



Town Clerk: Mrs Judy Morris BA(Hons)

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To Whom it May Concern

15 March 2019

INVITATION TO TENDER FOR THE INSTALLATION OF THE CHRISTMAS LIGHTING DISPLAY IN HIGH STREET AND FORE STREET, CULLOMPTON

Background

Cullompton is a traditional market town situated at Junction 28 of the M5 motorway mid way between Exeter (J29/30) and Taunton (J25). Each year, the Town Council sponsors a display of Christmas lighting and tenders are invited for the installation, ongoing maintenance and removal of this lighting display in 2019.

The Display

The following is a detailed breakdown of the lighting display that is required to be installed, maintained as required, and removed in Cullompton:

| Qty | Display | Lighting Type | Owned or Leased | Installation requirements. |
|----------|-------------------------------------|---|--|--|
| 1 | 30' Fir Tree | DMX Controlled LED Light string | Lights owned by Cullompton Town Council. Existing "live" tree require to be dressed. | Installation and removal of light strings only, wiring into existing electricity supply and programming of DMX controller. |
| 1 | 20' Fir Tree | DMX Controlled LED Light string | Lights owned by Cullompton Town Council. Existing "live" tree require to be dressed. | Installation and removal of light strings only, wiring into existing electricity supply and programming of DMX controller. |
| 27 | Lime Trees, High Street, Cullompton | Alternate Warm White and Pure White light strings | Lights owned by Cullompton Town Council. | Installation and removal of light strings including wiring into existing electricity supplies. |
| 15 | 4' artificial trees in High Street | Trees are pre-dressed with colour phasing RGB light strings | Lights and trees owned by Cullompton Town Council. | Installation into existing wall mountings on buildings in High Street including wiring into existing electricity supplies. |
| Up to 30 | 4' artificial trees in Fore Street | Trees are pre-dressed with static pure white light strings | Lights and trees owned by Cullompton Town Council. | Installation into existing wall mountings on buildings in Fore Street including wiring into existing electricity supplies. |
| 6 | Lighting Column features | Column feature design to be agreed before contract start date | Column features will be leased for the duration of the Christmas period. Each column that requires a feature has a power socket installed. | Installation onto lighting columns, as indicated, in Station Road between the Tesco roundabout and the junction of Station Road and High Street. |

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|---|---------------------------------|-----------------------|-----------------------------------|---|
| 1 | 3m x 2m "Merry Christmas" motif | LED 2D building motif | Owned by Cullompton Town Council. | Installation onto the Town Hall including wiring into existing electricity supply |
|---|---------------------------------|-----------------------|-----------------------------------|---|

In the case of 4' artificial trees in Fore Street, tenders may specify a price per tree for installation and removal as the precise number of trees will not be known until much nearer the installation date.

Installation and Removal Dates

The lighting display will be installed no later than 23 November 2019 to allow sufficient time to rectify defects in the installation and electricity infrastructure prior to the Cullompton Christmas Festival and formal switch on of the lighting display by the Town Mayor on 30 November 2019. A member of staff of the installation contractor selected by the council is to be available at very short notice to rectify last-minute defects prior to, during or immediately after the formal switch on.

The display will remain in place throughout the Christmas season and will be switched off on 5 January 2020 – they are to be removed as soon as practicable after this date to allow the High Street and Fore Street Fir Trees to be removed and disposed of. On removal, all equipment and lighting owned by Cullompton Town Council will be retained by the council and should be deposited in a pre-arranged location for storage by council employees.

Tenders should be marked 'TENDER SUBMISSION – CHRISTMAS LIGHTS DISPLAY' and submitted (in either paper form or electronically) to the Council by 12 noon on the closing date listed above. Tenders will be viewed by Council Officers and at least three Council members serving on the Community Wellbeing Committee. The decision as to who shall be awarded the contract will be made by the Committee members.

I look forward to hearing from you.

Yours faithfully

Judy Morris BA(Hons)
Town Clerk