**REQUEST FOR TENDER (RFT)**

**BIDDERS MUST COMPLETE ALL THE AREAS SHADED IN YELLOW TO ENSURE THEIR BID IS PRESENTED IN A COMPLIANT FORMAT**

#### SECTION ONE – LEOMINSTER TOWN COUNCIL’S CONTACT DETAILS

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| RFT Title | Leominster Christmas Lights |
| Originator telephone number | 01568 611734 |
| RFT clarifications email address | townclerk@leominstertowncouncil.gov.uk  |
| RFT response address | christmaslights@leominstertowncouncil.gov.uk  |
| Leominster Town Council’s originator of RFT | Julie Debbage/Liz Womack |

**SECTION TWO – TIMESCALES**

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| Date RFT Developed | 26th June 2025 |
| Date/time RFT response to be received by email to the Leominster Town Council originator as identified in Section One | Monday 21st July 2025 at midnight.  |
| RFT Validity Period (calendar days) | 90 days |
| Planned notification of the result to bidders | Thursday 31st July 2025 |
| Estimated Contract Award Date | Thursday 31st July 2025 |
| Contract Duration | 3 year or 5 year contract |
| Payment Terms | Payment schedule will be agreed at a scoping meeting following the award of the contract.Payment will be no longer than 30 days from receipt of invoice.  |

**SECTION THREE – SCOPE OF WORKS**

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| Description of the Scope of Works |
| **Specification for Christmas Lights in Leominster Town Centre** Leominster Town Council is committed to providing Christmas lights in Leominster town centre, to support local businesses and bring festive cheer to our streets. Leominster Town Council has an annual festive lights budget, which pays for hiring, installation and safety checks for Christmas lights in the town centre. The Town Council also owns a small stock of lights, which are put up each year.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 \*

The basic display options are outlined below: * West Street – existing catenary wire can be used to provide up to three strings of lights across this street. Additional decorations or features could be hung from the strings.
* Iron Cross – a lighting feature could be installed here.
* South Street – existing catenary wire can be used to provide up to two strings of lights along this street. Additional decorations or features could be hung from the strings.
* High Street – existing catenary wire can be used to provide strings of lights across this street. Additional decorations or features could be hung from the strings.
* Broad Street – structures to support 4 x column displays.
* Drapers Lane – existing catenary wire can be used to provide strings of lights across this street. Additional decorations or features could be hung from the strings.
* Corn Square – location for town centre Christmas Tree. Option for projections to be used, as no catenary wires or column display structures available.
* Victoria Street – existing catenary wire can be used to provide strings of lights across this street. Additional decorations or features could be hung from the strings.
* Corn Street – existing catenary wire can be used to provide strings of lights across this street. Additional decorations or features could be hung from the strings.
* School Lane – existing catenary wire can be used to provide strings of lights across this street. Additional decorations or features could be hung from the strings.

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
	+ Residents expressed a preference for multicoloured lights, over warm white or cold white.
	+ Residents expressed a preference for a traditional design, rather than artistic modern or festive characters.
	+ 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 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)
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**SECTION FOUR – QUESTIONNAIRE**

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| Q1 | Service DeliveryPlease describe how you will deliver the works outlined within the specification in Section 3. Your answer should:* Outline your proposed design for Leominster’s Christmas Lights, clearly indicating the provision at each of the key locations outlined above. The tender should include a set of drawings/mock ups of the proposed lighting designs as an accompanying document.
* Include details of the energy usage of the proposed lighting designs.
* Set out how you would carry out the work, including lead in

times, overall project timelines with a breakdown of key milestones, and an indicative programme of works, including the resources you will employ and the use of any sub-contractors.* Address how you will meet any specific requirements set out in the specification.
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| Bidder response |
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| Q2 | ExperiencePlease demonstrate your experience, knowledge and skills relevant to delivering the works outlined within the specification in Section 3. Your answer should:* Address the company and individual team members’ experience and qualifications.
* Outline any experience in delivering similar works, reflecting the type, nature and scale of the service provision.
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| Bidder response |
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**SECTION FIVE – PRICE**

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| The Bidder shall confirm the price (exclusive of VAT) to complete the works outlined in Section 3, with options for a 3-year and 5-year contract. A detailed cost breakdown is to be provided for each element of the work. Quotations should be broken down into individual locations as listed above, with prices being specified against each line.  |

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| Bidder response |
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**SECTION SIX – REFERENCES**

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| The Bidder shall include reference details of one contract relevant to this particular activity, which is still running or has been completed within the last three years.The bidder shall support the reference with the following information:* Reference Company Name
* Description of the work carried out
* Approximate annual contract value (£)
* Contract start and end date
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| Bidder response | Reference |
| Company Name |  |
| Address |  |
| Contact Name |  |
| Telephone No. |  |
| Email |  |
| Description of the work carried out *(word count 200 words)* |  |
| Approximate annual contract value (£) |  |
| Contract start and end date |  |

**SECTION SEVEN – EVALUATION MODEL**

The evaluation model below shall be used for this RFT, which will be determined to two decimal places.

