



Tender for the installation, maintenance and dismantling of Leek Town Council's Christmas decorations and flags and bunting for four years 2023 to 2026.

Contact	Mrs Denise Wheat, Leek Town Clerk
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Closing date	Tender to be submitted by Friday 3rd March 2023 at midday

Background and overview	
1.0	Leek Town Council decorates the town in the spring with bunting on Derby Street, Sheep Market, Russel Street and Stanley Street with approximately 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 small Christmas trees above the shops and businesses.
1.1	The Council is seeking a company with the necessary qualified staff, HERS registered with operatives of a Platform with an IPAFF licence, 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 17 th April 2023 in good time before King Charles III Coronation Day. The Christmas decorations will need to be installed by switch on night, which in 2023, will be Friday 17 th November. Future dates to be advised.
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 Russel Street - Decorate with lights and install small Christmas trees (3 to 4 foot) To switch on the tree lights in the following locations: St Edward Street: 1 tree

	<p>Nicholson War Memorial: 2 trees</p> <p>To attach festoon lights to up to 40 market stalls in the afternoon of switch on night.</p> <p>To provide appropriately qualified labour to switch the lights on at 7.00pm on switch on night if the events committee decide to have a switch on event, otherwise the lights will be switched on earlier that day.</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, Russel Street and Stanley Street.</p> <p>To install flag poles with flags to over 100 shops and businesses in the town centre.</p>
	<p>Storage:</p> <p>All elements of the contract require safe and dry storage at the supplier's risk.</p>

Leek Town Council would like three separate Tender Lots as follows:

Lot A	<p>Erect Flags and Bunting</p> <p>Dismantle Flags and Bunting</p> <p>Dry storage of equipment as per specification</p>
Lot B	<p>Erect Christmas Lights as per specification</p> <p>Dismantle Christmas Lights</p> <p>Dray storage of equipment as per specification</p>
Lot C	<p>Dress mini Christmas trees (supplied by Leek Town Council) with festive lights (supplied by Leek Town Council) Install at locations advised.</p> <p>Please price per tree for this element.</p>