



HERTFORD TOWN COUNCIL

Tender information for Hertford Town Council Festive Lights

Duration of Contract:

3 years

Value:

£0 – 20K per annum

Delivery of Service:

1st August 2024 – 31st July 2027

Deadline:

13 June 2024

Service delivery:

- Secure and appropriate storage of all HTC Festive Lights assets when not in use
- Installation and removal of lighting
- Structural testing including pull testing
- Electrical Testing including testing of lighting and power supply locations
- Carrying out of any repairs and maintenance of infrastructure and power supplies as necessary
- Provision of all necessary paperwork including but not limited to insurances, risk assessments, method statements
- Provision of assistance and all relevant paperwork to secure a Festive Lighting Licence with Hertfordshire County Council
- Year-round maintenance of HTC Festive Lights assets
- 24-hour contact for urgent repairs and emergencies
- Emergency call out time within a 4-hour period of notification
- Attendance at the annual festive light switch on which takes place on Friday 22 November 2024, Friday 28 November 2025, Friday 27 November 2026

Asset list and installation requirements:

8 x Crossroads using 6mm catenary wire attached with specially designed anchor plates, to be tested yearly by a CFA registered company using specialist testing equipment, installed to above regulation height of 5.6m. Made up of 5 x Crossroad displays featuring Hertford stags 5m by 1.2m and 3 x Crossroad displays featuring Hertford stag 8m by 1.2m.

9 x feature trees to have 30 x 10m sets of warm white / white twinkle 24v SELV with 100 LED lights per set, to be installed along the branches (these are not to be wrapped around branches) using specially designed expandable rubber band straps.

1 Christmas Tree to be decorated at specific time as directed by the council, using 30 x 10m sets of warm white / white twinkle 24v SELV with 100 LED lights per set, a mix of colour, shape and sized metal stags, including matching baubles and metal plates for fencing.

36 x Column wraps using 2 x 10m sets of warm white / white twinkle 240v, 100 LED lights per set installed above regulation height of 2.5m.

70 x metal stag heads to be installed at a set height throughout the town to each lit column facing up and down the road.

Set pieces:

2 x set pieces to be 24v Selv fed from above regulation height of 2.5m by 230v supply (only SELV cable below 2.5m), these set pieces need to be anchor bolted to floor and to be tested yearly by a CFA registered company using specialist testing equipment.

All Christmas lights, Trees, crossroads and set piece to be turned off on the 12th night of Christmas and to be taken down and stored for the year, this includes the lights and decorations from the Christmas tree, the tree will then need to be cut down in to manageable sizes to be collected by the council, this will need to be done at a specific time as directed by the council.

Contractor should be familiar with applying for Licenses with County Authorities and have all the necessary paperwork for Insurances, Risk Assessments, Method Statements, etc. The Town Council operates within strict parameters set by Hertfordshire County Council Highway Authority and their contractor Ringway and would expect tenderers to show their awareness of these requirements and their ability to comply. The contract will be for a three-year term to commence on 1st August 2024, cover the festive periods of 2024/25. 2025/26 & 2026/27. The contract will end on 31st July 2027.

The successful contractor will need to take into consideration yearly structural testing is required throughout the town.

Evidence of suitable, secure storage of the Festive Lights when they are not in use will be essential to the successful bid.

In case of any issues with any of the lights during the Festive period we would expect contractors to provide a 24 hour call out service. Attendance on the scene is expected within 4 hours for any emergencies.

You will be required to attend the Festive Light switch on, **22nd November 2024** and dates tbc in 2025 & 2026, and carry out any repairs and maintenance of the Lighting during the Festive season.

Tender documentation should include a full breakdown of charges including emergency call out fees.

Tender documentation should include a statement regarding the environmental sustainability commitments of your company in relation to this contract.

Tender document should evidence that the company is both HERS and CFA registered and guarantee that ALL engineers are skilled in their job roles and have the right equipment and tools to work safely.

Other Information:

The Town Council will require references. Please supply full contact details of at least one relevant authority where you have undertaken this work previously. Your returned tender document must be returned by **10am, 13th June 2024** via email to: steve.catherall@hertford.gov.uk