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Tender

Leominster Christmas Lights

Leominster Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-036315

Procurement identifier (OCID): ocds-h6vhtk-055676

Published 1 July 2025, 10:42am

Scope

Description

Leominster's most recent Christmas Lights contract has come to an end and Leominster Town Council is seeking an experienced and qualified contractor for a new town centre Christmas Lighting display contract, beginning in November 2025. The scheme of work involves design, supply, installation, maintenance, removal and storage of leased Christmas lights and decorations annually, together with annual testing of eyebolts and catenary wires during the contracted period.

The Council is looking for a display that:

- Offers maximum coverage within the identified budget of £20,000 (2025/26)
- Responds to resident preferences identified through consultation
- Is energy efficient, with minimal environmental impact
- Is compatible with the existing electrical services and power supplies

Basic Display Requirements

The display should cover the following areas of the town, as a minimum. Please note that

catenary wire is in place where the street name has a * against it:

- West Street *
- South Street
- High Street *
- Broad Street
- Drapers Lane *
- Corn Square
- Victoria Street *
- Corn Street *
- School Lane *

Lights must be set with existing automatic timers, to come on daily at 4:00pm and go off at 11pm.

Design Principles

- Previous lighting schemes have included a mix of festoon lighting, cross street motifs, and column displays.
- Design scheme must include the decorating of a 20-foot Christmas tree in Corn Square with strings of LED lights.
- Cross street decorations must utilise the existing catenary wires and column structures.
- Consideration should also be given to the locations of existing fixing points, their suitability and undertaking of strength testing certification. Existing catenary wires were last tested in 2024.
- Consultation results
 - o Residents expressed a preference for multicoloured lights, over warm white or cold white.
 - o Residents expressed a preference for a traditional design, rather than artistic modern or festive characters.

o Residents are keen to see cross-street icicles or festoon lighting, cross-street motifs (e.g. stars, snowflakes, decorated panels) and column displays included within the lighting design scheme.

Installation and Removal

- Prior to installation, the contractor must ensure that all eye bolts, catenary wires and support brackets are inspected by a suitably qualified person to confirm that they are fit for purpose. Leominster Town Council must receive a copy of any test certificates and will be responsible for payment for the replacement or repair of any eyebolts or catenary wires. Any replacement or repair work, (which must be authorised in advance in writing by the Council), shall be carried out by a qualified contractor.
- All lighting power boxes and timers shall be tested prior to the installation of lights. Leominster Town Council must receive a copy of any test certificates and will be responsible for payment for the replacement or repair of any boxes or timers. Any replacement or repair work, (which must be authorised in advance in writing by the Council), shall be carried out by a qualified contractor.
- The contractor must undertake the work in a manner that causes little disruption to traffic, both vehicular and pedestrian, as well considering environmental impact. It is anticipated that the installation and removal of lights will be undertaken during the period from the late evening to early morning. Installation must be after Remembrance Sunday.
- The contractor will be expected to apply to Herefordshire Council for any road closures that may be required to undertake the works, along with any closure management required.
- Risk and Method Statements will be required covering all elements of the works.
- Full insurance cover (including equipment, operatives and public liability) will need to be provided for installation, duration of use during the festive season, and the taking down of the lights.
- Electrical testing and certification will be required.
- The dates for the lights to be erected and removed must be agreed with Leominster Town Council on an annual basis. In 2025, the lights must be installed by 20th November 2025 and should be taken down during the first week in January.
- The contractor is not required to provide a switch on event, but is expected to attend a switch on event organised by Leominster Town Council.
- The tender response needs to include removal of lights from site, storage and testing in

readiness for the following season.

- The contractor shall at all times comply with the requirements of all relevant Health and Safety legislation and all associated Acts, Regulations and Approved Codes of Practice relating to provisions of Christmas lighting installation and display.
- Under this project, the contractor is expected to pay its workers at least the Living Wage rate.
- The Contractor will be required to provide contact details for a primary staff member who will be responsible for receiving and responding to communication or instructions from Leominster Town Council at all times during the provision of the Service. The Contractor will also provide an out of hours telephone number for contact during emergencies.
- Except as otherwise specified in the Contract, the Contractor shall provide all materials and equipment necessary for the provision of the service. The Contractor shall maintain in a safe, serviceable and clean condition all equipment used by the Contractor or its employees in the execution of the Service. The Contractor shall be responsible for the security of all materials and equipment used in connection with the provision of the Service.

