



INVITATION TO TENDER

Provision of Festive Lighting Scheme for Ware Town Centre

Contract Period: 2026–2030 (5 years)

Issued by: Ware Town Council

Issue Date: November 2025

1. Introduction

Ware Town Council invites tenders from suitably qualified and experienced contractors for the design, supply, installation, testing, maintenance, removal and storage of a comprehensive Christmas lighting and decorations scheme for Ware Town Centre. The objective is to provide a high-quality, visually appealing and safe festive lighting display that enhances the town's atmosphere for residents, visitors and local businesses and supports the local economy throughout the Christmas period.

The design and scheme should reflect the feedback from the public consultation on Christmas lighting that was undertaken by Ware Town Council in March 2025 with Ware residents (included as **APPENDIX A**).

The context of the public consultation was that for over fifty years, Ware Town Centre was lit with a display of approximately 1,800 metres of traditional coloured lanterns arranged on festoon lighting throughout the town centre on shop fronts (covering the High Street, Baldock Street and Amwell End **as pictured below**). This long-standing display was a distinctive and much-valued feature of the town's festive identity, appreciated by residents and visitors alike, **until its withdrawal from use at the end of the 2023 Christmas season.**

(<https://www.waretowncouncil.gov.uk/2024/09/a-break-with-tradition-for-wares-christmas-lanterns/>).



The Council seeks to retain the welcoming and traditional character of this past scheme and if possible, include elements that embody the lanterns in some way or act as a tribute to their tradition. A theme for the lighting scheme for future years was discussed at the public consultation meeting with many people wanting to incorporate Ware's heritage and history.

In 2020, a new set-piece installation was added to the town's Christmas display, fondly known as the Ware Bear. It has returned each year and has become especially popular with young children. We would like to retain one Ware Bear as part of the scheme going forward. The current bear piece is constructed from aluminum with 24 Selv lights and an approximate height of 3.6 m x width 2.2m.



2. Contract Overview

The contract will run for five Christmas seasons (2026–2030):

Capital cost/infrastructure: £80,000

Annual budget: £40,000

Total contract value: £280,000

Payments will be made annually upon successful completion of installation and testing, with annual performance reviews.

3. Scope of Works

The successful contractor will provide a complete service, including design, planning, supply, infrastructure, installation, maintenance, removal and secure off-site storage of festive lighting and decorations. They must ensure all work is delivered in compliance with the relevant legislative and regulatory framework governing public safety, electrical installations and highway work including the document 'PLG06 Guidance on the Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments':

3.1 Design and Planning

- Site survey and design consultation
- Technical drawings and installation plans
- Risk assessments and method statements
- Schedule of infrastructure works and installation dates

3.2 Licencing

- The Contractor shall observe all statutory and regulatory obligations relevant to the installation and operation of seasonal lighting, if necessary, in liaison with relevant authorities in advance of the scheme being approved by the Council.
- Supply of relevant information required for the Council (as the operator) to apply for all licensing required by the relevant local authorities.

3.3 Supply and Installation

- Provision of all Christmas lighting displays and equipment
- Professional installation to all locations
- All anchor bolt and electrical testing and certification
- Connection to existing infrastructure where appropriate and installation of new infrastructure

3.4 Maintenance and Support

- Regular maintenance checks during display period
- 24/7 emergency call-out service
- Fault identification and repair
- Replacement of failed components

3.5 Removal and Storage

- Safe removal of all installations within 7 days of the 1st of January each year
- Secure storage of all equipment during the off-season
- Annual testing and maintenance of stored equipment
- Transportation to and from storage facility

4. Display Locations and Features

The lighting scheme needs to cover Ware High Street, Tudor Square, Amwell End, Baldock Street, East Street and West Street.

Displays may include (but do **not** need to be limited to) cross-street features, column-mounted displays or motifs, tree lighting and bespoke set-pieces. While the Council has identified the key locations and some types of installations, the contractor is actively encouraged to propose alternative or additional decorative features, lighting concepts or creative enhancements that would improve the overall visual impact of the festive scheme.

4.1 Design Proposal Requirements

- Detailed design proposals with location plans

- Visual representations/sketches of proposed displays
- Technical specifications for all equipment and required infrastructure
- Energy consumption calculations
- Maintenance schedule proposals

5. Technical and Safety Requirements

All contractors must hold HERS accreditation and comply with BS 7909 and IET Wiring Regulations. Installations must use IP65-rated, energy-efficient LED equipment, RCBO protection, and timer controls. Contractors must carry Public Liability Insurance of at least £10 million and provide evidence of RAMS, risk assessments and relevant qualifications as required for the Ringway/Hertfordshire County Council 'Street Lighting Licence Schedule - Application to install equipment on street lighting equipment' (stage 1 and stage 2 licence applications).

6. Environmental and Ethical Standards

Ware Town Council promotes sustainable procurement. Contractors must demonstrate environmentally responsible practices, including use of energy-efficient LEDs, waste minimisation and ethical supply chains compliant with the Modern Slavery Act 2015.

7. Key Dates

Planning: March -July

Liencing applications: August-September

Installation: post-Remembrance Sunday in November

Post Installation Testing: after installation

Removal: within 7 days after the 1st of January

Storage: January–November.

8. Tender Submission Requirements

Contractors must submit company details, accreditations, technical capability, financial information, insurance certificates and full-method statements

(installation, H&S, QA, environmental, and traffic management). Contractors are strongly encouraged to visit the town centre, before they submit their tender, to conduct an assessment and survey. Submissions must include both hire and purchase pricing options, with detailed annual cost breakdowns for 2026, 2027, 2028, 2029 and 2030.

8.1 Method Statement Requirements:

- Installation methodology and programme
- Health and safety procedures
- Emergency response procedures
- Quality assurance processes
- Environmental impact mitigation
- Traffic management during installation/removal

9. Health and Safety

The Contractor shall ensure that all works are carried out safely and in compliance with all relevant health and safety legislation, regulations and codes of practice. Appropriate measures must be taken to protect operatives and the public, with all personnel suitably trained and competent for the tasks undertaken.

10. Contract Management and Performance

Performance targets will include the uptime during display periods, a four-hour emergency response time and zero safety incidents. The successful contractor will deliver this contract with suitably qualified personnel. Sub-contracting by the contractor is not permitted without the consent of Ware Town Council. Tender submissions must specify whether the intention is to sub-contract.

11. Evaluation Criteria

Each compliant tender will be judged against the following criteria:

- Experience of successful working with local authorities **10%**
- Evidence of experience and company capability **20%**
- Creativity and innovation of the design proposal and how it fits with Ware Town Council's brief from the public consultation **30%**
- Value for money **30%**

- Environmental Considerations **10%**

TOTAL 100%

Note that compliance with all relevant statutory requirements and regulations is a mandatory prerequisite. The evaluation process assumes full compliance as a minimum standard and tenders that fail to demonstrate this may not be considered.

12. Submission Details

Deadline: Monday, 2nd February 2026 at 5pm

Submissions may be made electronically to:

tenders@waretowncouncil.gov.uk

or by post to:

Terry Philpott, Town Clerk,

Ware Town Council, Ware Priory, High Street, Ware, SG12 9AL

13. Contact Information

To discuss the tender pre-submission and arrange an accompanied visit around the town centre, please email sarah@waretowncouncil.gov.uk or call 01920 460316.