



## **ST. ANNE'S on the Sea TOWN COUNCIL**

### **TENDER SPECIFICATION**

**The appointment of a supplier and contractor for the provision of Town Centre Christmas Lights for a period of 3 or 5 years to cover Christmas 2025, 2026 and 2027 or 2025 to 2029 at a cost of no more than £100,000 over the three-year period or £140,000 over the five-year period.**

**For: The appointment of an appropriate organisation for the supply, installation, removal, storage, maintenance of Christmas Lights and maintenance of associated infrastructure**

**Date: 15<sup>th</sup> March 2025**

### **Specification**

- Provision of some 53 motifs/displays on lighting columns on St. Anne's Road West, The Crescent, Orchard Road, Park Road, Garden Street and Wood Street plus festoons on both sides of St. Anne's Road West.
- Provision of up to 4 large free standing LED displays
- The decoration of an existing natural tree in the town centre.
- Provision of light strings and icicle lights to six public realm domes

- This can be supply or on rental agreement for the Tendering Organisation to specify or display as cost options. The Council own a small number of festoons which can be utilised.
- To test, refurbish, store, install and connect to power supply and then remove all displays/features/festoons and stored by the lighting provider.
- To carry out an annual function and safety check and respond to any issues with council owned LED festoon lights
- Consideration of multiple options for proposed new displays
- Consideration for opportunities to improve and/or enhance current provision
- All decorative displays to be installed, tested, maintained, removed and stored when not in use.
- All electrical infrastructure to be tested and maintained. Clear explanation of proposed testing regime required
- All mounting infrastructure to be tested and maintained. Clear explanation of proposed testing regime required.
- Provision of appropriately skilled and qualified staff to attend the switch on event to turn on the lights on the date of the main Christmas event and to also carry out a switch on 'practice' within the 24 hours before the switch on event.
- Timely support service to respond to maintenance and repairs whilst in situ.
- Details of all guarantees, warranties and service level agreements relating to these supplies and services
- All installers must be HEA HERs registered
- Proof of suitable and adequate supplier insurances
- Proof of suitable and adequate installer insurances

- Risk Assessments and Method Statements for all deliveries, installations, commissioning and project associated works
- All supplies and services must evidence that they meet current working regulations, safe working practices, working on the highway regulations and all other associated legislation and guidance relating to best practice.
- Environmental sustainability statement for all services and supplies

**PLEASE NOTE ANY TENDER MUST INCLUDE A CLEAR  
COMPREHENSIVE BREAKDOWN OF ALL COSTS FROM  
APPOINTMENT TO COMPLETION**

**St. Annes on the Sea Town Council**

West Lodge, 5 St George's Road, St Annes on Sea Lancashire FY8 2AE

Town Clerk Kevin Martin 01253 781124

Email [townclerk@stannesonthesea-tc.gov.uk](mailto:townclerk@stannesonthesea-tc.gov.uk)