**Wokingham Town Council is seeking tenders for a four-year Christmas Lights contract, from 1st April 2023 to 31st March 2027. Comprising provision of real Christmas trees and lamp column motifs. Including the storage, erection, dismantling and maintenance of these, and Council owned Christmas lights, within Wokingham town centre.**

A site visit is highly recommended, for prospective contractors to familiarise themselves with the locations, requirements, and any working restrictions. The site visit should be conducted with reference to the following documents:

* Specification - Christmas Lights 2023-2027
* Schedule 1 (a spreadsheet of inventory by location)
* Summary of Decorations 2023-2027

Considering the current energy situation and recent rising costs Wokingham Town Council would be pleased to receive suggestions as to how best to utilize our funds. Creating maximum visual and festive impact, for the minimum environmental and economic pressure.

Please quote as per the Invitation to Tender, submitting the following documents by post or delivery:

* Tender, on the form contained within the Invitation to Tender document
* Contractor health and safety questionnaire, with all associated documents
* A copy of your current public liability insurance

As required by WTC’s strategic plan please also supply:

* Your sustainability and environmental protection plan and process. Referring to how much of the supplied equipment is made of recyclable material and is itself recyclable.
* The traveling distance / location of staff expected to complete the work.

These documents are to be delivered to the Town Clerk at the address detailed below.

**Please mark the envelope in the bottom left-hand corner:**

**‘Do not open before noon Tuesday 07th February 2023’**

The successful contractor will also be required to provide the Town Council with:

* A risk assessment and method statement (RAMS)
* Their environmental policy
* A cost calculator spreadsheet, to enable electricity cost to be calculated for the total provision.

**The closing date to receive tenders is noon on Tuesday 07th February 2023.**

Wokingham Town Council expects to award the contract at the meeting of its Amenities Committee on Tuesday 07th March 2023. You will be advised of the outcome as soon as practically possible.

If you would like any further information or clarification, please do not hesitate to contact me.

I look forward to receiving your tender.

Yours sincerely

Fiona Sleaford

Amenities Officer

Mobile: 07592 579112

Email: amenities@wokingham-tc.gov.uk