



**AYLESBURY**  
TOWN COUNCIL

**Tender for Christmas lights and associated maintenance in  
Aylesbury Town Centre 2022 - 2024**

**Background**

Aylesbury Town Council is considering taking on the responsibility for the Christmas lights displays across the town centre from 2022. Historically this has been the responsibility of Buckinghamshire Council but is due to be devolved to Aylesbury Town Council. However the electrical highway infrastructure is managed and maintained by Buckinghamshire Council. Non-highway electrical infrastructure is managed with landlords permissions for bracketry and hooks on their property.

We are seeking tenders for the supply of the Christmas lights, the installation and removal, storage of pre-owned and new lighting, the maintenance and testing of high quality festive light displays. This will run from 20 November to 6 January 2023.

Attendance will be required at the actual light switch on, on 20 November 2022, to set the lights going and deal with any issues on the night. A trial run would be required to take place prior to the switch on, in the middle of a night to check all is working.

## Instructions for submitting a tender

### Introduction

1. Supply Christmas festive lights, decoration for an 18ft real Christmas tree, approx. 84 x wall mounted decorations or 3ft or 4ft lite artificial Christmas trees and decorations, annual installation, removal, storage, maintenance and testing of Christmas festive decorations.
2. Each year, starting after Remembrance Parade, we see the installation of the festive lighting which gets switched on at a large public event at the end of November. The lights then remain on until 6 January. The lights are positioned throughout the town centre and on lampposts along the edge of the town centre.
3. The Light Switch On will be at approx. 18:00 hours on Sunday 20 November 2022 with dates to be confirmed for 2023 and 2024 and are switched off on the 6 January each year. It is anticipated that the lights stay switched on between the hours of 16:00hrs and 01:00hours, daily during this time period.
4. The lights must be installed prior to the switch on date in order to be inspected and any remedial works required carried out before the event. See Appendix B 2022 Schedule.
5. The lights should remain lit until 6 January of the following year and should be removed by the end of January unless it is appropriate to leave specific lights in location.
6. All reported lighting repairs require a next working day response (unless it is an emergency).
7. Lights should be sourced to be as sustainable as possible.
8. On the evening of switch on, you will provide an agreed number of trained personnel to ensure all lights (including the main tree) are switched on simultaneously.
9. We are currently seeking professional companies who can deliver an exceptional value for money service to quote for the storage of the lighting scheme in its entirety, undertaking any structural inspection and assessment of the lighting columns, testing, installation, support and design of the Christmas Lights display. Tenders should include delivery, testing, build and dismantle time and transport costs.
10. Aylesbury Town Council is seeking to agree a three year tender for this event. Your tender documents must provide a three year summary and breakdown of costs.

11. The details of this document and all associated documents are to be treated as private and confidential for use only in connection with the Tender Request and contract purposes.

### Preparation of the Tender Request

1. Although this document is designed to be as complete and comprehensive as possible, potential tenderers must obtain for themselves all the information necessary for developing and costing their proposal and entering into a contract.
2. Aylesbury Town Council will do everything possible to ensure tenderers have access to all information they require in order to produce their response.
3. Potential tenderers must ensure that they clarify any points of doubt or ambiguity before submitting their tender. If clarification is required in order to complete the tender. Tenders are to be sent by post or delivered by hand in a sealed envelope marked clearly to Keith Gray, Town Clerk, Aylesbury Town Council, Town Hall, 5 Church Street, Aylesbury, Buckinghamshire, HP20 2QP, to be received no later than Friday 1 July 2022.
4. Contractors must confirm in their submission that they have visited the sites. The sites are open to public access and contractors can attend without the need to notify or have Aylesbury Town Council present. If a contractor wishes to meet a representative of the Council then please contact Diane Harrison on 01296 425678.

### Contact Details

Any question regarding these documents and the specific requirements of the Aylesbury Town Council must be made in writing by email to [diane.harrison@aylesburytowncouncil.gov.uk](mailto:diane.harrison@aylesburytowncouncil.gov.uk) and specify that the e-mail relates to the Aylesbury Christmas Lights displays contract.

In order that full consideration can be given, and responses can be forwarded to all contractors, comments and questions must be received no later than Friday 24 June 2022. Questions and queries received after this may not be considered.

### Tender Request Procedures and Timetable

The following dates are applicable to this procurement

Target Date	Task
Friday 10 June	Issue tender request
Friday 24 June	Deadline for requests for additional information
Friday 1 July	Deadline for return of tender request
Wednesday 6 July	Shortlisting of suppliers
Thursday 14 July	Consideration of shortlisted suppliers by Full Council
Monday 18 July	Regret letters
Monday 18 July	Target date for award of contract

1. No extension to any dates contained in the procurement timetable shall be granted to tenderers. Aylesbury Town Council reserves the right to amend these dates provided that by doing so the competitive process is not prejudiced.
2. Tenderers who are interested in this procurement are invited to submit a fully costed tender proposal together with all the supporting documents as specified in this Tender Request.
3. Aylesbury Town Council reserves the right to request additional information from a tenderer to clarify their proposal, which is to be supplied at the expense of the tenderer.
4. Please include, where appropriate, any supporting documents marking clearly on all documents the name of your organisation and the number of the question to which you refer. You should provide an index of all documents referred to in the completed quotation. Any photographs used to demonstrate suggested lighting schemes must be of quality good enough to be photocopied.
5. Tenderers must return one copy of the completed tender and any supporting documentation. If couriered or hand delivered it must be delivered to Aylesbury Town Council offices by Friday 1 July 2022.
6. The quotation document should detail precisely how the supplier will satisfy the Council's requirements by reference to Aylesbury Town Council's schedule of requirements.
7. Aylesbury Town Council does not bind itself to accept the lowest bid or any quotation. It reserves the right to withdraw any part of the quotation document prior to award of contract and reserves the right to discontinue the quotation process at any time, nor does it guarantee that it will decide to award a contract.
8. The Client will write to all contractors at the conclusion of the tender selection process advising of the Council's decision.
9. The Client may reject any tender not complying in any particular matter and their decision in that regards shall be final.

