

Workington Town Council

Town Hall, Oxford Street, Workington, CA14 2RS

Telephone: 01900 702986

Email: office@workingtontowncouncil.gov.uk

Website: www.workingtontowncouncil.gov.uk



Workington Town Council

CHRISTMAS LIGHTS PROCUREMENT 2026-2031

Documents to be returned to

emma.chapman@workingtontowncouncil.gov.uk

by Tuesday 2nd September 2025

Company	
Name (Print Name):	
Date:	

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1. General Requirements

Background:

Workington Town Council is seeking a contractor for the supply, installation, take-down and storage of leased Christmas lighting displays.

The contract is for five years, starting in June 2026 and ending in June 2031.

With an option to extend for a further two years if required.

Workington has a relatively large Christmas lighting display for a town of its size and the displays extend to encompass most of the town centre. The Town Council is ambitious in its approach and aims to have a display that is bold and impactful, but one that is also environmentally friendly.

As technology is developing all the time, the council is looking for new ideas and innovations.

Budget: Approximately £50-55,000 per year

2. Non- Consideration of a Tender Response

Workington Town Council has the right to refuse any submission without the tenderers being able to claim compensation. The Council may refuse a tender response if they believe any alterations have been made to the original document or information requested has not been provided. Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act or the supplier directly contacting any member of the Council concerning the tender may result in disqualification. Anything other than 'appropriate' contact made to the individuals named within this document for the purpose of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

3. Contract Conditions

- A five-year lease agreement for a variety of display items. We have included an inventory for an indication of existing infrastructure, which we would like to use as much as possible to reduce costs for installing new brackets/fixings etc. and trying to source new power supply.
- Staff are required to facilitate the Christmas lights switch on each year.
- Storage and maintenance of lighting display items throughout the year.
- Maintenance as required during the display period.
- Pull testing for any fixings required for the display. This will usually include catenary wires and eyebolts. Depending on the results of the testing, the existing infrastructure may need remedial work.
- 24hr emergency call-out cover during the display period.

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- Workington Town Council does not supply any equipment, so the contractor must supply any equipment required to carry out the work, including own access equipment.
- Workington is a coastal town that experiences windy weather conditions throughout the winter months. This should be taken into consideration for all aspects of the design and installation.

4. Key dates:

- June/July: Pull testing. Permits are required from Cumberland Council so the contractor will need to confirm dates to WTC as early as possible in order for the permit applications to take place.
- A permit is already in place to cover 2026 and 2027.
- Early November: All displays need to be tested and installed by early November (date by agreement with contractor).
- November: Christmas trees within the town to be dressed with lights. There are usually 2 large trees to be dressed, approx. 25ft in various locations across the town.
- Last weekend in November: The date of the Christmas lights switch on. All displays must be installed and working by this date. Electricians are required on site to switch on the lights at a time that coincides with the countdown, usually 5pm.
- Early January: Lights to be switched off. Removal is to start immediately and to be completed by the end of the month.

5. Health and Safety

- Contractors must comply with all relevant H & S legislation. It is a requirement that contractors wear protective clothing and use safety equipment as determined in the risk assessment when undertaking this contract. Measures must be taken to minimize any risk to the public.
- Any motor vehicle used must be parked so as not to contravene any parking restrictions and/or present any obstruction to other road users and the public.
- All waste materials must be removed and disposed of by the contractor. Disposal in public waste bins is not allowed.
- Staff are expected to have undertaken the appropriate training, and each team of workers must include a qualified First Aid Officer.
- The contractor must adhere to the relevant codes of practice and regulations. In particular, the erection, testing and maintenance of the installation must be

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carried out in accordance with the latest Wiring Regulations (BS 7671) determined by the IET and undertaken by a competent person as laid out in those regulations.

The successful contractor will be expected to produce a Health & Safety Information Pack each year prior to installation. This will include:

- Risk Assessments
- Method Statement
- Schedule of Works
- Copy of the current Insurance Certificate
- Any other relevant documents such as Environmental Policy, General Health & Safety at Work Policy, accreditation certificates and staff training certificates.

6. Current display area

This is the current layout for the Christmas lighting display, and it has the necessary fixings and power supplies in place.

