**CONTRACT FOR THE PROVISION OF CHRISTMAS LIGHTS WITHIN BANBURY**

**Document 3 – Technical Specification**

**1st October 2021 – 28th February 2027**



**BANBURY TOWN COUNCIL**

**&**



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**Contents Page Number**

**1.0 General Preliminaries 3**

**2.0 Technical Specifications 4**

**2.1 Testing & Fixings 4**

**2.2 Catenary Wire Anchor Points 4**

**2.3 Catenary Wires 4**

**2.4 Light Colum Fixings 4**

**2.5 Power, Plugs, Sockets and Cables 5**

**2.6 Timers 5**

**2.7 Light Display Units 5**

**3.1 Installation of Light Displays 6**

**4.1 Co-ordination of Switch-on Events 6**

**5.1 Weekly Inspection and Repairs 7**

**6.1 Dismantling Christmas Lights 7**

**7.1 Damage to Property 7**

1. **General Preliminaries**
   1. This Contract is made up of two schemes located in the Town of Banbury:
2. The on-street display Scheme.
3. The Castle Quay Shopping Centre Scheme.
   1. This specification must be read in conjunction with the Oxfordshire County Council "Code of Practice for the Installation and Operation of Seasonal Decoration" and costs necessary to comply with this document are to be included in the tender.
   2. The Contractor is to visit the sites for the work to ascertain the nature, character and extent of the work, local conditions, accessibility of the site, the supply of and conditions affecting labour, materials and plant and any other matters of a like nature and make all necessary allowances.
   3. Contractor Shall be given possession of the sites on a date to be agreed for each year of the contract. The illuminations are to be erected and all electrical connections made and tested by 21st November 2021.
   4. The date for the switch-on for both schemes in 2021 is:

Sunday 28th November

And shall be at similar times in future years, with annual dates to be confirmed in April each year.

The Christmas tree at Horsefair will be turned on in the week prior to the main switch on in Banbury at a date to be confirmed

* 1. The illuminations are to remain in position, working and be maintained until midnight of 5 January 2022.
  2. The removal of the illuminations can commence on 6 January 2022 and is to be completed by 31 January 2022.
  3. The Contractor shall prepare a programme of operations for the Authorised Officers one month before any work commences. This programme shall be strictly adhered to and any delay at any stage of the works shall be brought to the immediate notice of the Authorised Officers.
  4. Plans of all location requirements can be seen in:

Document 5 - Appendix 6 – On-Street Locations.

Document 5 - Appendix 7 – Castle Quay Shopping Centre Location.

1. **Technical Specifications**
   1. **Testing and Fixings**

A robust and thorough testing programme is required for

1. Catenary Wire Anchor Points
2. Catenary Wires
3. Light Column Fixing
4. Power Supply, Plugs and Sockets
5. Timers
6. Light Displays
   1. **Catenary Wire Anchor Points**

The Council shall require an annual inspection and stress test of all catenary wire anchor points and a report sent to the Authorised Officers by October 31st.

2.2.1 Any failed anchor points shall be reported to the Authorised Officers urgently in order that any replacement fixings can be supplied and installed by the contractor before the lights are due to be installed. Bolts used for fixing decorations to walls must be of a size and type large enough to take the weight of the display and be secured to prevent any cable or fitting from slipping from the fixings in strong winds.

* + 1. Payment for this work will be as in accordance with the Schedule of Rates as tendered in the contractor’s proposal document 4.

**2.3 Catenary Wires**

2.3.1 The Contractor will be responsible for supply, testing and use of the correct gauge of catenary wires required to support the installation of hanging displays over streets and walk ways.

2.3.2 A copy of catenary wire checks and condition to be sent to be sent the Authorised Officers by October 31st.

2.3.3 Any replacements required will be paid for at the contractors own expense.

**2.4 Light Column Fixings**

2.4.1 All decorations must be securely fixed to street columns by galvanised steel shackle bolts, and bolts used for fixing decorations must be of a size and type large enough to take the weight of the display, fitting securely to prevent the fitting from slipping in strong winds.

2.4.2 Where columns are drilled only one hole, maximum 20mm, at a height of 3 metres above ground level. The decoration to be mounted so the underside is at least 2.5 metres above ground and placed in such a position so as not to obstruct other signs or visibility at junctions. The suspension of catenary wires from a building to a column or between columns will not be permitted due to mechanical stress which can be caused to the column.

2.4.3 All street lighting columns to which decorations will be fixed are to be inspected and tested by a Structural Engineer to ascertain their structural integrity and load bearing capacity. No decorations are to be fixed to such columns until their structural capability has been established.

2.4.4 The contractor shall engage suitably qualified professionals to carry out this work and a copy of their report shall to be sent to be sent the Authorised Officers by October 31st.

