



Northwich Town Council

Christmas Light Tender 2025 - 2029

## **Background**

Northwich Town Council (the Council) is an elected body in the first tier of local government. The Town Council represents the community's interests and provides a range of local services, facilities, and community events, adding value and acting as a focal point for the community.

Northwich is a thriving and rapidly expanding town with a current population of 23,000. Furthermore, the town has easy access to the major Northwest cities being situated 25 miles from both Manchester and Liverpool.

Northwich Town Council's 21 elected Council Members are supported by 15 members of staff.

Northwich Town Council holds an annual Christmas Extravaganza & Light Switch On in partnership with Northwich Business, Improvement District, Barons Quay and Northwich Rotary. The event usually takes place on the last Saturday of November and it is during this event it that the Town's Christmas Tree and other Town Centre lights are officially switched on.

## **Tender Background**

Northwich Town Council oversees the Christmas light display throughout the town center and surrounding main roads. We are inviting tenders for the design, supply, storage, annual maintenance and testing of high-quality Christmas lights. Northwich Town Council will carry out the installation and removal of the Christmas lights using its own appointed contractor. This contract will cover the festive light displays for the 2025, 2026, 2027, 2028 and 2029 Christmas seasons, starting in November 2025. (5-year contract)

The Council is committed to delivering a high-quality Christmas lights display for its residents. The aim is to create a festive display that impresses the community and celebrates the season.

The primary objectives of the are the following:

- Deliver a safe and reliable lighting display that aligns with the design brief and specified locations.
- Comply with the established timelines.
- Ensure the festive lights are safe and meet all current standards.

During this five -year contract, we encourage changes to the lighting that enhance the display, but this must be agreed by Northwich Town Council.

## **Procurement Process**

The Town Council is committed to a fair, open, and transparent procurement process. Bids are invited from qualified contractors with proven experience in delivering similar projects, ideally within a similar setting and geographic location.

## **Tender Appointment**

After completing the procurement process, the Town Council intends to appoint the

highest-scoring bidder to deliver the contract. Details regarding the bidding process, evaluation, and appointment are outlined below.

### **Bid Submission Requirements**

Interested providers must submit all parts of the Application Form and complete all sections from pages 16 onwards.

Bidders must meet all the Minimum Requirements Design Brief or agree to meet them prior to the contract start date to be eligible for appointment.

### **Bribery**

In order to prevent bribery offences in this tender process, in line with The Bribery Act 2010, offering, promising, or giving of a bribe to any Northwich Town Council employee or Northwich Town Councillor will result in automatic disqualification of the Tender Bid and being reported to the appropriate authorities.

### **Correspondence**

All correspondence related to the procurement process must be sent via email to [chrisshaw@northwichtowncouncil.gov.uk](mailto:chrisshaw@northwichtowncouncil.gov.uk) or [cathkirwan@northwichtowncouncil.gov.uk](mailto:cathkirwan@northwichtowncouncil.gov.uk)

Any direct contact with other employees of the Town Council or any Northwich Town Councillor regarding this procurement is considered a breach of terms and will result in disqualification of the Tender Bid.

### **Submission Format**

All bidders are required to submit a completed paper copy of this document.

Each tendering firm shall be supplied with a specifically marked envelope from Northwich Town Council in order to post their completed tender. The envelope will have "Christmas Lights Tender" written on it and the address below. No tenderer can write anything further onto the envelope. To receive one of these envelopes, please email [cathkirwan@northwichtowncouncil.gov.uk](mailto:cathkirwan@northwichtowncouncil.gov.uk)

Bidders must submit their final tender to the following address before the submission deadline:

**The Chief Officer Northwich Town Council**  
**78 Church Road**  
**Northwich**  
**Cheshire**  
**CW9 5PB**

All tenders received will be held by the Chief Officer and remain in the sealed envelopes until the prescribed date for opening tenders.

A late tender which has been received may be opened in the presence of two Members to ascertain the name and address of the tenderer, but no details of the tender shall be disclosed.

### **Process for Tender Queries**

Any questions or clarification requests regarding the tender must be emailed to [chrisshaw@northwichtowncouncil.gov.uk](mailto:chrisshaw@northwichtowncouncil.gov.uk) in advance of the deadline set out in the tender timetable.

