**TENDER SPECIFICATION FOR CHRISTMAS LIGHTS**

**1. INTRODUCTION**

**1.1 Project Overview:**  
The purpose of this tender is to procure, install, maintain, and remove Christmas lighting displays in various locations in Ferndown for the festive seasons 2025-2027, with the option to extend by one or two years.

**1.2 Client Information:**  
Ferndown Town Council (the council)  
The Barrington Centre  
Penny’s Walk  
FERNDOWN  
Dorset BH22 9TH

**1.3 Tender Submission Details:**

* Tuesday 27 May 2025
* Submission Method: Tenders must be submitted by post, in a non-marked sealed envelope marked “TENDER ENCLOSED”
* Contact for Queries: Maria Follan, Administration Manager – [manager@ferndown.gov.uk](mailto:manager@ferndown.gov.uk). 01202 892249.

**1.4 Budget (if applicable):**  
Ferndown Town Council has set an annual maximum budget of £25,000, excluding VAT, per annum for this tender specification. The price to be included in the tender form is to be the full inclusive value of the work described, including all profits, costs and expenses, inflation and all general risks, liabilities and obligations, but excluding VAT (if applicable). No application from the contractor to adjust the contract price during the contract period for the works priced as part of this document will be considered

**2. SCOPE OF WORK**

**2.1 Installation & Removal**

* Installation start date: To be confirmed, but to be fully installed prior to the lighting switch-on event (see below).
* Lighting switch-on event (if applicable): Usually the third week in November.
* Removal deadline: As close to 6 January annually, and no later than 12 January annually.

**2.2 Lighting Requirements**

* Ferndown Town Council welcomes presentation of a variety of options for the areas cited below, within the available budget. The council would also be interested in being presented with options for less than the stated available budget.
* The council will place a higher weighting on compliance and safety when considering tenders. As such please provide copies of, for example, your health and safety policy, working at height risk assessments.
* Locations: Penny’s Walk, Victoria Road, Ringwood Road and potentially Wimborne Road East. NOTE: The council purchases three real Christmas trees of approximately 25-30’ in height that are erected in Victoria Road, KGV Millennium Park and outside the council offices respectively. Lighting for these three trees should be included in the contractor’s proposal.
* Design specifications: The contractor should propose suitable design specifications, supported with visual representations. The council is not prescriptive in its design requirements, but requests consideration of the following:
  + Penny’s Walk
    - Curtain of light through the Penny’s Walk precinct;
    - Barrington Centre to be colourful with lights and possibly baubles;
    - A centre-piece in Penny’s Walk – subject to installation constraints regarding use of vehicles (see below). Possibly an angel, ‘twirly’ tree or nativity scene;
    - Clock Tower: Slightly different lighting solution each year to keep the display fresh. A ‘ceiling of light’ is the vision. NOTE: subject to installation constraints regarding use of vehicles (see below).
  + Ringwood Road
    - Merry Christmas sign and bright and twinkling lights at the Fire Station;
    - Wreath at the top of lampposts with twinkling lights (subject to approval from Dorset Council’s Highways team re the use of lamp-posts);
  + King George’s V Charity (Peter Grant Way)
    - Lights for a 25’ Christmas tree situated at the Millennium Park
  + Victoria Road:
    - Wreath (or similar) at the top of lampposts with twinkling lights (subject to approval from Dorset Council’s Highways team re the use of lampposts);
    - Consideration of a cone like Christmas tree
* Control system: As a minimum, the lights should be on a timer system to switch on at 08:30 and switch off at 24:00. The council would welcome any technological improvements to this minimum specification (for example, dimmers, remote controls, smart lighting) if available within the budget constraints.

**2.3 Power Supply & Safety**

* Power source: power for authorised electrical attachments is supplied via a single-phase double pole isolator and 6A fuse, via a 16A three pin socket mounted at >5m. The column can only be accessed, but not modified in any way, by competence persons with a G39 authorisation.
* Energy efficiency: The council wishes to be presented with an energy efficient solution. Contractors should note the preference for LED lighting and provide information on maximum power consumption limits
* IP rating: Preferably IP65 for outdoor use
* NOTE: The leaseholders of Penny’s Walk may not agree to the use of MEWP to install the lights. Therefore, the contractor is requested to suggest two designs for this area: one which can be installed using a cherry picker (if a licence can be agreed with the leaseholder) with a maximum weight of 2540kg, and using vans with a maximum weight of 3.5 tons); and one design which can be installed using ladders only.
* The contractor is required to ensure that there is a suitably first aid qualified employee from the contractor on site during installation, maintenance and removal of the displays.
* An annual test on the lighting is required and must be documented. Such documentation to be provided to the council annually.

