Contractors Specifications – Bognor Regis Town Council Christmas Illuminations - 3 Year Contract 2022/24

Company Name:

Address:

Contact Details:

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| **Requirements:**  To supply, install, maintain, de-install and store a Christmas lighting display for the High Street, London Road, Station Road and Aldwick Road Areas of Bognor Regis  To supply, install, maintain, de-install and store a centrepiece display in precinct (where London Road meets High Street)  To supply and install lights for the Queensway area to remain in situ all year with additional features for the festive season  To supply, install, maintain, de-install and store tree lights for 2 x 25ft Christmas Trees (High Street and Station)  To test, install and de-install 2 x Christmas motifs to the Town Hall Balcony (displayed owned by BRTC)  Attendance required at the Town Councils Christmas Switch-on event  To replace electric cabling for the London Road, Station Road and High Street area to include IP55 enclosure, RCBO’s and timers  To replace/repair existing power boxes and timers where necessary  To replace sockets for Aldwick Road display  To stress test catenaries to include suitability for the erection of banners up to 15 Kilonewtons on existing plates and bolts and if necessary provide costings for replacement/resiting  Annual inspections as detailed below  Declaration of costs for non-metered supply | | | | |
| Specification of work to be done  (Timetable to be agreed with Town Council on award of contract) | Qualified/able to undertake work  Yes/No  (Please list details as relevant) | Costs | Additional Information |
| **DISPLAYS** |  |  |  |
| **To supply, install, maintain and de-install and store Christmas Lighting Display for the following areas:**  **London Road**  7 double string catenary wires  **High Street**  8 double string catenary wires  **York Road**  1 double string catenary wire  **Station Road and London Road**  9 single string catenary wires  **Precinct -where London Road meets High Street.**  Centrepeice display  **Aldwick Road**  9x lamppost columns motifs |  |  |  |
| **To supply install and maintain**  **Queensway** *(lighting in situ all year)*  with additional features for the festive season |  |  |  |
| **To test, install, maintain and de-install**  **Town Hall Balcony**  2 motifs (owned by Town Council) |  |  |  |
| **To supply, install, maintain and de-install and store Christmas tree lights in 2 locations:**  **Station Road:** The Railway Station  **High Street:** The William Hardwicke Public House  (2 x 25ft Trees supplied and installed by Town Council) |  |  |  |
| **INFRASTRUCTURE** |  |  |  |
| **Electrical**  **One off:**  To replace electric cabling for the London Road, Station Road and High Street area to include IP55 enclosure, RCBO’s and timers  To replace/repair existing power boxes and timers where necessary  To replace sockets for Aldwick Road display  **Annually:**  Electrical wall mounted boxes  Time Clocks (if required)  9 sockets and time clocks on lamp posts in Aldwick Road |  |  |  |
| **Non-Electrical**  **One off**  To stress test catenaries to include suitability for the erection of banners up to 15 Kilonewtons on existing plates and bolts and if necessary provide costings for replacement/resiting  **Annually**  **Catenary Wires**  Visual inspection  Angle of wire sag to the anchorage to be checked and recorded  16 sites with 2 strings  9 sites with 1 string  **Anchorage Points (wall plates and fixings)**  Visual inspection including photo of each anchor point  **Minimum of every 2 years**  Hilti test (load testing) – timescale to be agreed between contractor and Council |  |  |  |
| **SWITCH ON** |  |  |  |
| **TOWN CENTRE – attendance required**  Via remote units – wi-fi  **QUEENSWAY**  On or around the time of switch-on event lights to be switched on by access box in Queensway  **ALDWICK ROAD**  After switch on event Aldwick Road post mounted lights to be switched on |  |  |  |
| **ADDITIONAL CHARGES** |  |  |  |
| Hourly charge for any additional work undertaken |  |  |  |
| Hourly charge for emergency call-out  (Please indicate Guaranteed Response Times) |  |  |  |
| Additional Inspections  If considered necessary by Town Council e.g. after high winds |  |  |  |
| **ADDITIONAL REQUIREMENTS** |  |  |  |
| Risk Assessment for all work undertaken |  |  |  |
| Safety Method Statement |  |  |  |
| Details of Health & Safety Training (e.g. use of elevated platforms) |  |  |  |
| Public Liability Insurance and level held |  |  |  |
| Details of membership of relevant trade or professional body and Qualifications held  **(Must be HERS Registered)** |  |  |  |
| You will also need to satisfy the Council that you can comply with the appropriate codes of practice for Traffic Management |  |  |  |
| Supply of Mobile Elevated Platform |  |  |  |
| Prompt delivery of Declaration of Cost for non-metered supply |  |  |  |
| Accident History for the last 2 years |  |  |  |
| Near Miss History for the last 2 years |  |  |  |