Requests submitted after the deadline will not be considered. The Town Council will aim to respond to all queries within three working days, where possible. Bidders should be aware that, when feasible, all queries and responses will be shared anonymously with all bidders to ensure a fair and transparent process. Bidders must specify if they believe a query to be commercially sensitive or if disclosing it and its response could harm their commercial interests.

### **Ambiguity, Error, or Omission**

Bidders are encouraged to promptly notify the designated Town Council contact via email if they identify any ambiguity, inconsistency, error, or omission in this Tender Bid or any related documentation, including any supplementary materials issued during the procurement process.

### **Post-Tender Clarifications**

Northwich Town Council may request clarifications from bidders following the submission deadline. These clarifications are intended to finalize the evaluation of tenders and do not provide an opportunity for bidders to alter or enhance their submissions. Bidders should be aware that, when appropriate, Northwich Town Council reserves the right to assess third-party and/or associated costs with any received proposals for cost comparison.

### **Errors and discrepancies**

Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

**Tender Timescale Submission  
Deadline**

**The deadline for responses is 12:00 PM (noon) on Friday 22<sup>nd</sup> August 2025**

## Tender Timetable

The following timetable outlines the approximate schedule for the tender process, but it is subject to change:

| Activity                               | Date / Time                          |
|----------------------------------------|--------------------------------------|
| Issue of Tender Bid Notice             | Saturday 2 <sup>nd</sup> August 2025 |
| Deadline for clarification questions   | Friday 15 <sup>th</sup> August 2025  |
| Deadline for submission of Tender Bids | Friday 22 <sup>nd</sup> August 2025  |

## Tender Evaluation & Selection Procurement Assessment Panel

The procurement assessment panel will consist of Northwich Town Council Officers and nominated Members.

## Question Weighting

Bidders must answer all questions in the Invitation to Tender document. Each question is assigned a specific weighting, as detailed in the table below.

| Description                        | Weighting (%) |
|------------------------------------|---------------|
| Health & Safety                    | 10%           |
| Previous Project Experience        | 20%           |
| Project Management & Communication | 5%            |
| Maintenance                        | 5%            |
| Design                             | 30%           |
| Price                              | 30%           |

| Score | Term         | Typical Characteristic                                                                                                                                                                                                                                                  |
|-------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0     | Unacceptable | No response or extremely limited response. Response inconsistent and/or unworkable and/or does not address our requirements. Shows extremely limited understanding of, and/or extremely inappropriate approach to, the matter in question.                              |
| 1     | Poor         | Response is limited and is lacking in relation to a significant proportion of material elements, is unworkable and/or inconsistent and only partially meets our requirements. Shows limited understanding of, and/or inappropriate approach to, the matter in question. |
| 2     | Satisfactory | Response broadly responds to our requirements at a reasonable standard. Shows reasonable understanding of, and/or acceptable approach to, the matter in question.                                                                                                       |
| 3     | Good         | Response meets our requirements at a high standard and exceeds them in one or two respects. Shows very sound understanding of, and appropriate approach to, the matter in question.                                                                                     |
| 4     | Very Good    | Response meets our requirements at a very high standard and exceeds them in a number of respects. Shows extremely sound understanding of, and highly appropriate approach to, the matter in question.                                                                   |
| 5     | Excellent    | Exemplary response; exceeds expectations in all respects, and Bidder could not be expected to answer question more comprehensively or appropriately.                                                                                                                    |

## Confidentiality

The Town Council guarantees confidentiality for all respondents to this Tender bid.

**Right of Rejection & Appointment**

Northwich Town Council reserves the right to accept or reject any or all submissions to the Tender bid. The Town Council also reserves the right not to appoint a provider following this procurement process.

**Costs**

Northwich Town Council will not be responsible for any costs incurred in preparing your proposal or any other costs related to participating in this procurement process.

**Insurance Requirements**

The contractor must provide proof of insurance coverage at the levels specified in this section.

**Employer's Liability Insurance**

The Council's minimum requirement for Employer's Liability Insurance is £10 million.

**Professional Indemnity Insurance**

The Council's minimum requirement for Professional Indemnity Insurance is £million.

**Public Liability Insurance**

The Council's minimum requirement for Public Liability Insurance is £10 million.

**Contract Duration**

The contract will commence in November 2025 and will continue for five consecutive years, concluding after Christmas 2029.

**Site Access**

Potential suppliers are required to attend a mandatory site visit. The visits must be conducted prior to **15<sup>th</sup> August 2025** to allow tenderers to submit any clarification questions that may arise from this site visit. Please contact Northwich Town Council to arrange a site visit and officer attendance.

