

Workington Town Council

Workington Town Council Community Centre, Princess Street,
Workington, Cumbria, CA14 2QG.
Telephone: 01900 702986
Email: office@workingtontowncouncil.gov.uk
Website: www.workingtontowncouncil.gov.uk



Workington Christmas Lights 2023

Background:

Workington Town Council is seeking a contractor for the supply, installation, take-down and storage of leased and owned Christmas lighting displays. The contract is for three years, starting in June 2023 and ending in June 2026.

Workington has a relatively large Christmas lighting display for a town of its size and the displays extend to encompass most of the town centre. The Town Council is ambitious in its approach and aims to have a display that is bold and impactful, but one that is also environmentally friendly.

Considerations for the new contract:

As technology is developing all the time, the council is looking for new ideas and innovations.

The council would like to extend the current display on Oxford Street to reach the Town Hall and add new lights to the streets at the top of Vulcan's Lane, tying in with the lighting on Finkle Street and creating a link throughout the town.

The area near Marks and Spencer's / HSBC also needs attention. The main stage for the light switch on has changed location and is now set-up in the Mark's and Spencer's car park on Uldale Street. There are currently no Christmas lights in this area, it therefore needs to have a new WOW factor created, with it being the focal point for the light switch on.

The council also wishes for the contract to look at lights in trees throughout the town, including in new trees due to be installed on Murray Road, and to cover Vulcan Park. Similar to the style of the main street in Cockermouth. The addition of string lights in Hall Park would also be welcomed.

As the hub is located in the centre of Washington Square Shopping Centre and has a circular area created by seating, it lends itself well as a focal point within the town and the council would like to investigate installing a large fake Christmas tree in this area for the whole town to enjoy.

Budget: Approximately £48,000

Key dates for 2023:

June/July: Pull testing. Permits are required from the Cumberland Authority so the contractor will need to confirm dates to WTC in order for the permit applications to take place.

Early November: All displays need to be tested and installed by early November (date by agreement with contractor).

November: Christmas trees within the town to be dressed with lights. There are usually 4 trees to be dressed, ranging from 10ft to 25ft in various locations across the town. This will now need to include the large fake tree under the hub.

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Saturday 26th November 2023: The date of the Christmas lights switch on. All displays must be installed and working by this date. We need electricians on site to switch on the lights at a time that coincides with the countdown, usually 5pm.

Early January: Lights to be switched off. Removal to start immediately and to be completed by the end of the month.

Required services and equipment:

A three year lease agreement for a variety of display items. We have included an inventory for an indication of existing infrastructure, which we would like to use as much as possible to reduce costs for installing new brackets/fixings etc and trying to source new power supply.

Staff required to facilitate the Christmas lights switch on Saturday 26th November 2023. Plus light switch on dates in 2024 and 2025 which will be confirmed closer to the time.

Storage and maintenance of lighting display items throughout the year.

Maintenance as required during the display period.

Pull testing for any fixings required for the display. This will usually include catenary wires and eyebolts (currently a total of 86 eyebolts). Depending on the results of the testing, the existing infrastructure may need remedial work. This may change depending on contractor proposals for this new contract.

24hr emergency call-out cover during the display period.

Workington Town Council does not supply any equipment, so the contractor must supply any equipment required to carry out the work, including own access equipment.

Workington is a coastal town that experiences windy weather conditions throughout the winter months. This should be taken into consideration for all aspects of the design and installation.

Health and Safety

Contractors must comply with all relevant H & S legislation. It is a requirement that contractors wear protective clothing and use safety equipment as determined in the risk assessment when undertaking this contract. Measures must be taken to minimize any risk to the public.

Any motor vehicle used must be parked so as not to contravene any parking restrictions and/or present any obstruction to other road users and the public.

All waste materials must be removed and disposed of by the contractor. Disposal in public waste bins is not allowed.

Staff are expected to have undertaken the appropriate training and each team of workers must include a qualified First Aid Officer.

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The contractor must adhere to the relevant codes of practice and regulations. In particular, the erection, testing and maintenance of the installation must be carried out in accordance with the latest Wiring Regulations (BS 7671) determined by the IET and undertaken by a competent person as laid out in those regulations.

The successful contractor will be expected to produce a Health & Safety Information Pack each year prior to installation. This will include:

- Risk Assessments
- Method Statement
- Schedule of Works
- Copy of the current Insurance Certificate
- Any other relevant documents such as Environmental Policy, General Health & Safety at Work Policy, accreditation certificates and staff training certificates.

