



HASLEMERE TOWN COUNCIL

Christmas Lights Specification 2020-2023

Haslemere Town Council is inviting tenders for the Christmas Lights in Haslemere and Hindhead.

It is looking for a contract length of **four years** with total costs spread over the four-year period.

The maximum budget, per annum, should not exceed £23,000.

Core requirements:

See current schedule of fixtures provided with this document. We invite ideas for a scheme using the lighting columns / cross road banners identified. Photographic examples of last year's scheme are available and will be shared with you. You should note that lighting columns which are shown as being wrapped with string lights are unable to support motifs.

In addition to this:

1. West Street – small Christmas trees with lights have previously been installed on commercial buildings
2. High Street – wrap the lime trees (opposite the Georgian) in string lights.
3. 20ft + Christmas tree on Memorial Green, High Street with coloured (but not blue) lights and star
4. Front of Town Hall decorated
5. Status trees adjacent to the road at Lion Green (6) and St Christopher's Green (5) to be wrapped in string lights (trunks and branches according to your recommendation)
6. Small Christmas tree on Lion Green with lights.
7. Three trees on bank opposite station entrance wrapped in lights (trunks and branches)
8. Over road banners in High Street and Wey Hill to have good density of icicles on either side of main motif

No coloured bulbs except on Town Centre Christmas tree.

Installation in November

- Decorations installed on a date agreed with the Town Clerk
- All decorations tested to be working when installed then left off until the switch-on date.

Removal in January

- Decorations and lighting taken down after 1st January

Installations and takedowns are generally carried out during the evenings when there is less traffic by our trained and competent teams and comply with the Surrey County Council Code of Practice

Environmental considerations.

Haslemere Town Council has declared a Climate Change emergency and every tender bid must demonstrate its commitment to sustainability. Please enclose any green / environmental policies your company works to.

Please also supply the total estimated annual energy consumption of the entire scheme, based on a 6 week operating window.

Services and other

- Comply with the Surrey County Council and SKANSKA “Code of Practice”
- Installer to submit the correct paperwork to relevant authorities to obtain the Festive Display Street Lamp Attachment Licence
- Call outs to be included during the display period unless issue caused by external force beyond your control.
- During display period to liaise with SKANSKA should there be any issue with the lamp post column

If you are not able to provide any of the above, please make this clear in your bid.

To include at all times:

- 1) Supply, install, connect and remove lighting & tree. Storage between installations.
- 2) Annual test/certificate for banner posts required and supply office copy of certificate
- 3) Replace any faulty LED bulbs on harness already in situ on the Town Hall before switch-on

Please note that the County Council will not issue Festive Lighting licences for any application where the nominated installer is not HERS registered. This may mean that if an installer is unwilling or unable to become HERS registered, an alternative installer must be sought.

Contractor information supplied on confirmation.

- £10m Public Liability Insurance
- Safe Contractor accreditation
- Risk Assessments
- Method Statement
- IPAF: Training certifications for working on MEWP (Mobile Equipment Working Platform)
- NRSA: New Road and Street Act 1990 certifications
- HESA and G36 Certificates of Training from the Highway Electrical Sector Academy
- Support SLA

Previous installation guide 2015-2019 (this covers Haslemere and Wey Hill only, see schedule of fixtures and photographs for installation at Hindhead)

1 x 20-25' real Christmas tree: High Street Haslemere

- Christmas tree locally grown
- Collected from supplier, installed and then dressed with 2,400 warm white LED lights
- Five point warm white LED tree top star
- Optional stars and bauble decorations

1 x 12' real Christmas tree: Wey Hill

- Free standing Christmas tree locally grown
- Bespoke tree stand with 1,200 warm white LED lights

Town Hall lighting

- Giant 3D effect warm white and bright LED lights white star
- Artificial garlands filled with warm white LED lights
- Festoon bulbs replaced

60 x Lamp post columns: Various locations

- A mixture of double and single stars and swirl motifs in warm white and white LED lights, gold swirl infill, and white LED stars with shiny gold bauble centres in the High Street and Wey Hill. In Lower Street there are LED light column wraps as the columns are not suitable for motifs

2 x Cross street decorations: Haslemere High Street and Wey Hill

- Twinkle warm white icicles with stars and swirl motifs in

Stars in trees: Lion Green, St Christopher's Green and Haslemere Station

- Nine trees with 80cm warm white LED stars

Artificial trees: West Street

- Ten x 120cm commercial grade trees in angled wall brackets dressed with 100 warm white LED lights