**2.5 Power, Plugs, Sockets and Cables**

2.5.1 The Contractor is responsible for the checking the power supply feeds and connection boxes at each location. Any power supply problems shall be reported to the Authorised Officers urgently.

2.5.2 Any failing mains connection points that require replacing will be paid for in accordance with the Schedule of Rates as tendered in the contractor’s proposal document 4.

2.5.2 The Contractor is responsible for supply and safety checks on all plugs, sockets and cables required for both indoor and outdoor connections of the displays to the mains. They shall be sealed ensuring that no water ingress is possible in inclement weather conditions. Any failing unit replacements or repairs will be carried out at the contractors own expense.

**2.6 Timers**

2.6.1 In year one of the contract the contractor will be required to supply and install new timers to each location. In subsequent years any failing timers will be paid for in accordance with the Schedule of Rates as tendered in the contractor’s proposal document 4.

**2.7 Light Display Units**

2.7.1 The contractor is responsible for the supply, testing and repairs of all light displays that are identified in the contractor’s proposal for all locations in both the on-street and shopping centre schemes.

**3.1 Installation of Light Displays**

3.1.1 Following the submission of detailed programme prepared by the contractor and approved by the Authorised Officers installation of both schemes begin.

3.1.2 All festive decorations will be installed on existing fixings that have been tested for soundness before hanging and being plugged into the tested local power supply.

3.1.3 All installation work at height will be carried out using a suitable van mounted cherry picker for the on-street scheme and tower platforms/Scissor lifts for the Castle Quay Shopping Centre Scheme. Ladders will not be allowed to be used.

3.1.4 The timings of installations is key and should not inconvenience local residents who live near to the installations on the on-street scheme, or the customer visiting the shopping centre.

3.1.5 The timers on the displays need to be set to ensure lights are to be on as follows:

1. On-Street Scheme between 1200 –2400 hrs, with the exception of the real Christmas tree lights at Horsefair, which must remain on constantly**.**
2. Castle Quay Shopping Centre in line with opening hours

(as a guide provisionally 09:00-2300 hrs)

3.1.6 Once installations are complete a programme of final testing of lights shall be agreed, and a full report sent to the Authorised Officers, at least 7 days before switch on event.

**4.1 Co-ordination of the Switch-on Events**

4.1.1 The Contractor will be need to allow in their tender for staff to be in attendance at the switch-on events. The exact times and locations for each switch-on will be arranged with the Contractor when the Contract has been let. The switch on in Banbury will take place on Sunday evening.

4.1.2 The switch-on events require the Contractor to have staff standing by to switch on the illuminations as they are declared open. This will require the lights to be turned on in the nearby vicinity and all illuminations will be illuminated as soon as possible and no longer than 3 minutes of switch on. It is important to ensure that the correct number of staff are engaged to meet this requirement.

4.1.3 Locations to be manned for switch-on are Town Hall, Bridge Street, Market Place, The Tchure, Parsons Street, Butchers Row, High Street, Broad Street Church Lane, Church Walk, South Bar, Horsefair, North Bar and Castle Quay Shopping Centre.

4.1.4 It is the responsibility of the contractor to ensure that the timer clocks are set properly following switch-on to ensure they switch off at 2400hrs and come on at 1200hrs the next day for the on-street scheme, and 2300hrs and 0900 for the Castle Quay Shopping Centre scheme.

**5.1 Weekly Inspection and repairs**

5.1.1 Each week during the period the lights are on, the contractor is required to carry out a visual inspection of all Christmas Light Illuminations every Monday afternoon. A detailed copy of the weekly report of findings, in an agreed format, will be sent to the Authorised Officers by Tuesday at 1200hrs.

5.1.2 The contractor is responsible investigating any failures regarding the light displays, bulbs, plugs, sockets, cables and timers (first year only). All identified repairs or replacements will need to be organised and programmed in to have the displays back operation by Friday each week. This will be carried out at the Contractors own expense.

5.1.3 If any failures that are in connection with the power source connection or the timers (year two onwards) the Contractor shall report these urgently to the Authorised Officer who will authorise repairs and payment will be made in accordance with the Schedule of Rates as tendered in the contractor’s proposal document 4.

**6.1 Dismantle Christmas Lights**

6.1.1 All decorations should be taken down from 6 January 2022 and completed by 31 January 2022.

6.1.2 All work at height will be carried out using a suitable van mounted cherry picker for the on-street scheme and tower platforms/Scissor lifts for the Castle Quay Shopping Centre Scheme. Ladders will not be allowed to be used.

**7.1 Damage to Property**

7.1.1 The Contractor shall be responsible for making good any damage to property, walls, plaster or woodwork caused during the installation or removal of the light displays. Any damage caused must be reported immediately with along with the proposed action for repair to the Authorised Officers for approval. Any damage caused will need to be repaired to a standard of workmanship and using a quality of materials to the full satisfaction of the Authorised Officers at the Contractors own expense.