Item	Quantity
Oxford Street	
Cross Street Displays	3
20m glitter garland	2
Town Hall	
20m glitter garland	3
Workington Library	
40m festoon	1
Murray Road	
315m festoon in 4 sections	1
Cross street display	2
20m glitter garland	3
20m glitter garland 3-D feature	2
Finkle Street	
140m LED strings	1
85m Icicle lights for Carnegie	1
Pow Street	
196m LED strings	1
Wall motifs	8
Washington Street	

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140m festoon	1
Wall motifs	9
Washington Square Shopping Centre - Risman Place (Costa to TKMaxx)	
117m Criss Crosses with 7 central displays	1
20m glitter garland	26
Washington Square Shopping Centre - Campbell Saviours Way	
87m Criss Crosses with 7 central displays	1
20m glitter garland	20
Washington Square Shopping Centre - Steelman Walk	
4 Criss Cross displays in 6 sections	1
Washington Square Shopping Centre - Ivison Lane	
4 Criss Cross displays in 7 sections	1
Jane Street	
100m icicles New Look	1
60m festoon opposite side of the road	1
Train Station	
25m warm white swags	1
20m glitter garland	3
Marks and Spencer's Car park	
Glitter garland with mini drops in 7 trees	7
2 motifs	2
Tree garland around HSBC steel column	1
Bensons for Beds and Entertainer	
32m and 46m icicles	1
4m dia double cone argent tree with star topper	Already hired for 2026
Christmas Trees	
Locations vary	
2 x 25ft trees to be lit with white and warm white glitter garlands	Customer owned lights

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7. Scoring Percentages

Item	Detail	Score
Presentation	Overall presentation of submission and visuals	55%
Quality	Maintenance, environmental impact	20%
Warranties	What is covered in the warranty, length of warranty for each item	10%
Price	Value for money	10%
Social Value	Against the 5 themes listed below	5%

8. Questions

Quality (20%)

Questions	
Please confirm you will be able to deliver all the requirements outlined above in the best possible manner and with professionalism	Yes / No
<i>Give details of your relevant experience of delivering for similar projects. Please detail how the work you have undertaken has influenced positively and led to successful outcomes. Where possible please use examples from across the Cumberland Authority (previous Allerdale area /Cumbria as this will be of particular interest) Please add in any previous client recommendations where appropriate.</i>	
Response:	
<i>Please give details of your approach to planning and coordinating this project. Please include details of the staff that will provide the service, including relevant experience, qualifications etc. Please include details of the level of communication you undertake with the Council.</i>	
Response:	
<i>Can you provide any examples to show how your company is considering and tackling carbon reduction through your service provision?</i>	

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Response:

Warranties (10%)

	Please list all warranties to be supplied

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Social Value (5%)

Social Value

Please provide details and evidence against any of the 5 themes within the Social value framework

Theme number	Themes	Policy outcome number	Outcomes
1	COVID- 19 recovery	1	Help local communities to manage and recover from the impact of COVID-19
2	Tackling economic inequality	2	Create new businesses, jobs and new skills in Cumbria
		3	Increase supply chain resilience and capacity In Cumbria
3	Fighting Climate Change	4	Effective stewardship of the environment
4	Equal Opportunities	5	Reduce the disability employment gap
		6	Tackling workforce inequality
5	Wellbeing	7	Improve health and wellbeing
		8	Improve community integration

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Please tick the following as applicable:

Foundation Living wage

YES - we currently pay employees the equivalent or higher of the Foundation Living Wage (FLW) which will be increasing to £12 per hour?)

NO - we do not currently pay employees the equivalent or higher of the Foundation Living Wage (FLW) currently, increasing to £12 per hour?)

We are working towards paying staff the Foundation Living Wage (please provide in comment box below the timescales you are working towards this)

NO - we are not working towards paying staff the Foundation Living Wage.

Comment:

Zero Hours Contracts

YES - we operate Zero Hours Contracts (Please provide details for operating this in the comments box below)

NO - we do not operate Zero Hours Contracts

Comment:

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Price Value (10%)

Prices quoted must anticipate all costs in relation to the provision of the project as NO additional costs will be accepted unless approved in writing by the Council.

Payment milestones will be agreed with the successful provider on award.

Price Schedule	
Contract Title:	
Organisation Name:	
Contact Name:	
Prices must include for all costs, expenses and disbursements in connection with the provision of services under the contract as no additional costs will be accepted unless approved in advance in writing by the Council.	
Please provide a spreadsheet containing a detailed breakdown of all costs for each element, setting out the team members involved in that element of project delivery and the time allocated.	
Please confirm your total quoted price for the provision of services to deliver the project. All prices stated must be exclusive of VAT.	

