

## Community, Leisure & Recreation Committee

---

**Date:** 2 April 2019

**Title:** Christmas Lights Tender

**Contact Officer:** Janine Sparrowhawk, Asset Manager

### Purpose of the Report:

1. To provide a written update on the progress of the Christmas Lights Tender 2019.

### Update:

2. Officers are working on the tender documents in preparation of a meeting of the Working Party (yet to be arranged).
3. The following time line has been established for the scheme.

	<b>Stage in the Procurement</b>	<b>Tendering Deadline</b>	<b>TTC Deadline</b>
1.	Finalise Specification		12.04.19
2.	Publish Advert / issue tender / publish on Contract Finder (min 35 days)		17.04.19
3.	Deadline for requests for additional information	17.05.19	
4.	Deadline for return of tender	24.05.19	24.05.19
5.	Evaluation of tenders – Officers / Working Group		14.06.19
6.	Finalise report to CLR		03.07.19
7.	Report to CLR Committee		16.07.19
8.	Ratify recommendation at Full Council		06.08.19
9.	Notification of award of contract	07.08.19	
10.	Publish Contract Award on Contracts Finder (No later than 30 days after award of contract)		06.09.19
11.	Obtain permissions from building owners		01.11.19
12.	Installation start date	12.11.19	

### Action Required

4. To note the report.