



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

RAUNDS TOWN COUNCIL CHRISTMAS LIGHTS DISPLAY

Invitation to Tender

BACKGROUND

Raunds Town Council (the Council) is an elected body in the first tier of local government. The Town Council represents the community's interests and provides a range of local services, facilities and community events.

The Council holds an annual Christmas Market and Light Switch On event that takes place on the last Sunday of November. During this event, the Town's Christmas Trees and other Town Centre lights are officially switched on.

TENDER BACKGROUND

The Council is seeking quotations from competent and experienced providers for the delivery of festive lighting services. This includes the supply, installation, maintenance, removal, and storage of Christmas lighting displays, as detailed at Appendix 1. Interested suppliers are invited to submit proposals covering both a three-year term (2026-2028) and a five-year term (2026-2030). Quotes must be submitted for both terms so that the Council may assess value for money over each duration.

The contractor is expected to work in close collaboration with Council representatives, bringing forward suggestions for enhancement, energy efficiency, and overall effectiveness of the town's festive presentation.

PROCUREMENT PROCESS

The Council is advertising this tender opportunity on the Contracts Finder and Find a Tender platforms and is committed to a fair, open, and transparent procurement process. Bids are invited from qualified contractors with proven experience in delivering similar projects, ideally within a similar setting.

SCOPE AND REQUIREMENTS

Overview

The Council requires a contractor to undertake the annual planning, installation, in-season maintenance, removal, and storage of its Christmas lighting displays. The contractor is expected to work in close collaboration with Council representatives, bringing forward suggestions for enhancement, energy efficiency, and overall effectiveness of the town's festive presentation.

Contractor Responsibilities

Before installation begins, the contractor will attend any planning meetings required with Council officers to agree on the scheme requirements for the year. The contractor will conduct thorough PAT testing and safety inspections of all Council-owned lighting assets, including those listed in the Inventory at Appendix 1. This will also include annual testing of four anchor bolts used in cross-street or catenary-mounted displays. Any necessary repairs or replacements must be reported promptly to

enable sufficient lead time for procurement.

As part of the contract, the Council is seeking the provision of rented lighting displays for 16 lamp columns. This includes 12 single displays, 2 double displays, and one additional feature above a bus shelter opposite the Town Square. Tenderers must submit their proposed display designs for these locations as part of their submission. Each year, the Council's Events Committee will review the rented display scheme and decide whether to retain the same displays or request alternative designs for the following season. The selected contractor must be prepared to offer a range of suitable alternatives annually, subject to approval.

The installation phase includes the physical set-up, electrical testing, and switch-on of lighting displays at designated locations throughout Raunds. Installations must comply with BS 7671 wiring regulations and all relevant HSE guidance. The full installation must be completed at least fourteen days before the Council's annual Switch-On Event, which takes place on the last Sunday in November. The lights should also be re-tested on the morning of the Switch-On Event to ensure they continue to function properly.

During the operation period, any faults or outages must be rectified swiftly, with emergency repairs conducted within 24 hours and standard maintenance issues addressed within 36 hours. All calls and actions taken must be logged and reported to the Council.

Following the festive period, all displays must be safely switched off, dismantled, and either returned to Council storage or held in the contractor's storage facility. This should occur as soon as possible after Twelfth Night (6 January). The contractor will also assist the Council with estimating electricity consumption, particularly for unmetered supply points.

Locations

The areas for festive lighting installation include the Town Hall and Saxon Hall grounds, Brook Street, High Street, and the Town Square.

Equipment

The displays will involve both Council-owned and contractor-supplied lighting equipment. A full inventory is provided in Appendix 1. All displays must be stored securely in a dry area and fully insured for their replacement value.

Payment

The Council will pay two thirds of the agreed fee upon satisfactory installation of the display and the remaining one third upon removal and return of all the equipment to storage.

Indemnity

The service provider will indemnify the Council against any and all claims associated with the installation, operational or removal of the display. The service provider shall hold adequate employee and public liability insurance providing cover of a minimum of £10m per claim and annually evidence this to the Council by providing a copy of the insurance certificate and policy documents.

HOW TO SUBMIT A BID

Submission Requirements

Interested providers must complete and submit all parts of the Application Form.

Bribery

To prevent bribery offences in this tender process, in line with The Bribery Act 2010, offering, promising, or giving a bribe to any Council employee or Councillor will result in automatic disqualification of the tender and being reported to the appropriate authorities.

Correspondence

All correspondence related to the procurement process must be sent via email to clerk@raunds-tc.gov.uk

Submission Format

All bidders are required to submit a completed application form by email to clerk@raunds-tc.gov.uk

The email should contain the subject line "Christmas Lights Tender". Bidders must submit their tender before the submission deadline.

