

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive Member for Leisure and Community for Decision 13 June 2018

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|-------------------------|---|
| <b>Portfolio:</b>       | Leisure and Community   |
| <b>Subject:</b>         | Award of Tender – Contract for Festive Lighting for Fareham Town Centre |
| <b>Report of:</b>       | Head of Leisure and Corporate Services                                  |
| <b>Strategy/Policy:</b> | Leisure Opportunities for Health and Fun                                |

**Purpose:**

This report seeks to award the contract following tenders received for festive lighting for Fareham Town Centre for a 5-year duration commencing August 2018.

**Executive Summary:**

On the 23 January 2018 approval was given to allocate up to £150,000 from the Town Centre Management reserves budget to procure a new festive lighting scheme for the Fareham Town Centre.

Tenders have been received and its recommend that a contract be awarded to the contractor with the most advantageous tender as detailed in the confidential evaluation matrix marked appendix A.

**Recommendation:**

To agree to award a contract to the tenderer who submitted the most advantageous tender for; the purchasing of a new festive lighting scheme, setting up the displays, maintenance when the displays are in situ and storing of the decorations once they have been taken down each year.

**Reason:**

To provide a new and improved festive lighting scheme for Fareham Town Centre.

**Cost of Proposals:**

The cost is £124,490. This can be met from the Town Centre Management reserves budget

**Risk Assessment:**

There are no significant risks associated with this report.

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### Executive Briefing Paper

|                     |   |
|---------------------|---|
| <b>Date:</b>        | 11 June 2018  |
| <b>Subject:</b>     | Award of Tender – Contract for Festive Lighting for Fareham Town Centre |
| <b>Briefing by:</b> | Head of Leisure and Corporate Services                                  |
| <b>Portfolio:</b>   | Leisure and Community   |

#### INTRODUCTION

1. Responsibility for the organisation and management of events in Fareham Town Centre comes under the Leisure and Community portfolio following the dissolution of the Fareham Town Centre Partnership in 2016.
2. Part of these responsibilities include the organisation of the Christmas light switch on which takes place towards the end of November each year. This event sees the Mayor of Fareham turning on the Christmas lights as the culmination of events and activities that take place beforehand.
3. The contract for setting up and maintaining the festive light display expired in January 2018. Due to some of the scheme starting to become uneconomical to repair, it was agreed a new 5-year contract for the design, supply, installation and maintenance of a festive lighting scheme for the Town Centre would be tendered.
4. An invitation to tender for the project was issued on 7 March 2018 via the South – East Business Portal.
5. The tender specification required tenderers to submit designs which complimented the style and scale of the town centre and various lighting columns. Tenderers were also required to provide a price for the purchase of the existing lights which would then be offset against their tender submission price.

#### PROPOSAL

6. On the 20 April 2018, five tenders were received and opened by Democratic Services and the Procurement Officer. One tender was deemed not compliant. The tender price details are presented in the confidential appendix A.

## **EVALUATION PROCESS**

7. The contract document defined a pre-determined scoring mechanism whereby tenders are assessed on price, service and quality.
8. The tender submissions were evaluated and the scores weighted as specified in the invitation to tender. The scores and ranking of all tenders received are represented in the confidential appendix A.
9. Tenders were required to complete a 'Tenders Compliance and Response' proforma. This enables officers to score the quality and service elements of their submissions, assessing their method of approach to deliver the service.
10. Based on the evaluation of the tenders received, four bids have been ranked in order of economic value and design. The most advantageous supplier, which achieved the highest overall combined score, is recommended for the award of the contract. A copy of their design visuals is represented in the confidential Appendix B.

## **RISK ASSESSMENT**

11. Many of the standard and identifiable risks initially presented in this type of project have been negated through the Council's rigorous and structured procurement process.
12. Regular monitoring will take place and a series of onsite meetings will be held throughout the contract period to reduce potential risks.

## **FINANCIAL IMPLICATIONS**

13. The works and charges associated with this contract can be financed from the Town Centre Management reserves budget

## **CONCLUSIONS**

14. Four valid tenders were received. It is recommended that the most advantageous tender received, ranked 1<sup>st</sup> in the confidential appendix to this report, be accepted and a contract be awarded.

**Confidential Appendices: Appendix A – Tender Evaluation**

**Appendix B – Design Visuals**

### **Enquiries:**

For further information please contact Emma Watts (Ext. 4440) Leisure and Community Manager

