

REPORT TO EVENTS AND TOWN CENTRE
MANAGEMENT COMMITTEE
CHRISTMAS LIGHTS CONTRACT 2021-23



Report Reference E-20-12
Meeting Date 15th March 2021
Agenda Item 7
Prepared by Town Centre and Marketing Officer

1.0 INTRODUCTION

The Town Council provides Town Centre Christmas Illuminations through a three-year hire and installation contract. 2020 was the final year of the previous contract. Invitations to tender were sent in November 2020 to eight companies offering lighting services.

Three tenders were submitted – Millennium Quest (two schemes), Festive Lighting Co (two schemes) and Lite (one scheme). Blachere expressly declined to tender, stating they could not deliver a scheme within our budget requirements.

The tender appraisal panel comprising Cllrs Dalzell, Malloy and the Town Centre and Marketing Officer reviewed the tenders in February. Tenders were scored on perceived quality of the core display, ability to include additional elements within the overall budget and the favourability of the repair covenant offered.

The recommendation of the panel is to award the contract to Festive Lighting (the council's previous supplier) who the panel felt provided the best value for money and most attractive scheme.

2.0 SCHEME DETAILS

The main theme of the scheme is warm white lights with red baubles and snowflakes along Tatton Street, Minshull Street, Canute Place, Regent, King and Princess Street. Column motifs along King Edward Street/Toft Road and Church Hill. Canute Place will also display a Christmas tree with strings of red and gold lights, and column motifs.

An additional proposal is the inclusion of Silk Mill Street and a further scheme has been prepared for the Market Hall which will be considered as an addition by the Assets and Operations Committee.

In addition to the decorated Christmas tree at the Council offices, options for decorating the Town Council's offices were also included. The panel decided to exclude the decoration of the offices as it was felt inappropriate during the current climate and the offices are not in the main shopping area of the town. It was also agreed to amend the proposed scheme to remove the council armorial bearings from the column motifs in Canute Place. The panel also sought an amendment to the original proposal for the trees outside Lost and Found.

The visuals for the scheme are attached.

The tender required companies to provide a proposed repair covenant. The covenant to be included in Festive Lighting's SLA will be for faults to be investigated within 48 hours, repaired within 72 hours and an emergency attended to within 4 hours. Failure to repair a fault within five days will give the council the right to deduct 2% from the annual contract value for each calendar day the lights are not fully operational.

3.0 FINANCES

The committee set a budget of £29,875 per year for the contract.

The cost of the core scheme as per the visuals enclosed (but excluding Silk Mill Street and the Market Hall) is £29,441 per year, delivering the scheme underbudget by £434 per year.

To include Silk Mill Street (excluding the Market Hall) the contract would be an additional £1,449 per year.

4.0 RECOMMENDATION

It is recommended that:

- a) The committee awards the 2021-2023 Christmas lighting contract to the Festive Lighting Company
- b) Approves the scheme as presented
- c) Considers the inclusion of Silk Mill Street