Process for Tender Queries

Any questions or clarification requests regarding the tender must be emailed to clerk@raunds-tc.gov.uk in advance of the deadline set out in the tender timetable.

Requests submitted after the deadline will not be considered. The Council will aim to respond to all queries within 3 working days, where possible. Bidders should be aware that, where appropriate, queries and responses may be shared anonymously with all bidders to ensure a fair and transparent process. Bidders must specify if they believe a query to be commercially sensitive or if disclosing it and its response could harm their commercial interests.

No Alterations

Once the tender has been submitted, no changes to the text or pricing will be allowed.

Ambiguity, Error or Omission

Bidders are encouraged to promptly notify the Council if they identify any ambiguity, inconsistency, error, or omission in this tender or any related documentation, including any supplementary materials issued during the procurement process.

Post-Tender Clarification

The Council may request clarifications from bidders following the submission deadline. These clarifications are intended to finalise the evaluation of tenders and do not provide an opportunity for bidders to alter or enhance their submissions.

Errors and Discrepancies

Where the tender reveals errors or discrepancies which would affect the tender figure in an otherwise successful tender, the tenderer shall be informed of the errors and discrepancies and given an opportunity to confirm, correct or withdraw the offer.

TENDER TIMESCALES

Submission Deadline

The deadline for submission is **12:00 PM (noon) on Friday 12 September 2025**.

Tender Timetable

The following timetable outlines the approximate schedule for the tender process, but it is subject to change:

Activity	Date/Time
Issue of Tender Bid Notice	1 st August 2025
Site Visits	4 th August - 5 th September 2025
Deadline for submission of Tender Bids	12noon on 12 th September 2025
Evaluation Period	7 th October – 14 th October 2025
Notify Successful Bidder	15 th October 2025
Contract Commencement	January 2026

TENDER EVALUATION

Any bids which are not compliant or are not fully completed will be discarded.

Compliant submissions will be assessed based on a combination of cost and quality, with the following weightings:

Description	Weighting
Cost (including value for money)	50%
Quality of methodology and project delivery	30%
Relevant experience and references	20%

Confidentiality

The Council guarantees confidentiality for all respondents to this Tender Bid.

Cost Clarity

Tenderers should clearly specify what is included within each cost area. The Council will not be obliged to make payments for costs that are not listed or for services that are ancillary to the main service provision.

Pricing

Any cost increases during the contract period that are not included in the formal tender will not be the Council's responsibility. Tenderers should account for any potential inflation when quoting.

Right to Reject

The Council is not obligated to accept the lowest bid or any tender. It reserves the right to withdraw any portion of the tender document before awarding the contract and to discontinue the tender process at any point. There is no guarantee that a contract will be awarded.

The Council will not be responsible for any costs incurred in preparing your proposal or any other costs related to participating in this procurement process.

Notification of Decision

The Council's decision is final. Unsuccessful bidders may request an assessment summary detailing how their tender was evaluated against each assessment criterion, including the scores awarded, relative importance of each criterion, and the reasons why they were not selected.

Insurance Requirements:

Employer's Liability Insurance

The Council's minimum requirement for Employer's Liability Insurance is £10 million.

Professional Indemnity Insurance

The Council's minimum requirement for Professional Indemnity Insurance is £2 million.

Public Liability Insurance

The Council's minimum requirement for Public Liability Insurance is £10 million.

Site Access

Potential Contractors are required to attend a mandatory site visit to assess the locations of existing fixtures, anchor points, power sources, road traffic conditions, pedestrian pathways, trees, and potential display locations that may require permissions and satisfy themselves that the requirements of the Council, as detailed at Appendix 1, can be met.

Display

The lights must only go up after Armistice Day, so from 12th November onwards. The lights must be installed and tested at least one week before the Christmas Light Switch On, which occurs on the last Sunday in November. The lights should also be tested on the morning of the Switch On Event to ensure they function properly. The lights must be turned off on 6th January in their entirety and then taken down by 18th January in their entirety.

Failure to meet the obligation to achieve "Installation/Test Deadline" date carries a penalty clause of £750 plus £500 for each subsequent 24-hour period this obligation is not fulfilled.

Failure to meet the obligation to achieve "Switch On" date carries a penalty clause of £750 plus £500 for each subsequent 24-hour period this obligation is not fulfilled.

Failure to meet the obligation to achieve "Switch-off" carries a penalty clause off £250 plus £125 for each subsequent 24 hours this obligation is not fulfilled.

Failure to meet the obligation to achieve "Removal Date Deadline" carries a penalty clause off £250 plus £125 for each subsequent 24 hours this obligation is not fulfilled.

The Council reserves the right to terminate any contract with a successful tenderer if they fail to deliver upon the commitments outlined in their tender submission.