### **Quotation Format and Cost Summary**

1. The suppliers shall provide full details of all costs exclusive of vat that are to be charged to Aylesbury Town Council as per the enclosed pricing structure.
2. The completed schedule of requirements and cost information must be attached as an addendum to the final submitted proposal.
3. Once the proposal has been submitted no alterations to the text will be permitted. Failure to complete any part of the quotation documents may also incur rejection of the proposal.

## **Selection Criteria**

1. This Tender Request is a two stage process containing questions regarding suppliers' ability and technical capability to provide and deliver the service within the costs being tendered. The preferred tenderer will be determined based on how their proposed solution can best demonstrate their ability to meet requirements along with the most economically advantageous tender.
2. The tender evaluation will be split as per the following weighting:  
Design and quality 40%  
Cost 40%  
Sustainability 20%

## **Arithmetic Accuracy**

1. It is the responsibility of the supplier to check that all costs are identified, entered in the cost templates, and are accurate. Any area of cost that is not identified and not included with the submission will be treated as free of charge.
2. If arithmetical mistakes are found after the contract has been awarded they will not be taken account of. The figure agreed at the time of contract will prevail.

## **Period of Acceptance**

1. The potential supplier is required to hold their Tender Request open for acceptance for a period of up to four months from the closing date.

## **Final Submissions**

1. Aylesbury Town Council does not bind itself to accept the lowest, or any quote, and will not accept responsibility for any expense or loss which may be incurred by any potential tenderer in the preparation of the Tender Request.
2. You must supply all details and certificates requested as part of this request.
3. Lack of information, may deem your tender unacceptable and will result in the failure of your submission.
4. Aylesbury Town Council will not accept incomplete or non-specific/generic submissions.
5. Unless specifically and clearly stated by tenderers, they will be required to meet all the requirements specified within the tender request price submitted.
6. A formal contract will be signed between both parties.

## Organisational Information and equipment's

### Organisation Identity

<b>Name of Organisation</b>	
<b>Contact</b>	
<b>Address</b>	
<b>Tel No</b>	
<b>Email</b>	
<b>Company Registration no.</b>	
<b>Date of Registration</b>	
<b>Registered address (if different from above)</b>	

### Organisation Information

Is your organisation (please tick those that are applicable)	
<b>Public Limited Company</b>	
<b>Limited Company</b>	
<b>Partnership</b>	
<b>Sole Trader</b>	
<b>Date of Organisations formation</b>	
<b>Date of incorporation in U.K. if different</b>	
<b>VAT registered number</b>	

Is your organisation registered under the Data Protection Act 2018? If the answer is yes, what is your DPA registration number? YES / NO Number: \_\_\_\_\_

Has your organisation or any director of your organisation or any other person who has powers of representation, decision or control of the organisation been convicted of any of the offences listed at Regulation 23 (1) (a) - (f) of the Public Contracts Regulations 2006? If the answer is yes, Aylesbury Town Council may require further information. YES / NO

Do one or more of the grounds listed at Regulation 23 (4) (a) - (j) of the Public Contracts Regulations 2006 apply to your organisation? If the answer is yes, Aylesbury Town Council may require further information. YES / NO

Are there any court actions and/or tribunal hearings outstanding against your organisation which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, infringement of data protection legislation)? If the answer is yes, please give details. YES / NO

Has your organisation been involved in any court action and/or tribunals over the last 3 years which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, and infringement of data protection legislation)? If the answer is yes, please give details. YES / NO

Is your organisation affiliated or associated with any other organisation which would be capable of providing this contract? If the answer is yes, please provide the name and registered office address. YES / NO

List the full names of all Directors, Partners and Company Secretaries.

Full Name	Role

Please give details of any Director, Partner or Associate who has been employed by Aylesbury Town Council.

Full Name	Role

Please give details of any Director, Partner, Associate or Senior employee who has a relative who is employed by Aylesbury Town Council or who is a Council Member.

Full Name	Name of Relation

Please give details of any contractual relationship your organisation has had with Aylesbury Town Council

Full Name	Senior Officer/Member	Contract Details

Have any proceedings been taken against the company's directors or employees resulting in convictions under the Prevention of Corruption Acts 1889-1916 or Section 117 of the Local Government Act 1972? If the answer is yes, please give details: YES / NO

**Financial information**

A financial credit check may be undertaken on your organisation as part of this tender process.

If requested, would you be prepared to provide a set of the last years audited accounts for your own organisation and the holding and / or ultimate parent (if applicable). YES / NO

Please give details of your bankers

**Bank Name Branch address**

**Account number Sort code**

**Number of years account has been open**

May bankers be approached for a reference? YES / NO

If goods, services and or works proposed in your tender return are sub-contracted, Aylesbury Town Council will require financial documents from each third party.

**Insurance**

Please provide details of your organisation’s insurance protection in respect of the following. A copy of your insurance papers must be provided as an appendix.