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9. Scoring System

5	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the project's aims or requirements. Response highly relevant with comparable contract value.
4	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
3	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
2	Below exceptions	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
1	Poor to deficient	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading
0	Unacceptable	Totally deficient and non-compliant for that criterion

10. Format for Response

Electronic copies of all tender documents are acceptable. DEADLINE FOR SUBMISSION IS TUESDAY 2nd SEPTEMBER 2025.

It would be expected that you will attend the meeting of the Culture & Social Investment Committee on 23rd September at 6pm, where you will have the opportunity to present visuals and costs to the committee directly.

Contact for the tender; any questions relating to the tender and organising site visits should be directed to:

Emma Chapman, Chief Officer
Workington Town Council, Princess St, Workington, CA14 2QG
01900 702986

Title: Christmas Lights Procurement 2026 - 2031
Reference: CL25

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11. Subcontracting

Is it the intention of your company to subcontract?

<u>YES</u>	<u>NO</u>

***(please tick what your response is)**

If your answer to the above is yes please state which company you will be subcontracting with, the percentage and description of work you intend to subcontract:

Company: _____

Address: _____

Postcode: _____

Telephone Number: _____

Percentage of Work to be Subcontracted: _____ %

Description of Work to be Subcontracted: _____

Please note that any company requesting subcontract work must obtain written permission from Emma Chapman.

Any company found to be subcontracting who has failed to declare this at tender stage may incur the following action:

1. The contract being cancelled
2. All other contracts/frameworks won by your company may be reassessed

PLEASE COMPLETE A NEW FORM FOR EACH SUBCONTRACTOR YOU WILL BE USING. THIS INCLUDES OTHER CONSULTANTS IF THEY ARE TO BE USED.

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12. Declaration

PLEASE READ AND SIGN THE DECLARATION BELOW

I/We apply to be considered for the provision of Christmas lighting scheme 2026-2031 (as stated above)

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/We accept the conditions and undertakings requested in the quotation. I/We understand that false information could result in my/our exclusion from consideration for this or any other contract or framework with the Council.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract or framework currently in force and will result in my/our exclusion from consideration for this or any other contract with the Council.

I/We confirm that:

- (i) I/We have not communicated and will not communicate to any person, under agreement or arrangement, the amount of this quotation.
- (ii) The amount of this quotation has not been adjusted under any agreement or arrangement with any person.

<u>Signed for and on behalf of the organisation:</u>	
Company:	
Signature:	
Full Name (printed):	
Designation:	
Date:	
Telephone:	
Email:	

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13. Anti-Collusion Certificate

The essence of the public procurement process is that the Council shall receive bona fide competitive quotations from all Bidders. In recognition of this principle we hereby certify that this is a bona fide Bid, intended to be competitive, and that we have not fixed or adjusted the amount of the Bid or the rates or prices quoted by or under or in accordance with any agreement or arrangement with any other Bidder (other than a member of our own consortium). We have not and insofar as we are aware neither has any Bidder Party (as defined in the Invitation to Negotiate):

Entered into any agreement with any other person with the aim of preventing Bids being made or as to the fixing or adjusting of the amount of any Bid or the conditions on which any Bid is made; or

Informed any other person, other than the person calling for this Bid, of the amount or the approximate amount of the Bid, except where the disclosure, in confidence, of the amount of the Bid was necessary to obtain quotations necessary for the preparation of the Bid for insurance, for performance bonds and/or Contract or Framework guarantee bonds or for professional advice required for the preparation of the Bid;

or

Caused or induced any person to enter into such an agreement as is mentioned in Paragraph (1) and (2) above or to inform us of the amount or the approximate amount of any rival Bid for the Contract or Framework; or Committed any offence under the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972;

or

Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid for the Works any act or omission.

or

Canvassed any other persons referred to in Paragraph (1) above in connection with the Contract or framework.

or

Contacted any officer of the Council about any aspect of the Contract or Framework including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Bidder of such officer for the purpose of the Contract or Framework or for soliciting information in connection with the Contract or Framework.

We also undertake that we shall not procure the doing of any of the acts mentioned in Paragraphs (1) to (7) above before the hour and date specified for the return of the Bid nor (in the event of the Bid being accepted) shall we do so while the resulting Contract or Framework continues in force between us (or our successors in title) and the Council.

In this certificate

The word "person" includes any person, body or association, corporate or incorporate and "agreement" includes any arrangement whether formal or informal and whether legally binding or not.