APPLICATION FORM

Contact Details

Name of Company	
Country of registration & registration number	
VAT Number	
Contact person	
Registered company address	
Phone number	
Email address	
Website URL	
Ownership/shareholders	
Subsidiaries	
Length of time company trading	

Subcontracting

Does your company intend to involve other companies and subcontractors in the performance of the contract? If yes, please list all subcontractors and their responsibilities.

Name of Subcontractor	Responsibility

HEALTH & SAFETY

Please provide a statement detailing proposals to deliver this contract in a controlled manner demonstrating how all aspects of health and safety will be managed and maintained for the duration of the contract. This should include the regulatory standards that you and your displays will abide by (e.g. IPAS IMAS G39).

Minimum requirements:

The Council is looking for evidence that the applicant can manage a safe site and working environment from planning stage through to completion. Please provide details of how health and safety is managed within your company and would be specifically managed for this contract.

Please enclose a copy of your Health and Safety Policy, risk assessments and method statements and other declarations or information/instructions issued by your organisation. All appendices should be clearly referenced.

Please attach the following insurance documents:

- Employer's Liability Insurance - Minimum requirement £10 million.
- Professional Indemnity Insurance - Minimum requirement £2 million.
- Public Liability Insurance - Minimum requirement £10 million.

PREVIOUS PROJECT EXPERIENCE

Please provide a brief description of previous contracts you have delivered which are relevant to this project, including evidence as to your technical capability, and if relevant, working with Local Councils and/or public sector organisations.

Minimum requirements:

The Council is looking for relevant project examples which demonstrate a track record of successful project delivery. This will include previous experience in relation to managing and delivering contracts of a similar nature, as well as details of how that experience will be used during the delivery of this contract. The Council is also looking for evidence of previous experience of working collaboratively with key stakeholders.

PROJECT MANAGEMENT & COMMUNICATION

Please provide a detailed summary of your project management methodology and how you manage client expectations throughout the project lifecycle. This should include a description of the project documents you provide and how you plan to maintain a high standard of communication.

Council's minimum requirements:

The Council seeks a clear and comprehensive explanation of how you intend to manage the project, including planning of key milestones, delivery timelines, stakeholder engagement, risk and issue management, cost control, and quality assurance. We expect bidders to identify the personnel responsible for each task and milestone, supported by a detailed project plan and an organisational chart that outlines the internal structure of your organisation. In addition, your submission should include a communication plan demonstrating how you will maintain regular and effective liaison with the Council and other key stakeholders throughout the duration of the contract.

MAINTENANCE

Please provide a detailed overview of the maintenance approach for the duration of the contract. This should include a comprehensive maintenance plan outlining all routine and preventative tasks necessary to ensure the continued safety and functionality of the displays. Bidders must clearly describe the procedures for testing and inspecting all equipment prior to installation, the process for safe and compliant installation, and the protocols for identifying and resolving any faults or issues. The plan should also address contingencies for unplanned events, including adverse weather conditions and power outages, and set out the response measures and timescales for restoring full functionality.

PRICE

Please provide a detailed cost breakdown aligned with the proposed project plan and key milestones for each year of both the **three-year** and **five-year** contract options. A comprehensive cost matrix should be included, clearly itemising the cost for each display and associated equipment for each year of the respective term. All figures must be presented exclusive of VAT.

All pricing is to remain fixed, and the successful contractor will not exceed the rates quoted in their submission at any point during the life of the contract.

In addition, applicants are required to outline the financial standing of their organisation, demonstrating sufficient stability and capacity to deliver the full scope of the contract over either proposed duration.

Description of Display/Service	Quantity	Cost (3-Year Option)	Cost (5-Year Option)	Notes
Installation and take-down of rented display items				
Installation and take-down of client owned display items				
Attendance of two-person crew at Switch-On event (last Sunday in November)				
Annual PAT testing of client owned display items				
Annual inspection and load testing of anchor bolts				

Annual storage of client owned display items				
TOTAL				

REFERENCES

Reference 1

Name	
Company	
Position	
Address	
Email address	
Telephone number	

Reference 2

Name	
Company	
Position	
Address	
Email address	
Telephone number	

DECLARATION

- I/we submit myself/ourselves to the terms and conditions of the tender procedure, as defined in this Invitation to Tender document.
- The information provided in this Invitation to Tender document, including any attachments, is complete and accurate to the best of my/our knowledge, and I/we have not modified the form except by filling in the requested information.
- I/we will inform Raunds Town Council without undue delay if circumstances arise in the course of the tender procedure that affect the information provided in this tender application form.
- I/we understand that false information could result in exclusion from consideration for future contracts.

Signature:	
Name:	
Position:	
Date:	