



# Wolverton & Greenleys Town Council



Serving the communities of Wolverton, Greenleys, Old Wolverton, Wolverton Mill, Stonebridge, Hodge Lea and Stacey Bushes.  
Town Hall, Creed Street, Wolverton, Milton Keynes MK12 5LY  
Direct Line: 01908 326800 Email: [office@wolvertonandgreenleystowncouncil.gov.uk](mailto:office@wolvertonandgreenleystowncouncil.gov.uk)

## **INVITATION TO TENDER (ITT) for Wolverton and Greenleys Town Council Christmas Lights 2022**

Your organisation along with others is invited to offer a tender for provision of the Wolverton and Greenleys Town Council Christmas Lights 2022, to the specification outlined below.

Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.

Your tender must be received by the town Clerk at [Townclerk@wolvertonandgreenleystowncouncil.gov.uk](mailto:Townclerk@wolvertonandgreenleystowncouncil.gov.uk) no later than the date and time given below. Late tenders will not be considered.

Please contact me if you have any questions about the tendering procedure.

We look forward to your response.

Yours sincerely

Joe Quinn  
Community Engagement and Projects Officer

On behalf of Wolverton and Greenleys Town Council



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## About the Buyer:

Contact name: Joe Quinn on behalf of the Wolverton and Greenleys Town Council

Position: Community Engagement and Projects Officer

Address: Wolverton & Greenleys Town Council, Town Hall, Creed Street, Wolverton, Milton Keynes, MK12 5LY England

Telephone: 01908 326800

Email: [community@wolvertonandgreenleystowncouncil.gov.uk](mailto:community@wolvertonandgreenleystowncouncil.gov.uk)

## Contract Summary

- Published Date: 9<sup>th</sup> June 2022
- Tender Status: Pending
- Tender Opening Date: 9<sup>th</sup> June 2022
- Tender Closing Date: 1<sup>st</sup> July 2022 at noon
- Award Date: 20th July 2022
- Contract Start Date: TBA
- Contract End Date: TBA



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## Description

Wolverton and Greenleys Town Council is seeking a professional and qualified company that can deliver an exceptional value for money service to tender for the supply, storage (if required), testing, installation and support of the Christmas lights. Tenders should include costs for:

- Purchase and rental options of motifs
- A one-year contract price and three-year contract price (purchase and rental).
- Provide secure and dry storage of the Christmas lights for the period when they are not lit
- Delivery of the lights to Wolverton Greenleys, Stacey Bushes and Hodge Lea and return to storage facility
- Annual testing of brackets, electrical connections, timers and fittings, as required to meet electrical standards and to meet the requirements as set out by Milton Keynes Council Highways department policy for festive lighting display.

(Please note, this may be subject to change as legislation evolves; it is expected that the successful contractor will ensure compliance with current legislation.

- Erection and dismantling of lights within Wolverton Greenleys, Stacey Bushes and Hodge Lea taking into consideration effective traffic management.
- Decoration of a 20–30-foot Christmas tree in The Square, Wolverton, including testing of owned lights and tree topper.
- Provision of appropriately qualified operatives to set the timers for the display for the chosen light switch on across the parish• provision of maintenance and repair during the course of the Christmas period.
- Inventory of lights (if council owned) at the end of the Christmas period, to enable effective planning for the following year.

Please provide a written tender submission by email to the Town Clerk Andrea Vincent of Wolverton and Greenleys Town Council by 1<sup>st</sup> July 2022 at noon. This should be emailed to: [townclerk@wolvertonandgreenleystowncouncil.gov.uk](mailto:townclerk@wolvertonandgreenleystowncouncil.gov.uk) ; a confirmation of receipt will be provided.



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## Main Display

### Pre-Season Works:

- Test and inspection of clients' equipment within stores and issue report on any repairs required.
- Carry out portable appliance testing of clients' equipment.

### Installation, Maintenance and Removal of Display:

#### Wolverton –

- 19 x Column Decorations (Motifs) – Stratford Road
- 8 x Service & commission Mistletoe Stars in the trees – The Square
- 11 x Column Decorations (Multi-coloured wraparounds) - Church Street
- 2 x Column Decorations (Motifs) - Radcliffe Street
- 1 x Dress Main Christmas Tree with council owned lights, and festive decorations

#### Greenleys -

- 10 x Column Decorations (Small motifs) – Ardwell Lane
- 1 x Service & commission Mistletoe Stars – in Community Gardens trees

#### Stacey Bushes -

- 1 x Service & Commission Mistletoe Stars in tree
- 9 x Column Decorations (Multi-coloured wraparounds)

#### Hodge Lea -

- 1 x Service & commission Mistletoe Stars in tree
- Provision of appropriately qualified operatives to set the timers for the display for the chosen light switch on across the parish
- Provision of maintenance and repair during the course of the Christmas period.
- Inventory of lights (if council owned) at the end of the Christmas period, to enable effective planning for the following year.

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