

Festive Lighting Project

Bletchley and Fenny Stratford Town Council is looking for a supplier to provide a Christmas festive lighting scheme for three years from 2022 to 2024 inclusive. The scheme will comprise hired illuminations with delivery, installation and maintenance and removal included. The scheme must be delivered complying with all relevant legislation and the Milton Keynes Code of Practice, Festive Decorations on Highway/Landscape Land (Enclosed).

The Town Council seeks a well thought out, co-ordinated scheme that brings light and colour to the town during the festive period. Having lost the lighting in the town centre trees in recent years due to changes in regulations, it is a requirement to improve on what has been possible and to reintroduce lights in some of the tree clusters close to Stanier Square, making use of available power from existing market feeder pillars.

Bletchley & Fenny Stratford Town Council's requirements for the scheme have been broken down into several elements listed below in the Christmas lighting project overview.

Project Overview

Prior to the festive season

- Agree switch on date
- Check any forthcoming events that may hamper installation of the scheme.
- Carry out any inspections of existing infrastructure to ensure all equipment is serviceable
- Provide all necessary paperwork to assist with the license application to MKC (Application process documentation enclosed).

Installation

- To provide qualified and trained engineers to carryout installation of decorations. Connect to existing power supplies and prepare for switch-on date.

Location	Quantity	Type
Queensway - High Street	30	Column mounted decorations
Queensway - Stanier Square	1	Bandstand Illumination
Queensway - Stanier Square	1	Main Christmas Tree to be dressed with at least 3000 lights
Tree Clusters on Queensway and Stanier Square	3x clusters Approx. 100 shapes	Giant baubles/Stars/shapes Making use of market feeder pillars for power
Victoria Road	10	Column mounted decorations
Aylesbury Street	9	Column mounted decorations

- Installation should be completed at least 10 days prior to switch-on, this will allow a walk through with both parties to ensure correct positioning, subsequently allowing time for any alterations if required.
- The main Christmas tree is to be decorated no earlier than 7 days before and no later than 3 days before switch on date.
- Timer clocks on all lighting to be installed and set for daily, pre-arranged timings.

Maintenance of Installation

- Provide maintenance of illuminations by visiting the site once per week to carry out any alterations or repairs if required
- Re-active visits to respond to any notifications sent by BFSTC if illuminations are not operating correctly or have become dangerous in any way.
- Updates to be sent to a designated member of staff to advise of any faults/rectifications/repairs carried out.
- If any part of the display cannot be repaired in situ BFSTC would like the faulty item to be replaced within 48hours.

Removal of Illuminations

- On an agreed date between BFSTC and the supplier arrange to switch off all lights (12th night or similar)
- Within 2 days attend to remove all lights from the tree, BFSTC to arrange removal and disposal of the tree.
- Remove the remainder of the display within a suitable timescale, removal of all illuminations to be completed by the end of January.

After Event Update

- Supplier to arrange to meet to discuss performance of the installation and progress any changes to be made for the next festive season.
- Discuss and agree any maintenance costs that are extra to the agreed budgets (if any were required).

Tender Format

The tender documentation should provide details of how all the requirements above will be met. It should also include a copy of the contractors HERS certificate, public liability insurance and agreement to abide by all requirements detailed in Milton Keynes Council's Code of Practice, Festive Decorations on Highway/Landscape Land (Enclosed).

There should be thorough details of the lighting scheme to include details of quantities, power requirements/usage, specifications of all planned decorations as well as pictures of the items that make up the scheme. The quotation should be broken down to a yearly cost and further broken down to include the cost for each element of the scheme.

The choice of contractor will be based on four elements:

Visual impact– how well is the look of the scheme considered that the chosen theme will fit in with the town centre, the impact the decorations will have and how well coordinated it is.

Price – Cost of contract over the period

Tender documentation – how thorough and detailed the provided documentation is.

Environmental Impact – in all its activities the Town Council is committed to the use of eco-friendly, ethically sourced and recyclable materials and the impact of the lighting scheme on the environment will be given due consideration

Contract Terms

The Town Council intends to enter into a 3-year contract although an extension of a further year may be considered.