

Committee	FULL COUNCIL
Date	11th February 2020
Agenda Item	15

TENDER

HALSTEAD TOWN COUNCIL SPECIFICATION FOR ERECTION OF CHRISTMAS LIGHTS

**THE CONTRACT IS FOR THE FOLLOWING WORKS FOR THE PERIOD
2020-2022:**

Halstead Town Council (HTC) is responsible for the purchase of all festoon bulbs and strings of lights. If HTC decides to purchase additional lights during the period of the contract, the contractor will provide a competitive quote for their erection.

1. Checking of all decorations.

- a) Replacement of all faulty bulbs.
- b) Checking of all wiring connections, all electrical parts.
- c) Checking all wire hawser, barrel bolts, wire connection etc.
- d) Checking condition of any festoons and character decorations.
- e) Clean as necessary.
- f) The contractor shall satisfy themselves of the safety and good working conditions of all the decorations and associated parts. Any faults or shortcomings shall be reported to HTC together with a reasonable estimate of work needed to rectify the position. HTC shall be free to seek other estimates.
- g) In September of each year all decorations shall be checked for faults and breakages and reported to HTC. Any required repairs must be reported to HTC with an estimated cost of repair, for erection by the agreed dates of this contract. HTC shall be free to seek other estimates.
- h) The contractor to inform the Town Clerk of any replacement bulbs required in adequate time to meet the switch-on date.

2. Erection of all Decorations (as specified in the list and diagrams below).

- a) This must include the checking of all fixing points as required under the Health & Safety at Work Act and BS EN 795 (all costs of minor

repairs to be borne by contractor).

- b) All lights to be checked immediately after erection to ensure correct operation.
- c) Essex County Council regulations regarding working conditions, height of festoons etc., must be complied with.
- d) Festoon Lights to be erected on either side of the High Street from Market Hill to Dorringtons, as shown on map below. There is no festoon at Dorringtons, but they then continue to Holmes and Hills. Also along walkway and on shopfronts in Weavers Court, and around dancing green in park, as high as possible from lamp post to lamp post. Festoons also to run around the top of the bandstand and down supporting posts. Red and green bulbs to alternate in all festoons.
- e) Motifs to be attached to lamp-posts in the High Street as shown in diagram below.
- f) Strings to be erected in 12 trees in the public gardens using suitable equipment, on the trees outside the library in Trinity Court, and on the Christmas Tree on Market Hill

3. Christmas Trees – Erection and Decoration

- a) Christmas tree to be supplied and erected by HTC each year at the top of Market Hill, to be illuminated by contractor with strings of white lights.
All to comply to: (Clause 4.4 to 4.7 of the Essex County Council Code of Practice for the installation of Seasonal Decorations on or above the Public Highway must be adhered to).

4. Connection of Decorations

Plugs, RCCBs in all premises supplying power to decorations crossing road, gang connectors etc., into premises. Setting of time clock. Turning on ceremony of lights on the specified date and time (normally Last Saturday in November). All lights to be connected into shops 10 days before the official switch-on date and checked for correct working (this work to be undertaken by a qualified electrician).

- a) After testing, lights to be unplugged until the morning of the 'SWITCH ON DAY'. All decorations to be checked and plugged in to come on at 16.30. There is a time-switch in the park in the shed.
- b) The contractor will supply qualified electrical and physical assistance for the turning on of lights under the direction of a representative of HTC.
- c) The lights will be switched on the last Saturday in November/first in December each year or at the discretion of HTC, and the contractor must be present at this time.
- d) During the period of operation of lights, the contractor will deal promptly with any faults reported to them.

- e) The contractor will be responsible for the cost of minor repairs (fuses, resetting RCCBs)
- f) Major repairs to be relayed to HTC along with estimate of repair. HTC reserves the right to seek alternative estimates.
- g) The contractor will have permanently on standby, throughout the span of the contract period, persons to assist in case of a failure concerning the decorations.

5. Dismantling

- a) Decoration to be taken down correctly, labelled and stored in containers provided by HTC and stored in the designated location.
- b) All items to be checked and all breakages caused in transit must be paid for by the contractor.

The contractor shall also within their pricing allow for the following:

All work concerning public highways will be completed on Sundays or during the hours between 18.30. and 07.00. Also areas which may cause heavy traffic congestion during early evening are to be avoided. Christmas trees only may be erected outside these specified times.

Adequate bollarding and traffic supervision to be employed where deemed necessary. Essex County Council rules on road and hoist work apply (helmets, reflective coats etc). All work to be completed in full consultation with the police, and HTC.

