

NOTICE OF DECISION OF CABINET MEMBER

In accordance with the Council's Constitution, Section 12 Contract Procedure Rules,, the following decision has been made:

Subject	Decision	Reason for decision	Date for Decision to be taken
Kidderminster Christmas Illuminations 2015 - 2017	As in previous years, to delegate authority to the Town Centre Manager to award the contract for Kidderminster Town Centre Christmas Illuminations, in accordance with approved WFDC competitive tendering procedures and methodology set out in the attached paper.	To facilitate the appointment of a qualified contractor to undertake Kidderminster Christmas Illuminations for the seasons 2015/2016/2017	12/3/2015

The appropriate Officer/Cabinet Member consultation has taken place with regard to this decision.

Dated:

1st April, 2015

Signed:

M.S.P.

Councillor Marcus Hart, Leader of the Council.

Dated:

9/4/15

Signed:

[Signature]

Councillor John-Paul Campion, Cabinet Member for Planning & Economic Regeneration

WYRE FOREST DISTRICT COUNCIL

CABINET MEMBER APPROVAL

Contract for the provision of KIDDERMINSTER TOWN CENTRE CHRISTMAS ILLUMINATIONS 3 years - 2015, 2016, 2017

1. PURPOSE OF REPORT

- 1.1 To progress the procurement of Kidderminster Town Centre Illuminations via competitive tender procedures established in WFDC. The report seeks delegated authority for the Town Centre Manger to invite tenders and subsequently appoint a contractor to design, produce, install and maintain new Christmas illuminations over a 3 year period. The TCM is liaising with Procurement Officers and will appoint a small team to evaluate tenders. This will consist of :-
- Cllr Helen Dyke, Town Centres Champion, also representing the Swan Centre
 - Mr Phil Dunn, Manager, Rowland Hill Centre
 - Mr Matt Smith, Manager, Kidderminster Town Hall
 - Mrs Jackie Reed, WFDC Procurement
 - Mr Peter Michael, Town Centres Manager
(These may change according to availability)

2. RECOMMENDATION

The Cabinet Member is asked to approve the above course of action

3. BACKGROUND

Every year WFDC organises the Kidderminster Town Centre Christmas Illuminations. From 2011 to 2014 we engaged MK Illuminations on a 3 year contract to carry out the work. This contract has now expired and we intend to appoint a contractor for the next 3 years 2015, 2016, 2017.

3 FINANCIAL IMPLICATIONS

The last 3 year contract cost £60,000 for the 3 years (approximately £20,000 per annum). We are asking companies to quote on the basis of two levels of budget
Up to £60,000 or £20,000 per annum
Up to £75,000 or £25,000 per annum

The reason for this is that we want to achieve visible improvements on the present illuminations which have been displayed for the last 3 seasons. We intend to get the maximum value for money out of the existing budget by competitive tender but also to explore how much extra impact we could achieve with the higher level.

3.1 Evaluation Criteria

Therefore evaluation is 100% on **quality** within each of the defined budgets. The components of **quality** are defined as follows:-

35% Attractiveness of designs (from visuals)

25% Quality, reliability of product (from details of manufacturing or sourcing)

20% Experience of the company (from examples of similar projects)

20% Demonstrable resources and manpower (from personnel employed and assigned)

4. LEGAL AND POLICY IMPLICATIONS

None significant. The project is obviously subject to WFDC established tendering procedures.

5. CONCLUSION

We believe this method is the most effective means of achieving the best result for Kidderminster Town Centre.

6. RISK MANAGEMENT

A steering group will be set up to evaluate the bids. As stated above this will consist of

- Cllr Helen Dyke, Town Centres Champion, also representing the Swan Centre
- Mr Phil Dunn, Manager, Rowland Hill Centre
- Mr Matt Smith, Manager, Kidderminster Town Hall
- Mrs Jackie Reed, WF Procurement
- Mr Peter Michael, Town Centres Manager
(These may change according to availability)

7. EQUALITY IMPACT NEEDS ASSESSMENT

None significant

8. CONSULTEES

Legal Services
Procurement

9. BACKGROUND PAPERS

N/A