

Minehead Town Council



Date: 18 March 2026

Tendering Process for Minehead Town Council Christmas Lights Provision

Minehead Town Council is currently inviting tenders from reputable companies to provide the town's Christmas Lights for a period of three years from 2026 – 2028. The tendering process will be via sealed bids which will be opened on a prescribed date. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

The tendering process will take place in four stages:

1. Selection of potential theme
2. Tender pack provided to suppliers
3. Sealed bid return
4. Contract award

1. Theme Selection

Minehead Town Council officers will seek to obtain catalogues and brochures from as many different suppliers as possible.

During the selection of the theme process, companies may be invited to meet with representatives from Minehead Town Council and conduct a site visit to further explain the products and services on offer. Arrangements for these site visits must be made with Minehead Town Council officers and not directly with Councillors/committee members.

2. Tender Document

A tender document has been provided which requests the following:

- Maximum Cost of contract
- Theme
- Health & Safety requirements

Town Clerk: Mr Ben Parker

Address: Minehead Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

Telephone: 01643 707213

E-mail: info@mineheadtowncouncil.gov.uk

Website: www.mineheadtowncouncil.gov.uk

Minehead - A Fairtrade Status Town



- Risk Assessment requirements
- Structural & Installation requirements
- Repair service level arrangements
- Technical Specifications
- Tender return document

3. Sealed Bid

Tenders for the supply of the Christmas Lights must be returned in a sealed envelope, and returned by 12:00 Friday 24th April 2026 to:

Minehead Town Council Offices
3 Summerland Road
Minehead
Somerset
TA24 5BP

The tender should be marked for the attention of The Clerk and must include the final price for the contract. There will not be an opportunity for suppliers to change prices or negotiate once the sealed bid has been received.

4. Contract Award

Once the decision-making process has been completed the successful supplier will be contacted directly by The Clerk of Minehead Town Council who will then make arrangements to enter into a contract with the supplier.

The successful and unsuccessful bidders will be confirmed in writing by Minehead Town Council the day following the contract award.

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Minehead Town Council



MINEHEAD TOWN COUNCIL INVITATION TO TENDER FOR THE PROVISION OF CHRISTMAS LIGHTS 2026, 2027 & 2028

1. Introduction

Minehead Town Council is inviting tenders for the provision of Christmas illumination in Minehead, for a period of three years from 2026 until 2028 inclusive.

The successful provider will be responsible for all aspects of the installation, including but not limited to supply; installation inspection; maintenance and dismantling of the Christmas lights. The provider will be expected to attend the Christmas lights switch on event, which generally takes place on the last Friday in November.

Part 1

Instructions for tendering

Participation in invitation to tender

Tender submissions must reflect the full scope of the proposed scheme, including any alternative or trial installations, within the costs proposed, and no post-award variations will be accepted without the Council's formal written approval.

Circular Advice, Clarification and Queries

The terms of the tender will not be negotiated. Only queries seeking clarification of the tender documents will be responded to.

During the tender process all communications/questions must be directed to the town clerk and not council members/committee members.

Study of tender documents

The organisation submitting the tender response is required to examine the tender documents and to obtain all information that it may require. No claims whatsoever shall be entertained from matters arising from the organisation's failure to fully study the tender documents.

Cost submitted with the tenders must be best and final offers.

Please read and comply with the following points:

- It is important that you answer all the questions as fully as possible unless indicated otherwise.
- Do not send any general marketing material or promotional information for your organisation by way of answers to any of the questions, unless it is provided as additional/supporting information.
- If you are part of a corporate group, please answer the questions specifically for your organisation (not the group).
- All questions must be answered in full.
- Tenders submitted that are not in accordance with the above requirements will be rejected.

Return Address

Tenderers must send their submission through Minehead Town Council –

The Town Clerk
Christmas Lights Tender
Minehead Town Council Offices
3 Summerland Road
Minehead
Somerset
TA24 5BP

The closing date for submissions is 12:00 Friday 24th April 2026. Late tenders will not be considered.

Prior knowledge of Organisations

Organisations must assume that assessors will have no prior knowledge of the organisation and must provide all information they wish to be considered as part of the tender evaluation.

Insurance and Competence

Organisations must hold, as a minimum, £10m Public Liability Insurance and £5m Employers' Liability Insurance and shall provide copies of current certificates on request. Electrical works must be undertaken by competent persons; relevant trade registrations and/or qualifications (e.g. NICEIC, ECA or equivalent) should be stated in the submission.

Procurement timetable/notification

The council intends to select one successful tenderer as per the timetable below and reserves the right to select the successful tenderer on this date, at a later date or not at all.

Activity	Date	Times/Notes
Closing Date for tenders	24 th April 2026	To be submitted before 12 noon
Decision	26 th May 2026	-

Tender evaluation will consider price, technical quality, health & safety, programme and resilience of the proposed solution. The Council reserves the right to request clarifications and may take up references prior to award.

The council reserves the right to change this timetable and tenderers will be notified accordingly.

Part 2

Cost

The maximum cost per annum of the contract should be no more than £20,000.

Organisations should ensure that their submitted cost includes all design; supply; installation; maintenance; fault response; dismantling; and any proposed alternative or trial lighting schemes.

Any additional costs which may be incurred for maintenance or call outs for repairs must be clearly stated within the tender submission.

