

Tender Specification

1. Background

- 1.1 Fleet is a medium-sized town with a population of approximately 25,000 people. The town's main retail area is concentrated on Fleet Road and the Christmas illuminations are only displayed on this road.
- 1.2 Fleet Road is a designated highway that is maintained and managed by Hampshire County Council.
- 1.3 Fleet Town Council has provided the festive lighting in Fleet since its creation in 2010.
- 1.4 Traditionally the Christmas lights are switched on as part of the town's annual Christmas Festivities towards the end of November.
- 1.5 The Council has an indicative budget of £19,000 per annum excluding VAT.
- 1.6 The bid should be based on the contract lasting three years (Christmas 2022, 2023 and 2024) with a further 2 year option to extend the contract.
- 1.7 During the course of the Contract, the Council may agree to additional costs should it agree to increase the scope or extent of the illumination scheme. These will be negotiated should the need arise.

2. Specification

Fleet Town Council is seeking a contractor to fully manage the installation, maintenance, removal, and storage of the Christmas lights and associated electrical installations in the town.

Map of locations and photos supplied further down.

Hire, install and maintain festive lighting as follows :

2.1 Lamp Columns

- Electrical inspection of 47 light columns and the hire and installation of festive lights for 47 Lamp columns along Fleet Road – ***submission of a choice of motif designs each year is essential, preferably cascading lights.***

Note: a local Business Improvement group (BID) under a separate contract has historically paid for an additional 26 light columns to extend from Kings Road Junction down to the Station.

2.2 Trees

- Hire and installation of lights for a 30ft high Christmas Tree in Gurkha Square
Note: Christmas Tree lighting must give a stunning display
- Hire and installation of festive pea lights in 10 trees along Fleet Road. Lighting to go up to a height of 7.5 m (25 feet).

- 3 x trees in Gurkha Square
- 7 x trees on Fleet Road

To Note: the council owns festoon lighting in an additional tree in Gurkha Square – this will require safety inspection (to be quoted separately)

2.3 Ceiling of Light

- Hire and installation of a ceiling of light (20m x 2m) to be installed over a pathway between The Harlington and Fleet Road on the eastern boundary of Gurkha Square

2.4 Light Curtains

- Hire and installation of Festive Lighting Curtain to be installed on the frontages of several buildings on Oatsheaf Parade – 5 light curtains

To Note: preferably cascading lights

2.5 Cross Street Motifs

Supply, install and maintain Cross Street Lighting and associated infrastructure:

- Inspect, pull test anchor plates annually
- Choice of motifs each year - please supply wattage of the decorations
- Maintenance throughout the festive period

Costs are required for 6 cross street motifs in the following locations:

- | | | |
|-----|---|-------------------------|
| (1) | Fleet Hub to Boots The Chemist | (164 to 225 Fleet Road) |
| (2) | Lloyds Bank to Hart Travel | (174 to 245 Fleet Road) |
| (3) | Sainsbury to Fleet Office Suites (above Jennings) | (116 to 185 Fleet Road) |
| (4) | Headcase to Cantine Cafe | (216 to 285 Fleet Road) |
| (5) | Index Recruitment to Romans - only a single wire | (182 to 257 Fleet Road) |
| (6) | Riorden Goldsmith to Vickery Estate Agent | (88 to 161 Fleet Road) |

Note - Power to decorations is now supplied from nearby businesses as SSE no longer allows lampposts to be used. Power for 6/6 cross streets currently in place, in future an alternative power supply may need to be sought if a business is no longer able to provide a power supply. In this case the contractor would need to undertake the installation of a new power supply or liaise with an electrician provided by the Council.

2.6 Scope of Supply

2.6.1 Lights

- 2.6.1.1 Provide a choice of festive motif designs each year for street lamps and cross street motifs (preferably cascading lights)

- 2.6.1.2 Provide an engineer and support to assist during the switch-on ceremony each year

2.6.2 Installation

- 2.6.2.1 Supply and install the agreed lighting display on an agreed date, preferable early evening onwards, to avoid congestion in the town centre. Agreed date w/c the first Monday after Remembrance Sunday each year but absolutely no later than one week prior to the Switch on date
- 2.6.2.2 Check infrastructure/catenary wires/anchor bolts for Cross street lighting to meet Hampshire County Council requirements
- 2.6.2.3 Test and provide properly authorised certification to meet Hampshire County Council's requirement in respect of any ancillary electrical components fitted to lighting columns such as RCDs, MCBs etc
- 2.6.2.4 Provide a properly authorised PAT certification for the lighting display each year
- 2.6.2.5 Carry out a preliminary switch-on of the lighting display to confirm all components are operating properly
- 2.6.2.6 Check power supplies for lights sourced from nearby buildings/businesses – may need to liaise with owners in terms of access

2.6.3 Maintenance

- 2.6.3.1 Provide a Call-out service : A maximum 24 hour response during festive period
- 2.6.3.2 Carry out weekly checks to ensure that lights are working correctly
- 2.6.2.3 Replace any defective components during the period that the lighting display is in situ with new (equivalent or better) lighting

2.6.4 Dismantling

- 2.6.4.1 Ensure the non-illumination of the lights after 6 January (12th Night) and the taking of the lighting display on an agreed date in early January
- 2.6.4.2 Lighting infrastructure to remain in place at the end of the festive season

2.6.5 Storage

- 2.6.5.1 Provide necessary storage and maintenance of any lighting displays purchased at a later date for use in subsequent years

2.6.6 Health and Safety

- 2.6.6.1 Supply Risk Assessments Method Statements (RAMS) to the Council
- 2.6.6.2 Provide evidence of a current £10m public liability insurance
- 2.6.6.3 Ensure all work undertaken is to conform to all relevant Health and Safety Regulations and any requirements of the local authorities
- 2.6.6.4 Lighting must comply with minimum and maximum clearances for above highways/footways

3. FESTIVE LIGHTING LOCATION MAPS AND PHOTOS