENDER DOCUMENT
FESTIVE LIGHTING CONTRACT
2023 – 2025**



Contents

Introduction	2
Requirements & Purpose	2
Tender Instructions & Process.....	3
Form of Tender	4
Appendix A - Schedule	5
Appendix B – Maps	8

Introduction

Wellington is a town in Somerset with a population of around 16,500. The town is 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 rental of a range of motifs, light strings, and icicle lights. The contract length will be 3 years commencing in 2023.

The objective of the contract will be to produce an innovative and energy efficient illuminated display/decorations package, using the established infrastructure. The contract will include the design, supply, delivery, and storage of the entire scheme.

The contract for installation will be tendered for separately. If the tenderer would like to make a submission for installation the appropriate notice is available to view on the Contracts Finder website.

The colouring for the scheme should be white and gold except the lights in Rockwell Green which should be multi coloured. Tenderers may submit more than one scheme if they so wish but these should be in separate envelopes according to the instructions laid out below.

Attached as Appendix A to this document is a schedule with the details of each item to be installed. This also includes the location of the nearest power outlet; this is provided for information and the tenderer is responsible carrying out their own assessment of these locations. In support of this, Appendix B details maps showing the locations of each item.

Any tender submitted should include the following:

- Supply & hire of all installations including fittings, where required.
- Repairs and maintenance of displays including annual PAT testing.
- Detailed, itemised schedules including accessories required (splitters, extension leads etc.) and the cost for each line as well as the power rating (watts).
- Mock up images of the scheme in situ.
- A schedule JPG image files for each design. The Council reserve the right to use these images if required.

- A statement or other documentation that confirms supply at the specifications detailed below.
- Delivery timetable – the tenderer shall confirm that the entire scheme will either be delivered to or collected by the installation contractor no less than 30 days before the date of the switch on event. The hire provider will liaise directly with the appointed installation contractor to make arrangements for this.
- It is a non-negotiable requirement that the tenderer is to provide storage for the entire scheme for the duration of the contract.

Item Specifications

- All components to be designed and manufactured to meet all relevant BS/BSEN standards.
- Minimum IP44, IP56 or IP65 ratings on all designs and accessories where applicable.

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. Those shortlisted will be invited to attend a meeting of the Town Centre Committee at a date in May to be advised. At this meeting, following the presentations, 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 hire, storage and delivery as set out above. A detailed and itemised schedule must also be included.

£

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 immediate request, all details relating matters of health & safety (risk assessments, etc.) and confirmation of public, employers and any other insurance cover.

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 <i>or</i> 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.)	Claire's
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



