

**DUNSTABLE CHRISTMAS LIGHTING SCHEME  
2021-2025**

**CONTRACTOR DOCUMENTATION FOR EXPRESSIONS OF  
INTEREST IN TENDERING FOR THE INSTALLATION,  
TESTING, SWITCH ON CEREMONY, MAINTENANCE,  
REMOVAL AND STORAGE OF A TOWN CENTRE CHRISTMAS  
LIGHTS DISPLAY .**

**1. INTRODUCTION**

- 1.1 Dunstable Town Council are looking to appoint a contractor to install, test, maintain, remove and store the Christmas lights owned by Dunstable Town Council. In addition, to provide new lighting to replace the current scheme over the 5 year period.
- 1.2 Dunstable Town Council are also inviting tenders for a Winter Lights Festival in Grove House Gardens to run for 6 weeks with a budget of £18,000 (further details can be found on a separate tender listing)
- 1.3 This document has been designed to assist companies in submitting cost proposals along with company information that will assist a Town Council selection panel to determine which company the Council would like to work with.
- 1.4 If any prospective contractors would like to arrange a site meeting with the Town Council prior to submitting proposals or has any queries regarding this specification document then please contact:

Annette Clynes – Town Centre Officer  
01582 891436 – [annette.clynes@dunstable.gov.uk](mailto:annette.clynes@dunstable.gov.uk)

## **2. BACKGROUND**

- 2.1 Dunstable is situated in Bedfordshire and has a population of approximately 40,000. The town is predominantly urban and has excellent air, road and rail links being close to Luton airport, the M1 the M25 and London.
- 2.2 The Council invites the contractor to provide full costs associated with this tender for consideration

## **3. SPECIFICATION**

- 3.1 Contractors are asked to provide proposals and pricing estimates to cover the five-year period from 2021 to 2025 inclusive, broken down by each year and under the following headings.
- 3.2 **TESTING** - Electrical/mechanical/structural testing of the existing decorations and infrastructure.

**TREE/COLUMN/BUILDING INSTALLATION** - Installation of 121 Column/Building and tree decorations in Dunstable Town Centre, Grove House Gardens and Priory Gardens. (The decorations are already owned or will be purchased by Dunstable Town Council). Installation and switch on to take place in a timescale negotiated with these offices.

**FESTOON INSTALLATION** - Installation of festoon garland lighting in Priory Gardens and Grove House Gardens (purchase quote required) as well as the existing festoon in Queensway and High Streets South and North area of Dunstable and the installation of LED garland/curtain in the Eleanor's Cross shopping area and the maintenance of festoon in the Ashton Square area that remains in situ throughout the year.

**TREES AND DRESSING** - The dressing of the 30ft main Christmas tree for The Square and lighting of Priory House Tree in Priory Gardens. (Both trees will need new lights) The dressing of Grove

House tree, situated at the rear of the building with blue and white lights (lights already owned by Dunstable Town Council).

**SWITCH-ON CEREMONY** - The provision of staff for the switch-on ceremony of The Square tree, to take place on the last Friday in November at approximately 8.15pm (the column decorations to be switched on at a prior date to be agreed with these offices).

**MAINTENANCE** - Maintenance of all column, festoon and tree lighting in the specified scheme once they have been installed and all relevant costs. This price includes regular checks to identify small electrical and mechanical faults, setting clocks, changing lamps etc. All faults of a standard nature to be dealt with within a 24-hour period. Emergency out of hours contacts **must** be provided.

**REMOVAL** - Removal of all column, festoon and tree lighting. All decorations will be switched off on or before 12th night as directed and decorations should be removed as soon as practically possible thereafter.

**STORAGE** - Storage of the decorations in an appropriate storage facility (please specify cost per decoration per week and overall cost of storage for the existing scheme of 121 tree/column/building decorations, LEDs and festoon lighting). Storage to be charged only whilst the decorations are in storage and not when they are up. Average time in storage is 40 weeks approximately. Whilst in storage after the Christmas period those decorations will be checked for electrical and mechanical damage, with a report sent to these offices with the estimated costs of any repairs (the checks on existing decorations have been done following removal after Christmas 2020).