All work concerning premises must be undertaken at a time acceptable to the individual person/firm involved.

All work must be of acceptable standard. HTC reserves the right to employ alternative staff for remedial work, this to be charged to the contractor.

All tools and vehicles necessary to complete the contract.

All minor consumables such as insulating tapes, barrel bolts, electrical ties, wire ties, small amounts of electrical wire.
Any required consultation time with HTC.

CONTRACT PARTICULARS.

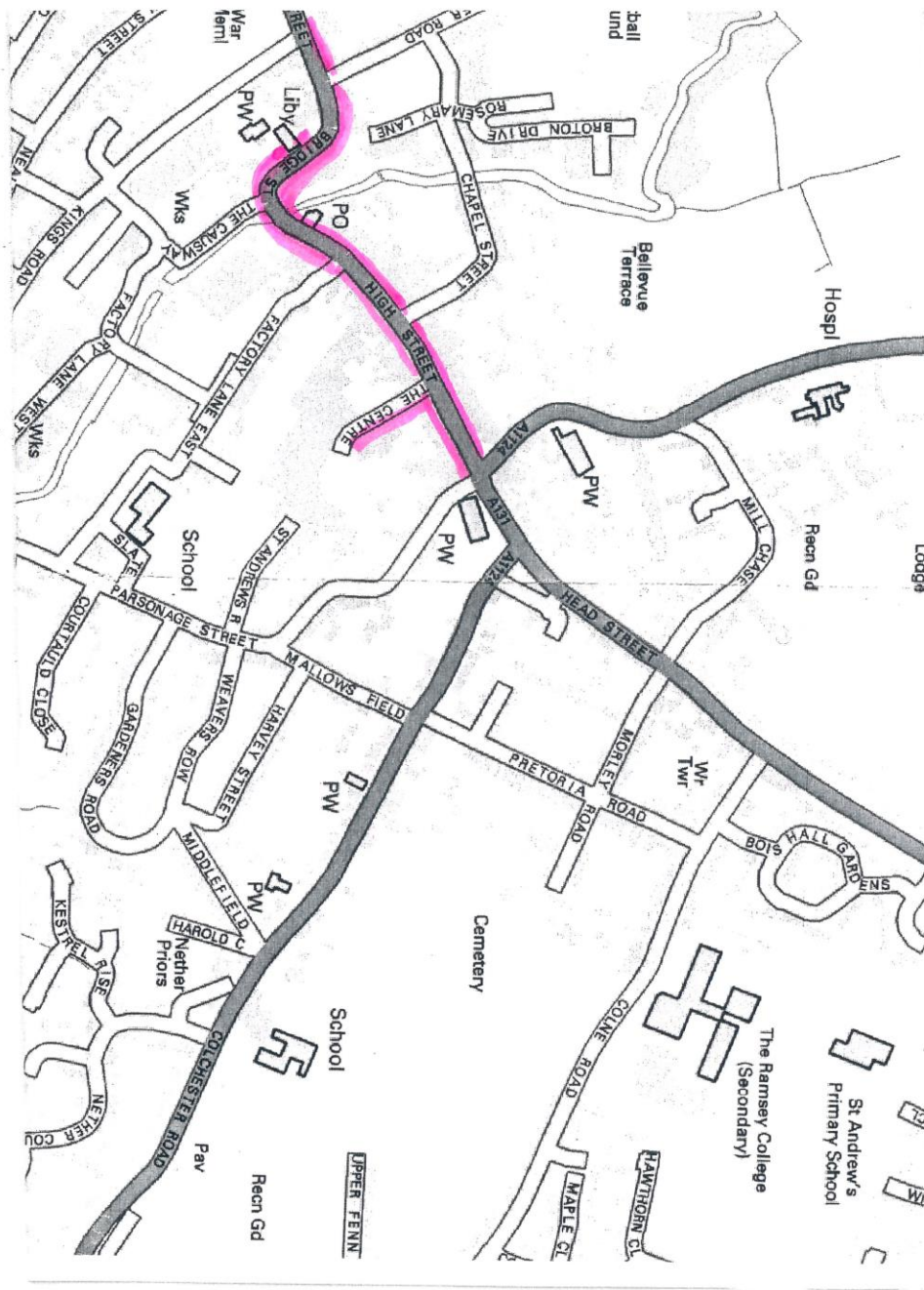
- **Contractors must ensure that all installation of equipment complies with current health & safety legislation.**
- **HTC must have sight of the PartP qualification document and Public liability insurance**
- **Contractor's staff must be qualified for high-level work for erecting lights in trees**

