

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 03 July 2023

<b>Portfolio:</b>	Leisure and Community
<b>Subject:</b>	Fareham Town Centre Festive Lighting Scheme – Award of Contract
<b>Report of:</b>	Director of Leisure and Community
<b>Corporate Priorities:</b>	Leisure Opportunities for Health and Fun Maintain and Extend Prosperity

**Purpose:**

This report seeks to award the contract following tenders received for a festive lighting scheme for Fareham Town Centre for a 5-year duration commencing August 2023.

**Executive summary:**

Responsibility for the organisation and management of events in Fareham Town Centre comes under the Leisure and Community portfolio.

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 entertainment and activities that take place beforehand. Historically, the event has attracted thousands of people into the Town Centre.

The contract for installing and maintaining the festive light display, that commenced in August 2018, expires in August 2023.

This report seeks approval to enter into a new 5-year contract for the design, supply, installation and maintenance of a festive lighting scheme for Fareham Town Centre.

**Recommendation/Recommended Option:**

It is recommended that the Executive agrees that:

- (a) the tender submitted by the contractor ranked 1<sup>st</sup>, as set out in confidential Appendix A to the report, being the most advantageous tender received, be accepted and the contract awarded to the company and;
- (b) the contractor ranked 2<sup>nd</sup>, as set out in confidential Appendix A to the report, is appointed as the reserve bidder.

**Reason:**

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

**Cost of proposals:**

The cost for providing a new and improved festive lighting scheme are presented in the confidential Appendix A and can be met from the Town Centre Management Surplus budget.

**Appendices:**

A: Confidential Tender Evaluation Matrix\*\*

B: Confidential Design Illustrations (preferred bidder)\*\*

**\*\* Appendix A and B: Tender Evaluation Matrix and Preferred Bidder Report (Confidential) – By virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 – Information relating to the financial or business affairs of any particular person and category 7A (information which is subject to an obligation of confidentiality) of Schedule 12A Local Government Act 1972 and the Council's Access to Information Procedure Rules.**

**It is not in the public interest to publish this information as it would harm the Council's ability to conduct procurement activity in accordance with national procurement legislation and to achieve best value in the consideration of bids received, which are supplied under an obligation of confidence in relation to their financial and technical content. If bidders' submissions were disclosed their ability to compete for work would be adversely affected by the disclosure of the detail of their competitive bids and could result in the submission of unaffordable or undeliverable bids / remove the necessary element of market competition that drives best value principles.**

**Background papers:** None

**Reference papers:** Report to the Executive Member for Leisure and Community – June 2018. Festive Lighting Scheme – Award of Contract.

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## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	03 July 2023
<b>Subject:</b>	Fareham Town Centre Festive Lighting Scheme – Award of Contract
<b>Briefing by:</b>	Director of Leisure and Community
<b>Portfolio:</b>	Leisure and Community

#### INTRODUCTION

1. Responsibility for the organisation and management of events in Fareham Town Centre falls under the Leisure and Community portfolio.
2. Part of these responsibilities include the organisation of the Christmas light switch on event 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 entertainment and activities that take place beforehand. Historically, the event has attracted thousands of people into the Town Centre.
3. The contract for setting up and maintaining the festive light display expires in August 2023. Due to some elements of the scheme becoming uneconomical to repair, it was agreed that a new 5-year contract for the design, supply, installation and maintenance of a festive lighting scheme for the Town Centre would be tendered.

#### PROPOSAL

4. An invitation to tender for the scheme was issued on 15 March 2023 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 the various styles of 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.
6. The festive lighting scheme covers key town centre areas including, West Street and its Performance Podium, Vannes Parade, Harper Way, Station Roundabout and Westbury Manor Museum.
7. Following changes to SSE regulations, the Council can no longer have tree lights powered by nearby columns and therefore asked tenderers to put forward an alternative solution for lighting the trees in the Civic Gardens and in West Street. SSE do not allow the tethering of columns to anything else, such as trees or nearby buildings. They explained that tethering is a health and safety risk in the event of one column or tree falling, which could result in trailing live electrics.

## **EVALUATION PROCESS**

8. On the 28 April 2023, 6 tenders were received and unsealed by the Procurement Team. The tender price details are presented in confidential Appendix A.
9. The contract document defined a pre-determined scoring mechanism whereby tenders are assessed on price, service and quality. This also included environmental considerations to support the Council's commitment to becoming carbon neutral by 2030.
10. 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 confidential Appendix A.
11. Tenderers were asked to provide a cost for hiring the scheme and a cost for purchasing the scheme. The hire option was discounted due to the fact that it resulted in a higher cost over the 5-year period.
12. The contract length is 5 years, which is extendable by 1 or 2 years, at the Council's discretion.
13. Based on the evaluation of the tenders received, 6 bids have been ranked in order of economic value and design.
14. The most advantageous supplier, which achieved the highest overall combined score, is recommended for the award of the contract. A copy of the preferred design visuals is represented in confidential Appendix B.

## **CLIMATE CHANGE CONSIDERATION**

15. Environmental factors were an element included within the tender specification for this contract to support the Council's commitment to becoming carbon neutral by 2030, with preference given to lighting which utilises energy efficient products, using non-toxic and recyclable materials.
16. Tenderers were asked to provide details of any carbon reduction plans or actions they have undertaken to reduce the carbon footprint of their operations. Measures proposed by the preferred bidder included using High Quality LED lights (HQL's) which are 50% more efficient than the previous type of LED lighting, whilst being 10% brighter. The preferred bidder has 50% of its lease vehicles which are either hybrid or fully electric for visiting sites and transporting materials. They also recycle products and use recycled materials, such as aluminium frames, when creating new festive lighting displays.
17. The current scheme uses approx. 2,000kWh over the festive lighting period which is 7 weeks from around 20 November until 05 January when the scheme is illuminated from 4pm to 11pm each day. The preferred bidder, based on the same timings, will use approx. 1,008kWh.
18. Environmental considerations were scored within the evaluation process and are presented in confidential Appendix A.

## **RISK ASSESSMENT**

19. Many of the standard and identifiable risks initially presented in this type of project have been negated through the Councils rigorous and structured procurement process.
20. Regular monitoring will take place and a series of onsite meetings will be held throughout the contract period to reduce potential risks.
21. The decorations will be stored securely when not in use and will be testing annually to ensure longevity of the scheme.
22. A 24- hour emergency call out service will be provided when the scheme is in situ.

## **FINANCIAL IMPLICATIONS**

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

## **CONCLUSION**

24. Six valid tenders were received. It is recommended that the most advantageous tender received, ranked 1st in confidential Appendix A to this report, be accepted and a contract awarded.
25. The preferred bidder uses the latest HQL LEDs lights which are 50% more efficient than the previous type of LED lighting, whilst being 10% brighter, resulting in a much lower energy consumption.
26. The preferred bidder is an independent provider of festive lighting with an account manager based locally with a good call out procedure and out of hours service.
27. The preferred lighting scheme design option uses a warm white and cool white colour palette as illustrated in confidential Appendix B. The performance podium will continue to be the festive centrepiece of the scheme with high impact motifs on the surrounding light columns lining the pedestrianised area and surrounding streets, whilst considering the different needs and uses of each part of the town.
28. The scheme will also be extended slightly due to feedback received from some businesses based at the Western end of West Street. An additional 4 decorative motifs will be added to the light columns between the Aldi Supermarket and Station Roundabout.

### **Enquiries:**

For further information on this report please contact Emma Bowler (01329 824440) Leisure and Community Manager.