**Installation**

Installation will be carried out by our own approved contractor, all festive lighting to be delivered to Northwich Town Council, 78 Church Road, Northwich, Cheshire, CW9 5PB 7 days prior to the installation date so that any failures can be notified and repaired by the supplier at their cost. Installation date will be confirmed 2 months prior to install.

Failure to meet the obligation to achieve "Installation/Test Deadline" date carries a penalty clause of £750 plus £500 for each subsequent 24 hour period this obligation is not fulfilled.

Failure to meet the obligation to achieve "Switch On" date carries a penalty clause of £750 plus £500 for each subsequent 24 hour period this obligation is not fulfilled.

Failure to meet the obligation to achieve "Switch-off" carries a penalty clause off

£250 plus £125 for each subsequent 24 hours this obligation is not fulfilled.

Removal will be carried out after the festive period and the supplier will be notified on the date the lights can be picked up.

The Town Council reserve the right to end any contract with a successful tenderer if they fail to deliver what they set out within their Program of Works, or if they fail to deliver what they confirmed they could deliver as part of their completed Tender Bid Submission.

### **Maintenance**

All displays must be tested, with any defects addressed before being sent for installation each year.

### **Storage and Delivery**

All displays must be stored securely at the supplier's expense in a dry area and fully insured for their replacement value. Each year, the entire display will need to be transported to and from the storage location to Northwich Town Council

### **Ownership of Christmas Lights**

The successful tenderer will own and maintain all the Christmas Lights, rather than the Town Council.

### **Detailed Tender**

The tender submission should clearly outline how the Tenderer will fulfil the Council's requirements.

### **Right to Reject**

The Council is not obligated to accept the lowest bid or any tender. It reserves the right to withdraw any portion of the tender document before awarding the contract and to discontinue the tender process at any point. There is no guarantee that a contract will be awarded.

### **Notification of Decision**

The Council's decision is final. All unsuccessful bidders will be provided with an assessment summary detailing how their tender was evaluated against each assessment criterion, including the scores awarded, relative importance of each criterion, and the reasons why they were not selected, aiming to provide transparent and constructive feedback.

### **Compliance**

The Council may reject any tender that does not comply with the stated requirements, and its decision in this regard will be final.

### **No Alterations**

Once the tender has been submitted, no changes to the text or pricing will be allowed. Failure to complete any part of the tender documents may result in rejection of the tender.

### **Cost Clarity**

Tenderers should clearly specify what is included within each cost area. The Council will not make payments for costs that are not listed or for services that are ancillary to the main service provision.

### **Five -Year Agreement**

The prices should reflect a five-year agreement. Any cost increases during this period that are not included in the formal tender will not be the Council's responsibility. Tenderers should account for any potential inflation when quoting for the t-year contract.

### **Preferred Cost Structure**

The Council prefers that costs are distributed evenly across the duration of the contract.

### **Point of Contract If Awarded The Contract**

If you are successful in winning this tender bid, your single point of contact will be who can be emailed on [chrisshaw@northwichtowncouncil.gov.uk](mailto:chrisshaw@northwichtowncouncil.gov.uk)

## **Design Brief Minimum Requirements**

Please find below a design brief for Northwich Town Council's Christmas Lights as part of this Christmas Light Tender Bid. This specification covers all five years of the contract, commencing November 2025 and finishing after the 2029 Christmas period. This is the *minimum required lighting offer* that Northwich Town Council will accept.

### **Town Centre Column Motifs**

Northwich Town Centre currently has 102 column motifs of around the town centre. Chester Way, Dane Street and Venables Road require large displays with maximum impact, all other locations can have smaller displays but still provide maximum impact for out visitors.

All displays to come complete with the relative brackets and 16-amp connections.

### **Town Centre Festoon Lighting**

Throughout the town center we currently have 950 m of festoon which stretches from building to building, we require a product that will give maximum impact throughout the town centre.

We need you to supply the festoon only in spacing that give the best possible display.

Our own approved installer will ensure the festoon is installed to meet the current standards and supply all relevant catenary wire and fittings.