Policy Number	Insurer	Indemnity value (£) in respect of any one incident
<b>Public liability</b>		
<b>Personal Liability</b>		
<b>Professional Indemnity</b>		

**Capacity**

Please supply details of staffing levels directly employed by your organisation:

Have you got the current capacity to undertake the requirements of this contract alongside your existing contracts? YES / NO

Please provide contact details of the team who will be responsible for the delivery of this contract. Please provide brief details of the organisation's policies for the training and supervision of staff. This should include, but not be limited to, training and supervision on health and safety matters.

Please indicate to which professional or trade bodies your organisation belongs to. Please include the registration number, date of registration and where possible copies of certificates and website details.



## **Provision of Service**

Please confirm whether you propose to provide any part, or all of the proposed service, through another organisation, whether this is through sub-contracting or a consortium?  
YES / NO

If yes, please complete the following:

What type of working arrangement do you have?

- Sub-contract?
- Consortium?
- Other (please specify)?

List all member organisations, identifying the role of each member, including the services to be provided by that organisation, its registered or principal office and indicating the organisation's ultimate parent company where applicable.

Will the relationships be specifically established for this contract? YES / NO

## **Previous contracts**

Has the organisation ever had a contract terminated? If yes, please state the name of client, address, date of termination of contract and the circumstances leading to the termination. YES / NO

Has the organisation ever withdrawn from a contract? If yes, please state the name of client, address, date of termination of contract and the circumstances leading to the termination. YES / NO

Has the organisation ever been refused renewal of any contract due to failure to perform to the terms of the contract? If yes please give name and address of the client. YES / NO

## **Health & Safety Policy**

Please provide a copy of your organisation's Health & Safety at Work Policy, to include risk assessment and method statement. Please provide appropriate documentation regarding how this contract will be undertaken with due regard to Health and Safety. This must be provided as an appendix and cross referenced to the tender request proposal.

This is a mandatory requirement. Please detail any prosecutions or enforcement actions in relation to health and safety taken by any enforcing authority against the organisation or individuals within it in the last 5 years.

## **Sustainability**

Please provide a copy of your organisation's sustainability policy.

## **Environmental**

This section concentrates on equal opportunities and asks questions about whether your organisation complies with the following legislation.

- Human Rights Act 1998

- Equality Act 2010

We are committed to doing everything possible to promote equality in our organisation and will only do business with those organisations that adopt the same policy.

### **Professional References**

Please provide details of organisations that you have provided a provision of goods, services and/or works for the purpose of a reference.

For all contracts listed the details must include.

- Client name and address.
- A brief overview of the project/programme description including the scope of your involvement.
- Value of contracts.
- Contact name and telephone number.

May clients be approached for a reference?    YES / NO

Please provide details of your organisation's involvement in any projects which have been awarded in the last 5 years where there was a failure to achieve programme and/or project objectives, or to achieve and maintain compliance with levels of service.

### **Our requirements**

#### **Schedule of requirements**

The services supplied must meet or exceed the full requirement as detailed below and general overview in Appendix B. Therefore, the tender must clearly identify any areas outside the scope of this procurement that is the responsibility of the Council.

It is important at the time of completing this tender request that you specify a lead time for delivery of the goods and services, with a comprehensive delivery/ implementation/ installation plan to meet the Council's objectives.

On receipt of the Council's purchase order, the successful tenderer shall provide to Aylesbury Town Council a programme of work covering the planning and implementation phases giving a brief outline of time scales involved. The successful tenderer will also be required to provide regular progress reports.

You must clearly rate your ability to fulfil the stated requirements of this quotation set below and within the time constraints identified. Your responses in the supplier comments column should be concise and brief; however, where space is too limiting to give a full response, further information can be given in a separate document. This document should clearly state which requirement reference number it refers to.

## **Costs**

Suppliers are required to submit their costs using the attached template below. Suppliers may add extra rows as appropriate.

All costs should be a fixed price exclusive of VAT.

Please state clearly what is to be provided within each area of cost. Aylesbury Town Council shall not make any payments of other costs that are not listed here and/or are ancillary to the service provision.

Prices should reflect a three year agreement and any subsequent increases to costs over those three years that do not form part of this formal tender will not be the responsibility of Aylesbury Town Council.

Aylesbury Town Council preferred cost structure is for all costs to be spread evenly over the period of the contract.

## **Installation**

The Structural Integrity report and a corresponding installation method statement should be submitted for review and approval prior to progressing to installation.

Installation may only be conducted by contractors suitably accredited and with prior approval of Buckinghamshire Transport to work on the Highways.

Any Electrical work must be undertaken by Contractors registered with the Highways Electrical Registration Scheme (HERS - Sector Scheme 8).

HERS is operated by the Highways Electrical Association.

<https://thehea.org.uk/hers-hesa/about/>

Additional risk assessments may also be required dependant on the equipment proposed.

Any permits or traffic management required for the installation will need to be arranged directly with Buckinghamshire Council and copies submitted. Contacts will be provided by Aylesbury Town Council.

Details of the Contractor together with a program of works will be required prior to approving installation. Notification will be required upon completion to allow any post completion inspections to be conducted as well as the updating of our inventory to record these additions ensuring reinstatement should the asset be replaced.

Installations found not to be satisfactory may be subject to removal for safety reasons.

Should these assets need to be accessed for future maintenance or removal purposes prior consent will be required from Buckinghamshire Transport.

Any electrical connections will require registration with an Energy Supplier prior to and Buckinghamshire Transport reserve the right to remove and dispose of any items or

equipment installed without prior approval, any costs associated with this and remedial work deemed necessary may be subsequently pursued.

### **Structural integrity tests**

An independent test will be required to establish that any assets identified for the possible attachment of additions have sufficient structural integrity and practical remaining life expectancy to accommodate the additional weight and wind load.

