



Tender Opportunity

Christmas Lights refurbishment and installation 2023 – 2026

Specification of Requirement

Kidsgrove Town Council

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Town Clerk

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ISSUED : 1st June 2023

SPECIFICATION BRIEF

1. Purpose

The purpose of this project is to undertake the refurbishment and installation of the existing Kidsgrove Town Council Christmas lights. The contract will last for a period of three years

2. Background

Kidsgrove Town Council was created in 1974 when Kidsgrove Urban District Council became part of Newcastle Under Lyme Borough Councils part of the Local Government Act 1972. The Town Council serves the community of Kidsgrove including Talke, Butt Lane, Newchapel and Mow Cop and elects 20 members.

The Town council are currently planning to refurbish their existing Christmas lights and install them in sites detailed below.

3. Site Location

The address of the primary site is Kidsgrove Town Council, Victoria Hall, Liverpool Road, Kidsgrove ST7 4EL

4. Specification Requirements

Refurbishment of the existing the Christmas lights.

Lights which are currently stored at the Victoria Hall and are available to view by appointment with the Town Clerk.

The lights will need PAT testing, there may be repairs required to ensure their safe working order for Christmas 2023. Relevant qualifications in the electrical regulations governing this work are required and proof of qualifications must be provided.

Installation of the existing Christmas lights

The lights consist of :-

- 4 individual snowflake lights which are to be erected outside the frontage of the Victoria Hall site.
- 5 LED Trees to be erected outside the frontage of the Victoria Hall site.
- 2 sets of Christmas tree lights to erected in a tree (to be identified) in Mow Cop and Butt Lane.
- Removal of all Christmas tree lights on 6th January 2024.

The above works will be required each year over the three year term of the contract

5. Evaluation of Returns

The following information is required as part of the return:-

- Detailed product specification for items included in the project.
- Detailed construction/installation methods for items included in project
- A Programme of Works
- Qualifications of personnel working on the project
- RAMS and Public Liability insurance certification to the value of 10 million pounds is required.
- Professional Indemnity Insurance to the value of £2 million pounds.

The project will be evaluated separately on the following basis:-

- 60% price
- 20% product specification details and any perceived added value.
- 20% construction method details

6. Programme of Works

A detailed programme of works to be provided for the project, with an anticipated start date ideally mid-November 2023

7. Fees and Payment Arrangements

Upon completion of the work to the satisfaction of the Town Council the contractor will submit an invoice for payment. Invoices will be paid within 30 days of receipt in line with Government Regulations.

8. Contact details and site visit

The project is being led by Kidsgrove Town Council. For any enquiries or clarifications please contact Kidsgrove Town Council on accounts@kidsgrovetowncouncil.gov.uk

Accompanied site visits can be arranged by prior appointment preferably between 9am and 1pm Monday – Thursday

9. Returns

Deadline for returns is midnight on Sunday 2nd July 2023