

# **Christmas Lights Display 2026 Tender**

## **Introduction**

Newport Town Council invites suitably experienced and qualified contractors to tender for a new contract commencing in time for the provision of Christmas lighting within Newport Town Centre November 2026.

Newport Town Council is committed to delivering a high-quality Christmas lighting display that supports local businesses and enhances the Town's festive atmosphere. The Council allocates an annual budget to cover the hire, installation, testing, maintenance, removal and storage of Christmas lighting and decorations. The Council's previous Christmas lighting contract has now expired.

**All the current infrastructure is fully owned by Newport Town Council.**

## **SCOPE OF WORKS**

### **DESCRIPTION OF THE SCOPE OF WORKS**

- The successful contractor will be responsible for the design, supply, installation, maintenance, removal and storage of Christmas lights and decorations for Newport town centre for the duration of the contract.
- The scope of works shall include, but not be limited to, the following:
  - Design and provision of a cohesive Christmas lighting display suitable for Newport Town Centre
  - Supply (hire/lease) of all proposed lighting and decorations, excluding Council-owned stock where applicable
  - Installation and commissioning of the display prior to the festive period
  - Annual inspection, testing and certification of all electrical components
  - Annual testing and certification of existing eyebolts, catenary wires and fixings
  - Ongoing maintenance and fault rectification during the display period
  - Safe removal of all lighting and decorations at the end of each season
  - Secure storage of leased items between seasons

### **1. Contract Duration**

The contract is for a duration of 3 years with an option to extend to 6 years if agreed by both parties.

### **2. Budget**

The indicative annual budget for the 2026/27 festive season is £30,000 – £39,000.

Tenderers should demonstrate how their proposed scheme maximises visual impact, coverage and value for money within this budget range.

### **3. Design Requirements**

The Council is seeking a display that:

- Provides maximum coverage and visual impact within the available budget
- Is appropriate for a town centre environment and enhances the overall streetscape
- Integrates, where practicable, with the Council's existing stock of lights.
- The Town Council would like a traditional design with no change in design to the lights within the boundary of St Nicholas Church

Tenderers are encouraged to submit creative proposals and outline options that could be scaled up or down to align with available funding.

### **4. Sustainability and Energy Efficiency**

Newport Town Council is committed to reducing its carbon footprint and welcomes proposals that support this objective. Tenderers should demonstrate how sustainability considerations are incorporated into their design and delivery, including:

- Use of energy-efficient lighting (e.g. LED technology)
- Minimising environmental impact throughout installation, operation and removal
- Opportunities for improved sustainability over the life of the contract

### **5. Electrical Compatibility and Safety**

All proposed lighting must:

- Be fully compatible with existing electrical services and power supplies within the town centre
- Comply with all relevant legislation, standards and industry best practice
- Include appropriate certification and documentation for electrical safety and structural integrity

## **DISPLAY AND DESIGN REQUIREMENTS**

### **1. Minimum Display Coverage**

As a minimum, the Christmas lighting display must cover the following town centre streets and spaces.

- High Street
- Upper Bar
- Stafford Street
- Lower Bar
- St Marys Street

Tenderers should design a cohesive scheme that maximises coverage and visual impact within these areas using existing infrastructure wherever possible.

## **2. Location-Specific Display Guidance**

The following guidance identifies existing infrastructure and preferred display options. Alternative or enhanced proposals are welcomed, provided they remain compatible with existing fixings and budget.

\*Catenary wire is in place

### **High Street\***

- Existing catenary wires to support up to 24 cross-street light strings
- Existing bauble festoons attached to approved buildings (permissions in place)
- Capability to suspend additional decorative features from strings
- Cross-street festoon to Baddeley Court

### **Stafford Street\***

- Existing catenary wires to support up to three strings of lights
- Capability to suspend additional decorative features from string
- Existing bauble festoons attached to approved buildings (permissions in place)

### **St Mary's Street\***

- Existing catenary wires to support up to four strings of lights
- Capability to suspend additional decorative features from strings
- Existing bauble festoons attached to approved buildings (permissions in place)

### **Lower Bar\***

- Existing catenary wires to support up to two strings of lights
- Structures available for up to five column displays
- Existing bauble festoons attached to approved buildings (permissions in place)

