



Invitation to Tender

For the installation and removal of Christmas Trees, Lights and Brackets to Business Premises in Otley Town Centre November 2016.

Specification and requirements for the installation, maintenance, monitoring and removal of the Trees/Lights and Brackets as per the specification outlined in this document.

- The Contactor and employees are to hold the appropriate recognised electrical certification for the proposed works.
- The Contractor to hold all necessary permissions from the Local Authority to carry out works from public highways.
- The Contractor to liaise closely at all times with the Lights Committee, Otley Town Council and Otley Chamber of Trade representatives as required.
- The Contractor to liaise with the business owners and obtain permission from the business owners prior to and during the installation and removal of the brackets, trees and lights for any works to the business premises to be carried out.
- The Contractor to ensure that any brackets currently installed are securely fixed and in good order and that any further brackets fitted comply with the same requirement.
- The Contractor shall ensure that the trees and lights are securely attached and that they be available to re-fit/adjust/repair the trees/ lights at short notice, should faults arise any such repair/adjustment to be completed within 24 hours of the reported fault.
- The Contractor shall ensure that the installation of the Trees, Lights & Brackets is completed no later than Friday 25th November 2016.
- The Contractor shall ensure that all trees and lights are removed no sooner than the 6th January 2017 and no later than the later than 20th January 2017 (exceptions to this date will be allowed if the weather conditions make removal unsafe).
- The Contractor shall ensure that all the lights removed are labelled for future use, the trees removed are disposed of in accordance with current business waste legislation, and the brackets are left in situ securely fixed. The lights appropriately labelled are to be returned to the Chamber of Trade for storage.
- The Contractor is to ensure that all work carried out complies with the relevant risk assessments and Health & Safety standards in force at such time the work is carried out.
- The Contractor shall hold public liability insurance for a minimum of £2million.
Proof of cover for the total period of the installation and removal of the Trees & Lights will be required no less than 6 weeks prior to the work being commenced.

Continued:-

The Contractor is required to quote for the following options:-

1. To erect and remove approximately 150 No. 4ft Norway Spruce trees, fit/decorate with the LED lights supplied and make the electrical connections to an existing electrical outlet external to the building. (The tree, lights and timer to be supplied by the Chamber of Trade) **Price per unit.**
2. To fit a bracket to the external wall (Bracket to be supplied by the Chamber of Trade) **Price per unit.**
3. To drill through an external wall or window/door frame, as preferred by the business occupier. Supply and fit a 16A external socket to the building wired through a spur and to also fit a bracket (Bracket to be supplied by the Chamber of Trade) **Price per unit.**

Item 3, if required would be undertaken during the installation of options 1 or 2.

PLEASE NOTE: This year NO timers are to be fitted. The lights are to be switched on and left on.

Tenders should be forwarded to:-

**The Light Up Otley Committee
c/o Sowdens
Candleworks Yard
Station Road
Otley
LS21 3HZ**

The tender must be submitted in writing to the above no later the 29th JULY 2016.

If you require clarification of any of the above please contact Alan G. Sowden on 01943 466792 or email:- alan@sowdens.co.uk