

# HUNGERFORD TOWN COUNCIL

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31<sup>st</sup> July 2021

To whom it may concern

RE: Hungerford Town Christmas Lights Installation 2021

Your company is invited to tender for Hungerford Town Christmas Lights installation and removal contract.

- Please provide your response to our tender request by 10am Friday, August 27th, 2021 when all received tenders will be opened. The results will be announced on Thursday, September 9<sup>th</sup>, 2021.
- All installations must be completed by Friday, 26th November 2021, at the latest.
- The 'switch-on' will take place on Sunday, 28th November 2021.
- The switch off of the lights will take place on 5th January 2021 and removal of all of the trees and decorations will follow.

There are 2 tender invitations which should be quoted for separately.

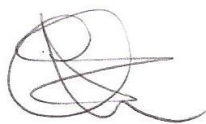
Please provide a breakdown of pricing for installation, later removal and disposal of the trees as requested in the following pages.

Full details of the locations of the electric supply is provided in a separate spreadsheet document attached along with an accompanying o/s map with these locations marked.

Please send any questions/comments regarding this Tender to my attention.

Thank you

Yours sincerely



Claire Barnes  
Town Clerk

# **TENDER INVITATION 1 (for Christmas 2021 only)**

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## **Section 1 – The Main Tree and the Town Hall lights**

### **Section 1(a) - Main Xmas Tree Lights & decorations**

The main Christmas tree will be 9m tall and for the purposes of this section of the quotation, will be already installed by others outside the Town Hall in the existing socket.

1. Install 2000 LED string lights
2. Install 600 LED Coloured lights (24 harnesses of 25 lamps, 0.20W per lamp – 1 transformer per 8 harnesses)
3. Install approximately 40 various decorated Christmas packages

Installation: £ \_\_\_\_\_

Removal and disposal of the tree:  
£ \_\_\_\_\_

### **Section 1(b) - Town Hall Trees with Lights**

1. Install and secure two **2.5m** tall ‘blocked’ Christmas trees on the main balcony and are each to be decorated with two sets of blue 3x60 LED string lights facing the street.
2. Install and secure one **3m** tall ‘blocked’ Christmas tree on the window balcony and it is to be decorated with one set of 4x40 LED string lights facing the street.
3. Install seven **1.2m** tall, blocked Christmas trees secured against the outside of the balcony and each installed with one set of 3 x40 white LED string lights facing the street.
4. Install five **1.2m** tall Christmas trees secured to the main pillars of the Town hall and each fitted with **one set** of 3x40 blue LED string lights facing the street.

Installation: £ \_\_\_\_\_

Removal and disposal of trees: £ \_\_\_\_\_

## **Section 2 – The Railway Bridge Decorations**

1. **Connect** four spotlights to highlight the railway bridge.
2. Install four **1.2m** tall Christmas trees each fitted with LED 3 x40 string lights facing the street and secured in existing brackets on the bridge abutments on both sides of the bridge i.e. eight trees in total.

Installation: £ \_\_\_\_\_

Removal and disposal: £ \_\_\_\_\_

## **Section 3 - Decorations for lighting columns and various trees in the High St. and Bridge St.**

### **Section 3(a)- The Lighting Columns**

There are a total 19 lighting columns in the High Street and Bridge Street. Each column requires:

1. Install and secure one 1.5m tall Christmas tree on each side of the post to achieve a round-the-post effect. Shaving of the trees may be required.

2. Install two sets of 3x40 LED string lights.
3. Install two baskets supplied by others on the brackets already in place.

Total cost of installation of 38 trees on 19 columns: £ \_\_\_\_\_

Total cost for removal from and disposal of 38 trees on 19 columns:

£ \_\_\_\_\_

**Section 3(b) - Lights for various trees that are part of the High Street & Bridge Street**

25 growing trees between 4-6m tall will need to be decorated as follows:

1. Install 1 set of either 2x60 or 3x60 depending on size of tree LED string lights in **12** trees
2. Check and if necessary replace either 2x60 or 3x60 depending on size of tree LED string lights already installed in **13** trees

Total cost of installation in **12** growing trees and checking and replacing if necessary lights in the **13** other trees: £ \_\_\_\_\_

**NB.** These lights are to remain in the growing trees

**Section 4 – Install lights at the War Memorial in Bridge Street**

There are **4** trees at the Bridge Street War Memorial already decorated with 2x60 LED string lights. These lights need checking and replace as necessary. Some of the lights will need re-arranging on the trees.