### **Upper Bar\***

- Existing catenary wires suitable for cross-street lighting
- Capability to suspend additional decorative features from strings
- Existing bauble festoons attached to approved buildings (permissions in place)

### **Town Square**

- Existing catenary wires to support up to two strings of lights
- Festoon lighting on the Market Building
- Opportunity for a feature lighting installation

### **Wellington Road Corner**

- Location of the town centre Christmas tree
- No catenary or column structures available
- Projection lighting may be considered

### **Wellington Road**

- Existing cross-street festoon

### St Nicholas Churchyard

- Location of the town centre Christmas tree
- Council-owned festoons to remain in contract
  - 6 × tree cages
  - 4 × tower festoons
  - Roof-mounted icicle lights
  - Tree lighting at the St Mary's Street end

### 3. Operating Times

All lighting must be controlled by existing automatic timers and operate daily as follows:

- **On:** 6:30am – **Off:** 9:00am
- **On:** 3:00pm – **Off:** 11:00pm

The contractor will be responsible for ensuring settings are correctly configured and maintained.

### 4. Design Principles

Tenderers must adhere to the following principles:

- Provide a coherent and visually consistent town centre lighting scheme
- Utilise existing catenary wires, column structures and fixing points wherever possible
- Include the decoration of **two (2) x 23-foot Christmas trees** at:
  - St Nicholas Churchyard
  - Wellington Road Corner
- All tree decorations to consist of LED string lighting
- All cross-street decorations must use existing approved structures

### MANDATORY CONTRACTOR REQUIREMENTS

The contractor will provide a **fully managed service**, including installation, maintenance, removal and storage of all lighting and associated infrastructure.

#### 1. Installation, Testing & Operation

The contractor shall:

- Install lighting across the High Street, Stafford Street (part), Lower Bar (part), St Mary's Street (part) and Upper Bar (part).
- Install, test and commission all lighting at least **one week prior** to the switch-on date and confirm in writing that the system is fully operational.
- Carry out safety testing of all anchor points, fixings and catenary wires throughout the contract period in accordance with **ISO standards and BS 8539**.
- Test and certify all electrical components in accordance with **BS 7671 and BS 7909**.

- Ensure all lighting operates automatically at the agreed on/off times.

## **2. Maintenance & Fault Response**

The contractor shall:

- Maintain all installations in a safe and operational condition
- Respond to all reported faults within **24 hours including weekends**. Faults may include and are not limited to; complete failure of light strings, Christmas tree light failure, damage through vandalism, adverse weather conditions or road traffic accidents.
- Provide emergency out-of-hours response within 2 hours of reporting where adverse weather presents a safety risk or in the event of an urgent health & safety risk.

## **3. Health, Safety & Compliance**

The contractor shall:

- Securely install and anchor all equipment in compliance with health and safety legislation
- Maintain safe working practices at all times and protect the public and workforce
- Provide all necessary access equipment, vehicles and lifting equipment
- Ensure all operators are suitably trained and certified, including:
  - IPAF
  - Working at Height
  - Electrical installation qualifications (including HERS certification)
- Provide Risk assessments and method statements (RAMS) for all operations and functions associated with the contract

## **4. Insurance & Administration**

The contractor shall:

- Hold and supply Public and Employers liability insurance to a minimum value of **£10 million**
- Insure all equipment while in storage
- Provide sufficient notice of installation and removal dates to enable licensing by Telford & Wrekin Borough Council
- Attend the official switch-on event at the agreed time
- Ensure all fees include installation, removal, maintenance and call-outs during the display period

- Undertake all due diligence prior to tender submission; additional costs will not be accepted post-award
- Following each annual display the contractor will issue a written statement including the call out summary, required replacement light and improvement suggestions.

## **INSTRUCTIONS FOR TENDERING**

### **Tender Submission**

Tenders must include all of the following information. Submissions that do not meet these requirements may be excluded from evaluation.