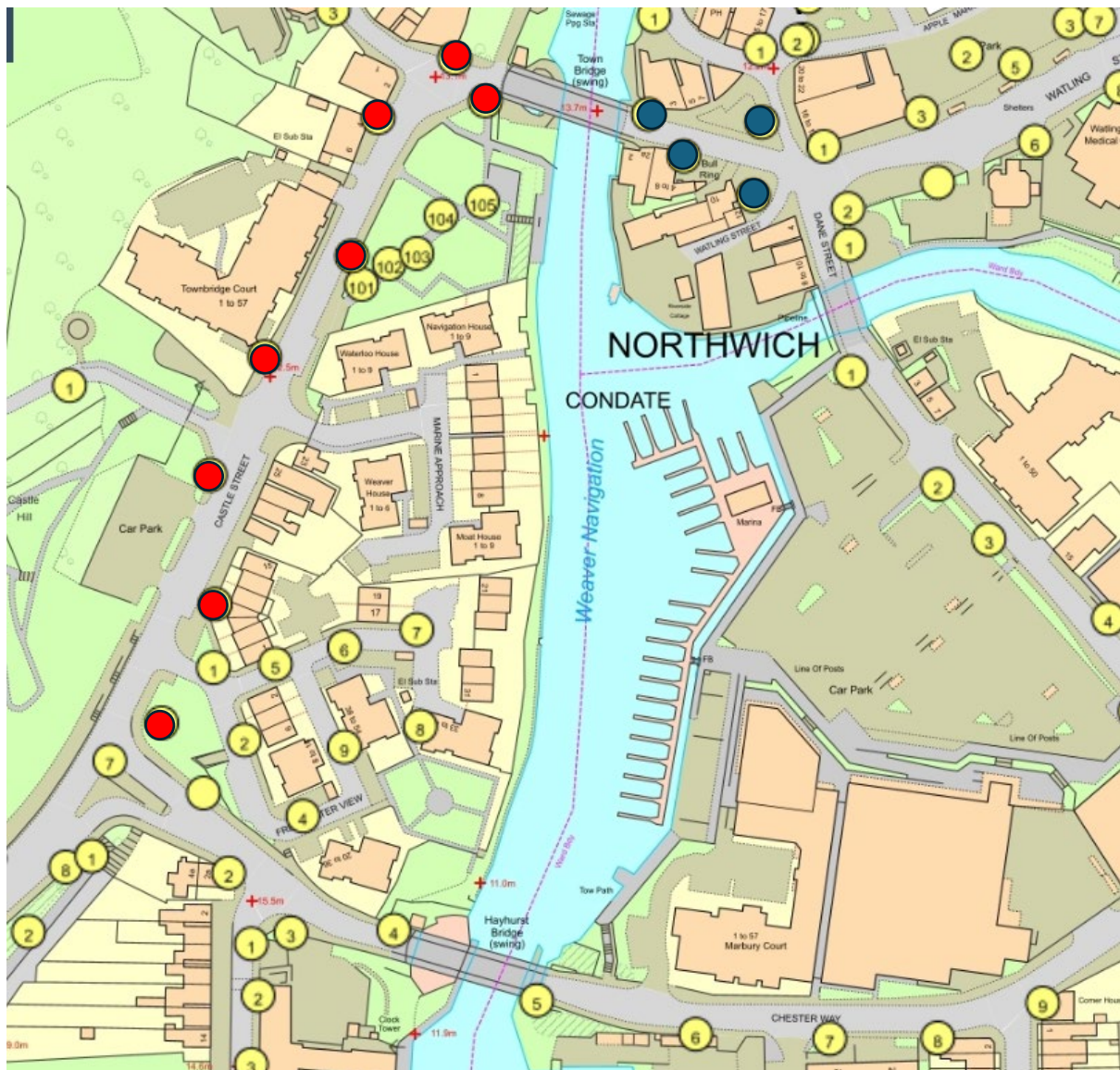




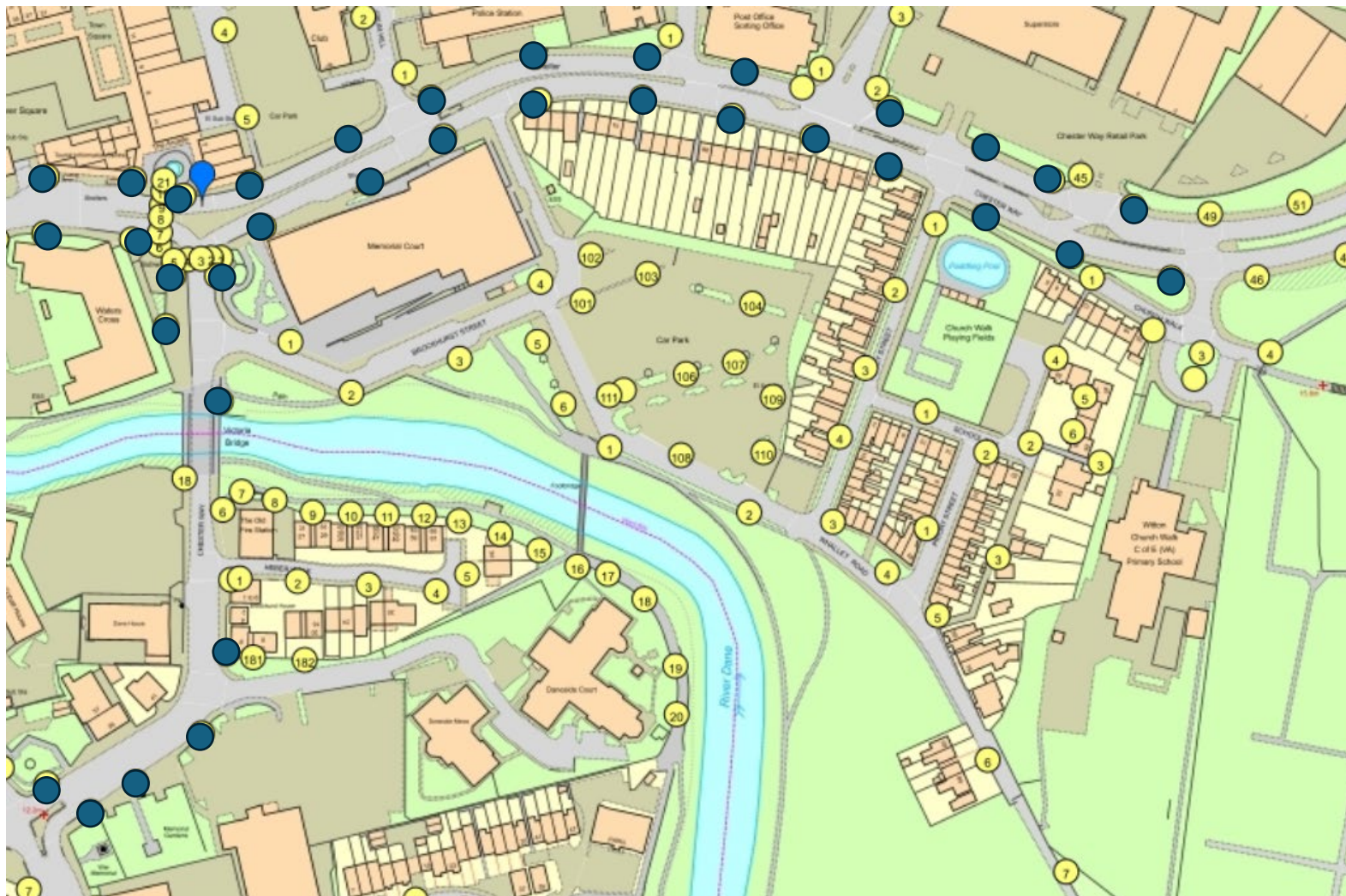




## Castle Street/Bull