Theme

The business and shopping district of Minehead is in a Conservation Area which must be of consideration when preparing your tender. The proposed lighting scheme should respect, reflect and enhance the Conservation Area.

Minehead Town Council will be happy to receive any illustrations or artwork depicting the proposed lighting provision. Samples or images of proposed decorative elements may be requested prior awarding of contract.

Power Supply and Alternative Proposals

Organisations are invited to submit proposals for a trial Christmas lighting installation within Blenheim Gardens, making use of:

- existing electrical supply infrastructure already available within the Gardens; and
- strategic or architectural LED uplighting or similar low-impact lighting solutions.

Any such proposals should be suitable for a landscaped public space, be compliant with all relevant health and safety requirements and be designed as a trial that could be evaluated for continuation or expansion in future years.

All alternative or trial proposals must be fully accommodated within the annual contract value submitted. Minehead Town Council will not consider proposals that are dependent on additional funding beyond the tendered annual cost unless explicitly stated and agreed in advance.

Any Blenheim Gardens trial shall be programmed to align with the overall installation period. No ground disturbance is permitted without prior written approval.

Existing Infrastructure & Electrical Supply Requirements

Wellington Square – Existing Festoon

Organisations are advised that an existing festoon lighting system is already installed in Wellington Square. This installation is more than five years old and was not supplied or maintained by Minehead Town Council. Should an organisation choose to incorporate or make use of this festoon system within their proposed design, they do so entirely at their own risk. The Council accepts no responsibility for its condition, suitability, performance or compliance and no additional costs arising from its use will be accepted.

The Parade – Power Supply to Motifs

Organisations are advised that the motif installations along The Parade are supplied by two existing power distribution boxes. Each power box provides supply capacity for nine (9) motifs. Any temporary electrical infrastructure proposed by the contractor must be daisy-chained from these two supply points. All cabling, connectors, protection and installation methods must comply with current electrical and safety standards and must be included within the tendered price.

Health and Safety Requirements

The tenderer should provide details of the Health & Safety procedures and policies.

The tenderer should provide details of compliance to work at height regulations 2005 including any recent training attended by employees and/or sub – contractors.

The tenderer should provide details of any accidents which have occurred with either direct employees or sub-contractors in the past three years.

Risk Assessment Requirements

The organisation is required to provide details of risk assessments completed for previous installations.

Structural & Installation Requirements

Minehead is a coastal town, and installations are exposed to increased corrosion, moisture, salt air and high winds. All proposed lighting, fixings, cabling, connectors, brackets and enclosures must therefore be fully suitable for a marine-influenced environment.

All electrical equipment must meet appropriate IP ratings for prolonged outdoor coastal exposure, and all spans, supports and mounting methods must be designed to withstand coastal wind loading. Any failures arising from under-specification or the use of unsuitable materials will remain the responsibility of the contractor.

Minehead Town Council is committed to ensuring that all lighting is installed safely and onto fixings that have not deteriorated year on year. Organisations must provide details of the pre-installation checks they will carry out on brackets, walls and fixings, together with the process for reporting back to the Council on their condition and any requirements for repair or replacement.

In addition to the contractor's responsibilities for the Christmas lights, the contractor is also responsible for the safe installation, periodic inspection and end-of-season removal of all decorations supplied by Minehead Town Council for the Wellington Square Christmas tree, including baubles. All baubles and decorative items will be provided by the Council.

The tenderer must adhere to an installation and dismantling timetable agreed with Minehead Town Council. This includes ensuring that all lights are switched off by the 12th night (6th January).

Switch on Requirements

Minehead Town Council holds a switch-on event every year and the lights are turned on after a countdown. The tenderer should provide details of how they would ensure that the lights come on when they are supposed to and what checks will be put in place to ensure this.

Repair Service Level Agreements

Tenderers shall state their normal and out-of-hours response times. The Council's minimum expectation is:

- Priority 1 (complete zone outage / safety issue): make safe within 4 hours, restore within 24 hours;
- Priority 2 (partial outage / feature failure): attend within 2 working days, restore within 5 working days;
- Priority 3 (non-critical defect): rectify within 10 working days.

Organisations shall include their call-out charges (if any) and the hours these apply.

Sub-Contractor Arrangement

If the Organisation uses sub-contractors to complete any part of the contract, they should provide details of who and what part of the contract they cover. The Organisation should provide details of the insurance and health & safety arrangements for each of the sub-contractors.

Technical specifications

The required volume and type of lights are required (The final design will be decided on the award of the contract):

Location	Description	Quantity
The Parade	Twin central features/motif (contractor to propose style and wattage within energy budget)	Qty 18
Wellington Square	Lantern Column Motifs (to suit existing columns)	Qty 4
Wellington Square Large Tree	Proposed uplighting	120 m
Wellington Square Christmas Tree	Supply and installation of festive light strings and decorative baubles	30 m

2. Tender Return Document

Requirement	Response
Company Details	
Cost	
Health & Safety Requirements	

Risk Assessment Requirements	
Structural & installation Requirements	
Switch on Requirements	

Repair Service Level Agreements	
Subcontractor Arrangements	

Please ensure that the tender return documents are submitted by noon on 24th April 2026.

I acknowledge that the information I have provided is a true and accurate record and that I am authorised to submit tenders on behalf of the company.

Signed _____

Company _____

Position in Company _____

Date _____

Contact details _____