Current display area

This is the current layout for the Christmas lighting display and it has the necessary fixings and power supplies in place. We wish to refresh the design of the lighting display and do not require 'like for like' items, however we are keen to continue using the existing infrastructure where possible.

Key:

WTC previously leased with installation	Owned by WTC. Installation required.
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Item	Location
3-Off 'Arch of Light, Icicles & Polar Star' Displays with 2-Off Additional Arch of Light Displays in each crossing.	Oxford Street
1-Off Traffic Island 3D Feature Conical Style Green LEDs with Flash for Animation Christmas Tree with Star Topper Display.	Oxford Street
4-Off Wall Displays	Oxford Street
100m Festoon Harness - 2 lamp-holders per metre over 2 locations inclusive of multi-coloured LED Golfball lamps.	Oxford Street
100m Festoon Harness - 2 lamp-holders per metre on Town Hall; inclusive of alternating Cool White & Warm White LED Golfball Lamps.	Oxford Street (Town Hall)
315m Festoon Harness - 2 lamp-holders per metre over 4 sections inclusive of LED Golfball Lamps.	Murray Road
17-Off 'Banner' Projecting Wall Displays in Assorted Colours & Designs with Flash for Animation.	Murray Road
1-Off 'Arch of Light' Across-Street Display with 2-Off Additional Arch of Light Displays.	Murray Road
1-Off Traffic Island 3D Feature Conical Style Green LEDs with Flash Animation Christmas Tree with Star Topper Display.	Murray Road
Flat wall-mounted 'Forest Scene' Crossing Display on Bus Station	Murray Road
1-Off Across-Street Display	Finkle Street
4-Off Wall Displays	Finkle Street
160m LED Light Strings with Central Gift Box Displays in Zig-Zag formation along the street.	Finkle Street

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120m Theatre Facades Icicles.	Finkle Street
140m LED Light Strings with Central Christmas Tree Displays installed in Zig-Zag formation along the street.	Pow Street
8-Off 'Tree Banner' Projecting Wall Displays in assorted colours.	Pow Street
1-Off Across-Street Display	Washington Street
Festoons at fascia level above shops.	Washington Street
9-Off 'Banner' Projecting Wall Displays in various colours and designs.	Washington Street
Ceiling Display consisting of 20-Off 'Scrolled Leaf/Wavy Leaf' Displays forming five criss-cross Canopies above with Central Displays below.	Risman Place (Costa to Debnhams)
Hire & Installation/Take-Down: 80m White LED Icicles along the edge of the Canopies.	Risman Place (Laura Ashley & New Look)
Ceiling Display consisting of 20-Off 'Scrolled Leaf/Wavy Leaf' Displays forming five criss-cross Canopies above with Central Displays below.	Campbell Saviours Way
Ceiling Display consisting of 16-Off 'Scrolled Leaf/Wavy Leaf' Displays forming four criss-cross Canopies above with Central Displays below	Steelman Walk
Ceiling Display consisting of 16-Off 'Scrolled Leaf/Wavy Leaf' Displays forming four criss-cross Canopies above with Central Displays below.	Ivision Lane
115m Icicles along buildings.	Jane Street
50m Festoons at fascia level above shops	Jane Street
30m Warm White LED Icicles	Railway Station
45m Warm White LED Icicles	Cumberland Hotel and Viaduct Building
<p><u>Illumination of 4-Off Christmas Trees Supplied & Installed by Council:</u> Installation/Take-Down Only of clients owned LED Lights at the following locations: Outside Town Hall - 25' Christmas Tree – 150m LED Strings Harrington - 25' Christmas Tree – 150m LED Strings Leisure Centre - 10' Christmas Tree – 200m LED Strings (lights owned by Leisure Centre) British Legion - 10' Christmas Tree – 80m LED String <i>Note: locations may change</i></p>	Various

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Documents/information to submit:

- Design company name
- Contractor company name (if different from above)
- Design proposals
- Public Liability Insurance
- Schedule of payments – this should be part payment before November and then the remainder following the light switch on
- Contract terms and conditions

Return of Tender:

Tenders to be returned no later than Friday 25 February 2023.

Contractors will be invited to present their ideas to the town council's Culture Committee on 7th March 2023 at 7pm.

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