

HUNGERFORD TOWN COUNCIL

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13th July 2017 (updated 7/8/17) – see amendments in red

To whom it may concern

RE: Hungerford Town Christmas Lights Installation/Removal 2017

Your company is invited to tender for Hungerford Town Christmas Lights installation and removal contract. The 'switch-on' will take place on Sunday, 3 December, 2017. All installations must be completed by Friday, 1 December, at the latest. The removal of all decorations will start on 5 January, 2018.

All electrical testing, connection to and disconnecting from the various electricity supplies must be included in your response.

The delivery of the Christmas trees will be to the Croft Field Centre in Hungerford and the contractor will be responsible for transporting them to their positions around the town. It is likely that 4 volunteers will be available for the last two weeks of November to assist you dress the trees. It maybe you can provide a discount if this volunteer help is forthcoming. If so please advise what this would be.

If the lights fail at any time throughout the 5 week period they are on display, your company should endeavour to fix the problem within 24 hours.

A team should be made available to switch on the lights during the evening of the official switch on.

TENDER INVITATION – PART 1 – This section has six (6) sections. Please provide a breakdown of pricing for installation, later removal and disposal of the trees as follows:

Section 1 – The Main Tree and the Town Hall lights

Section 1(a) - Main Xmas Tree Lights & decorations

The main Christmas tree will be 9m tall and for the purposes of this section of the quotation, will be already installed by others outside the Town Hall in the existing socket.

1. Install 2000 LED string lights
2. Install 600 LED Coloured lights (24 harnesses of 25 lamps, 0.20W per lamp – 1 transformer per 8 harnesses)
3. Install approximately 40 various decorated Christmas packages

Installation: £_____

Removal: £_____

Section 1(b) - Town Hall Trees with Lights

1. Install and secure two 4m tall 'blocked' Christmas trees on the main balcony and are each to be decorated with two sets of blue 3x60 LED string lights facing the street.
2. Install and secure one 2.5m tall 'blocked' Christmas tree on the window balcony and it is to be decorated with one set of 4x40 LED string lights facing the street.
3. Install five 1.2m tall Christmas trees secured against the outside of the balcony and each installed with one set of 3 x40 LED string lights facing the street.
4. Install five 1.2m tall Christmas trees secured to the main pillars of the Town hall and each fitted with one set of 3x40 LED string lights facing the street.
5. Install and secure one 2.5m tall 'blocked' Christmas tree in the alleyway next to the arcade and decorate with one set of 4x40 LED string lights facing the street.

Installation: £ _____

Removal and disposal of trees: £ _____

Section 2 – The Railway Bridge Decorations

1. Connect four spotlights to highlight the railway bridge.
2. Install four 1.2m tall Christmas trees each fitted with LED 3 x40 string lights facing the street and secured in existing brackets on the wall at both sides of the bridge ie eight trees in total.
3. Three 1.2m tall Christmas trees installed with one set of 3x40 LED string lights facing the street and secured against Railway bridge garden railings.

Installation: £ _____

Removal and disposal: £ _____

Section 3 - Decorations for lighting columns and various trees in the High St. and Bridge St.

Section 3(a)- The Lighting Columns

There are a total 19 lighting columns in the High Street and Bridge Street. Each column requires:

1. Install and secure one 1.2m tall Christmas tree on each side of the post to achieve a round-the-post effect. Shaving of the trees may be required.
2. Install two sets of 3x40 LED string lights.
3. Install two moss (or similar) filled baskets supplied by others.
4. Two of the lamp columns are close to buildings and it will only be necessary to install one tree on each column.