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| **Pass/Fail Criteria**Failure of any one of the pass/fail questions listed below will mean automatic disqualification from this quotation process. |
| RFT response received on time:RFT response in the correct format: | Pass / failPass / fail |
| Adherence to all areas in Section Eight ‘Legal Compliance’ | Pass / fail |
| Insurance levels acceptable | Pass / fail |
| Adherence to all areas in Section Nine ‘Financial Information’ | Pass / fail |

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| **Scoring Criteria (out of 100% rounded to two decimal places)** |
| S4: Q1 Service Delivery  | 60% (30% Design & 30% Project Management) |
| S4: Q2 Experience | 20% |
| S5: Price | 20% |
| Total  | 100% |

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| **Evaluation Criteria** |
| **Non-Price elements** will be judged on a score from 0 to 10, which shall be subjected to a multiplier – so criteria worth 20% will have a 0-10 score and a multiplier of 2. The 0-10 score shall be based on: |
| 0-1 The Question is not answered or the response is completely unacceptable. It does not meet the minimum requirement or fails to address the point of the question2-3 Very poor response and not acceptable – fails to meet the minimum requirement/standard. Requires major revision to the proposal to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.4-5 Poor response only partially satisfying requirement/standard with deficiencies apparent. Some useful evidence provided but response falls well short of minimum requirements. 6-7 Response is acceptable and meets minimum requirement but remains basic and could have been expanded upon. 8-9 Response meets our expected requirement/standard and exceeds minimum expectations, including a level of detail that adds value to the bid. 10 – Excellent response – comprehensive and useful, which exceeds the specified performance or capability in a beneficial way. The response is innovative and includes a full description of techniques and measurements to be employed. |
| **Price elements** will be judged on the following criteria.  |
| 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. |

**SECTION EIGHT – LEGAL COMPLIANCE**

All Bidders must provide an acceptable response to the questions detailed below.

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| **1.** Please mark ‘X’ in the relevant box to indicate whether you are: |  | A) Bidding as a Prime Contractor and delivering 100% of the key contract deliverables yourself. |
|  | B) Bidding as a Prime Contractor and will use third parties to deliver some of the contract deliverables. |
|  | C) Bidding as a Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the contract deliverables. |
|  | D) Bidding as a consortium |
| If you have selected B), C) or D) above, please provide further details here: |  |
| **2. Grounds for Mandatory Exclusion** **i)** Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors, partners or any other person who has powers of representation, decision or control, been prosecuted under UK or EU law or convicted of any criminal offences; including bribery, corruption, conspiracy, terrorism, fraud and money laundering, theft, and tax evasion?  | Yes/No |
| If you have answered ‘Yes’ to question 2. i), please provide further details here: |  |
| **3. Grounds for Discretionary Exclusion****i)** Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors, partners or any other person who has powers of representation, decision or control, been accused of misconduct, distortion of competition, or breaches of environmental, employment, equity legislation or health and safety law? | Yes/No |
| If you have answered ‘Yes’ to question 3. i), please provide further details here: |  |
| **ii)** Within the past five years, has your organisation shown significant or persistent deficiencies in performance of a prior contract that have led to early termination of that contract, damages or other sanctions?  | Yes/No |
| If you have answered ‘Yes’ to question 3. ii), please provide further details here: |  |
| **iii)** Are you aware of any legal or financial proceedings currently in progress that might affect the performance of contract obligations? |  |
| If you have answered ‘Yes’ to question 3. iii), please provide further details here: |  |
| **4. Conflicts of Interest**Leominster Town Council may exclude a supplier if there is a conflict of interest that cannot be effectively remedied. A conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might compromise their impartiality or independence in the context of the procurement procedure.  | *Please declare any potential conflicts of interest here.* |
| **5. Health and Safety****i)** Does your organisation have a Health and Safety Policy that complies with current legislative requirements? | Yes/No |
| **ii)** If you use sub-contractors, do you have processes in place to check whether they have a Health and Safety Policy that complies with current legislative requirements? | Yes/No |
| **6. Employment and Recruitment****i)** Does your organisation have policies in place to ensure fair recruitment and adherence to employment law, including right to work obligations? | Yes/No |
| **ii)** If you use sub-contractors, do you have processes to check whether they have policies in place to ensure fair recruitment and adherence to employment law, including right to work obligations? | Yes/No |

**SECTION NINE – INSURANCE**

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| **Please confirm that you shall have the following insurance cover:** |  |
| Public liability (a minimum of) £10,000,000 | Yes/No |
| Employers liability (a minimum of) £5,000,000 | Yes/No |
| Professional indemnity (a minimum of) £2,000,000 | Yes/No |

**SECTION TEN – FINANCIAL INFORMATION**

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| **Please provide one of the following to demonstrate your economic/financial standing:** | Please indicate with an ‘X’ which document you have provided as an accompanying document (or indicated where records can be accessed online). |
| A) A copy of audited accounts for the most recent two years. |  |
| B) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for your organisation. |  |
| C) A statement of your organisation’s cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |
| D) Alternative means of demonstrating financial status, if any of the above are not available. |  |

### SECTION ELEVEN - BIDDER DETAILS

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| Bidder name and registered address |  |
| Email address |  |
| Phone number |  |
| RFT completed by |  |

### SECTION TWELVE - DECLARATION

I declare that to the best of my knowledge the answers submitted within sections 4-10 are correct. I understand that the information provided will be used in the selection process to assess my organisation’s suitability to provide services outlined in section 3.

I declare that I have permission to complete and submit answers within sections 4-10 on behalf of the organisation listed in section 11. I understand that Leominster Town Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

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| Declaration made by:(please print name) |  |
| Signature: |  |
| Date: |  |