A structural test can be undertaken with prior permission from Buckinghamshire Transport who will also be able to advise on suitably accredited testing companies who provide this service.

- To complete this process, it is important to provide the following information.
- Identification of the proposed asset / column.
- Dimensions of the attachment, a drawing, datasheet or photograph is often helpful.
- The weight of the attachment and any brackets supporting it.
- The mounting height of the attachment above ground level.
- The offset distance of the attachment from the column centre line.

Raise and Lower, Hinged and Passive Safe Columns cannot be considered for any items to be added.

### **Method Statement**

To ensure that any proposed additional items are installed in a way that is both safe and mitigates against any detrimental effects to the asset a method statement would need to be provided with comprehensive details of the equipment, materials and their installation process. Should an electrical connection also be required the details of this are to be included to ensure that the additional electrical load can be accommodated and that the corresponding installation standards are adhered to.



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**Detailed cost template for a three year contract**

Failure to provide a cost for three years will result in the exclusion of your tender submissions

Item	Description	Year one 2022 (£)	Year two 2023 (£)	Year three 2024 (£)	Total cost (£)
Testing and replacement of light installations	Checking all lighting equipment outlined in Appendix A and the repair and replacement of individual lights where necessary to ensure that all lighting displays are in full working order prior to installation in line with the schedule found in Appendix B.				
Inspection and testing of street lighting units	Carry out the inspection and testing of lighting columns going to be used for root and sage joint corrosion where applicable. Details also to be recorded with respect to dimensions and enable calculate and determine the suitability of the lighting units for lighting attachments.				
Testing lighting brackets	Testing of all fixtures in line with BS5080 then repair and retest as necessary at least 4 weeks prior to switch on date. This should also include all repairs to any structural damage caused in line with the schedule found in Appendix B.				
Testing electrical connections	Testing all connections at least 4 weeks prior to switch on day in line with the schedule found in Appendix B.				
Design of the display and	To provide a scheme of lights for the street areas in Appendix C.  To store lights over the three year period.				

provision of lights and storage					
Installation	Storage and erection of the Christmas lights displays, connection of power, supplies and testing to ensure that all lights are working and programmed to switch on and off as agreed.				
Removal	Removal of all lighting infrastructure and safe return to storage.				
Staffing	<p>Prior to the event you will assign a project manager who will remain the contact point throughout the project.</p> <p>On the evening of switch on, you will provide a suitable number of trained personnel to ensure all lights are switched on immediately in the vicinity of the town and that all area are lit.</p>				
Maintenance of lighting infrastructure	<p>All reported lighting repairs require a next working day response.</p> <p>All lighting faults should be resolved within 2 working days of report.</p> <p>The Council will require default payment wherever there is failure to comply with this, subject to an agreed penalty clause.</p>				
Contingency	Contingency sum built into budget for unpredicted increases etc.				
Other Costs	Please list these additional costs, continue on separate sheet if necessary.				
Emergency call out (out of hours)	<p>Occasionally it may be necessary for an emergency call out for urgent repairs which pose a danger to the public.</p> <p>Out of hours is deemed to be between 18:00hrs and 08:00hrs, and all weekend. Please provide a base hourly rate for this (to include staff, transport, and equipment).</p>				

Emergency call out (normal working hours)	<p>Normal working hours are Monday to Friday 08:00hrs to 18:00 hrs.</p> <p>Please provide a base hourly rate for this (to include staff, transport, and equipment).</p>				
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Signed

Print Name

Company Position

Date



**AYLESBURY**  
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## **Appendix A**

### **Overview of Project**

Aylesbury Town Council takes pride in ensuring that the Christmas Lights Display for Aylesbury town centre residents is of the highest standard.

The display is to be festive, modern and with the WOW factor. The project is for three years and the Town Council is always open to new ideas and thoughts on how to improve the display.

It is expected that all fixings will be of current standard or above and comply with all legislation.

Lights will be stored by the winning tenderer and tested yearly to ensure that they are safe. It is expected that the winning tenderer will ensure that all lights will be in working order before the official switch on. There is to be the sufficient number of representatives from the installation team to be at the switch on to assist with the lights and oversee any issues that may occur.



## Appendix B

### 2022 Schedule

\*Please note all dates shown here are an example only. A revised schedule will be agreed on award of contract.

Date	Task
Friday 1 July	Deadline for Tender Request.
Monday 18 July	Target date for award of contract.
Date to be arrange for mid July	Planning meeting.
Date to be agreed by both parties	Installation schedule agreed by ATC.
End of September	Structural testing of all street lighting units to satisfy Aylesbury Town Council.
End of September	Testing all electrical connections and repair if necessary. Also instal new electrical connections and test where necessary and instal new timers.
1 November but not in Market Square and High Street until 6pm Sunday 13 November	Start Installation programme including the Christmas tree.
Thurs 17 November	Installation complete.
Fri 18 November	Christmas Lights Inspection by Aylesbury Town Council team and Company awarded the contract.
Sat 19 November	Repair any issues reported.
Sunday 20 November 2022	Christmas Lights Switch On Event.
Friday 6 January 2023	Turn off all lighting installation and begin dismantle and return to storage. Take down of Christmas tree.
Tuesday 31 January 2023	All scheme lights returned to storage.

\*Failure to adhere to the specified times may result in the suspension of the contract

#### The Contractor will

The contractor will take down all Christmas lights and Christmas tree which are not permanently installed by the end of January each year. The contractor remove all the Christmas trees and decorations mounted on the wall brackets around the town.