Maintenance Requirements

- The lights must be maintained during the period they are on display. A scheduled inspection of the display is required to ensure that everything is functioning correctly and to attend to any minor faults. In addition, a call out response of no more than 24 hours is required for major faults including, but not limited to, complete failure of light string, Christmas tree light failure, damage caused through vandalism, storms or road traffic accidents. All other faults require a 48 hour response time. If there is a charge for call outs, this must be stated in the quotation.
- The contractor must also offer an emergency repair service in the event of an urgent health and safety issue with the Christmas lights.
- The contractor is required to give a short written statement after the completion of each annual display outlining any issues, the need for replacement lights and suggestions for improvements for the coming year.

Site Visits

A site visit is essential, for prospective contractors to familiarise themselves with the locations, requirements, and any working restrictions. Leominster Town Council's representative(s) is available to meet contractors at a mutually agreeable time by arrangement with the Town Clerk, Julie Debbage

(townclerk@leominstertowncouncil.gov.uk). Tenderers shall be deemed to have visited the site and to have satisfied themselves as to the requirements of the contract. No claims by the contractor for additional payment will be allowed on the grounds of misunderstanding or lack of knowledge of the site or of these requirements.

Tenderers are:

- expected to inspect and examine the site and its surroundings before submitting their tenders
- advised to obtain all necessary information which they feel is necessary to submit their tender.

Information supplied by the Council (whether in these documents or otherwise) is provided for general guidance in the preparation of the questionnaire and quotation. The applicant must satisfy itself as to the conditions affecting the supply and cost of labour, the availability and prices of materials and all other conditions of the locality in which the works the subject of the contract are to be carried out, insofar as the same might affect their quotation. Applicants must satisfy themselves by their own investigations with regard to the accuracy of any information provided by the Council, its officers or agents.

It will be a condition of the invitation to tender that the tenderer should not at any time prior to notification of the award of the contract disclose to or otherwise discuss with any other tenderer or any other third party its actual or intended tender price or any approximation of that price. Your indication that you wish to submit a tender will be taken as acceptance of that condition. The client offers no guarantee that the lowest or any tender will be recommended for acceptance or accepted. The client will not be responsible for any cost incurred in the preparation of any tender.

All tenderers are to complete sections 4-12 of the supplied Request for Tender form and return their submission by Monday 21st July 2025 at midnight to:
christmaslights@leominstertowncouncil.gov.uk

SUPPORTING DOCUMENTS

- Public consultation results summary (available on request)

Total value (estimated)

- £100,000 excluding VAT

- £120,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 August 2025 to 31 January 2030
- 4 years, 6 months

Main procurement category

Services

CPV classifications

- 31522000 - Christmas tree lights
- 50232110 - Commissioning of public lighting installations

Contract locations

- UKG - West Midlands (England)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

21 July 2025, 11:59pm

Submission address and any special instructions

All tenderers are to complete sections 4-12 of the supplied Request for Tender form and return their submission by Monday 21st July 2025 at midnight to:

christmaslights@leominstertowncouncil.gov.uk

Tenders may be submitted electronically

No

Award criteria

| Name | Description | Type | Weighting |
|------------------|---------------------------------------|---------|-----------|
| Service Delivery | (30% Design & 30% Project Management) | Quality | 60% |
| Experience | (30% Design & 30% Project Management) | Quality | 20% |

| Name | Description | Type | Weighting |
|-------|--|-------|-----------|
| Price | <p>The lowest price for a response which meets the pass criteria shall score 10. All other bids shall be scored on a pro rata basis in relation to the lowest price. For example - Bid 1 £100,000 scores 10, Bid 2 £120,000 differential £20,000 or 20% remove 20% from price scores 8, Bid 3 £150,000 differential £50,000 remove 50% from price scores 5, Bid 4 £175,000 differential £75,000 remove 75% from price scores 2.5. The lowest score possible is 0. All scores are then subjected to a multiplier e.g. if price has a scoring criteria of 55%, the multiplier will be 5.5.</p> | Price | 20% |

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Leominster Town Council - Christmas Lights RFT.docx](#)

Request for Tender Form - to be completed by all interested parties. Contains full brief for the works and evaluation criteria.

Contracting authority

Leominster Town Council

- Public Procurement Organisation Number: PRDB-7887-CZZG

11 Corn Square

Leominster

HR6 8YP

United Kingdom

Telephone: 01568 611734

Email: townclerk@leominstertowncouncil.gov.uk

Website: <https://www.leominstertowncouncil.gov.uk/>

Region: UKG11 - Herefordshire, County of

Organisation type: Public authority - sub-central government

