



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT number: 830 7558 23

18th October 2018

Dear Sir or Madam,

**INSTALLATION OF CHRISTMAS LIGHTING
RAYLEIGH TOWN CENTRE**

Please find enclosed specification for the installation of Christmas lighting within Rayleigh town centre.

You are invited to submit a tender as per this specification. Tender documents must be returned sealed, in the envelope provided, to the Town Clerk, Rayleigh Town Council, the Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD by no later than:

12.00noon Wednesday 2nd January 2018

You may wish to visit Rayleigh to view the lighting arrangements after the display has been switched on from Thursday 29th November 2018.

Please note that:

1. If a person submitting a tender is to his knowledge related to any member(s)/employees of Rayleigh Town Council he/she and the person he/she is related to shall disclose the relationship in writing to the Town Clerk
2. Canvassing of members of the Town Council or any committee or sub-committee or employee(s) for any contract under the Town Council shall disqualify the contractor from such a contract.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'KcD'.

Mrs K Cumberland
Town Clerk

**RAYLEIGH TOWN COUNCIL
INSTALLATION OF CHRISTMAS LIGHTING SPECIFICATION**

I/We understand that you are not bound to accept the lowest or any quotation you may receive.

I/We understand that no increased cost of labour and or material will be allowed during the period of the contract.

If this quotation is accepted I/We agree that these quotation documents together with your written acceptance and order shall constitute a binding contract between us.

This agreement is made between the undersigned contractor and Rayleigh Town Council.

CONTRACTOR DETAILS

Signed.....

For and on behalf of.....

Address.....

.....

Post Code.....

Telephone.....

Mobile Telephone no.....

E-mail Address.....

Date.....

Rayleigh Town Council



3 YEAR QUOTATION FOR TOWN CENTRE CHRISTMAS LIGHTS INSTALLATION

FROM 2019 TO 2021

Rayleigh Town Council (RTC)

Christmas Lights - 3 Year Contract 2019 to 2021

You are invited to provide a quotation to install Christmas lights in Rayleigh Town Centre over the three festive seasons in years 2019, 2020 and 2021.

Insurance

Please note that should your company be successful in being awarded this work you will be required to indemnify and keep indemnified RTC against all actions, claims, costs, liabilities, loss, damage or injury howsoever arising and whether directly or indirectly responsible in connection with the supply and installation of Christmas Lights and you will obtain and keep in full force and effect at all times a policy or policies of insurance covering public liability in the sum of at least £5,000,000.00 (five million pounds sterling) and Employee Liability Insurance in the sum of at least £5,000,000.00 (five million pounds sterling).

Health and Safety

Prior to commencing any works you will have obtained any necessary appropriate licence from the Highway Authority. All installations must be carried out in accordance with all regulations and with any additional statutory requirements. You must follow Essex County Council's Code of Practice for the Installation of Seasonal Decoration on or above the Public Highway. The Contractor shall satisfy himself that all his staff involved with the erection and dismantling of lights has the appropriate qualifications and training to do so and shall if necessary provide them with the appropriate equipment and safety clothing to carry out the safe installation of such. No liability shall fall upon RTC for the negligence of the Contractor employing inappropriately qualified staff. The Contractor shall also satisfy himself and RTC that all installations are in good, safe, working condition. The contractor must check all brackets and fixings each year by 31st August and must report any corrosion or signs of wear to RTC immediately and in time for the items to be replaced before the lights are installed.

The contractor will provide a risk assessment, method statement, traffic management plan and any other documentation that is deemed necessary by Essex County Council to RTC in order for it to apply to Essex County Council for a licence to install the decorations on the highway. This documentation must be provided by 31st August each year.

Installation and Removal of Lights

Details are specified on the attached schedule. Storage of lights and columns will be within Rayleigh. Care shall be taken when collecting and storing the lights that no damage takes place to any equipment or vehicles parked in the car park. Access to the storage shed is arranged through RTC's Office. Equipment must be collected, installed and ready for 'switch-on', which is usually the last Thursday in November, in accordance with the attached specification (subject to change upon reasonable notice being given by RTC). Lights and columns must be dismantled and removed to the storage shed by the end of January each year and the Contractor must report any faults or necessary equipment replacements to RTC.

Time clocks, where required, must be fitted and supplied by the Contractor and be included within the quotation. Any necessary bulb or fitting replacements should be notified to RTC and may be charged in addition to the quotation for erection and dismantling.

RTC reserves the right to alter or add to its lighting display each year. A quotation will be invited to be submitted by the contractor for any alterations/additions to this specification. RTC will not be obliged to accept the Contractors quotation for these items.

'Switch-on Event'

The date for the 'switch-on' event is set early in the year and usually takes place on the last Thursday in November. RTC reserves the right to change the date of the event by giving 3 months notice.

The Contractor will be required to have an adequate number of staff in attendance at the 'switch-on' event to ensure that the lights are installed and working for turning on at the appropriate time by remote control.

Repair of Faults

Faults reported to the Contractor during the time that the lights are operational must be repaired or replacements made within 48 hours of the defect being reported. Any faults that could result in a health and safety hazard must be repaired by the Contractor immediately and emergency contact details provided to RTC by Contractor.

