



Bridgwater Town Council

Bridgwater Christmas Lighting Tender Specification 2023 to 2028

Document Ref: CL01



1. Introduction

This Tender is for the Installation of Bridgwater Town Council's Christmas lighting for the period 2023 to 2028, a 5-year contract. A JCT Minor works contract will be required.

The successful contractor will be responsible for the testing, preparation, installation, maintenance, facilitating the switch on, removal, and placing into storage of the Christmas lighting.

Full Health and Safety documentation and Method Statements will be required with your Tender; failure to submit will invalidate your Tender. You must submit your fixed price on the CL03 form and all requested documents by noon on the 31 January 2023. Late or incomplete Tenders will not be considered. There must not be anything markings showing your company name on the envelope and the envelope must be marked 'Christmas Tender'.

This contract is for the existing Christmas lighting; any alterations will require quotations in writing with the correct Omissions or Deletions as required.

The existing lighting is as follows:

- 1) High Street, 8 x LED road crossings from Hot Spice to Wilkins the Jewellers
- 2) Cornhill Dome, LED Curtain lighting around the Domes, Parapets and 3 LED stars to glass pinnacle
- 3) Cornhill Porticos – 2 x LED string sets on frames
- 4) Fore Street, LED road crossings from Costa Coffee to Nationwide Building Society and Multi-LED curtain set from Santander to Coffee One
- 5) Town Bridge, 4 x LED motifs mounted on lantern light fittings upon stone columns
- 6) Eastover, 8 x LED road crossings from the pet shop to the Cobblestones Public house
- 7) Large Christmas Tree on the Cornhill – LED lighting strings fed from Cornhill dome
- 8) St John Street – 8 x Wall mounted motifs
- 9) Northgate Yard year-round string lighting
- 10) Binford Place – 4 x large wall mounted motives
- 11) West Quay – 4 x large wall mounted motives
- 12) Town Hall (Mayors Parlour Balcony) – 1 x LED Cone Christmas Tree
- 13) St Marys Church Yard – LED lighting to Living Tree
- 14) Penel Orlieu – LED motives on road crossing (roundabout) from Mecca to Blake Arms and LED strings to 2 x Living Trees

2. Specification

- 1) Gain access to Bridgwater Town Council's Christmas lighting store via keys available from Facilities Management
- 2) Test each part of Bridgwater Town Council's Christmas lighting equipment
- 3) Report defects to facilities management for the lighting and repair as required
- 4) Liaise with the person responsible to see if there are any omissions or deletions in the current year's schemes and quote in writing accordingly
- 5) Install the Christmas lighting as required from a suitable hydraulic platform (certificates of training for the use of this type of platform must be included in your tender package, i.e. IPAF) this work must be done by suitably qualified electricians to BS7671 (2008 to 2011) as amended 18th edition of the IEE regulations
- 6) All joints and enclosures must be in accordance with the regulations appertaining
- 7) Test that the lighting is in full working order and structurally sound
- 8) Be in attendance when the Christmas tree for the Cornhill is delivered and assist with the installation
- 9) Ensure that ALL the Christmas Lighting throughout the Town is completed and in **FULL WORKING ORDER AT LEAST 1 WEEK BEFORE THE SWITCH ON DATE**
- 10) Supply a suitable (dummy) switch for the switching on ceremony
- 11) Be in attendance from 8am to 8pm with at least 4 staff to assist with the switching on ceremony (the staff must be suitably qualified electricians or electrical apprentices)
- 12) Undertake a daily (hours of darkness) walk through and report back any defects found to the person responsible and arrange for any repairs to be carried out within 24 hours
- 13) After January 2nd carefully remove the Christmas lighting, trees etc., ensure it is correctly labelled and in full working order and return the equipment to the Christmas lighting store. It is to be stored in a neat and tidy fashion and made ready for the next Christmas period. Report in writing any defects, losses etc.
- 14) All Christmas lighting must be removed and in store within 14 days of 6th January
- 15) Bridgwater Town Council will not be responsible for paying any premium or overtime rates, hire of equipment, or any extra costs incurred with delivering this contract or the organising and carrying out of the road closure

3. Suggested Timetable of Works

March/April	Liaise with facilities management to see if there are any modifications or alterations to the Christmas lighting
June	Start testing and inspecting of Christmas lighting
November (after Bridgwater Carnival)	Start and complete the installation of lighting and carry out a full out of hours test
Switch on	This is <u>usually</u> the last Saturday in November, but this can be earlier
December	Monitor daily
January	Remove and store
