

WEM TOWN COUNCIL
INVITATION TO TENDER FOR

WEM TOWN COUNCIL CHRISTMAS LIGHTING
3 YEAR CONTRACT
Sept 2026 – Sept 2029

INSTRUCTIONS AND DETAILS OF CONTRACT

SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT

ITEM	CONTRACT DETAILS
Contract Description:	<p>Wem Town Council is seeking quotes from suitably experienced and qualified companies for:</p> <ul style="list-style-type: none"> • Installation, removal and storage of the Christmas Lighting display in Wem which includes 1 bespoke over the road framed display, 2 X bespoke on building frames, 80 x 3ft artificial Christmas trees inc. lights and 220m Maxi LED Festoon Lighting. • Annual maintenance and inspection of the existing electrical lines and associated infrastructure on Wem High Street and Aston Road which provide power for the small Christmas Trees, over the road frame and Maxi LED Lights. • Erection and removal of catenary wires for Maxi LED Lights. • Annual inspection and upgrading where necessary of all Christmas lighting infrastructure including eye bolts, lights, trees, brackets, sockets and wiring. • The decoration of 1 x 20ft Christmas Tree with white (colour) electric lights and removal of illuminations by a date specified. • Inspection and maintenance of 5 fixed tree lights on the Leek Street trees. • Lease, storage, installation and removal of 3 x lamppost column decorations including structural testing of lighting columns onto which they will be fixed. • Attend and oversee the switch on element of the annual light switch event (last Saturday in November) <p>The contractor will need to have proven and demonstrated experience in similar projects and the wide ranging skill base to achieve the various elements of the contract.</p>
Insurance Requirements:	Copy of public liability certificate minimum public liability value £5 million
Contract Period	3 years. On the satisfactory fulfilment of the contract the Council may consider extending the contract by a further two years at a renegotiated price.
Procuring Officer:	<p>Town Clerk Wem Town Council Wem Library High Street Wem SY4 5AA info@wem.gov.uk 01939 232733</p>
Submission instructions:	<p>Provide the tender document in envelope marked “Tender-Strictly Confidential – Christmas Lighting Contract to be opened by Town Clerk only”.</p> <p>The envelope must bear no name or other distinguishing matter or mark revealing the identity of the sender.</p> <p>Email submissions will be accepted but they must be marked Tender-Strictly Confidential Christmas Lighting Contract to be opened by Town Clerk only in the subject line.</p>
Tenders to be sent to:	<p>Town Clerk Wem Town Council, Wem Library, High Street House, New Street, Wem, SY4 5AA or via email to info@wem.gov.uk</p>
Date and time for the tender return	6.7.26 16.00

Timetable

This timetable is indicative only. The Council reserves the right to change it at its discretion.

Stage in the Procurement	Deadline
Issue of invitation to Tender	1.6.26
Deadline for return of Tender to the Authority	16.00 6.7.26
Evaluation of the Tender responses commences	7.7.26
Clarification meetings if required	w/c 13.7.26
Report to Town Council	23.7.26
Award of Contract	30.7.26
Latest contract start date	1.9.26

All tenders received will be considered by the Town Council on 30.7.26 and all tenders will receive a response from the Town Council week commencing week 3.8.26.

Checklist for submission of tenders

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

No	Item	Included in
1.	A detailed cost breakdown to be provided by the tenderer.	
2.	Copy of Public Liability Insurance	
3.	A reference from one other Town/Parish Council or Organisation where you have undertaken this type of work in the last 3 years.	
4.	Proposed method for fulfilling the contract and meeting the specification	
5	Contact details for the principal point of including address, and telephone number	
6	Company details, including and registration number and link to previous year's accounts	
7	Evidence of company's health and safety framework	
8	Your Contract Terms & Conditions including payment details	
9	Your companies NICEIC approved contractor certification (or equivalent) and accreditation relevant to industry standards and compliance with legislation including evidence of the experience, capability and qualifications of key personnel	
10	Detail of energy usage of the scheme and evidence of your company's commitment to energy reduction and sustainability	

CONTRACT REQUIREMENTS

HEALTH & SAFETY

Contractors must comply with all relevant H & S legislation and

- It is the responsibility of the Contractor to ensure that all operatives involved in the works are appropriately qualified and certified to the task involved.
- Measures must be taken to minimize any risk to the public. For example, tools must not be left on the pavement where they could present a trip hazard. Any motor vehicle or plant machinery used must be parked so as not to contravene any parking restrictions and/or present any obstruction to other road users and the public.
- The Contractor must ensure that risk assessments and method statements are adhered to and made available for inspection at every visit.
- All work at height will be carried out using a suitable van mounted cherry picker. Ladders may only be used if the site is not accessible by a cherry picker and a separate risk assessment for ladder work must be submitted.

