

Light Up Hay Hay Town Council



INVITATION TO TENDER (ITT)

Christmas Lights Installation, Maintenance, and Removal Contract

Tender Reference: HTC/CL/2026

Issue Date: 24th March 2026

Submission Deadline: 21st April 2026



1. Introduction

Hay Town Council invites suitably qualified contractors to tender for the installation, maintenance and removal of the town's Christmas lights display.

2. Contract Overview

The contractor will install, test, maintain, remove and (if required) store festive lighting throughout Hay-on-Wye town centre.

3. Contract Duration

Initial Term: 2 years

Optional Extension: Up to 3 additional years subject to performance.

Schedule 1 – Specification of Locations

The following locations represent typical installation areas. Final locations will be confirmed annually.

Street / Location	Type of Display	Notes
Canolfan Hay Craft Centre	On buildings	
Oxford Road (Blue Boar & Post Office)	On buildings	
Backfold	Street span	
Castle Street	On Buildings	
High Town	On Buildings	
The Pavement	Street Span	
Memorial Square	On Buildings	
Lion Street	On Buildings	
Market Street	On Buildings	
Broad Street	On Buildings & Lights around trees	

Possible additional locations with prior discussion

Schedule 2 – Pricing Schedule

Service	Annual Cost (Excl VAT) 2026
Installation	
Maintenance during festive period	
Removal in January	
Additional emergency hourly rate	

Service

Annual Cost (Excl VAT) 2027

Installation

Maintenance during festive period

Removal in January

Additional emergency hourly rate

Schedule 3 – Contractor Information

Company Name: _____

Point of contact: _____

Registered Address: _____

Company Registration Number: _____

VAT Number: _____

Primary Contact: _____

Telephone: _____

Email: _____

Years of Experience: _____

Schedule 4 – Method Statement

Tenderers should describe their approach covering:

- Installation method
- Health and Safety
- Fault response

- Staff qualifications
- Equipment used
- Public Liability
- In case of Emergency what would be a standard response time to visit / replace / fix.

Schedule 5 – References

Client	Project Description	Contact
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Schedule 6 – Tender Evaluation Matrix

Tenders will be evaluated using the criteria and weightings set out below, with each submission scored against these areas to determine the most economically advantageous tender.

Evaluation Criteria	Weighting	Score
Price	40%	
Experience & Capability	30%	
Methodology & Safety	20%	
Environmental Considerations	10%	

Schedule 7 – RAMS Checklist

Hay-on-Wye Christmas Lights Installation & Maintenance

Project / Task: Christmas Lights Installation, Maintenance, and Removal

Location: Hay-on-Wye Town Centre

Date: _____

Prepared by (Contractor): _____

1. General Safety

Hazard / Task	Checked (✓)	Notes / Actions
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All personnel trained and competent

Personal Protective Equipment (PPE) issued and worn (hi-vis, gloves, boots)

First aid arrangements in place

Fire extinguisher available on site

2. Working at Height

Hazard / Task	Checked (✓)	Notes / Actions
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Ladders inspected and safe

Cherry-picker / MEWP inspected, certified, and operator

Hazard / Task	Checked (✓)	Notes / Actions
trained		

Fall protection equipment available and used (harnesses, lanyards)

Work zone cordoned off to prevent public access

3. Electrical Safety

Hazard / Task	Checked (✓)	Notes / Actions
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All lighting and electrical equipment PAT tested

Cables secured and protected from trip hazards

RCDs in use where required

Power isolation plan in place

4. Traffic & Public Safety

Hazard / Task	Checked (✓)	Notes / Actions
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Traffic management plan approved by Council

Signage, barriers, and cones in place

Hazard / Task

Checked (✓) Notes / Actions

Pedestrian routes remain safe and accessible

Vehicle movements coordinated with team

5. Environmental Considerations

Hazard / Task

Checked (✓) Notes / Actions

Waste management plan in place

Recyclable materials separated for disposal

Low-emission vehicles used for equipment transport

Installation avoids damage to trees and wildlife

6. Emergency & Contingency

Hazard / Task

Checked (✓) Notes / Actions

Emergency contacts listed and available

Procedure for electrical faults or fire incidents

Procedure for injury / accident on site

Hazard / Task

Checked (✓) Notes / Actions

Adverse weather procedure in place

7. Sign-Off

Name

Role

Signature

Date

Schedule 8 - Draft Contract Agreement

This Agreement is made between Hay Town Council and the appointed Contractor for the provision of Christmas Lights Installation, Maintenance, and Removal.

Key Terms:

- Contractor responsible for safe installation and removal
- Compliance with all Health & Safety legislation
- Insurance requirements maintained throughout contract
- Contract term as defined in tender documents
- Payment subject to satisfactory delivery of services

Tender Declaration

I confirm that the information provided is accurate and that I am authorised to submit this tender.

Name: _____

Position: _____

Signature: _____

Date: _____