

Response to questions about the Christmas Lighting tender 2023

Date	Question	Response
12/04/23	What is the annual budget available?	The annual budget is in the region of £25,000
	Are the lights for the 30ft Christmas Tree, and the 18ft Christmas tree supplied, or do they need including in the quote? If so, what volume of lights would you like in the tree (or would you prefer us to recommend a quantity?).	<p>The lights for both Christmas trees are already owned by Ilkley Town Council. These are 47 sets of 10m rubber cable outdoor tree string lights, 1 remembrance star feature (approximate size 1m x 1m)</p> <p>These will need to be installed, removed, tested and stored. Please include these costs within your quote.</p>
14/04/23	Electrical testing - Does the testing relate to local power supplies in the lighting columns or to the motifs we would supply e.g. PAT testing?	Both. The supplier would be expected to PAT test all equipment before installation and carry out some functional testing of power supplies including sockets and timer switches. Please include costs for this testing within your quote.
14/04/23	Call-outs - Please advise how many call-outs we and all other tenderers should allow for within our submissions? This will ensure a level playing field for all tenderers and allow the Council to assess like-for-like submissions.	Where unlimited callouts for product failure due to a manufacturing defect are covered as standard, please allow for up to three additional call outs per year within your tender. Please also specify the cost for any call outs which would be outside of the contract.
14/04/23	Time clocks - To ensure a level playing field for all tenderers please advise how many replacement timeclocks should be allowed for in our submission?	<p>Please allow for three replacement time clocks each year within your submission.</p> <p>Please specify the cost for replacing additional timeclocks.</p>
14/04/23	Trees – Appendix B shows column motifs rather than tree lights mentioned in this paragraph, does the Council have a photo of the trees for our reference? Are the column motifs the designs the Council owns?	<p>Appendix B shows the current festive motif design which complements the Jubilee lighting scheme (tree lights).</p> <p>Ilkley Town Council doesn't own these motifs</p>
14/04/23	Does the Council have a preference for refurbished motifs?	Yes, if this is most achievable within the annual budget.

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18/04/23	Switch-on event - During the switch on event does the council have a count down before switching the lights on. If they do which lights are to come on at the end of the countdown?	Yes, there is a count down to the switch on at 5pm. At the end of the countdown the lights on The Grove, the lights on the Yew tree on The Grove and the lights on the tree at the top of Brook Street will come on. The lights in other areas of the town and Ben Rhydding should be turned on immediately after and fully lit within 1 -2 hours.
18/04/23	10 x lamp post motifs (supplied by Ilkley TC) – who owns these 10 motifs; are they currently on hire? If so, when does the hire end? If not, where are they currently stored? Do we need to allow for replacement for these 10 motifs within this contract?	The additional lamp post motifs are owned by Ilkley Town Council and are displayed on 5 lamp posts in Ben Rhydding. Please include storage, testing, installation, and removal of these items within the quote. Please do not include replacement of these motifs.
18/04/23	Installation of Remembrance Star - Does the council own the remembrance star and where is the power coming from for the Yew Tree?	Yes, Ilkley Town Council owns the Remembrance Star. Bidders are asked to include the storage, testing, installation, and removal of this item within the quote. The power for this feature comes from a socket on a wall just behind the tree.
20/04/23	What size column motifs are we to quote – 3m or 2m?	The previous display used a mixture of 3m and 2.3m motifs. Bidders should be aware that the lamp posts are not all the same size and that the dimensions of the lamp posts on The Grove are different to the rest of the scheme.
20/04/23	Please can you confirm if it is 62 + 10 or 62 + 5 motifs to be quoted for.	Please quote for the hire of 62 motifs. The additional 10 motifs are owned by Ilkley Town Council and are displayed on 5 lamp posts in Ben Rhydding. Please include storage, testing, installation, and removal of these items within the quote.
24/04/23	There are only 58 column motifs on the map not 62, do you know where the other 4 are meant to go?	The additional lights not identified on the previous scheme may be used at the top and bottom of Brook Street. Bidders are invited to suggest locations for the designs.