Ring 12



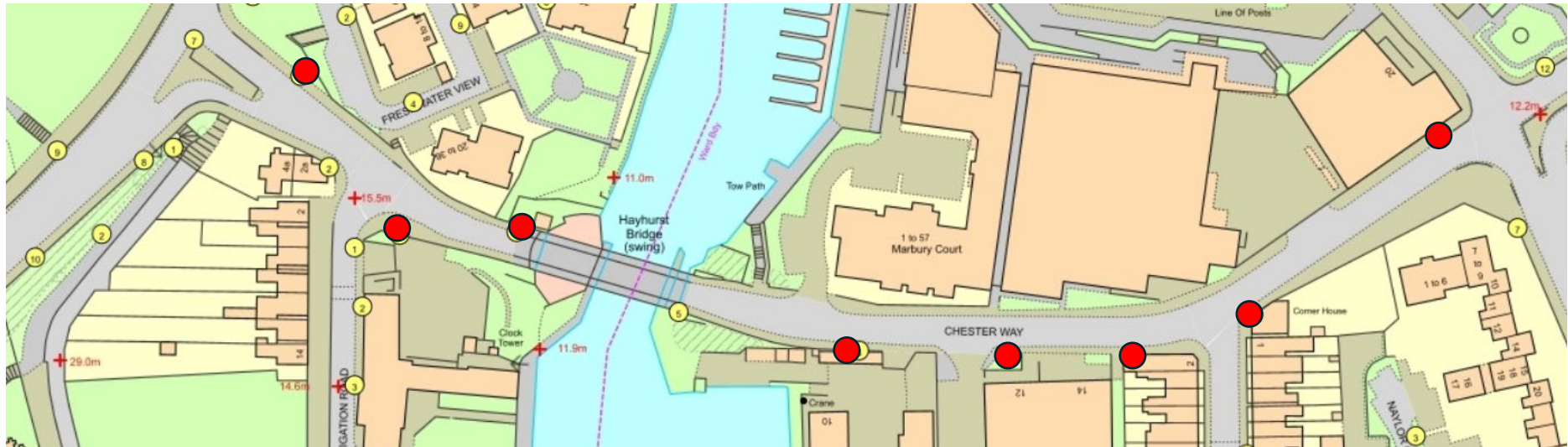
## Chester Way 35



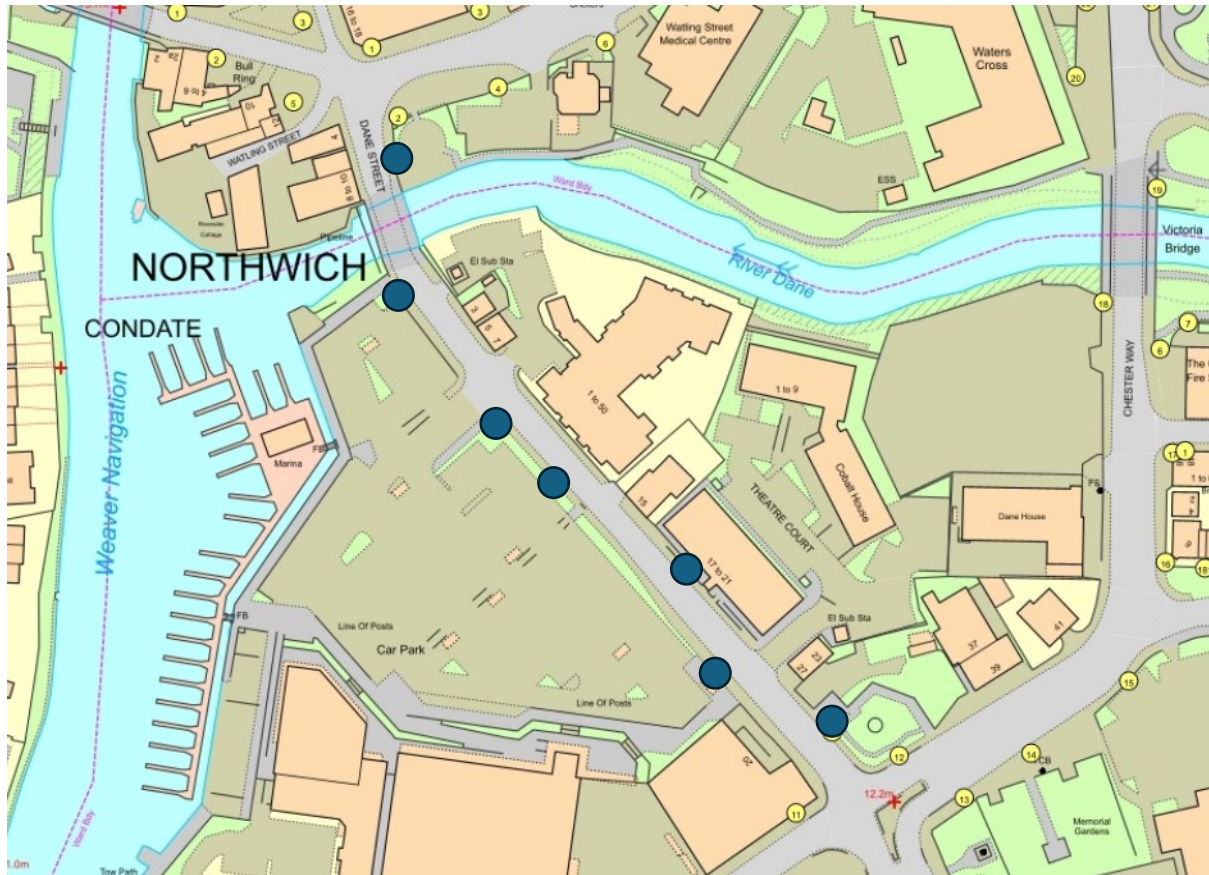