The successful contractor will be expected to produce the following information prior to commencement of any works.

- Risk Assessment
- Method Statement
- Schedule of Works

INSURANCE

It is a requirement that the contractor is adequately insured, with £10 million public liability cover .

VARIATIONS

Any variations to the contract will be notified to the Contractor by the Town Clerk and agreed in writing between the two parties.

NICEIC

Contactors quoting for this tender must be a NICEIC approved contractor or equivalent.

ADDITIONAL INFORMATION

It will be expected that the Contractor, prior to submitting a tender, will have made any necessary site visits and satisfied themselves of any access arrangements and any other necessary information required and that the tender is fully inclusive of all costs.

A Town Council representative will monitor the work carried out on a regular basis, and any concerns will be reported to the Town Clerk who will agree an appropriate course of action with the Contractor.

The Town Council is flexible in its approach to the requirements of this contract and would welcome any requests for early contractor involvement including site meetings and discussions of alternative options prior to the submission of tenders. All such discussions will be treated as confidential.

EVALUATION AND AWARDING OF CONTRACT

All the quotations submitted will be processed in the same way, through an evaluation scoring matrix. This follows a particular set of instructions and the same qualifying criteria will be applied to each submission. The matrix is based on a point scoring system. The point scoring system will allocate points on the responses to the tender as per the criteria weight detailed below.

The following criteria are critical requirements; failure to meet them will invalidate the submission and prevent it being scored:

1. Evidence of your Employer's and Public liability insurance
2. Evidence of company health and safety framework
3. Evidence of previous year's company accounts
4. Evidence of the experience, capability and qualifications of key personnel

Eligible submissions having passed the above critical requirements will then be scored against the following award criteria:

CRITERIA WEIGHT

- Price 80%
- Local Context 15% Evidence of proximity to Wem
- Evidence of companies commitment to energy reduction and sustainability 5%

Wem Town Council does not bind itself to accept the tender with the lowest stated price and will not compensate the proposer for costs associated with the production of the tender document. Wem Town Council reserves the right not to proceed with any submission received.

FREEDOM OF INFORMATION

The Council is subject to the Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").

As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.

If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as **"Not for disclosure to third parties"** together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine at its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request for information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

- Has not clearly been marked as “Not for disclosure to third parties” with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
- Does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
- In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

PLEASE PROVIDE A QUOTATION FOR THE FOLLOWING:**General Specification:****Schedule**

The provisional dates for the switching on of the lighting scheme will be the last Saturday in November which is 28.11.26 for year 1. Date of years 2 and 3 tbc.

- All illuminations are to be erected and all structural and electrical infrastructure tested by 20th November each year.
- The Christmas tree on Church Green will be installed by the Town Council in the week prior to the main scheme being switched on. The costs of the dressing of the tree and provision of the tree lights should be included within the contract. The dressing of the tree must be completed in sufficient time to allow the switch on at the same time as the main scheme.
- All illuminations are to remain in position and be maintained until 5th January each year. The removal of the illuminations can commence after 5th January and shall be completed by 19th January.

The Contractor shall prepare a programme of operation for the Town Clerk before work commences. This programme shall be strictly adhered to and any delay at any stage of the Works shall be brought to the immediate notice of the Town Clerk and may incur penalties.

Testing - All equipment and fittings including Catenary Wires, eye bolts, Fixings, Tree brackets, Electrical Sockets and Lights.

The contractor must deal with all health and safety issues relating to the lighting installations and will provide a dedicated contact name and number for out of hours calls.

Any festive decorations included in the scheme to be installed onto existing fixings must be tested for soundness before hanging and being plugged into the local electricity supply.

Streetlight Columns

The 3 street lighting columns to which decorations will be fixed are to be inspected and tested by a Structural Engineer to ascertain their structural integrity and load bearing capacity. No decorations are to be fixed to such columns until their structural capability has been established. The contractor shall engage suitably qualified professionals to carry out this work and a copy of their report shall be made available to Wem Town Council before any work on erecting the lights commences. All decorations must be securely fixed to street columns by galvanised steel shackle bolts.