Install lights in 4 growing trees: £ \_\_\_\_\_

Remove lights: £ \_\_\_\_\_

**Section 5 – Install lights on Canal-side Christmas Tree**

A 6.5m tall Christmas tree and for the purposes of this section of the quotation, will be already installed by others into the existing socket, by the Canal Bridge. Install one string of 1000 lights:

Installation: £ \_\_\_\_\_

Removal and disposal of tree: £ \_\_\_\_\_

**Section 6 - Installation of trees with lights over shops, businesses and houses**

A major part of the display will include a Christmas tree for a number of shops, businesses and homes in High Street, Bridge Street and Charnham Street.

**Section 6(a) – Blocked trees**

1. Each **1.2m** tree must be fitted with a ‘block’ to be installed and secured vertically to a device already on the wall above the shop/home.
2. Each tree to be fitted with 1 set 3x40 LED string lights facing the street.

Total cost of installation of **31** trees and blocks:

£ \_\_\_\_\_

Total cost of removal and disposal of **31** trees:

£ \_\_\_\_\_

**Section 6(b) – Bracket trees**

1. Each **1.2m** tree will be supplied already ‘turned down’ to fit an existing bracket on the wall

2. Each tree will be fitted with 1 set of 3x40 LED string lights facing the street.

Total cost of installation for **108** trees in existing brackets: £ \_\_\_\_\_

Total cost of removal and disposal of **108** trees: £ \_\_\_\_\_

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**TOTAL PRICE FOR TENDER INVITATION 1(for Christmas 2021)  
(total of sections 1-6 above)**

Installation: £ \_\_\_\_\_

Removal: £ \_\_\_\_\_

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## **TENDER INVITATION 2**

**(Price for a 3-year contract – For Christmas 2021, 2022 and 2023)**

**TOTAL PRICE FOR ITEMS IN SECTION 1-6 ABOVE FOR 3 YEARS**

**£: \_\_\_\_\_**

**PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:**

- Sight of your insurance, a method statement and risk assessment will be required.
- All electrical testing, connection to and disconnecting from the various electricity supplies must be included in your response.
- Trees can only be delivered 2/3 weeks before the switch on date as tree suppliers will not provide them earlier.
- All prices quoted should also include the cost of dismantling of the lights and trees installed. The lights will be returned to the storage area and the trees to be disposed of.
- Work must not start before 07.00hrs and must finish by 22.00hrs in residential areas.
- Please also note that the installation of Christmas Lights in Hungerford has to be in-line with the West Berkshire Festive Lighting Installation Conditions. This document is attached separately.
- It is the responsibility of the contractor to check the security and condition of the brackets when installing trees.
- The appointed contractor will need to meet with the tree supplier on arrival of all tree deliveries to ensure they are put in the correct place.
- The delivery of the smaller Christmas trees will be to the Croft Field Centre in Hungerford and the contractor will be responsible for transporting them to their positions around the town.
- Security fencing will be delivered for securing of Xmas trees at the Croft Field, but contractors will need to put fencing in position.
- The larger trees will be delivered to their respective locations in the town.
- The larger Town Hall trees will be placed on the balcony ready for the contractor to install.
- The two main Christmas trees will be erected by the supplier outside the Town Hall and by the Canal Bridge.
- Some of the trees in the High St may have been pollarded since the previous Christmas and therefore their lights will have been removed. The Contractor will need to arrange for reinstallation of these lights into the growing trees.
- It is possible that 4 soldier volunteers from REME will be available for the last two weeks of November to assist you dress the trees. It maybe you can provide a discount if this volunteer help is forthcoming. If so, please advise what this would be.
- HTC hope to supply other volunteers to help dress the Christmas trees. A councillor will be present to introduce any volunteers to the contractors, but the appointed contractor will need to instruct the volunteers with the on-going tasks involved in dressing the trees.
- Transporting of lights from the Triangle Field Storage Room to the Croft Field will be required as and when needed (approx. 6 boxes at a time of a mixture of different lights) including return of empty boxes to the storage room.
- 6 employees supplied by the contractor are needed to be present to flick the switches at the 'Switch on event' on Sunday 28th November.
- All lights need to be switched off on the day specified
- Packing boxes need to be retrieved from the storage room at the Triangle Field and lights packed away in correctly labelled boxes at the end of the project.