Chester Way 2 - 10



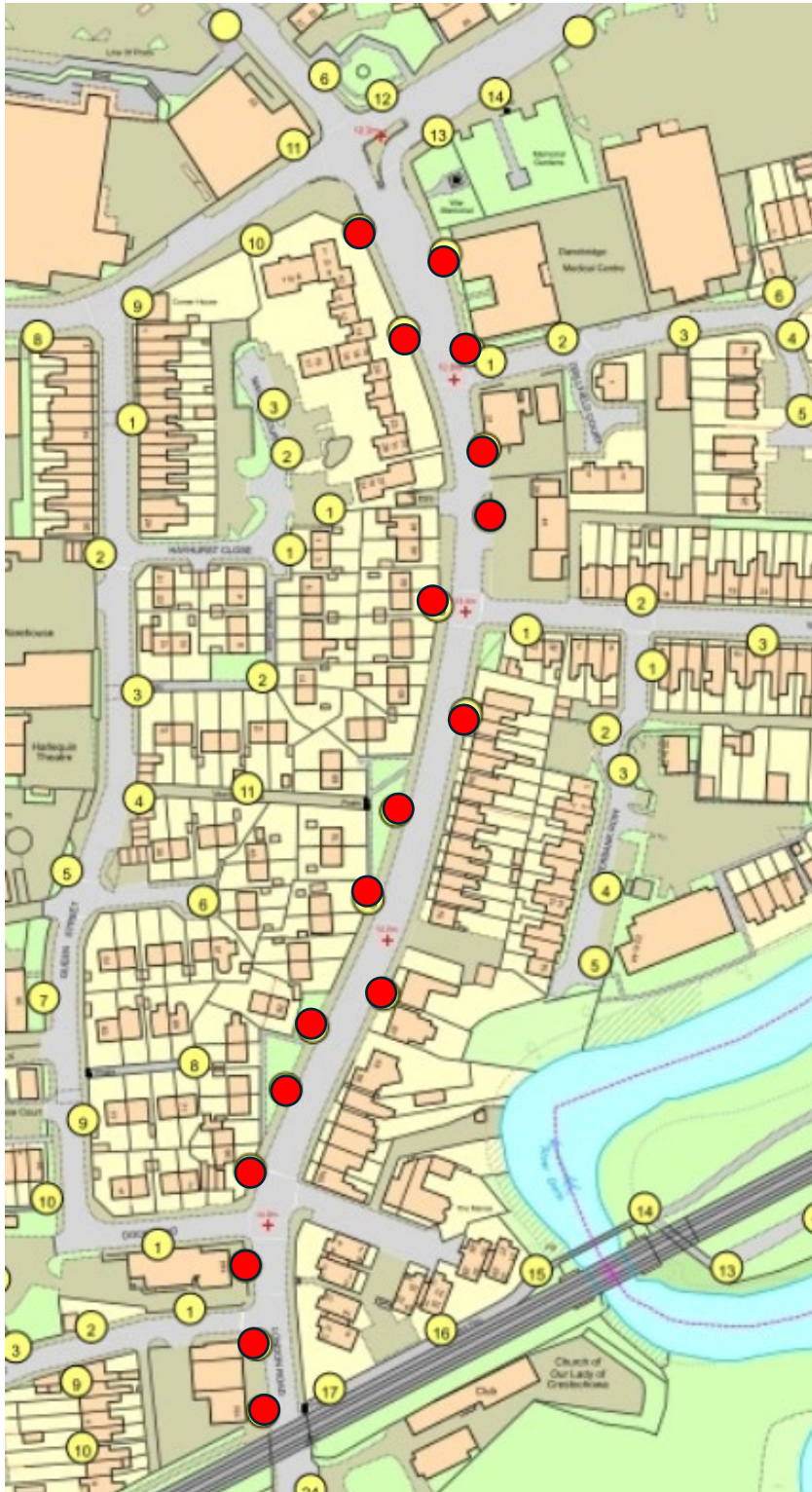
## Chester Way 3 - 8



## Dane Street 7



## London Road 17



## Northwich Town Centre Festoon – 950m



Northwich Town Centre Festoon – 950m

## Venables Road 13