Installation

Installation work must be undertaken in a manner that causes little disruption to traffic both vehicular and pedestrian, as well as with consideration for the environment. The contractor must be present on the day of the switch-on to support the switch on of the lights after a countdown. Thereafter the lights need to be set to their automatic timers which result in their coming on at 4pm and going off at 10pm weekdays, and 4pm – 11pm weekends.

Weekly Inspection and repairs

The contractor shall carry out a visual inspection of all illuminations on a 7 day cycle from the date of installation of the lighting displays until the removal of the displays and any concerns reported to the Town Clerk within 24 hours.

The Town Clerk will notify the contractor of any reported faults with the display; the contractor should commit to repairing any such reported faults within three days of said notification.

Any costs for repairs to fixings or timers should be agreed in writing by the Town Clerk in advance of work taking place.

Compliance with Legislation

The Contractor will be responsible for ensuring that in the undertaking of any work for the Town Council that it fulfils all the requirements of UK law together with all health and safety and equality and diversity legislation. The Contractor must inform the Town Council immediately if it suspects that it has in anyway breached any UK and EU legislation in the performance of the Contract.

Item	Specification	Cost Per year
Annual Inspection Prior to installation All inspections should be undertaken 1 month before the installation. Inspections must be recorded and any concerns reported to the Town Clerk		
Electrical Lines	Annually inspect all fixed electrical lines and fixing points along High Street and Aston Road	£
Electrical sockets	Annually inspect, test and record all sockets powered by the electrical lines used to power lights to small Christmas trees and all the other standalone electrical sockets throughout the Town Centre which also power small Christmas trees using electricity from individual buildings (80 in total) All sockets must be replaced with a MK Masterseal socket or equivalent	Inspection cost £ Replacement socket £ (per socket)
Tree Brackets	Undertake annual structural and condition inspection of all Christmas Tree brackets and fixings. Record findings. Following the condition inspection supply and install new brackets as required (price per bracket) Report concerns to Town Clerk	£ New Bracket Cost £ (per bracket)
Eye Bolts and wires	Annual structural and condition inspection of all eye bolts and fixing points for frames and maxi led lights/ catenary wires Report concerns to Town Clerk	£
Maxi LED Lights	Annual check and testing of each lighting string 220m total.	£
3ft Artificial Trees including lights	Annually inspect each tree and individual lighting strings tree and supply new lights / trees if required (please include price for replacement lights and replacement trees). Report concerns to Town Clerk	£ Replacement lighting strings £ Replacement 3ft artificial trees £
Bespoke 4m frame	Undertake annual inspection	£
Streetlighting Columns	Undertake annual structural inspection of each streetlight column as well as an electrical check and bracket inspection. For the 3 streetlighting columns that have displays hung from them .	£
Permanent Tree Lights Leek Street	Undertake an annual inspection of the permanent lights in the 5 trees in Leek Street adjacent to the car park and replace/ repair as necessary.	£ Replacement tree light £
Installation		

3ft Artificial Christmas Trees	Install the 80 small artificial trees in brackets on buildings in town centre as detailed on the supplied map. By date specified in previous section remove trees from brackets and transport to a secure fully enclosed, covered storage facility for storage.	£
Larger Displays		
Lamp post Columns Mill Street, New Street and Aston Street	Price per year to lease 3 x 2m lamppost display units (units to be approved by Town Clerk prior to installation) Instal/remove and return to storage each display unit	£
4m Frame display across High Street by Town Hall	Price per year to Collect from storage install and subsequently remove to storage	£
Festoon Lighting	Price per year to Collect from storage install catenary lines and 220m Maxi LED Lighting, and subsequently remove and store MAXI LED Lighting and wires.	£
Competition frames	Price per year to erect and remove the 2 competition lighting frames on building,	£
Church Green Tree	Price to decorate tree with white string lights and remove lights	
Msc		
Storage		
	Price to provide year round storage of all Christmas Lighting infrastructure in a secure, covered, fully enclosed storage facility	£
Lights Switch on	Manage annual lights switch on at Christmas Festival	£
Inspections and call out	Inspection of all lights during the period between installation and removal on a 7 day cycle and attend to address any reported issues within 3 days (this may be shortened depending on the issue)	Call out fee £ hourly labour/ equipment rate £
Guarantee / Warranty	Please provide details of guarantee/ warranty on all labour and infrastructure Labour Sockets Brackets Electrical wires Leased Lights Artificial Trees in light strings	