The Annual Anchor Bolt Testing will be carried by the contractor who will test and certify the scheme's anchor bolts annually in accordance with CFA ASD guidelines.

The Aylesbury Town Council is likely to need the contractor's assistance to finish the unmetered electrical supply use application form. The contractor must complete any such request for assistance within five working days. The client will from time to time require documents from the contractor to support highways licence applications e.g. (but not exclusively) insurance documents, RAMS, electrical test certificates. These documents should be provided to the client as soon as is possible and within five working days at the latest.

Is responsible for supplying and installing all light displays unless this specification states otherwise. Tender submissions when describing each element of the displays should detail type and volume of lights and how they are used/dressed.

Maintain up to date and supply to the client upon request, PAT test certificates.

Supply the client when requested with images and details of weight, size etc of lamp column displays for use in structural integrity calculations, and in highways licence applications.

If requested to respond to and resolve any defective lamp column display within any 24 hour period of the defect being notified to them. Notification time, in all cases in this document, is to be taken as the time an email is sent .

Notify Aylesbury Town Council within 24 hours of any significant vandalism discovered by the contractor.

Maintain the lights and electrical wiring circuits in good working order across the whole display. The contractor is responsible for replacing defective lights.

Maintain and supply to the client upon request, building festoon festive light wiring test certificate.

Complete annual anchor bolt tests where applicable and supply certificates to the client before the end of June annually.

Notify Aylesbury Town Council within 24 hours of any significant vandalism.

Inspect and maintain the catenary wires.

Respond to and resolve any aspect of a defective Christmas light display within any 24 hour period of the defect being notified to them. If the defect is deemed by the client to present an immediate danger to the public, the contractor shall respond immediately and attend the scene within three hours. This applies to every light display considered to be an immediate danger

**Wall mounted Christmas trees and decorations (These are mounted on brackets around the town)**

Action the annual tree bracket test on an annual basis.

Install the lite trees and decorations onto the wall mounted brackets.

Maintain the lights and electrical wiring circuits in good working order across the whole display. The contractor is responsible for replacing defective lights.

Maintain and supply to the client upon request, building festoon festive light wiring test certificates.

Notify Aylesbury Town Council within 24 hours of any significant vandalism.

Respond to and resolve any aspect of a defective Christmas light display within any 24 hour period of the defect being notified to them. If the defect is deemed by the client to present an immediate danger to the public, the contractor shall respond immediately and attend the scene within three hours. This applies to every light display considered to be an immediate danger.

## **Additional responsibilities**

The contractor will maintain oversight of the festive displays during the period for which they are illuminated in order to identify and resolve any issues. In particular, the contractor will visually check all the illuminations twice between 24 December and 3 January annually.

The contractor shall maintain a good working relationship with Aylesbury Town Council, and adopt a cooperative approach to problem solve any issues that arise either with the scheme, or during the licence application process.

If required, the contractor will attend and support Aylesbury Town Council in any appeal hearing that relates to the licence applications for these festive lighting schemes.

Both the contractor and Aylesbury Town Council will maintain strong communication with each other and each party must deal with communications and action points in a timely manner.

## **Enabling Works and Additional Infrastructure**

If new or additional infrastructure is required for a scheme tendered by a contractor, the contractor is responsible for letting Aylesbury Town Council know so that permissions can be sought from the property owners for bracketry and hooks on their property.

If new or additional infrastructure is to be used it would be within the contract for supplying and maintaining the new infrastructure and delivering all works.

## **Removal of Old Festive Lighting Components**

The contractor will be required to remove any components of previous festive lighting schemes left behind. For example, but not exclusively, any lights and wires in trees, or redundant wires and lights from lamp posts or buildings. Areas that are left across the year are the trees in Market Square and the Exchange.

## **Additional Points and Overarching Conditions**

- The contractor will be responsible for maintaining, replacing, or repairing any part of the lighting displays. Aylesbury Town Council needs to be notified if there are any issues with wiring above ground, and festive lights specific wiring, switches and timers located within lamp columns,
- Aylesbury Christmas lights are illuminated from 16:00 hrs to 01:00hrs. Contractors are responsible for maintaining and replacing appropriate timers to deliver this and for servicing them during the period of illumination to ensure they operate correctly at the right time. Many of the timers in the current scheme located within lamp columns and power pillars may remain serviceable, but it is the contractor's responsibility to maintain and if necessary, replace these during the contract period.
- Tenderers are invited to outline their test strategy within their tender submissions. This includes the formal electrical test certifications (both PAT and of all infrastructure), and the informal tests following installation. The contractor will be required to test the electrical infrastructure for the schemes and provide formal electrical test certificates.

- Tenderers are invited to outline their approach to minimising environmental impact of their proposed schemes and the impact upon costs, if any, of use of more environmentally friendly parts such as low energy bulbs.
- Tenderers must certify within their tender submissions that they can meet the required timescales.

## Appendix C

### Decorations required in Aylesbury Town Centre

The town centre scheme currently consists of mainly bright white lights with some bright blue which is now outdated and needs refreshing. The ambience of the town centre lights should be simple, elegant and sophisticated with a warm golden glow with ribbons of lights along the lower and upper High Street. No flashing lights.

Aylesbury Town Council looks forward to receiving design ideas for the below outlined street locations.

These should include single and double lamp columns, cross overs, a possible building arch festoon on the Old Court House (listed Building), a feature on the Clock Tower in Market Square and decoration and lighting of an 18 ft Christmas tree (which will be supplied by ATC) and possible other tree locations in addition to decorated trees/decorations on wall brackets.

