



TODMORDEN TOWN COUNCIL

REPORT TO THE EMERGENCY COMMITTEE

REPORT AUTHOR	Colin Hill – Town Clerk and Responsible Financial Officer
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Date	29th July 2020
SUBJECT	Christmas Lights Tender Documentation

PURPOSE:

1. To present to Members of the Emergency Committee for approval, Tender documentation in respect of Christmas Light Displays provision for 2020 through to 2028.
2. To inform Members of the Emergency Committee that on approval, the Tender documentation will be placed on the Government Contract Finder portal and our own website for issuance on 10th August 2020.
3. To inform Members of the Emergency Committee that on approval, in addition to the above, contact will be made with known suppliers in this field to help encourage several responses.
4. To recommend that the Resources Committee, at their meeting scheduled for 9th September 2020, make the decision to appoint a preferred supplier or not, should Tenders not meet their expectations.

BACKGROUND

5. Members of the Emergency Committee received a detailed report on the 1st July 2020 providing the background to this Tender proposal.
6. A summary of the proposals are:-

Scheme	Exist no displays	Proposed displays	Implement
Todmorden Town Centre	19	27 *	2020
Children displays	8	8 **	2021
Walsden	9	9	2021
Cornholme	9	9	2021
Eastwood	0	5	2021
Portsmouth	0	5	2021

* Current displays include 8 Children’s Display’s - fixings are present-, with the intention to still use those fixings.

** To put into a specific area of the town centre as an “attraction” and will be subject to use of suitable lampposts to provide power supplies and fixings to (not decorative ones).

7. The net effect of putting in a specific children’s area will be to increase overall Town Centre Displays by eight.
8. Locations for Eastwood and Portsmouth indicate that there are a minimum of five available lighting columns, in relatively close proximity to each area, to have an impact.
9. The tender options are :-
 - a. Outright Purchase with then an 8-year install, demount, store and maintain service.
 - b. All inclusive – include display purchase within annual charge for an 8-year supply, install, demount, store and maintain service.
10. Whilst an outright purchase would require us to seek a loan though the Public Works Loan Board, and therefore not financially viable if we wish to start installing this year, nevertheless it will provide us with an indication of display purchase costs as a measure for obtaining good value.
11. However, if an outright purchase was substantially more financially advantageous, then there is the potential to delay any install for this year, but perhaps encourage any winning supplier to provide shortages from existing used stock as a “makeshift” cover.
12. The timetable for the Tender Process is as follows:-

Action:	Date:
Tender Release Date:	10 th August 2020
Notification your intention to provide a response and any questions about the tender:	17 th August 2020
Tender Submissions Due:	<u>31st August 2020</u>
Decision on Preferred Supplier on or before	17 th September 2020
Display for viewing at Suppliers.	9 th November 2020
Installation by	16th November 2020

FINANCIAL IMPLICATIONS:

13. There is already a revenue budget of £20,000 – based on 8 years an overall £160,000 provision.
14. The maximum tender price for the 8-year period, regardless of whether outright purchase or All Inclusive supply, demount, store and maintain service, is set at £142,500 thereby providing us with a margin over the 8 years of £17,500.

15. The proposed phasing of payment would mean 50% paid in this current financial year, thereby providing a buffer for us to commission Power Supplies for proposed new installations this year, if we are able to identify an area to put 8 of the existing Children's display up.
16. Any underspend for Festive lights provision this financial year, will be moved to a Festive Lights Earmarked Reserve to fund new power supplies required for the Eastwood and Portsmouth lighting columns.

RECOMMENDATION:

17. That Members of the Emergency Committee consider the attached Tender Document.
18. That if approved this be issued as proposed.

REASON FOR RECOMMENDATION:

19. To authorise seeking Tender responses

POLICY IMPLICATIONS:

20. None arising out of this report.

DETAILS OF CONSULTATION:

21. None

SUPPORTING PAPERS:

- Appendix 1 – Tender Main Document (incorporating appendices 1- 4c
- Appendices 4 d-g Location Drawings