



THETFORD TOWN COUNCIL

Thetford Town Council Is seeking a tender for the testing, installation and removal of Christmas lights.

TTC/25/001

INTRODUCTION

The Town Council provides an annual programme of Christmas illuminations in the Town. The focus of the illumination scheme is the annual 'switch-on' event, which usually occurs in the last week of November or the first week of December. The Council is tendering with a view to agreeing a contract with a supplier for the 2024 switch on and the following two years (2025 and 2026).

REQUIREMENTS

The Town Council is seeking a contractor to fully manage the installation, maintenance and removal of the Christmas lights and associated electrical installations in the town. We are looking for a contractor who will share our enthusiasm for Christmas and be part of our Winter Wonderland celebrations.

The successful contractor will be expected to:

1. Check and test the stored illuminations before installation and make any necessary repairs or make recommendations for replacement.
2. Check our four main supply junction boxes to ensure that they are fit for purpose and advise whether we could decommission them with a view to taking supply from our nearby buildings.
3. Check eye bolts and hanging basket stands annually before installation and provide written confirmation that they are fit for purpose. Testing should include safety tests on anchor points and viability of the strings. Tests should be carried out to ISO standards.
4. All electrical components, wiring, and connections etc. should be tested and certified safe, annually. All installations should be installed and anchored and made safe.
5. To Install lighting displays which are as follows: -

Icicle Lighting in: -

Bridge Street
Whitehart Street
The Shambles

The Carnegie, Cage Lane, Thetford, Norfolk, IP24 2DS

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King's House plus the flag poles
The Guildhall
Market Place
Guildhall Street

Install 10 lamppost motifs to hanging basket/lamppost stands in King Street and Riverside. (Please include the cost of adding extra lamp post motifs onto the display).

Install tree lights in large trees in the Market Place, on the Guildhall tree and the tree in St Peter's churchyard. (The Guildhall tree will require a topper for installation).

Install one set of LED lights onto sixty-eight Christmas trees and install above shops in King Street, Well Street and Guildhall Street. Four Christmas trees in front of King's House will require flashing LED light strands.

Install five banners in King Street.
Install three banners in Riverside.
Install two banners in Bridge Street.

(Please include the cost of adding extra banners onto the display).

(Overhead banners must be installed in compliance with Norfolk County Council guidance).

(Drawings of the scheme can be accessed at

<https://www.thetfordtowncouncil.gov.uk/download/30711/>

6. Install and test all the lights at least once per week, prior to the switch on date. The Council should be informed in writing that all the illuminations and associated equipment is operational.

7. Provide five staff to operate the switch on and provide communications equipment on the night.

8. Provide a mobile access platform and safe system of work for the installation and removal of the lights.

9. Dismantle illuminations, repack and deliver all cables and illuminations back to the Council for safe storage. All equipment (except hired equipment covered, see clause

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11), unless otherwise agreed, will be stored on Council premises and the contractor shall undertake to transport the equipment to and from those designated sites.

10. The contractor shall ensure safe working practices adopted at all times and that workers and the public are fully protected.

11. The contractor shall ensure they have relevant insurance cover including professional and public liability to the value of £10m.

12. All reported faults are to be evaluated within 24 hours and remedied within three days. Weekends shall not be excluded from this arrangement.

13. The contractor shall provide the names and contact details of two contacts that shall be accessible by mobile phone 24/7.

14. The contractors shall provide all necessary equipment including cherry pickers and vehicles to transport equipment.

15. The fees shall cover all works including call outs.

16. The contractor shall ensure all lights come on and go off at the times to be agreed with the Council. The timing of lights coming on the day after the switch on event shall be adjusted, accordingly, as agreed with the Council.

17. The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.

18. If any part of the installations fails to work after a period of three days, then the Council shall reserve the right to deduct 1% of the annual contract value for each day that the lights are not fully operational.

19. The contract will ensure that no litter such as cable ties are left on site after installation or removal operations.

20. An annual review meeting will be held no later than two months after the Christmas light installations have been taken down to determine whether the Council will institute the break clause in this tender. Should the Council deem that the work done is unsatisfactory or not in accordance with these tender specifications, the Council will exercise its break clause option.

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The Council will agree to additional costs should it increase the scope or extent of the illumination scheme. These will be negotiated should the need arise. The requirements herein shall form the contractual agreement and no subsequent information provided shall override the specification unless the Council gives written approval to any such changes.

Payment Terms

The Town Council will pay 50% of the annual tender amount after initial installation and the remaining 50% after the removal of the Christmas lights installation.

Tender Requirements

- A written quote for one year plus a written quote for a three-year arrangement based on the above specification. Although the contract will be for a three-year period this will be subject to annual review.
- Copy of Public Liability and Employers' Insurance.
- Health & Safety Policy.
- Environment Strategy.
- Example Risk Assessment/ Example Method Statement.
- Two references (commercial/business).

Please note that tenders that do not include all the above may be discarded.

Contact name and number: Alan Yorke, Acting own Clerk, 01842 754247
alanyorke@thetfordtowncouncil.gov.uk

for site visits please contact David Brooks 07553 388554 or Nick Thompson 07760 629223

Quotations to be in by 12 noon, Tuesday 18th of July 2024

Sealed inner envelopes to be marked 'Tender Christmas Lights', for the attention of the Town Clerk, Thetford Town Council. Electronic submissions cannot be accepted, to comply with our financial regulations.

Postal Address: The Carnegie, Cage Lane, Thetford, Norfolk, IP24 2DS

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Details of the winning contract will be published IAW Local Government Transparency Code 2014.

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| Section 1 – Contact details. |
| Name of Applicant: |
| Contact Telephone Numbers: |
| Address: |
| Postcode: |
| Email address: |
| Section 2 - Referees who can provide details of your work on Christmas light installations |
| 1 Name of Referee |
| Contact Number: |
| Address: |
| Postcode: |
| Email address: |
| 2 Name of Referee |
| Contact Number: |
| Address: |
| Postcode: |
| Email address: |

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Section 3 – Application Statements

Please provide a supporting statement not exceeding 300 words giving details of your experience of Christmas lights installations and how you would approach Thetford's installation as detailed above. Also please provide photographs of previous installations.

Section 4 – Please provide a quote for a one year and a three-year arrangement.

Please tick to confirm completion/attachment of documents.

Completed supporting statement with contact details and referees ☐

Copy of public liability £10,000,000 minimum cover. ☐

Copy of employers' liability £10,000,000 minimum cover. ☐

An example/copy of your health & safety policy/risk assessments/method statement ☐

Environment Strategy ☐

Signed

Date

Please return to the address below by noon on Friday 15th July 2024

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