### Street locations to be decorated

All roads lead to the John Hampden Statue where the High Street meets Market Square

Areas to be covered by the lighting design

- **Display lights to be installed in the following areas**

- High street full length

- Market Square

- Kingsbury

- Part of Buckingham Street

- Part of Cambridge street

- Exchange Street

- Long Lionel

- **Feature Display on Clock Tower Market Square**

- **Lite Decoration of 18ft Christmas tree**

- **Trees to be lit in the following locations**

- Market Square x 9

- Kingsbury x 3

- Trees x 3 by Big Al's

- Trees x 5 in Exchange street

- Tree x 1 Temple Square

- **Lamp Columns decorations**

- High street

- Market Square

- Kingsbury

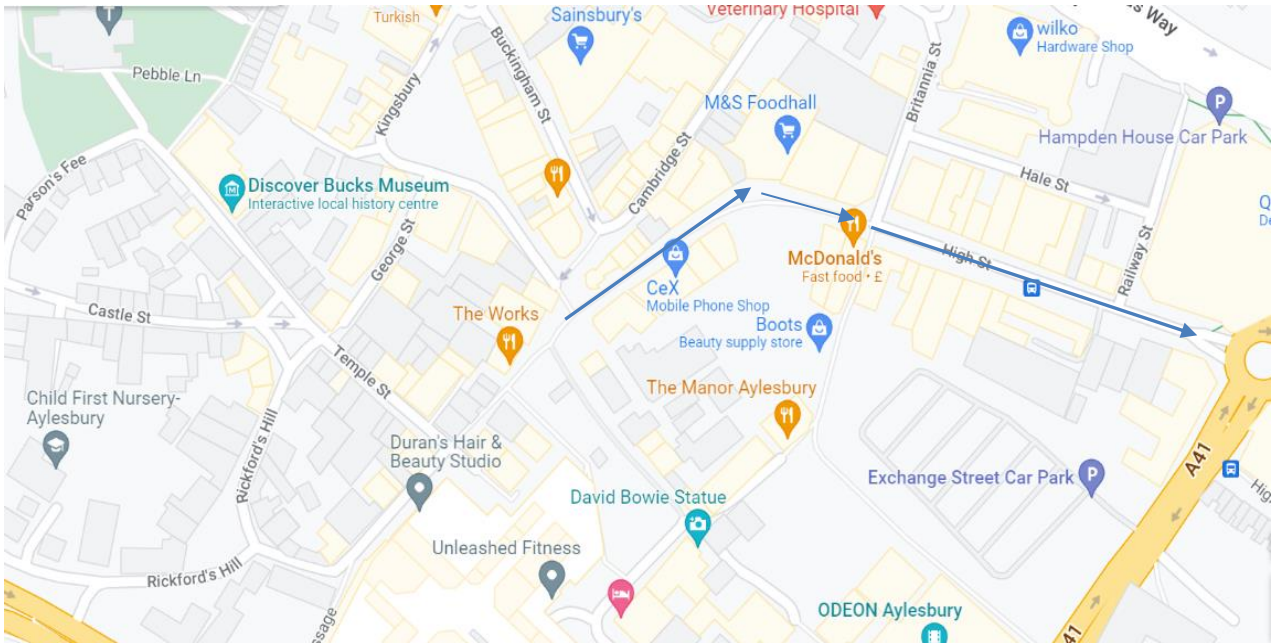
- Part of Buckingham Street

- Part of Cambridge Street

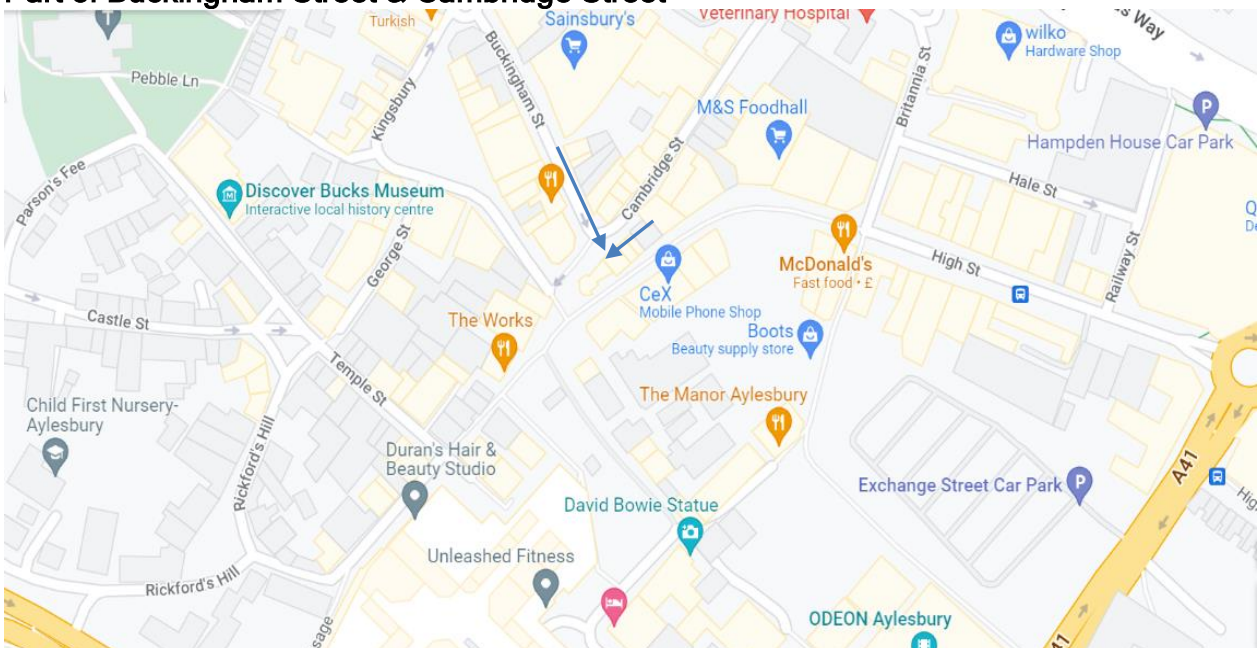
- Exchange Street
- Wall mounted decorations brackets around the town with 3ft /4ft lite Christmas trees and lite decorations.
- Light display over both arches of the old court house building owned by Buckinghamshire Council
- Tasteful decoration of 18ft Christmas tree.

