

This report was confidential up until decision made on 01/08/2018 at Council meeting.

SKEGNESS TOWN COUNCIL

REPORT TO: COUNCIL
1ST AUGUST 2018

BY: THE ILLUMINATIONS TASK AND FINISH GROUP
AND TOWN CLERK

SUBJECT: Recommendations to approve the award of
contract

PURPOSE: To present to Council the recommendations of the Task and Finish Group to award a 3-year contract to Lumalite for the provision of Christmas Illuminations starting Christmas 2018.

1 BACKGROUND

- 1.1 The Illuminations Task and Finish Group was established by the Council to review and oversee the letting a new contract for the provision of Christmas Illuminations in the town centre. The Group comprised Councillors Mrs S Blackburn, T Burnham, M Gabbitas, M Gray (Deputy Mayor) and the Town Clerk.
- 1.2 The Working Group made some assumptions regarding the requirements and how the contract should be delivered. These were:-
 - 1.2.1 The contract to be based on a three-year hire (more than 3 years would cause the contract value to require a different procurement process and this would have caused resourcing issues
 - 1.2.2 Lights to be low energy LED
 - 1.2.3 Quality of the display to be the most important factor
 - 1.2.4 To be a single contract for the entire delivery
- 1.3 The Town Clerk drew up a specification in conjunction with the Working Group and placed this on the Government's Contract Finder website. The specification sought proposals that fell within the Council's available budget. The responses were rated on
 - how well they understood the Skegness requirement and their experience delivering in this setting 10%
 - the actual lighting proposal put forward 60%

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- the price 30%
- 1.4 Six companies responded, five of which were well established in the external Christmas illuminations market:
- Blachere
 - CS Sets Ltd
 - Festive Lighting Company
 - Gala Lights
 - Lite
 - Lumalite
- 1.5 The basic provision in the specification includes 24 column street lamps in Lumley Road, provision for the High Street, the provision of a fully illuminated Christmas tree, attendance at switch-on and the setting of timers, together with all installation, maintenance and removal tasks.
- 1.6 Optional extras included the provision of extra lights, additional Christmas trees and allowed suppliers to put forward alternative suggestions that might be of interest.

2 RESPONSES AND FINDINGS

- 2.1 The Group reviewed the responses from the suppliers. All the quoted prices were very close and within £1586pa of each other.
- 2.1.1 One supplier put forward an innovative response but lacked experience in delivering town centre lights. This was considered too high a risk to take forward.
- 2.1.2 One supplier whilst having considerable experience in the sector and the lowest price, put forward an uninspiring response.
- 2.1.3 One supplier put forward a good response, but some elements included in other proposals were costed extras making it more expensive than the quoted amount and the most expensive overall.
- 2.1.4 The remaining 3 responses were fairly close in terms of the quality of the proposal. One of these suppliers has been used in previous years by Skegness Town Council for the illuminations and their detailed knowledge and experience of the infrastructure and operation at switch-on time was

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- apparent in lifting their overall offering above the other two. They also retain a locally based electrician to sort out problems quickly.
- 2.2 In reaching a recommendation the group had to compare offerings that are different in quality, appearance and approach. Therefore a simple comparison of price does not equate to the best overall value for money. The group considered that Lumalite's offering was the best overall and the lowest risk.
- 2.3 Overall the group recommend that the three-year contract at a total value of £53,259 (£17,753pa) be awarded to Lumalite and that this be met within the annual revenue budget for illuminations.

3 RECOMMENDATIONS

- 3.1 It is recommended that the Council
- a) Approve the award of a 3-year Christmas Illuminations contract to Lumalite in the sum of £53,259 to be paid by regular instalments throughout the period.
 - b) Authorise the Town Clerk to make the necessary arrangements

FOR DECISION

For information relating to this report please contact
The Town Clerk, Town Hall
Skegness or email
townclerk@skegness.gov.uk

Background papers – None.