

# EPPING TOWN COUNCIL

## CHRISTMAS LIGHTS FOR EPPING 2021-2024

### **1) Summary Information**

**Reference: 2021/ETC/CL**

**Title: Epping Christmas Lights 2021 Project**

**Advertisement of tender: 12/02/2021**

**Closing Date: 01/04/2021 at 10am**

Contract Start Date: August 2021 (approx)

Contract End Date: January 2024 (approx)

Work schedule installation: Between 10<sup>th</sup> and 25<sup>th</sup> November 2021

Work schedule takedown: Between 6<sup>th</sup> and 12<sup>th</sup> January 2022

Pre assessment: Post March 2021 to assess condition of lights

**Part One:**

Lowest value: £1000

Highest value:

**Part Two:**

Lowest value: £1000

Highest value

**Part Three:**

Lowest Value: £1000

Highest Value:

Total budget for all 3 parts (including the purchase of the 25ft Christmas tree is £9,500).

(Price to include install and takedown)

**Please note that Council are happy to accept a quote for one or more Parts.**

The contract falls under the OJEU thresholds and is not subject to the use of Contracts Finder under the Public Contracts Regulations 2015 (It is a contract with a value under £25,000).

SME enterprise suitability: Yes  
(Small and Medium Enterprises)

VCSE enterprise suitability: Yes

(Voluntary Community and Social Enterprise)

## **2) Location & industry**

Location: Epping

Industry: Local Government (Town Council)

## **3) Description**

**Description: Delivery of the Christmas Lights 2021-2024 for Epping Town.**

### **Part One:**

Epping Town Council require a contractor to put up 120 small angled Christmas trees in the High Street (running from the District Council's civic offices to the small shops beyond Tesco) and the top of Station Road. Trees must be put up, taken down and returned to safe storage (stored by Epping Town Council).

**Please note:** Epping Town Council own the Christmas trees and the brackets are in place. They are already dressed with lights, mixture of warm and cool white and ages. They were pull tested in 2020.

### **Part Two:**

Epping Town Council require a contractor to illuminate five key trees in the town, dressing the individual trees by hand in accordance with the method statement issued by Epping Town Council and approved by Epping Forest District Council and any permission from the City of London. The lights must be removed by the agreed date.

**AT THIS STAGE: APPROXIMATELY 30 SETS OF 10M LIGHTS FOR EACH TREE.**

**Please note:** Lights owned by Epping Town Council, of varying ages, mixture of warm and cool white, but should be sufficient and fit for purpose. Lights should be on timers, also owned by Epping Town Council (4pm to midnight approx.). The lights must be collected, tested and returned to safe storage (stored by Epping Town Council).

**PLEASE NOTE:** There may be a requirement to dress additional trees post the award of contract, which will be costed in addition.

### **Part Three:**

Epping Town Council require a contractor to illuminate a main, central, 25ft real Christmas tree in Epping High Street (piazza.)

Contractors are invited to suggest the best way of dressing the tree and make other suggestions for 'add ons' such as summit illumination, stars/baubles, etc. The design should respect the conservation area and be warm or cool white.

**Please note:** the tree is accessible and in a busy High Street, so ease of vandalism should be considered with dressings.

The successful contractor will be required to meet Epping Town Council on site by arrangement, prior to installation, to discuss specifics.

The successful contractor will be required to undertake a post installation/takedown evaluation to identify any issues.

#### **4) Methodology**

- Use of ladders or cherry pickers  
(Contractors must comply with Regulations regarding the use of ladders at work) or be licensed to use a cherry picker
- Contractors will work in conjunction with Council's electrician(s) if appropriate (Electrical certification essential)
- Use of protective health and safety clothing, including high visibility jackets and safety helmets, where applicable
- Contractors are required to have £10 million of public liability insurance (to include themselves)
- Contractors are required to work in accordance with any method statements provided by Epping Town Council. Council pride themselves on excellent relationships with our partners and residents and all contractors are respectfully reminded that whilst working for Epping Town Council, those standards must be upheld.
- Any instructions issued by the Town Clerk or Town Supervisor are final.

#### **5) Contact details**

Contact name: Beverley Rumsey, Town Clerk, Epping Town Council  
Email: [brumsey@eppingtowncouncil.gov.uk](mailto:brumsey@eppingtowncouncil.gov.uk)  
Address: Epping Hall, St Johns Road, Epping, Essex. CM16 5JU. England  
Telephone: 01992 579444  
Website: [www.eppingtowncouncil.gov.uk](http://www.eppingtowncouncil.gov.uk)

#### **6 Submission of tenders**

Tenders to be submitted in writing, by post, addressed to the Town Clerk and sent to the address above. If you wish to tender, please request a pre-marked envelope from Epping Hall on 01992 579444. This will remain sealed until after the closing date in accordance with Council procedures.

#### **7) Requirements in addition to tender**

Epping Town Council request two references from contractors' current or previous clients in a related field.

## **8) Evaluation criteria**

- Tenders will be evaluated by full Council
- Preference will be given to the tenders which most closely match Council's requirements and those which will provide a high level of customer service to Epping Town Council.
- References will be used in the evaluation process.
- **Tenders will be accepted for each of the three parts (ie the tender may be broken down into lots).**

## **9) Contract details**

Terms and conditions of the contract to include termination, delivery, service monitoring and reviews will be determined once the contract has been awarded.

## **10) Notification**

The successful contractor will be notified as soon as possible after the full Council meeting which follows the closing date. Bidders will be notified of any delays. Unsuccessful bidders will also be notified once the contract has been awarded. Feedback will be available.