## Location of lights in the town centre

### Upper and Lower High street

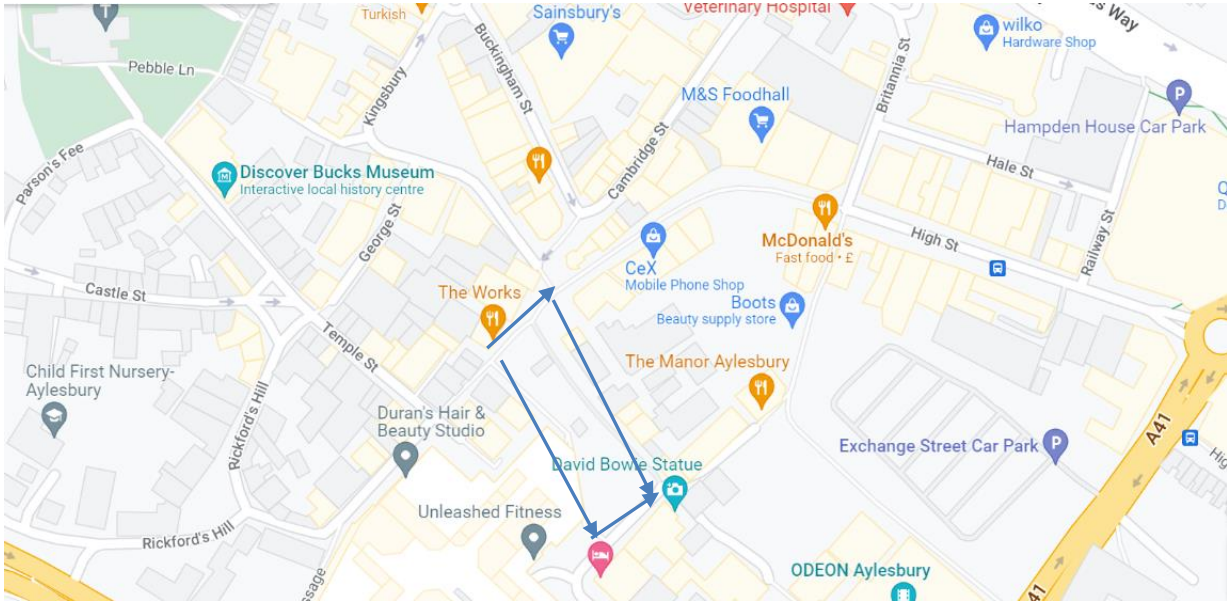


### Part of Buckingham Street & Cambridge Street

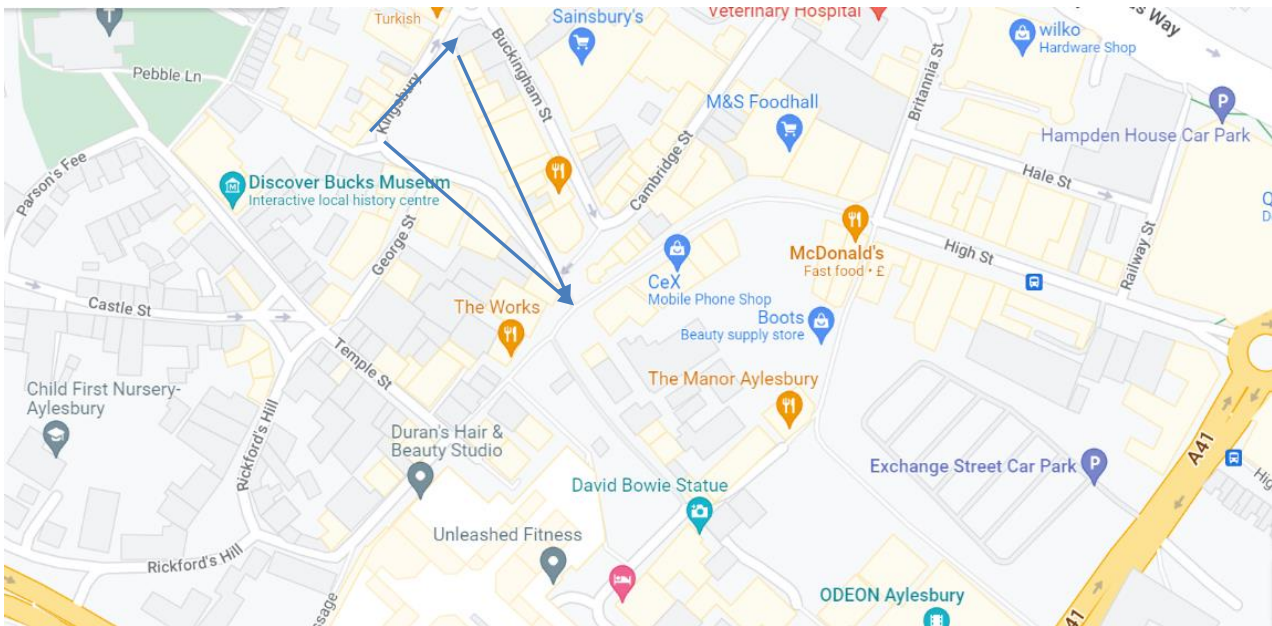




