

## ASHINGTON TOWN COUNCIL CHRISTMAS LIGHTS: CONTRACT FOR SERVICES 2022 -2023

### **Contract Brief**

The successful contractor will be required to collect and store the lights from May 2022. During this time, they should be fully tested and ready to be installed prior to the Christmas Lights switch-on which is on the last Thursday of November each year.

This is a 2-year contract for which the successful contractor will be required to dismantle the lights each January and store them until the end of the contract; 31<sup>st</sup> March 2024.

Contractors will be required to take full responsibility for installation, dismantling, testing, and programming, those lights included on the inventory. Any repairs or additional lights required would be quoted separately, with costs approved prior to being purchased/installed.

Contractors are expected to be able to attend promptly in the event of a fault, or damage occurring during the display period, a call-out cost should be included with the submission.

Contractors are also expected to attend the lights switch-on event where possible.

### **Improvements**

In addition to displaying the inventory included, we have an additional budget of approximately £20,000 for improvements. This is expected to extend the lights display beyond Station Road towards the bus station, increase the number of features, and improve the infrastructure and overall impact of the festive displays.

### **The Tender Process**

Interested parties will be expected to demonstrate to the Council that they can meet the obligations of the Contract, via information submitted as part of the procurement process, and a presentation to the Council.

Information submitted as part of the procurement process will allow the Council to carry out due diligence in regards governance, safety, and legal matters. The presentation will give interested parties the opportunity to show what they could bring to Ashington; how existing features could be displayed, and new displays developed.

Once the Council has selected its preferred supplier, a fully costed Christmas Lights Display for 2022 would be expected, along with an Action Plan to achieve this.

### ***Timeline***

15<sup>th</sup> March 2022 – Tender Process approved by Finance and General Services Committee

22<sup>nd</sup> April 2022 – Closing Date for receipt of tenders for Preferred Supplier

w/c 25<sup>th</sup> April – Presentations by interested parties

10<sup>th</sup> May – Preferred Supplier approved by Finance and General Services Committee