



## **Cullompton Town Council**

**PART SUPPLY AND FULL INSTALLATION OF THE CHRISTMAS LIGHTING DISPLAY IN HIGH STREET  
AND FORE STREET, CULLOMPTON FOR CHRISTMAS 2021**

# **QUOTATION REQUEST**

**PART SUPPLY AND FULL INSTALLATION OF THE CHRISTMAS LIGHTING DISPLAY IN HIGH STREET  
AND FORE STREET, CULLOMPTON FOR CHRISTMAS 2021**

Miss Joy Norris - Town Clerk  
Cullompton Town Council  
The Town Hall  
Cullompton  
Devon  
EX15 1AB

01884 38249  
[enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk)

*12 February 2021*

## Cullompton Town Council

### INSTRUCTIONS FOR SUBMITTING QUOTATIONS

1. Contractors will be held to have fully informed and satisfied themselves by their own independent observations and enquiries, including where appropriate site visits and inspection of drawings, as to the nature, extent and practicability of the works and where appropriate the positions relevant thereto of buildings, structures, the means of access to the works and all other points which can in any way affect the prices inserted in the Form of Quotation.
2. Where the drawings are issued with documents, quotations will be based on them.
3. Where a quotation requires entry by the contractor they must be completed in ink or typescript and signed by the contractor.
4. All contract documents, including drawings, whether a quotation is submitted or not, remain the property of Cullompton Town Council and shall be treated as private and confidential.
5. Quotations shall remain open for acceptance for a period of **90 days** after the latest date for submission.
6. The Council will not be responsible for or pay any expenses or losses, which the contractor may incur in the preparation of their quotation.
7. Quotations are to be returned to: Miss Joy Norris, Town Clerk, Cullompton Town Council, The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB.
8. It is to be noted that, dependent on the monetary amount of quotations received, it may be necessary to remove parts of the scheme to meet the available budget.

**QUOTATIONS TO BE RECEIVED BY NO LATER THAN NOON ON 29 March 2021 at 12 noon** in either paper form or electronically.

### TIMETABLE

Quotations will be viewed by Council Officers and at least two Council members serving on the Community Wellbeing Committee. The decision as to who shall be awarded the contract will be made by members of the Community Wellbeing Committee. It is intended to notify all persons submitting a quotation of the outcome of the process by 6 April 2021.

## SPECIFICATION

### Introduction

Cullompton is a traditional market town situated at Junction 28 of the M5 motorway mid-way between Exeter (J29/30) and Tiverton (J27). 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 2021.

### Items for Supply

The following items are required for supply:

Qty	Description	Notes
100m	Waterproof and dustproof LED garland with no less than 800 RGB LED colour changing globe lights.	Lights should be suitable for installation in a fir tree situated in a busy High Street and in inclement weather.
80m	Waterproof and dustproof LED garland with no less than 640 RGB LED colour changing globe lights.	Lights should be suitable for installation in a fir tree situated in a busy High Street and in inclement weather.

### 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 and in accordance with the supporting map:

Qty	Display	Lighting Type	Owned or Leased	Installation requirements.
1	9m Fir Tree	100m RGB Colour Changing light string.	Lights owned by Cullompton Town Council.	Install and remove 100m RGB colour changing light string with connection to existing electricity supply.
1	6m Fir Tree	80m RGB Colour Changing light string.	Lights owned by Cullompton Town Council.	Install and remove 80m RGB colour changing light string with connection to existing electricity supply.
27	Lime Trees, High Street, Cullompton	Alternate Warm White and Pure White light strings	Lights owned by Cullompton Town Council.	Install into the crown of Lime Trees using rubber fixing ties and connect to existing electricity supplies; lights to remain in the trees after the 2021 Christmas season.
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 connection into existing electricity supplies.
Up to 25	4' artificial trees in Fore 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 Fore Street including connection 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 lights season.	Supply, on a lease basis, and installation on 6 lighting columns in Station Road with connection to existing power supplies on each column.

## **Installation and Removal Dates**

The lighting display will be installed no later than 20 November 2021 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 27 November 2021.

