

NEWPORT PARISH COUNCIL

CHRISTMAS & FESTIVE LIGHTING CONTRACT – INFORMATION TO CONTRACTORS

MAIN ASPECTS OF THE CHRISTMAS & FESTIVE LIGHTING SCHEME FOR NEWPORT PARISH COUNCIL:

- Newport Parish Council invites quotes for its Christmas and festive lighting contract on a lease arrangement basis.
- Newport Parish Council has a budget of £20,000 for the scheme and quotations should not exceed this amount.
- Quotes should include cost of installation for motifs and lights owned by Newport Parish Council, which are currently in storage with a third party. An itinerary is available on request.
- Quotes should include the cost of storage for the motifs and lights owned by Newport Parish Council for the duration of the contract.
- The contract will be for 5-years, with the option for either party to opt out after 3-years. The contract will commence in 2018.
- A £100 penalty will be imposed for each maintenance call that is not resolved within 48-hours of the contractor being notified e.g. faulty motifs/lights.
- The light switch-on for 2018 will be Saturday, 24th November in St. Thomas Square, Newport and the successful contractor will be required to have the scheme installed for this date and to attend the switch-on. Subsequent switch-on dates will be determined in January for each further year of the contract.
- Quotes should include dressing two Christmas trees between 15ft and 25ft approx., provided and put up by the Parish Council.
- Quotes should be received no later than 5pm on Friday, 22nd June 2018.

GENERAL ASPIRATIONS

Newport Parish Council would like a simplistic and unformed scheme making use of fairy lights, which have proved popular in other towns and villages on the island. The scheme should focus on areas in the High Street, Pyle Street, Holyrood Street, Nodehill, both main squares (St. James and St. Thomas) and contractors should also explore some coverage of Carisbrooke.

TECHNICAL MATTERS & INSTALLATION

Prior to submitting quotes, companies must consult with Island Roads – the highways authority for the Isle of Wight – to ensure that the scheme is compliant with all highways, public realm and associated regulations and that the proposed scheme meets their approval in terms of technical compatibility, road safety etc. Installation of the scheme and obtaining any necessary permissions is entirely the responsibility of the contractor.

INSURANCE

Contractors must demonstrate they have public liability insurance.

SWITCH-ON

The successful bidder is required to attend the Christmas lights switch-on for each year of the contract.

CONTACT DETAILS

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Contractors will be notified in writing of the outcome.

Newport Parish Council is not bound to accept the lowest or any tender.