



LISKEARD COUNCIL  
WORKING FOR YOU

## LISKEARD TOWN COUNCIL

### Invitation to Tender – Christmas Lights

Liskeard Town Council (“the Council”) is seeking tenders from suitably qualified and experienced contractors to provide a Christmas Lighting Display in Liskeard Town Centre for three years. The scheme of work involves design, supply, installation, maintenance, removal and storage of leased Christmas lights and decorations annually. The Council is looking for new designs and ideas, possibly with a Cornish theme, and is interested in eco-friendly displays, e.g. energy efficient LEDs, solar options, etc.

#### **1. Background**

Liskeard is an old market town located in South East Cornwall with a population of approx. 10,000, which also services a large hinterland of local villages of a further approx. 30,000 people. The town centre is all located within a conservation area. Several of the buildings are Grade II listed or slate hung and there are limited heights.

#### **2. Tender Requirements**

Tenderers are invited to use their experience and their product ranges and design knowledge to present a scheme for Liskeard that enhances the town centre during the festive period.

The scheme should create a focal point on The Parade/Barras Street where the town Christmas tree will be located, together with the entry points to the town, Windsor Place, Dean Street, Greenbank Road, Pike Street and Baytree Hill. The pedestrianised shopping area in Fore Street should also be included (see photographs in Appendix B).

Key points:

- Your proposal should demonstrate that you have taken into consideration the geography of the town and its limitations.
- Consideration should also be given to the possible use of existing infrastructure (eye bolts and wall brackets), their suitability, undertaking load testing and any new or replacement fittings which may be required.
- You will be expected to apply to Cornwall Council for any road closures that may be required to undertake the works along with any closure management required.
- Full insurance cover will need to be provided for installation, including operatives, duration of installation season and the taking down of the lights.
- Risk Assessments and Method Statements will be required covering all elements of your works.

- Electrical testing and certification will be required.
- All lights must comply with the appropriate UK and European standards and be annually tested and certified with all repairs necessary included in the contract price.
- You will need to submit to Cornwall Council an Application to Hang Seasonal Lighting over the Highway (In accordance with s178 of the Highways Act 1980)
- You need to provide all access equipment.
- You will need to provide ongoing maintenance and repair during the course of the Christmas period. Any faults must be rectified within 48 hours unless evidence is provided of the need for an appropriate extension. The successful contractor must offer an emergency repair service in the event of a health and safety issue with the Christmas lights.
- The quotation needs to include removal from site, storage and testing in readiness for the following season.
- The lights should be illuminated 24/7 from mid-November, with the Christmas tree to be switched on as part of a 'Lights Up' event in the town on Saturday 28 November 2026 (the contractor is not required to attend this).
- You may be asked to undertake a detailed presentation at a meeting of the Town Council on Tuesday 26 May at 7.30pm.

The essential streets to be decorated are:

- The Parade / Barras Street – including Christmas tree
- The start of Greenbank Road
- Pike Street
- Market Street
- Fore Street
- Bay Tree Hill
- Windsor Place
- Dean Street – as it meets the town centre

Other desirable elements:

- Walkways from car parks
- In previous years, small Christmas trees have been mounted on some shops by volunteers, and we are now looking for an innovative alternative.

Quotations should be broken down into individual streets as listed above with prices being specified against each line.

A call out charge or hourly rate for call outs should be specified, along with any additional costs which may be incurred that are not included in the contract.

The Christmas tree can be included as part of your tender as either a full, supply, installation and dressing, or for the dressing of the tree with decorations only working with another contractor for supply and installation.

A set of drawings/mock ups of the proposed lighting designs should be included.

The dates for the lights to be erected, turned on and removed must be agreed with the Council on an annual basis.

Details of existing infrastructure and unmetered power supplies can be found in appendix C.

### **3. Site Visits**

A site visit is highly recommended, for prospective contractors to familiarise themselves with the locations, requirements, and any working restrictions. A Council representative is available to meet contractors at a mutually agreeable time by arrangement with the Yvette Hayward, RFO & Deputy Town Clerk [office@liskeard.gov.uk](mailto:office@liskeard.gov.uk) or 01579 559 561.

Tenderers shall be deemed to have visited the site and to have satisfied themselves as to the nature of any operational limitations of the site that affect execution of works.

### **4. Tender Clarifications**

Any queries or correspondence relating to this document should be directed to Yvette Hayward, RFO & Deputy Town Clerk [office@liskeard.gov.uk](mailto:office@liskeard.gov.uk) or 01579 559 561.

Any question or request for clarification considered to be of material significance, will be published with the response, in an anonymous format, on the Council website 'Tenders' page [Tenders - Liskeard Council](#)

### **5. Contract Price**

Pricing must be a fixed price and be fully inclusive of all overheads, general risks, liabilities and obligations.

All items are to be individually priced expressed to two decimal places.

Tenders should note that due to financial constraints it may be necessary to reduce or remove elements of the proposed works. Any such adjustments shall be notified to the tenderers prior to the award of contract.

Your organisation must bear all costs associated with the bidding process itself, including any site visits, and attendance at clarification meetings.

All pricings should be exclusive of VAT.

Quotations should remain open for an initial acceptance for a minimum of 60 calendar days. All pricing is to remain fixed for the duration of the contract unless otherwise agreed.