Electricity Supplies

The Contractor will be required to ensure that electrical connections are in accordance with all regulations and that time clocks are fitted where necessary. The Contractor will provide RTC with a list of electrical units used for the purposes of submission to the electrical suppliers on demand.

The following electrical supplies are used:

Set Pieces, column rope type lights and cross road display - power from street lights

Festoons & Trees in town centre - power from nearby properties or feeder pillars

Rayleigh Baptist Church – power from Church premises

Christmas Tree at Holy Trinity Church – power from nearby lamp column.

Lights in Flower Beds in King George V Playing Field

Trees at ABC Nursery, Eastwood Road

Trees at Civic Suite – power from Civic Suite, Hockley Road

DESCRIPTION	2019	2020	2021	COMMENTS
<p>1. Health and Safety Documentation To produce proof of public liability insurance, method statement, risk assessment and traffic management plan documents to Town Council each year in August for forwarding onto Highways.</p>				
<p>2. Attendance and Provision of Materials. To check all fixings and lights and install in time for event, which is usually the last Thursday evening in November, attend event to switch on lights (with assistance from volunteers) at specified time. All bulbs are provided by contractor except set piece bulbs. Time switches and all materials relating to electrical connections are provided by contractor. Set pieces, rope lights, cross road decoration, columns and festoon cables are provided by Council. Attend to undertake any repairs to the lights during the season to ensure a complete display throughout. Remove all lights by mid January (weather permitting) and return to Town Council's storage facilities. To keep Town Council informed of any problems with the lights and to give adequate notice for necessary replacements and repairs.</p>				

DESCRIPTION	2019	2020	2021	COMMENTS
<p>3. Temporary Columns</p> <p>Remove 11 columns from storage (currently in Daws Heath Road) and erect in High Street between Bellingham Lane and Church Street. Use existing in-ground sockets. Return to storage in January.</p>				
<p>4. Festoon Lighting</p> <p>Erect festoon lighting between the eleven temporary columns. Check all fixings and brackets. Electricity is from feeder pillars at shop frontages. Return to storage shed in January.</p>				
<p>5. Rope lights or similar</p> <p>Attach to eleven temporary columns on High Street as mentioned above. Return to storage shed in January.</p>				

DESCRIPTION	2019	2020	2021	COMMENTS
<p>6. Set Pieces - Installation</p> <p>Erect maximum of 49 set pieces onto specified street lights in the High Street from Crown Hill to Rayleigh Baptist Church and in Eastwood Road. The number of set pieces may vary depending on results of structural survey. Submit a price per item. Collect from storage. Return to storage shed in January. Check all brackets and fixings. Columns that fail a structural survey for set pieces - attach string of lights around columns.</p>				
<p>7. Cross Road Decoration</p> <p>Install cross road decoration adjacent to library in High Street using fixings that have been installed on buildings. Conduct pull test every year before installation. Electricity from street light. Install timer. Return to storage shed in January.</p>				
<p>8. Christmas Tree on corner of Church Street adjacent to Holy Trinity Church</p> <p>Install lights onto tree (which is provided by local company). The tree lights are powered from an electrical connection from a nearby lamp column. There is 100 metres of lighting. Return lights to storage shed in January</p>				

DESCRIPTION	2019	2020	2021	COMMENTS
<p>9. Lights in trees</p> <p>Lights are supplied by Council and are erected in trees at the following locations:</p> <p>2 trees at District Council Offices and Barringtons at junction with Hockley Road and Websters Way – total 150 metres of lighting (2 trees). Electricity from Civic Suite.</p> <p>ABC Nursery on Eastwood Road. Electricity from Nursery</p> <p><u>High Street:</u></p> <p>2 trees at Grouts Bakers – 200 metres of festoon lighting</p> <p>1 tree Rona Estate Agents – 100 metres of lighting</p> <p>2 trees at Rayleigh Lanes – 300 metres of lighting</p> <p>1 tree Mores Newsagents – 100 metres of lighting</p> <p>1 tree Crown Public House – 200 metres of lighting</p> <p>2 trees at Clock – 100 metres of lighting</p> <p>1 tree in flowerbed in front of Holy Trinity Church – 100 metres of lighting.</p> <p>Electrical connections are already in place from either feeder pillars at shop frontages or nearby premises. Return to storage shed</p>				

DESCRIPTION	2019	2020	2021	COMMENTS
<p>10. Festoon Lights at Rayleigh Baptist Church</p> <p>Install temporary columns (supplied by Council) in driveway of church and fit 35 metres of festoon lighting between Baptist Church and adjacent shop. Install second temporary column next to existing street light and fit 100 metres of festoon lights. Return to storage shed in January.</p>				
<p>11. Eastwood Road</p> <p>10 floodlights covered by cages in flowerbeds at front of King Georges field (5 in each) powered by supply in one of the beds and lead over to the other bed.</p> <p>Lights in tree at ABC Nursery.</p>				
<p>12. Remote Controls</p> <p>Have adequate number of staff on site on switch on day and equipment to turn lights on by remote control at appointed time (usually 6.30pm on last Thursday of November)</p>				

