



**Alfreton Town Council**

**Christmas Lights**

**Procurement Specification**

# **Background**

Alfreton Town Council has provided Christmas Lights in the Town for around forty years. In recent years it has upgraded its Display considerably and now boasts ones of the largest Town Displays in the region. The current display is made up of Aluminium Frame Displays in a variety of styles with the LED rope light. The Town Council is in the final year of its year contract with its current provider and has embarked upon a Tender process for the future provision of its annual display.

# **Contract Duration**

The contract shall start for the Festive Season in 2025 and run for five consecutive years up to and including the 2029 Season. The appointed contractor would be expected to collect from the Manchester area the Town Council existing stock of lights in spring 2025.

# **Displays**

The Town Council Inventory is included in Appendix A, the Town Council is happy with its current range of lights and would not foresee heavy investment in these during the course of the tendered agreement. Any new lights other than those specifically included in this document would be extra from any agreement however we have identified within the enhancements what additional displays need to be considered.

## **Cross Streets**

The Town Council has nine cross street displays, seven of which are two directional displays in LED, and the remaining two single direction displays in LED. All Cross Street Displays to be maintained throughout the contract to an as new standard.

## **Shield Displays**

The Town Councils High Street Display is dominated by bespoke LED Shield Displays, the Town Council requires the multi colour and multi-function nature of these Displays to be maintained throughout the contract to an as new standard.

## **Standard Displays**

Away from the High Street the Town Council Display is a lot more standard, most displays are two colour and without any function, these parts of the Display are two directional displays in LED, which need to be maintained throughout the contract to an as new standard.

# **Contract Inclusions**

## **Installation**

To erect The Town Council Christmas lights Display as built in 2024 and in line with the agreed map shown in Appendix A. The Display shall not be erected before the end of British Summer time and must be in place and tested at least one week before switch on, which tends to be one of the last two weekends in November.

It is a requirement of the contract that the ‘Guidance Notes for the Erection of Permanent or Temporary Attachments onto Highways Lighting Columns’ is adhered to and that contractors/installers have Traffic Management and HERS registration.

## **Removal**

The Display is to be removed on or after the 2nd of January each year, and in the event that the removal falls after the 5th of January, the full display is to be turned off on the 5th of January.

In all events, the display must be removed in full by the 12th of January each year.

## **Real Christmas Trees**

Each year the Town Council will procure separate to this contract a real tree, circa 25 foot in height to be displayed on the High Street. The appointed contractor shall dress the High Street tree with a minimum of 1000 LED multi colour lights and topped with a star facing across the Town within the contract price. These lights are currently part of the Town Council inventory, but will need to be maintained as required for the duration of the contract by the chosen contractor, until beyond economical repair.

## **Nativity**

The Town Council owns a Nativity Housing with two internal lights, this will need to be checked and wired in to the Christmas Tree Circuit by the chosen contractor.

## **Call Out**

Five call-outs are to be included in the Contract, from the logging of any call out an initial attendance is required within 24 hours, and in the unlikely event that the issue cannot be rectified during this visit rectified within 72 hours. The contractor shall carry reasonable spares, including time clocks, rope light, flashing bulbs, lengths of icicles etc. The Town Council will cover reasonable costs over and above this contract for materials used at call-outs.

## **Trees Alfreton House and Mansfield Road Island**

The Town Council has in place around 10,000 LED lights across six separate trees; these shall be maintained to the current standards and light levels for the duration of the contract. The Large Tree in the grounds is fitted with Golf Ball LED, this will require an annual check at the end of October each year by the chosen contractor.

## **Alfreton House**

The Grounds at Alfreton House include a Curtain Light, Icicles, Three Wall Mounted Displays and a tree, all in matching LED lights. These shall be installed and removed each year, and maintained to their current standard for the duration of the contract.

## **LED Displays**

All Displays are to be LED, and maintained in an as new condition for the duration of the contract.

## **Maintenance**

All Displays are to be tested and any defects corrected before sending to site each year. Once in place a further inspection is required to ensure the full display is operational, any defects must be corrected prior to switch on. The full circuit shall also be tested each year during the erection process. All Displays shall be PAT Tested no more than three months from the removal date after the annual display.

## **Storage and Delivery**

All displays must be securely stored in a dry location, and insured for the full new for old value. The full display will require delivery to and from the storage location to Alfreton each year.

## **License**

Alfreton Town Council is the founder member of Derbyshire Council Councils Licensing Scheme. The appointed contractor will need to provide the required information, including but not limited to, Insurance, Testing Certification, Qualification of Teams, Risk Assessments and Method Statements, HERS and Traffic Management.

## **Miscellaneous**

The Town Council fits 240V LED icicles to one apex and the full length of the Canopy in Severn Square. These would need to be installed and removed each year, and maintained to their current standard for the duration of the contract, until beyond economical repair.

## **Eye bolt testing**

All cross street displays need to be tested annually to industry standards. Any wire or bolt repairs or replacement shall be completed by the chosen contractor for the duration of this contract, costs to be agreed by the Town Council for any remedial works required.

## **Meetings**

The appointed contractor will be required to attend several early evening meetings each year to review the past years Display and prepare for the next years Display.

**Trial Switch on**

The appointed contractor will be required to attend a trial run of the switch on the week of the event to test the full display.

## **Switch on**

The Town Council intends to hold a switch on event each year in late November, the Contractor should include for one Crew to be in attendance for each of the annual events. The full display is expected to be in place and lit for 15:30 on the day of the switch on, except those areas identified by the Town Council as forming part of the switch on ceremony. These areas must be lit either at, or immediately after the switch on as indicated by the Town Council, and in part are controlled by remote switch on equipment, which the chosen Contractor shall maintain for the full duration of the Contract.

## **Time Clocks**

All clocks will be set to run from 15:30 to 23:30 daily from the date of the switch on to the removal/turn off of the Display.

## **Seasons Greetings Alfreton**

The Town Councils Display is headed by a bespoke Display, this must be maintained in a as new condition for the duration of the contract.

## **Enhancements**

The Town Council are open to new and improved ways of providing a Christmas Lights Display to the town and welcome your ideas and suggestions to enhance the scheme for Alfreton.

Some possible suggestions include:

* Lighting to Palmer Morewood building and tree in the grounds
* Suggest Solar enhancements/displays
* Remaining personal power supplies moved to lighting columns over the term on the contract, installation of Mini Pillars where required.
* Illuminated archways to entrance of Alfreton House grounds
* Christmas tree with lights at St. Martin’s church

Please provide any additional costs for enhancements separate to the cost for providing the contract for the current scheme.