

Full Council

Date:	6 August 2019
Title:	Christmas Lighting Scheme
Contact Officer:	Cassie Pinnells, Community Services Manager

Purpose of the Report:

1. To provide background on the selection of a Christmas Lighting Scheme for Thame.

Background:

2. At the Community, Leisure and Recreation Committee held on the 5 February 2019, approval was given for the expired Christmas Lighting Scheme to be retendered for five years with a contract to be in place for 2019/20 season.
3. An approximate budget of £19,000 per annum (5 year contract £95,000) was agreed.
4. The procurement time line was established to enable the installation to commence in November 2019.
5. Seven Tender applications were received by the deadline date of Friday 24 May 2019 and opened on Tuesday 28 May 2019 in the presence of the Town Clerk, Town Mayor, Deputy Mayor and Asset Manager.
6. The Working Group made up of Deputy Mayor Cllr Paul Cowell, Chairman of CLR Cllr Nigel Champken-Woods, Chairman of P&E Cllr Helena Fickling, Chairman of NPC Catherine Jones, Deputy Chairman of P&E Cllr Adrian Dite, Deputy Chairman of P&R Cllr Linda Emery, Asset Manager Janine Sparrowhawk, Information Centre Officer Jane Webster, Community Project Officer Lizzie Fuller and Market Town Co-ordinator Becky Reid, individually scored the tenders on design and coverage of the scheme. The Christmas designs can be found within dropbox.
7. The Working Group met to discuss each of the schemes score, this was assessed against the criteria methodology described below. The scoring sheet is available on request.

Real Score: 1 = poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent

X

Weighted score: Commercial 40%, Design 40%, Technical 20%

Value Score = $\frac{\text{Total Weighted Score}}{\text{Contract Price}}$

8. The Working Group proposes that the Christmas Lighting Scheme Contract is awarded to Contractor G (option 2) subject to further tender clarifications to ensure appropriate coverage.

Resource Appraisal:

9. Expenditure for the scheme has been included in budget estimates for 2019.

Risk Assessment:

10. Satisfactory references have been received regarding the Work Group's preferred contractor.
11. Partnership agreements are entered into with property owners who agree to have Christmas lights on their property for the duration of the contract. This will need to be renewed for the contract and there is always a possibility that this will be refused and affect the overall effect of the scheme.

Legal Powers: Local Government Act 1972, s145

Recommendation:

To approve a five year contract (2019-2023) with Contractor G, as detailed within their tender document, subject to further tender clarifications to ensure appropriate coverage.