**A maximum of £60,000 is assigned to this tender for the three-year contract.**

## 6. Timetable

<b>Stage of Procurement</b>	<b>Deadline</b>
Issue of Invitation to Tender	Wednesday 8 April 2026
Deadline for queries	Wednesday 22 April 2026
<b>Deadline for return of Tender</b>	<b>Thursday 30 April 2026 at 9am</b>
Evaluation of Tender responses	Tuesday 5 May 2026
Clarifications	Wednesday 6 – Friday 8 May 2026
Report to Council	Tuesday 19 May 2026
Presentation at Council Meeting	Tuesday 26 May 2026 at 7.30pm
Award of Contract	Friday 29 May 2026
<b>Stage of Works (Christmas 2026)</b>	<b>Date by</b>
Contract Start date	Week commencing Monday 1 June 2026
Final design confirmed	tbc
Pre-installation meeting	tbc
Installation	October / Early November 2026
All lights installed and fully operational	Friday 13 November 2026
Town lighting up of the Christmas tree event	Saturday 28 November 2026
Lights switched off	Tuesday 5 January 2027
Removal of lights	Mid January 2027

All tenders will receive a response by Friday 5 June 2026.

## 7. Submissions

Please submit all the Tender documents by email **by 09:00 on Thursday 30 April 2026** and send to [office@liskeard.gov.uk](mailto:office@liskeard.gov.uk) with the following wording ONLY in the subject box:

**“Liskeard Christmas Lights Tender Strictly Confidential”**

Tenderers should request confirmation of receipt.

Late submissions will not be considered.

Tenderers are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

Tenderers shall not discuss the tender they intend to make or release any information about the tender they intend to make, other than with professional advisers who need to be consulted for preparation of the tender.

## 8. Tender Submission Requirements

The following information should be included:

1. Organisation and Contact Details  
Full name and address of organisation  
Name/job title of the project lead for contact purposes  
Email address and telephone number  
Organisational status of the supplier (Company Registration Number, VAT number as appropriate)
2. Completed Certificate – Appendix A
3. Specification and Schedule of Works Pricing Sheets – A detailed cost breakdown is to be provided of each element of the work. Details of energy usage of lights is also required.
4. Project Management - Set out how you would carry out the work, including lead in times, overall project timelines with a breakdown of key milestones in a high-level Project Plan, and an indicative programme of works, including the resources you will employ and the use of any sub-contractors.
5. Options and Alternative Offers – Please clearly state if any options or alternative offer(s) have been made.
6. Relevant Experience – Please provide at least two references from similar sized towns with examples of work, on a contract undertaken by your company in the last three years that you consider demonstrates a track record of relevant experience, highlighting key similarities to this contract.
7. Insurance – Please provide copies of your certificates in respect of public liability (not less than £10 million), employers liability (not less than £5 million) and professional indemnity insurance, and details of any claims in excess of £50,000 made under your company/organisation's insurance policies within the last three years (if none state none). Please contact us if you believe these levels are a problem for your organisation.

### Other requirements

Suppliers must be financially sound. We may use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.

The Council's standard payment method is by BACS. The Council's standard terms of payment are Nett 30 days from receipt of acceptable invoice after successful completion of work as agreed. Please advise any discount available for early payment i.e. 7 or 14 days.

Your organisation shall at all times comply with the requirements of all relevant Health and Safety legislation and all associated Acts, Regulations and Approved Codes of Practice relating to provisions of Christmas lighting installation and display.

Your organisation must comply with all current equal opportunities' legislation with particular regard to the Equality Act 2010

Your organisation must comply with all current and relevant UK and EU Environment Laws and in doing so, where possible, deliver good and best practice above the legal baseline.

Tenderers are hereby notified that Liskeard Town Council is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

Your organisation shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

Your organisation shall (and shall use its reasonable endeavours to procure that its staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this project.

## 9. Tender Evaluation

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion.

### Evaluation Criteria

The overall award criteria that will be used in evaluating submissions will be 60% on quality, 30% on cost, and 10% on environmental sustainability. The preferred consultant/supplier will be that which achieves the highest overall score against our award criteria.

Criteria	Weighting	Element
Quality	60%	Demonstration of understanding of the brief Visual appeal including appropriateness to setting In line with required timescales Demonstration of relevant experience, including track record on Christmas lights Insurance, Health & safety record, and relevant accreditations
Cost	30%	Cost / competitiveness
Environmental sustainability	10%	Distance from site to company for travel Energy efficiency of products

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to

		provide the goods/works/services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Liskeard Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion weightings in the table above.

Errors and Discrepancies in Tenders - Where examination of tenders reveals errors or discrepancies which would affect the tender figure in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of confirming or withdrawing their offer. If the tenderer withdraws, the next tenderer in competitive order is to be examined and dealt with in the same way.

Liskeard Town Council is not bound to accept the lowest price or any tender. Liskeard Town Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Liskeard Town Council's internal procedures and Liskeard Town Council being able to proceed.

## **10. Disclaimer**

The issue of this documentation does not commit Liskeard Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Liskeard Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Liskeard Town Council and any other party (save for a formal award of contract made in writing by or on behalf of Liskeard Town Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Liskeard Town Council or any information contained in Liskeard Town Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Liskeard Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Liskeard Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Liskeard Town Council liable for any costs or expenses incurred by tenderers during the procurement process.