

Haslemere Town Council
Town Hall
High Street
Haslemere
Surrey
GU27 2HG
FAO Mrs L O'Sullivan

6th September 2020

Dear Lisa

2020 to 2023 CHRISTMAS LIGHTING TENDER

Thank you for the inviting Light Angels to tender for the Christmas Lights in Haslemere, Weyhill and Hindhead. The tender is for a contract length of four years with a maximum budget per annum of £23,000.

We are proud to have been chosen as Haslemere Town Council's Christmas Lighting contractor for the last five years. Our priority was always to provide you with an installation service that is carried out professionally and on time. During this time I have worked alongside my installation teams I have a very good knowledge of the town that can only be gained from involvement with the installation teams.

Light Angels are lighting and decoration specialists creating Christmas in many town, parish and retail centres. We employ our own in-house teams trained to carry out the tasks required and bringing with them many years' experience to carry out the tasks required. I formed Light Angels in 2009 having worked within the commercial Christmas decoration industry for over 20 years creating, managing and implementing decoration schemes.

Our office and warehouse is 19 miles from Haslemere town centre, distance is an important factor when choosing your lighting contractor. During the five years we have work with Haslemere Town Council our professional and reliable services, prompt onsite response times have been no longer than 24 hours. We concentrate our customer base to the South East to provide are valued customers excellent services levels as laid out in our SLA (Service Levels Agreement).

Christmas is a time of celebration and this year is no exception. Trees dressed with bright and cheerful LED lights, festive motifs twinkling and creating that wonderful traditional festive atmosphere for your residents and visitors to enjoy as they spend time in shops, cafes and restaurants.

Looking after our customers' needs and requirement is important to us and we have a separately documented SLA (Service Levels Agreement) which I have included with our tender. Something like this working document compliments our terms and conditions, ensuring our customers receive the best quality service available.

The following information will be supplied on confirmation:

- 1: £10m Public Liability Insurance
- 2: Safe Contractor accreditation
- 3: 302.1 Installing, maintaining and removing temporary traffic management on rural and urban roads. *please note this is the only training recognised by HERS for working on the highways
- 4: IPAF: Training certifications for operating on MEWP (Mobile Equipment Working Platform)
- 5: 214 Safe Isolation (part 1 of 210 including G39)
- 6: 210 Working in the Vicinity of DNO/IDNO equipment (including G39)
HESA and G39 Certificates of Training from the Highway Electrical Sector Academy
- 7: Risk Assessments
- 8: Method Statement

We can supply NRSA: New Road and Street Act 1990 certification however it is not recognised by the HEA (Highway Electrical Sector Academy) who are the administrator of HERS (Highway Electrical Registration Scheme) and essential to comply with the Surrey County Councils 'Code of Practice'.

Services and other

Light Angels comply with the Surrey County Council and SKANSKA "Code of Practice"

Light Angels will submit to the Surrey County Council the correct paperwork to obtain the Festive Display Street Lamp Attachment Licence

Call outs are to be included during the display period unless issue caused by external force beyond your control, copy of our Term & Conditions is enclosed version 2020v13.

As part of our services we will liaise with SKANSKA during the display period should there be any issue with the lamp post column

I have enclosed our Health & Safety Policy Statement, on page 6 is our Environmental Policy Statement.

Over the last few years we have been involved in a variety of tasks in Haslemere and surrounding area from regular banner installs for various fetes and fairs, flag and bunting installations in particular in 2016 for our Queens 90th birthday. When the Mayor of Haslemere David Round needed to hop into the bucket of our cherry picker to repair the flag pole fixings we were happy to help out. They are many 'other' uses for a cherry picker and the most unusual was to provide lift the Archdeacon of Surrey to the top of St Christopher's Church tower to bless the new flag pole.

Banner post testing:

I have received a competitive quotation for the testing of the four banner posts. They are a known supplier and use Non-Destructive Testing methods including Eddy current inspection to determine % loss of wall thickness at ground level and below ground.

If column has a swage joint they will use an Ultrasonic Inspection to detect any cracks. These findings are used to calculate the unit factor to establish if the column is structurally capable of having the banner or other attachments attached.

The company's price for this work is £575.00 and includes all travel costs, full inspection report with calculations and inspection certificate. The testing of columns and banner posts is part of many Code of Practices for many County Councils now. With this in mind I have been advised that I may get a reduction if others customer arrange to have their columns tested on the same day as Haslemere Town Council.

Finally you have requested a price per 10 metres for the supply and installation of icicles lights on buildings within the town. I am pleased to confirm that for one of longer length icicles with a drop of 60cm a 10 metre length supplied and installed is £139.50. The colours available are bright white or warm white LED. This price is for the popular mains voltage 230v icicle lights.

Please let me know I can be of any further help or you need additional information. I have enclosed a USB file with copies of the documents we have presented to you for Haslemere Town Council's Christmas Tender process.

Thank you for inviting Light Angels to tender for your Christmas decorations and lighting contract and I hope that I have interpreted the tender specifications correctly, if you have any questions please do not hesitate to contact me.

I look forward to hearing from you.

With best regards



Carolyn Hollier
Director