#### **1. Lighting Design Proposal**

- A clear proposal outlining the Christmas lighting design for Newport Town Centre
- Confirmation of lighting provision at each specified location
- Supporting drawings, visuals or mock-ups submitted as a separate accompanying document

#### **2. Contractor Competence**

- A completed Contractor's Competence Questionnaire
- Details of **three (3)** references relevant to this particular activity, which is still running or has been completed within the last three years.
- Legal Compliance section

#### **3. Insurance**

Enclose the evidence of current:

- Public Liability Insurance or the intention of obtaining one. (Proof will be required before contract signing.)
- HERS certificate

#### **4. Pricing**

- Pricing confirming the annual contract price, with the total price for the three-year contract period calculated as three times the annual value.
- A detailed cost breakdown is to be provided for each element of work. Quotations should be broken down into individual locations with prices being specified against each line.

## SUPPORTING INFORMATION

### Site Visits

A site visit is **essential** and is required to enable tenderers to familiarise themselves with the locations, working conditions and contract requirements.

Site visits must be arranged in advance by contacting the Town Council, at [enquiries@newportshropshire-tc.gov.uk](mailto:enquiries@newportshropshire-tc.gov.uk) or call 01952 814338 between 10 and 3pm.

By submitting a tender, tenderers will be deemed to have:

- Inspected the site and its surroundings
- Satisfied themselves as to the nature, scope and constraints of the works

No claims for additional payment will be accepted on the basis of lack of site knowledge, misunderstanding of the requirements, or reliance on information provided by the Council.

Information supplied by the Council is provided for guidance only. Tenderers are responsible for undertaking their own due diligence regarding site conditions, access, labour, materials and any other factors that may affect the delivery or cost of the contract.

Any questions regarding the tender should be raised with Newport Town Council via the email [enquiries@newportshropshire-tc.gov.uk](mailto:enquiries@newportshropshire-tc.gov.uk) as soon as possible and in any case not later than 2 working days before the closing date of the tender.

Newport Town Council shall not be obligated to accept the lowest or any tender, quote or estimate and reserves the right to accept or reject a tender either in whole or in part or to annul the tender and not award the contract.

Newport Town Council shall not be obligated to cover any costs associated with any tender, quote, or estimate.

Tenders must be received via email to **tenders@newportshropshire-tc.gov.uk** by 12noon on Friday 1<sup>st</sup> of May 2026 with **Christmas Lights Display 2026 Tender** in the subject line.

### TENDER TIMELINE

1. Tender opening	09.02.2026
2. Tender closing	<b>01.05.2026 12noon</b>
3. Tender approved	13.05.2026
4. Tender awarded	14.05.2026
5. Standstill period	15.05.2026 – 26.05.2026
6. Contract signed from	27.05.2026

## EVALUATION MODEL

### Scoring Criteria

- 1) Lighting Design Proposal – 40%
- 2) Price – 20%
- 3) Competence Questionnaire/Experience – 20%
- 4) Quality of Tender Submission – 20%

### Pass/Fail Criteria

Failure of any one of the pass/fail questions listed below will mean automatic disqualification from this quotation process.

Tender received on time:	Pass / fail
Tender received in the correct format:	Pass / fail
Adherence to all areas in 'Legal Compliance' section	Pass / fail
Insurance levels acceptable	Pass / fail
Adherence to all areas in 'Financial Information' section	Pass / fail

### Evaluation Criteria

Non-price elements will be scored on a scale of 0 to 10. Each score will then be multiplied by the weighting assigned to that criterion (for example, a criterion weighted at 20% will use a multiplier of 2).

#### Scoring Guide (0–10)

Score	Description
0 – 1	No response, or response is unacceptable and fails to meet the requirement.
2 – 3	Very poor response. Does not meet minimum requirements and contains major weaknesses.
4 – 5	Poor response. Partially meets requirements but with clear deficiencies.
6 – 7	Acceptable response. Meets minimum requirements but lacks detail or added value.
8 – 9	Good response. Meets and exceeds minimum requirements with clear detail and added value.
10	Excellent response. Fully meets and significantly exceeds requirements, demonstrating innovation, quality and clear methodology.

The price element of the tender will be evaluated using a proportional scoring method.

The tenderer submitting the lowest compliant bid will receive the maximum score available for the price criterion.

All other compliant bids will be scored using the following formula:

Price Score = (Lowest Compliant Bid ÷ Tender Price Being Evaluated) × Price Weighting