



THETFORD TOWN COUNCIL

Thetford Town Council Is Seeking Quotations for the Testing, Installation and Removal of Christmas Lights

TTC/16/006

Specification

- To check and test the stored illuminations before installation.
- Install Icicle lighting in:
Bridge Street
Whitehart Street
The Shambles
Kings House and flag poles
The Guildhall
Market Place
Guildhall Street
- Install Crystalins to King Street and Riverside
- Install tree lights in large trees on the Market Place, on the Guildhall tree and the tree in St Peters churchyard.
- Install 1 set of LED lights to 72 Christmas trees and install above shops in King Street, Well Street and Guildhall Street.
- Test all illuminations after installation.
- Provide 5 staff to operate the switch on and provide communications equipment on the night.
- Provide callout and repair service for the month the lights are in-situ.
- Provide a mobile access platform and safe system of work for the installation and removal of the lights.
- Dismantle illuminations, repack and deliver all cables and illuminations back to council for storage.

KING'S HOUSE, KING STREET, THETFORD, NORFOLK IP24 2AT

Tel: 01842 754247

mail@thetfordtowncouncil.gov.uk - www.thetfordtowncouncil.gov.uk



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- Provide safety certificate.

Where possible, please quote for both a one and three year arrangement.

Tender Requirements

- A written quote for 3 years based on above specification
- Copy of Public liability Insurance
- Health & Safety Policy
- Risk Assessment
- Method Statement
- 3 References (commercial/business)

Please note that tenders that do not include all the above will be discarded.

Contact name and number: Tina Cunnell, Town Clerk, (01842) 768541
tinacunnell@thetfordtowncouncil.gov.uk

Quotations to be in by 5pm, Friday 19th August.

Sealed inner envelopes to be marked 'Tender Christmas Lights', for the attention of the Town Clerk, Thetford Town Council.

Postal Address: Kings House, King Street, Thetford, Norfolk, IP24 2AP

Details of the winning contract will be published IAW Local Government Transparency Code 2014.

Tina Cunnell BSc (Hons)

Town Clerk

01842 768541