The display will remain in place throughout the Christmas season and will be switched off on 5 January 2022 – those lights 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.

## **HEALTH & SAFETY – INCLUDING METHOD STATEMENT**

The working area and any storage area must be fenced off to protect members of the public.

The contractor is to provide with the quotation, a simple method statement to show the method of working and in particular how safety of the public and workers will be ensured during the course of the works.

## **INSURANCE**

The contractor shall maintain a comprehensive policy of public liability and employer's liability insurance. In respect of its liability such insurance cover to be maintained and provide for a minimum of £5,000,000 (FIVE MILLION POUNDS). Cover in respect of death of personal injury due to negligence will be unlimited.

A copy of the contractor's insurance should be provided with their quotation submission.

## **QUALIFICATIONS**

- Sufficient qualification is held by the operative and supervisor to conduct works on the highway, including the management of traffic, to the standard required by Devon County Council.
- Sufficient qualification is held by the operative and supervisor to conduct works at high level using a mobile platform for access.

A copy of the contractor's certification should be provided with their quotation submission.

## **PAYMENTS**

Payment to the contractor will be within 28 days of receipt of invoice subject to agreement of the account by the Council's officer. Payments will be made by BACS, please ensure you provide the relevant details.

## **REFERENCES**

Please provide names of 2 people/organisations for whom you have undertaken similar work.

**Contractor's Name:** .....  
(in block letters)

**SHORT DESCRIPTION OF WORKS:-**

*(enter description)*

## FORM OF QUOTATION

To: Miss Joy Norris – Town Clerk Closing Date & Time: *(date)*  
Cullompton Town Council  
The Town Hall  
1 High Street  
Cullompton  
Devon  
EX15 1AB

**12 noon**

Having examined the specification for the above-mentioned works, we offer to carry out the whole of the said works in conformity with the said specification as follows:

### Supply

Qty	Description	Cost
100m	Waterproof and dustproof LED garland with no less than 800 RGB LED colour changing globe lights.	
80m	Waterproof and dustproof LED garland with no less than 640 RGB LED colour changing globe lights.	

### Installation

Qty	Display	Lighting Type	Installation requirements.	Cost
1	9m Fir Tree	100m RGB Colour Changing light string.	Install and remove 100m RGB colour changing light string with connection to existing electricity supply.	
1	6m Fir Tree	80m RGB Colour Changing light string.	Install and remove 80m RGB colour changing light string with connection to existing electricity supply.	
27	Lime Trees, High Street, Cullompton	Alternate Warm White and Pure White light strings	Install into the crown of Lime Trees using rubber fixing ties and connect to existing electricity supplies; lights to remain in the trees after the 2021 Christmas season.	

<b>15</b>	4' artificial trees in High Street	Trees are pre-dressed with colour phasing RGB light strings	Installation into existing wall mountings on buildings in High Street including connection into existing electricity supplies.	
<b>Up to 25</b>	4' artificial trees in Fore Street	Trees are pre-dressed with colour phasing RGB light strings	Installation into existing wall mountings on buildings in Fore Street including connection into existing electricity supplies.	
<b>6</b>	Lighting Column features	Column feature design to be agreed before contract start date	Supply, on a lease basis, and installation on 6 lighting columns in Station Road with connection to existing power supplies on each column.	

We can advise that once the Quotation is formally accepted we are able to complete the works within the provide time frame.

This quotation together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any other quotation you may receive and that this quotation will remain open for acceptance for a period **90 days** from the latest date for receipt of quotations.

**Bank Account Details**

Bank Account Name

Sort Code

Account Number

**Reference Contact 1:**

Contact Name: ..... Company Name: .....

Address: .....

Phone No: ..... e-mail address: .....

**Reference Contact 2:**

Contact Name: ..... Company Name: .....

Address: .....

Phone No: ..... e-mail address: .....

Yours faithfully

Signature: ..... Date: .....

Name : .....

Position in company / organisation .....

Company / Organisation Name: .....

Address: .....  
.....

Tel No: ..... e-mail: .....

**Please use the space below to provide any additional information about the costings:**