



Tender for the installation, maintenance and dismantling of Leek Town Council's Christmas decorations and flags and bunting 2020 to 2022.

Contact	Mrs Julie Taylor, Leek Town Clerk
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Closing date	Tender to be submitted by Friday 3rd April 2020 at midday

Background and overview	
1.0	Leek Town Council decorates the town in the spring with bunting on Derby Street, Sheep Market and Stanley Street and over 100 flags above shops and businesses in the town centre. In November the Christmas decorations are installed in the town centre, along with 2 large Christmas trees in Market Place and Derby Street and over 100 small Christmas trees above the shops and businesses.
1.1	The Council is seeking a company with the necessary qualified staff, to install the Christmas decorations and bunting and flags. This will include the testing of brackets and electrical connections, as required by current legislation and Eon.
1.2	The bunting and flags will need to be installed the week beginning the 4 th May 2020. The Christmas decorations will need to be installed by switch on night, which this year, will be Friday 27 th November at 7.00pm
1.3	Christmas decorations: Derby Street: 3 cross-street decorations, zig zag string of bulbs, decorations on buildings, 15 foot Christmas tree in Sparrow Park to decorate with lights. Market Place – decorate a 35 foot tree with lights. attach decorations on buildings and a garland over the Butter Market entrance. Overhead zig zag string of bulbs from top of Market Place (Costa) to the Foxlowe (Stockwell Street). Stanley Street -2 cross-street decorations and zig zag Sheep Market – 1 cross-street decoration and zig zag Market Street – 1 cross-street decoration Smithfield Centre -1 cross street decoration Decorate with lights and install over 100 small Christmas trees (3 to 4 foot) To switch on the tree lights in the following locations: St Edward Street: 1 tree Nicholson War Memorial: 2 trees To attach festoon lights to 40 market stalls in the afternoon of switch on night.

	<p>To provide appropriately qualified labour to switch the lights on at 7.00pm on switch on night.</p> <p>To light the crib in Market Place on the first Monday in December.</p> <p>Maintenance and repair of the decorations during the Christmas period.</p>
	<p>Bunting and flags:</p> <p>To attach bunting (approximately 520 metres) to Derby Street, Sheep Market and Stanley Street.</p> <p>To install flag poles with flags to over 100 shops and businesses in the town centre.</p>