- Contractors are to define response time for any fault
- Decorations to be ready for erection in good time – see 4a.
- Erection of illuminations to commence at the beginning of November at the latest, or as agreed with HTC.
- Lights to be in position and ready for switching on by 16.30 on the date specified by HTC.
- All decorations to be turned off by twelfth night and removed by no later than 31 January each year unless otherwise advised in writing by HTC
- Terms of payment to be clearly stated in quotation
- Any connection to any member of staff or councillor must be declared
- The contract is for a 3-year term. No additional charges can be applied without prior agreement in writing

Further information may be obtained by ringing 01787 476480

Detailed quotes in writing, agreeing to all terms, to be submitted to:

Town Clerk, Halstead Town Council, Chipping Hill, Halstead CO9 2BY
 Or by email to townclerk@halsteadtowncouncil.org.uk
 by 16.00 on 6 March 2020



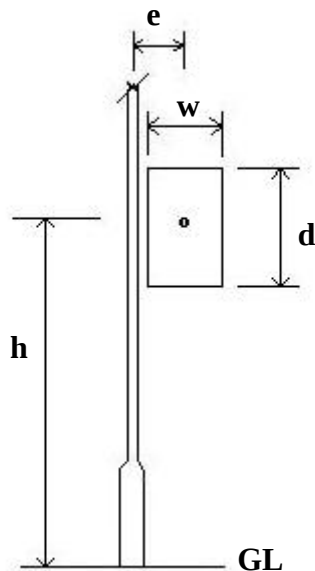
Festoons in the High Street: Power supply currently from:
 Lobbs, Dales, Co-op, Hardys, Capital Dry Cleaners,
 Billsons, Holmes & Hills, Dorothy Perkins, Kitchen shop, Trinity Court, in public
 gardens – in bandstand, in shed near bandstand, and at corner of the public toilets

Z = star
X = snowflake



Positions of motifs

Lighting Column Datasheet for Banners/Festive Motifs



Note: This data sheet should be used for signs, decorations and banners. It will be assumed the sign is rigid unless additional information is provided. For example a banner supported along the top edge only, or three point support so that the outer lower corner is free. There are also spring loaded sign supports for which full information will be necessary.

1st Sign

2nd Sign

Tick as appropriate.

Sign Shape	Rectangular:	☐	☐
	Circular:	☐	☐
	Irregular (provide details separately);	☐	☐
Sign Weight	W kg:		
Mounting Height	h meters:		
OR; Clearance to Lowest Point	meters:		
Eccentricity (if central $e = 0$)	e mm:		
Sign Depth or Diameter	d mm:		
Sign Width if not Circular	w mm:		
Solidity % (solid = 100%)	D mm:		

If solidity is not known provide a sample, a photograph with scale or contact details of supplier.

Orientation of attached sign in relation to the lantern:
appropriate.

Tick as

Under Column Bracket **0°**

Right angles to Col Bkt. **90°**

Opposite Column Bracket **180°**

X

X

Note: If there are two signs, please provide the data for both.

Additional Information: Centre of decoration fixed to bracket. Decoration pointing to shop.

CONTRACT

HALSTEAD TOWN COUNCIL SPECIFICATION FOR ERECTION OF CHRISTMAS LIGHTS

Please indicate by ticking boxes that you have read and agree to the conditions of this contract and complete the section at the end detailing your costs and contact details.

THE CONTRACT IS FOR THE FOLLOWING WORKS FOR THE PERIOD 2020-2022:

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(as specified in the list and diagrams below).

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- All decorations to be turned off by twelfth night and removed by no later than 31 January each year unless otherwise advised in writing by HTC
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Town Clerk, Halstead Town Council, Chipping Hill, Halstead CO9 2BY
Or by email to townclerk@halsteadtowncouncil.org.uk
by 16.00 on 6 March 2020

I/We agree to deliver the requirements of the contract for the supply of Christmas lights to Halstead Town Council for the town of Halstead, for 2020, 2021 and 2022, and submit our tender below:

2020 Cost of contract
VAT
Total

2021 Cost of contract
VAT
Total

2022 Cost of contract
VAT
Total

Name

Address.....

.....

.....

Date of establishment of business

Landline

Mobile

Email address.....

Contact details of 2 referees:

1.

.....

2.

.....

Signed Date

.....

Closing date 6 March 2020

Recommendation:

1. That HTC approves the Tender and Contract documents
2. That it approves the advertising of the invitation to tender



Sarah Greateorex
Town Clerk