

## **REPLACEMENT CHRISTMAS LIGHTING PROJECT**

**EXECUTIVE MEMBER:** Councillor A Holliday  
**LEAD OFFICER:** Acting Head of Leisure and Environmental Services  
Jane Salt  
**REPORT AUTHOR:** Street Infrastructure Officer – David Toner

### **WHAT BENEFITS WILL THESE PROPOSALS BRING TO COPELAND RESIDENTS**

This will improve the provision of the Christmas lights and reduce energy use and therefore the carbon footprint.

### **WHY HAS THIS REPORT COME TO THE EXECUTIVE?**

**(eg Key Decision, Policy recommendation for Full Council, at request of Council,etc.)**

Exceeds key decision level

**RECOMMENDATION:** A sum of £62,000 was included in the 2010/11 Capital Budget to purchase new low voltage festive lighting equipment and bulbs to replace the Council's existing Christmas lighting displays. It is recommended that Contract Standing orders should be waived and tenders be invited from six known and established specialist lighting suppliers. It is also recommended that delegated approval be given to the Head of Leisure and Environmental Services to select the preferred supplier.

## **1. INTRODUCTION**

- 1.1 The Council's ageing Christmas lighting features have been continually repaired and are not reliable, so frequently result in disappointing displays.
- 1.2 A sum of £62,000 was included in the 2010/11 Capital Budget to purchase new low voltage LED lighting equipment and bulbs to give the displays a much-needed boost. An added benefit would be lower annual energy bills thus reducing the carbon footprint of the service.
- 1.3 In accordance with Contract Standing Order 5.2.1 the contract should be advertised, because the budget exceeds the Key Decision level. Due to the specialist nature of the suppliers it is recommended that a select list of known suppliers be contacted with regard to requesting a tender to be submitted.

- 1.4 After award of contract any supplier will need to be given a reasonable amount of time to produce items which have to be manufactured, as opposed to supplied from stock. These items will need to be ready for delivery and installation by mid to late October to allow everything to be ready for testing and switch-on in late November.
- 1.5 This timescale would require award of contract to take place ideally by the end of August/ beginning of September. This could not be achieved if it was necessary to advertise for expressions of interest first.

## **2. PROPOSAL**

- 2.1 It is proposed to invite tenders from a list of known festive lighting suppliers which the Council has used on many occasions and Officers are familiar with the standard and quality of their products. These are all long established companies. A list of 6 companies has been compiled and all (or a minimum of 4) of these would be invited to tender.
- 2.2 This should ensure that requirements for competition and best value for the Council are achieved.
- 2.3 Companies would be given an indication of the budget available and invited to submit proposals of what they could supply within that limit. The contract award would be based largely on the quality of their proposed displays.

## **3. OPTIONS**

- 3.1 The available options are to give the authority, under CSO 13, to waive the need to advertise for expressions of interest and proceed straight to tender invitation, thus being able to achieve a change in the lighting displays for Christmas 2010.
- 3.2 Alternatively to adhere to the requirements of CSO 5 and advertise for expressions of interest which would mean that it would not be possible to award the tender in time to make a significant difference to this year's lighting displays. The existing lighting features would have to be used again.

## **4. CONCLUSIONS**

- 4.1 It is preferable to contact the preferred list of suppliers with a view to obtaining at least 4 tenders. This will ensure the Council is receiving value for money whilst still achieving new lights for Christmas 2010.
- 4.2 A PID for the project would be produced.

**5. WHAT ARE THE LEGAL, FINANCIAL AND HUMAN RESOURCES IMPLICATIONS?**

5.1 The Capital budget has already been approved.

**6. HOW WILL THE PROPOSALS BE PROJECT MANAGED AND HOW ARE THE RISKS GOING TO BE MANAGED?**

6.1 The risks will be managed in accordance with the PID.

**7. WHAT MEASURABLE OUTCOMES OR OUTPUTS WILL ARISE FROM THIS REPORT?**

7.1 The Council will improve the Christmas lighting display.

**List of Appendices**

None

**List of Background Documents: None**