



Andover Town Council

To **note** the requirements that have been detailed when sending quotation requests.

Item
No.

20b

Produced for: Full Council

By: Deputy Clerk

Date of Report: 27 Nov 2023

Background:

At the November 22 Full Council meeting the installation of the commando sockets for the extension was approved and Council noted:

- **To note that a tender document for the extension will be brought to Full Council on 6 December for approval.**

As these quotes are time sensitive, Officers requested, indicative costs from three companies that included the following.

Quote Requirements:

Installation of all motifs, including customers own.

Hire of:

- 14 large motifs
- 24 smaller motifs

Customers Own:

- 10 wrap rounds
- Christmas tree lights (including Star for top of the tree)
- 4 lighting sheets
- 1 Santa motif.

Removal and storage of all equipment.

HERS qualified installers to attend 'switch on' annually – date to be confirmed annually.

Clarification of terms:

What is HERS?

HERS - Highway Electrical Registration Scheme, is a scheme affiliated to CSCS and ECS, leading skills certification schemes within UK industries. HERS cards provide proof that individuals working in the sector have the required training and qualifications for the type of work they carry out.

What is a wrap around?

Wrap around is a string of lights wrapped tight to a column.

What is a lighting sheet?

A lighting sheet is a sheet of lights. For example, the lights around the columns on the Guildhall.



What are motifs?

Motifs are the lights that are hung on the lighting columns.



Company must have:

Andover Town Council are required by Financial Regulations to obtain three different quotes;

- Option A** our current provision of 34 columns,
- Option B** the approved extension of 20 columns
- Option C** a proposed further 31 columns.

ATC are looking at a 4 year contract but please quote for a year of that 4 year contract.

NB: 10 of the current 34 columns (Option A) are wrap rounds that ATC own, so no motif needs to be quoted for but installation and removal of these will be needed to be considered in the quotes below.

ATC also have four lighting sheets to be attached to the front of the Guildhall (Civic Building) and a circa 26 ft Christmas tree that needs decorating with our own lights.

Storage quote is for:

- 10 wrap rounds
- Christmas tree lights (including Star for top of the tree)
- 4 lighting sheets
- 1 Santa motif.

Cost	Option A (34 columns)	Option B (20 columns)	Option C (31 columns)
Installation			
Removal			
Hire			
Storage			
Switch on			
Total:			

You will need to confirm that you have the following:

	Please indicate those that apply
HERS certified installers	
HERS certification	
Liability insurance minimum £10 million	
Ability to store customers own equipment.	
Able to provide PAT testing certification on all lighting used	
Machinery to enable installation at height.	

<p>Will need to work within HSE requirements and provide updated RAMS.</p>	
<p>Able attend switch-on, to make sure lights are all switched on safely and simultaneously.</p>	
<p>Potential to change lights/style/colour during the contract.</p>	

In order to get indicative costs please quote for a mid-range cost motif when quoting for the hire costs.

NB: company must be aware of current risks and be able to work outside of normal working hours to minimise risk to the public.

Recommendations:

To **note** report.