**NEW LIGHTING** - In addition to providing a tender for the above, over the course of the next 5 years there will be an additional £44,744 for the purchase of new lighting to replace the current scheme that is coming to the end of its lifetime. To start this process please also provide quotes for the following:

- Festoon for Priory Gardens and Grove House Gardens.
- Design and quotes for lighting of Grove House Gardens and Priory Gardens.
- Design and quotes lighting The Square.

3.3 Dunstable Town Council welcomes tenders for both the Christmas Lighting Scheme and the Winter Lights Festival, and are keen to understand the benefits that a single lighting contractor could bring. Tenders and designs for a winter lights festival in Grove House Gardens to run for 6 weeks with a budget for £18,000 are also being sought at this time. Please visit our website for further details ([www.dunstable.gov.uk](http://www.dunstable.gov.uk)), if you are also interest in this opportunity.

3.4 Contractors will have to provide at least two references from previous clients, one of which preferably should be a local authority.

3.5 Contractors should provide their preferred payment schedule as well as supporting company health and safety documentation.

#### **4. PROCUREMENT PROCESS**

4.1 This specification is being sent to a number of different lighting contractors. All contractors that wish to submit an expression of interest and design and cost proposals for this project should provide details that address all of the specification points given above as a minimum and complete the checklist given below.

4.2 All contractors that fulfil the requirements set out in paragraph 3 will be expected to make contact with the Town Centre Officer to arrange a site visit prior to the submission deadline.

4.3 A panel will then select a preferred contractor for Dunstable Town Council to work with. The successful contractor will be the one that most impresses the selection panel on what they can achieve against the specification given above.

4.4 The final tenders will be determined by a Committee of Dunstable Town Council members.

## **5. TIMETABLE**

5.1 Contractors wishing to submit a tender should submit all documentation by week ending **Friday 14 May 2021**.

5.2 The selection panel will be opening tenders on Monday **17 May 2021**.

5.3 Dunstable Town Council will determine the final tender at a meeting of its Community Services Committee on **Monday 7 June 2021**.

5.4 The successful contractor will be notified by week ending **Friday 11 June 2021**.

## **6. CLIENT**

6.1 The client for this project is Dunstable Town Council who will be represented by:

Becky Wisbey – Head of Community Services and  
Annette Clynes – Town Centre Services Officer

### **Documentation prepared by:**

**Annette Clynes – Town Centre Services Officer**  
**Lisa Scheder – Finance & Procurement Manager**  
**Dunstable Town Council**  
**Grove House**  
**76 High Street North**  
**Dunstable**  
**LU6 1NF**  
**01582 – 513000**  
**[info@dunstable.gov.uk](mailto:info@dunstable.gov.uk)**  
**[www.dunstable.gov.uk](http://www.dunstable.gov.uk)**

## Contractor's checklists

All contractors expressing an interest are encouraged to use the checklist below to ensure that they have included the following documentation in their submissions.

Comprehensive company profile	
Breakdown of cost proposals resulting in fully inclusive final project price	
Two contacts for reference, one of which preferably should be a local authority	
Company Health and Safety Policy	
Policy documents specific to works (such as working at height policy and risk assessments/systems of work information etc)	
Information on the management of the lights whilst they are in situ, e.g. adverse weather, vandalism, and any other types of damage sustained	
Proof of competency to carry out tasks such as certification for installation, repairs and electrical, mechanical and structural testing	
Insurance documentation	
Details of the facility to be used for the storage of the decorations	
Any other relevant documentation relating to the provision, maintenance and testing of Christmas Lighting	
Company Environmental Policy	
Read and understood Dunstable Town Council's Procurement Policy (for any queries please contact Lisa Scheder, Finance and Procurement Manager)	
Any other relevant documentation	

It is expected that the successful contractor will carry out all work in accordance with relevant legislation and guidance and will comply with the requirements of Central Bedfordshire Highways Authority.

**All documentation should be sent for the attention of:**

**Annette Clynes – Town Centre Officer**

**Clearly marked “TENDER – CHRISTMAS LIGHTS”**

**Via email: [accounts@dunstable.gov.uk](mailto:accounts@dunstable.gov.uk)**

**Or**

**by post to:**

**Dunstable Town Council**

**Grove House**

**76 High Street North**

**Dunstable**

**LU6 1NF**