

**INVITATION FOR QUOTATION
BURGESS HILL CHRISTMAS LIGHTS - SUPPORTING INFORMATION**

When returning your tender submission please supply information on how you will meet the following criteria.

STORE, SUPPLY, ERECT AND DISMANTLE BURGESS HILL TOWN CHRISTMAS LIGHTS

The contract will be for a five-year term commencing in 2025 and run through the festive periods of 2026, 2027, 2028 and 2029.

Burgess Hill Town Council owns 1 x festive lighting frame across the road and 9 lighting column frames that will need to be stored by the successful contractor when not in use. These will need to be checked annually and replaced as necessary.

The further rental of 9 X across the road displays in Church Walk and Church Road is required and the ability to change the designs annually is essential. The successful contractor will work with the Head of Projects to agree new schemes.

Mutually agreed erection and take down dates must occur on a Sunday. Historically the erection date is the first Sunday after Remembrance Day and the take down is the first Sunday after 31 December. The Christmas Lighting Scheme must be in situ in time for the Burgess Hill Christmas Light Switch On Event in November on the 3/4 Saturday. You are advised to familiarise yourself of the access issues prior to submitting your tender.

The provision of an immediate out of hours emergency/maintenance call out service is required. Ideally any problems will be addressed and rectified within 48 hours or communication as to why a problem cannot be solved within this deadline.

The successful contractor will guarantee to undertake annual risk assessments prior to work commencing and comply with full Health and Safety requirements. With all fixings intended to take catenary wires for across the road displays, it is paramount that these are all load tested to BS EN 795 and BS EN 7883 with an axial load of 5KN.

The schedule of payments will be 50% payment on erection and successful testing, the balance to be paid on dismantling.

The successful contractor will have the responsibility of meeting and complying with current specifications laid down by the West Sussex County Council code of practise. Work carried out must comply with Health and Safety requirements associated with work on the public highway.

The submission of a current public liability insurance document to the value of 10 million pounds will be required.

The Town Council will seek references. Please supply full contact details of three relevant authorities where you have undertaken this work previously.