

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:

3294

Author:

Martin Williams

Department:

Development and Growth

Contact:

Martin Williams

(Job Title: Commercial And Governance Manager, Email: martin.williams@nottinghamcity.gov.uk, Phone: 01158764226)

Subject:

Festive Lighting

Total Value:

£150,000 Over a 4 year period (Type: Revenue)

Decision Being Taken:

- 1) To approve undertaking a formal tender process to establish a framework for the provision of Festive Lighting in accordance with the Contract Procedure Rules.
- 2) To delegate authority to the Director of Major Projects and the Head of Major Projects to award and sign a multiple supplier framework agreement in accordance with the award criteria published.
- 3) To approve expenditure on the framework in accordance with the estimated spends outlined in the report.

Reasons for the Decision(s) The City Council provides festive lighting across the city and sees this as an important factor in supporting the local economy over the festive period. The lighting itself comes in several forms, from the lighting on the front of the Council House to tree and column decorations.

The decorations used need to be replaced on a regular basis as they reach the end of their useful life, go beyond economical repair or get damaged through adverse weather conditions. In addition to this on occasion the areas that receive festive lighting are amended, requiring additional purchases to be made or lighting itself needs refreshing.

In order to meet these requirements it has been decided to create a framework for the purchase of festive lighting. The old framework ceased at the beginning of 2018. It is proposed to put a two year framework in place with an option to extend for a further two years. The procurement will also seek to award places on the framework to three companies who will provide these services either through direct award or mini competition for the term of the contract. By following this course of action the Council will ensure a timely supply of festive lighting, through a compliant procurement route, with companies that will have demonstrated that they can meet the councils needs.

The estimated average spend on festive lighting over the period could be as much as £37,500 per annum. However, due to the timing of replacements/failures etc in any given year, means that some years expenditure could be less than this figure and in other years more.

Other Options Considered: The other options would be:

- 1) Not to renew the festive lighting stock, this would ultimately leave the city without festive lighting, which would have a detrimental effect on the reputation and the ability to support the local economy. Therefore this option was rejected.
- 2) To carry out procurements individually for each item of equipment needed. It is believed that this would not offer value for money to the Council when compared to the chosen option as the opportunity to secure bulk purchase discounts would be lost and significantly more time would be need to be spent on managing procurements. Therefore this option was rejected.

Background Papers: None

Published Works: None

Affected Wards: Citywide

Colleague / Councillor Interests: None

Consultations: Those not consulted are not directly affected by the decision.

Crime and Disorder Implications: There are no crime and disorder implications

| | |
|-----------------------------|--|
| Equality: | EIA not required. Reasons: The decision to procure a framework does not have any equality implications |
| Decision Type: | Portfolio Holder |
| Subject to Call In: | Yes |
| Call In Expiry date: | 01/11/2018 |
| Advice Sought: | Legal, Finance, Procurement |
| Legal Advice: | <p>There are no legal implications arising from this report and Legal Services support the proposal to procure a framework of providers. Legal support and advice will be provided, as required, throughout the process and for the preparation of contracts.</p> <p>Advice provided by Naomi Vass (Senior Solicitor) on 07/09/2018.</p> |
| Finance Advice: | <p>This decision seeks to approval to spend a maximum £150,000 over 4 years in respect of festive lighting. The approved budget for street lighting includes £37,500 per annum for festive lighting and so the expenditure can be contained. To ensure value for money, the procurement framework will be in accordance with the Council's procurement process.</p> <p>Advice provided by Chanelle Poyser (Commercial Business Partner) on 15/10/2018.</p> |
| Procurement Advice: | <p>The report author has engaged with procurement to ensure compliance with the Council's financial regulations and contract procedure rules. A tender will be conducted in order to secure best value for the Council and the citizens it represents. On this basis there are no procurement concerns with the approach. The total budget for festive lighting over the next four years is £150,000, the value of the framework agreement being procured is likely to be less than this as purchases (such as the Council House Feature Display) may fall outside of the framework agreement. Any future procurement requirements associated with festive lighting will be supported by the Procurement Team. Advice provided by Lauren Wheatcroft (Procurement Officer) on 08/10/2018.</p> |
| Signatures | <p>Dave Liversidge (Portfolio Holder for Transport and HR)</p> <p>SIGNED and Dated: 25/10/2018</p> <p>Chris Henning (Corporate Director for Development and Growth)</p> <p>SIGNED and Dated: 24/10/2018</p> |