

CHRISTMAS LIGHTING TENDER PACK (2024-2026)

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| Contractor: |  |
| Registered Address: |  |
| Tender Amount: |  |

Introduction

Armthorpe Parish Council are seeking a provider for their Christmas Lighting scheme for a period of 3 years from 2024 to 2026.

The contract will include a fully managed solution for the provision, installation, testing and maintenance, dismantling and switching on of the Christmas lights and associated infrastructure installations.

Full details of the contract requirement are contained within the tender specification below.

Budget

The estimated budget for each year is £45,000, this is to enable the Parish Council to hire a significant number of lights in specific locations and to fit new infrastructure as required.

The contractor must provide a breakdown of costs for all areas.

Health and Safety

Health and safety is the responsibility of the contractor. Any subcontract resulting from this tender will be the responsibility of the chosen contractor. A risk assessment and site management plan will be required. It will be the responsibility of the contractor to apply for and manage any traffic management required for the installation, maintenance and removal of lights. Public liability insurance to the value of £5,000,000 is essential and proof of insurance is required.

Timeline

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| Tender open for applications | 11th March 2024 |
| Closing date for applications | 30th April 2024 |
| Applications reviewed and selected by Full Council | 14th May 2024 |

Specification

To provide Christmas lighting on the columns located on:

* From 104 Doncaster Road, Armthorpe to the junction of Mere Lane, Armthorpe.
* From Arrand House, Church Street to the roundabout at the junction of Mill Street and Nutwell Lane.
* From 1 to 47 Mill Street, Armthorpe.
* From 1 to 99 Hatfield Lane.
* From the roundabout at the junction of Nutwell Lane to 151 Nutwell Lane, Armthorpe.

To be responsible for the maintenance and connection of tree wraps located on:

Tree lighting

Church Street

Tree- St Leonard’s, branch wrap, power from Church

Equipment used- Twinkly lighting 24v,  24x25m sets, 4x controllers, 1x 8 port switch, 1 router, 1 sim card, 8 extension leads.

Please note that this equipment has two SIM cards which require transferring to new contracts in August 2024.

Armthorpe Parish Council use this display to mark occasions such as Remembrance and national state occasions. The chosen contractor will be expected to activate the lighting system to the required setting throughout the year.

Doncaster road

Tree by bridge, swagged, power from feeder pillar.

Equipment used- 32x10m sets, 24v white, one transformer in pillar.

Doncaster Road

Tree near Mansfield Cresent (large)- branch wrapped, power from feeder pillar.

Equipment used-30x 10m sets, 24v white, one transformer in pillar.

Doncaster Road

Tree near Mansfield Cresent (small)- branch wrapped, power from feeder pillar.

Equipment used- 10x30m sets, 24v white, one transformer in feeder pillar.

Hatfield lane

Tree by bus stop, branch wrapped, power from feeder pillar.

Equipment used-40x 10m sets, 24v warm white, one transformer in feeder pillar.

Nutwell Lane

Tree two trees on Eastfield drive corner

Equipment used- each tree- 20x 10m sets (40 sets total), 24v white, transformer in feeder pillar.

To provide icicle lighting to the exterior of Armthorpe Community Centre and a Merry Christmas sign at the entrance to the car park.

The tender must include:

1. Examples of two schemes from similar projects.
2. Proof of insurance and professional indemnity.
3. Images of the proposed installations.
4. Checking of the electrical points and infrastructure for safety.
5. Costs associated with any traffic management associated with a road closure required for erection, repair and removal of the lights or associated infrastructure.

Please ensure emails are marked in the subject line: Confidential – Christmas Lights 2024 Tender Submission.

 The deadline for submission is midday on 30th April 2024.

 Any late applications will not be accepted.

 The tender should consist of:

1. No more than 6 pages of A4 describing how the submission meets the brief and costs involved.
2. A detailed breakdown of the costs.
3. A set of drawings of the proposed lighting designs.
4. A proposed programme of works.
5. Supporting information such as referees and proof of insurance.

Please note that it is the responsibility of the tenderer to check that all costs listed are accurate.

Armthorpe Parish Council reserves the right to not to award a contract as a result of this process and is also not bound to accept the lowest bid.

Please send enquiries in relation to the tender to: Sarah Youngman, Clerk to Armthorpe Parish Council: clerk@armthorpeparishcouncil.co.uk