**3. TECHNICAL REQUIREMENTS**

**3.1 Compliance & Standards**

* UK & EU regulatory compliance (e.g., CE marking, BS EN 60598 for luminaire safety)
* Electrical safety certification (NICEIC/ECA-approved installations)
* Load testing and stability assessments (if applicable)

**3.2 Durability & Warranty**

* The contractor is required to include information on the minimum operational lifespan of their design in hours
* Warranty period: 5 years – to take into account any potential extension of contract.
* Maintenance and repair service: The council requires two scheduled run throughs of the display prior to the official switch-on event. Major faults (including but not limited to: complete failure of a motif or light string, whole Christmas tree light failure, extreme damage due to vandalism, storms or road traffic accident) must be responded to 1: Emergency callout, 2: Failure/s of lights 3: unplanned maintenance. All other faults must be responded to within three working days. The pricing schedule must make clear what is included in the maintenance element of the proposal, and provided fixed call out charges for the duration of the contract (including any extension) for anything which is not included in the maintenance schedule.

**4. HEALTH & SAFETY**

**4.1 Risk Assessments & Method Statements (RAMS)**

* Supplier to provide detailed RAMS for installation and removal for the council’s approval before installation/removal.
* Public safety measures during installation and removal for the council’s prior approval.
* The contractor must ensure the presence of a suitably qualified first aider during the installation, maintenance and removal of the displays.

**4.2 Installation Standards**

* The contractor - All organisations operating within the highway electrical sector must be registered to the Highway Electrical Registration Scheme (HERS). In particular, but not limited to, the erection, testing and maintenance of installation must be carried out in accordance with the latest regulations (BS 7671) determined by the IET and undertaken by a competent person. The contractor must also adhere to applicable Electricity at Work Regulations.
* Please provide a copy of your Service Level Agreement (SLA) \* SLA is a document signed between you and the contractor whose tender you accept

**4.3 Insurance Requirements**

* Public liability insurance: Minimum coverage of £10 million
* Employer liability insurance: Minimum coverage of £10 million
* Please provide a copy of your Quality Management Scheme (QMS) \* Also part of HERS, will cover most of the information you need to know in one document and competence

**4.4 Chapter 8 Qualification**

* Evidence of chapter 8, in this case for Traffic Management is included in the HERS

**5. LOGISTICS & MAINTENANCE**

**5.1 Delivery & Storage**

* Delivery deadline: To be agreed annually based on the date of the Christmas Light Switch-On Event.
* Storage is the responsibility of the contractor - but should not be relevant to hired products. This should be on the Service Level Agreement (SLA)
* Fault reporting procedure: Faults identified will mainly be reported by the Administration Manager, but any council officer may report issues in the absence of the Administration Manager.
* Response time for repairs: see 3.2.

**6. ENVIRONMENTAL & SUSTAINABILITY REQUIREMENTS**

**6.1 Energy Efficiency & Sustainability**

* Use of low-energy LED technology is preferred
* Recyclable or biodegradable materials where possible
* End-of-life disposal plan (e.g., recycling of used lights)

**7. EVALUATION CRITERIA**

Tenders will be evaluated by a panel of councillors based on the following criteria:

| **Criteria** | **Weighting (%)** |
| --- | --- |
| Quality & Aesthetic Appeal | 25% |
| Cost & Value for Money Please provide a breakdown of the cost per individual location | 10% |
| Experience & References Please provide evidence of recent installations at three other sites within the last five years, together with references | 25% |
| Sustainability Measures Please provide, for example, information on how your products may be recycled, energy consumption etc | 10% |
| Compliance & Safety Please provide copies of, for example, your health and safety policy, working at height risk assessments (particularly considering the absence of permission to use vehicles on Penny’s Walk), public liability insurance, etc. Please also provide your company’s published accounts for the last three financial years, as well as demonstrating that you have capacity to install the displays if you are successful. | 30% |

**8. CONTRACT TERMS & CONDITIONS**

* Payment schedule: 50% on installation, the balance on removal.
* Penalties for delays or non-compliance: e.g. the contractor fails to install the display on time or fails, to rectify major faults within the specified time period
* Termination clauses: The council reserves the right to cancel this contract during the three-year contract
* Offering an inducement of any kind in relation to obtaining this or any other contract with the council will disqualify your tender from being considered and may constitute a criminal offence.
* Ferndown Town Council is currently negotiating with the leaseholder of Penny’s Walk to agree a licence which will allow the installation of decorations in Penny’s Walk for the duration of the proposed contract. Please note: if the licence cannot be agreed, this element of the contract will be withdrawn.

**9. SUBMISSION REQUIREMENTS**

Tender submissions must include:

* Company profile & previous experience
* Detailed project proposal, including design concepts supported by visual representations
* Breakdown of costs by location
* Compliance documents (certifications, insurance, etc.)
* Three references from past similar projects

**10. PERMISSION TO SHARE DESIGN AND RISK ASSESSMENTS WITH LEASEHOLDER OF PENNY’S WALK**

By submitting a tender, you agree to the town council sharing the design element, risk assessments and method statements relating to the installation in Penny’s Walk with the leaseholder of Penny’s Walk. If the leaseholder withholds their permission, this element of the contract will be excluded from the overall contract.