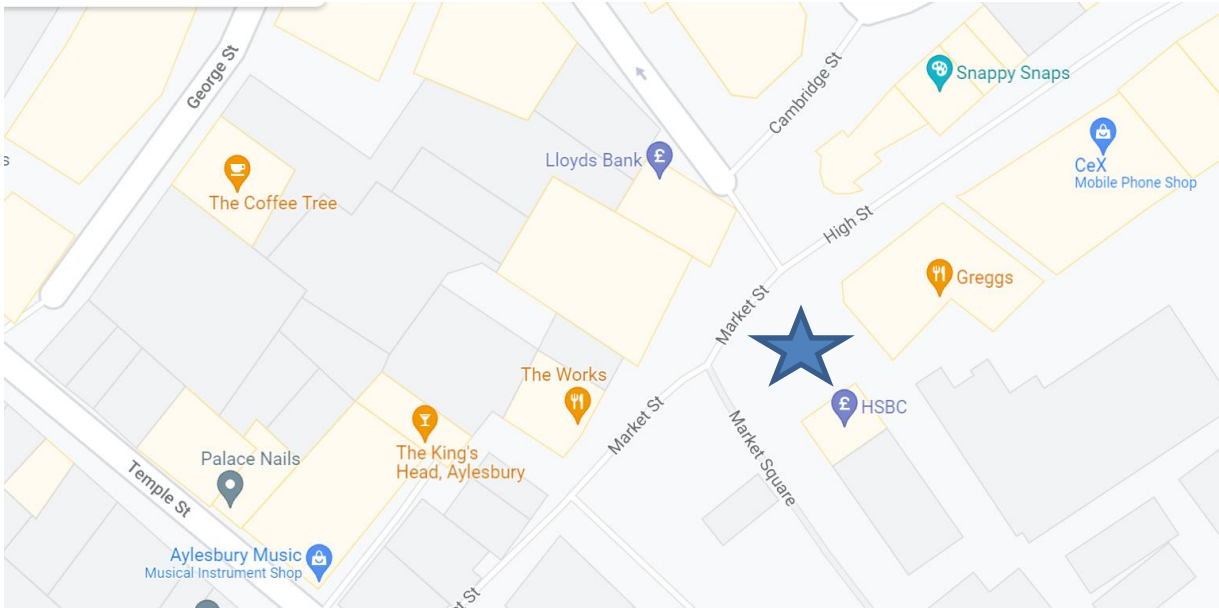
## Market Square



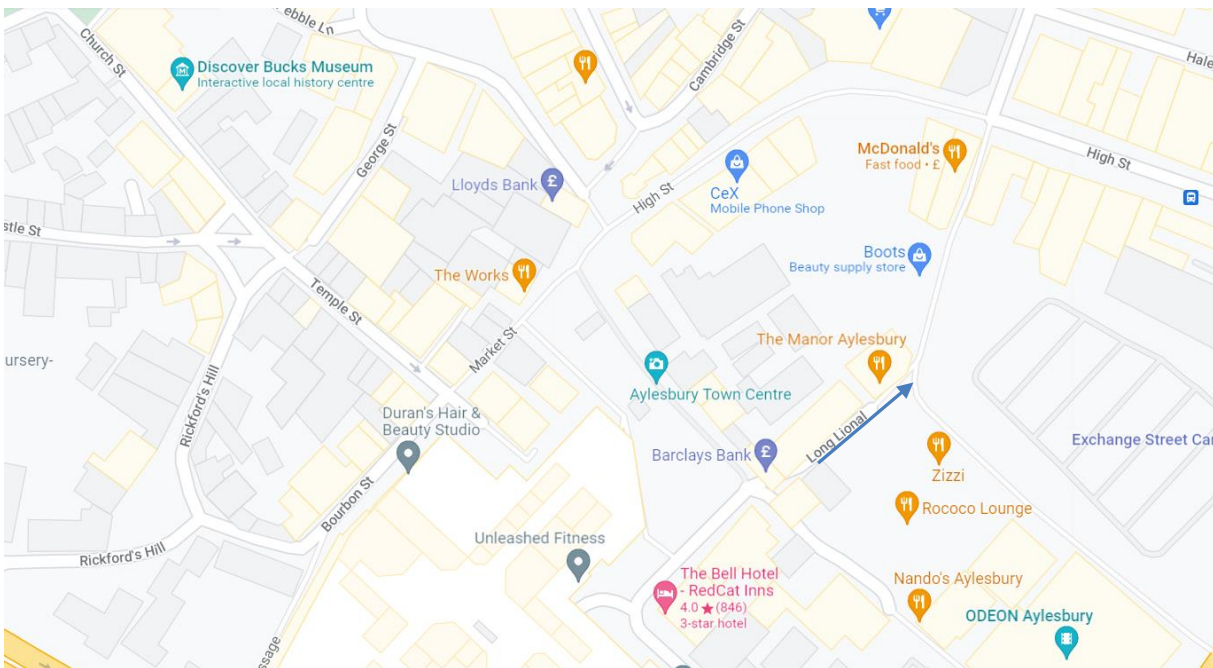
## Kingsbury



## Christmas tree location



## Long Lion





# Exchange Street