Total cost of installation of 36 trees on 19 columns: £ _____

Total cost for removal from and disposal of 36 trees on 19 columns: £ _____

Section 3(b) - Lights for various trees that are part of the High Street & Bridge Street

A number of growing trees between 4-6m tall will need to be decorated as follows:

1. Install 1 set of either 2x60 or 3x60 depending on size of tree LED string lights in 16 trees

2. Check and if necessary replace either 2x60 or 3x60 depending on size of tree LED string lights already installed in 17 trees

Total cost of installation in 31 growing trees: £ _____

NB. These lights are to remain in the growing trees

Section 4 – Install lights at the War Memorial in Bridge Street

There are 8 trees at the Bridge Street War Memorial already decorated with 2x60 LED string lights. These lights need checking and replace as necessary. Some of the lights will need re-arranging on the trees.

Install lights in 8 growing trees: £ _____

Remove lights: £ _____

Section 5 – Install lights on Canalside Christmas Tree

A 6.5m tall Christmas tree and for the purposes of this section of the quotation, will be already installed by others into the existing socket, by the Canal Bridge. Install one string of 1000 lights:

Installation: £ _____

Removal and disposal of tree: £ _____

Section 6 - Installation of trees with lights over shops, businesses and houses

A major part of the display will include a Christmas tree for a number of shops, businesses and homes in High Street, Bridge Street and Charnham Street.

Section 6(a) – Blocked trees

1. Each 1.2m tree must be fitted with a ‘block’ to be installed and secured vertically to a device already on the wall above the shop/home.
2. Each tree to be fitted with 1 set 3x40 LED string lights facing the street.

Total cost of installation of 44 trees and blocks: £ _____

Total cost of removal and disposal of 44 trees: £ _____

Section 6(b) – Bracket trees

1. Each 1.2m tree will be supplied already ‘turned down’ to fit an existing bracket on the wall
2. Each tree will be fitted with 1 set of 3x40 LED string lights facing the street.

Total cost of installation for **108** trees in existing brackets: £ _____

Total cost of removal and disposal of 108 trees:

£ _____

TENDER INVITATION PART 1 (for Christmas 2017)

TOTAL PRICE FOR ALL OF THE SERVICES IN SECTION 1-6 ABOVE

Installation: £ _____

Removal: £ _____

TENDER INVITATION – PART 2

Section 7 - Supply of ‘Nordic’ Christmas Trees

Section 7(a) - Larger Trees

These prices must include the cost of trees, delivery and erection of trees as follows:

1 No. 9m tall tree (no block) Price: £ _____

2 No. 4m tall trees and blocks Price: £ _____

1 No. 6.5m tall tree (no block) Price: £ _____

2 No. 2.5m tall trees and blocks Price: £ _____

Section 7(b) - Smaller Trees

These prices must include delivery to and unloading at the Croft Field Centre, The Croft, Hungerford as follows:

120 No. 1.2m tall trees **(includes 4 spare)**. It is essential that these trees are turned down to 35mm diameter over a length of 190mm to fit into existing brackets:

Price: £ _____

48 No. 1.2m tall trees and blocks Price: £ _____
(Includes 4 spare)

52 No. 1.2m tall trees (no blocks).
(includes 3 spare)

Price: £ _____

TENDER INVITATION PART 2 (for Christmas 2017)

TOTAL PRICE FOR ITEMS IN SECTION 7 ABOVE: £_____

TENDER INVITATION PART 3

(Price for a 3 year contract – For Christmas 2017, 2018 and 2019)

TOTAL PRICE FOR ITEMS IN SECTION 1-6 ABOVE £:_____

PLEASE NOTE: All prices quoted should also include the cost of dismantling of the lights and trees installed. The lights will be returned to the storage area and the trees to be disposed of.

Work must not start before 07.00hrs and must finish by 22.00hrs in residential areas.

Please also note that the installation of Christmas Lights in Hungerford have to be in-line with the West Berkshire Festive Lighting Installation Conditions. This document is attached separately.

Please send any questions/comments regarding this Tender to my attention. Sight of your insurance, a method statement and risk assessment will be required.

Please provide your response to our tender request by 10am Wednesday, August 30th, 2017 when all received tenders will be opened. The results will be announced by Tuesday, September 5th 2017.

Thank you.

Yours sincerely

Claire Barnes
Town Clerk

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