

To receive a report on the 2024 Christmas Lights and consider any actions and associated expenditure

The Town Council agreed to tender for the 2024 Christmas Lights. The tender was issued for a three-week period.

A maximum budget of £28,500 was assigned to this tender for a three year contract.

Unfortunately, although site visits were conducted and keen interest apparent, no tenders were received. Feedback was requested from those who showed an interest in tendering.

Feedback

Company A:

- Only three weeks were provided to produce the proposal. Standard practice would be to offer at least 6 weeks.
- Late on in the year for a request of this nature within a short timeline
- Not enough budget for the request
- Not very clear tender document as not sure where our responsibility starts / ends
- Requested for us to look after their electrical infrastructure which is unreasonable as it's their asset and not ours, especially within the provided budget
- Requested repairs for electrical supply in summer months – This should be looked after by the council, but could be achieved through an additional cost, and not part of the tender.
- The cost of the festoon exceeded the budget and was required in the tender
- They requested the installation of their own product (including cross-street displays) which we cannot guarantee and makes this more of an installation-only tender.
- To us, this looks like a tender suited to the incumbent.

Company B:

'In regard to the tender unfortunately from reading the tender document and establishing you're requirements / needs within the very small / tight budget we would not be able to deliver a project of our standard.

We feel that the budget set per year would not work with the service delivery of product & standards which we would like to deliver.

For us to consider tendering a project of this size we would normally work to a rough budget of about £15-20k per year. That would be purely for Point load testing, Supply, Install, Removal, Storage & Maintenance.

Would not include any traffic management, permits or application fees or building permissions.'

Company C:

'Spoken to head office and can confirm we did not receive info from the installer to enable us to submit our tender in time, this was due to an uninspected hospital admittance.

Next Step

Company C appreciates they missed the tender opportunity due to unforeseen circumstances and wishes to engage with the 2024 Christmas light display in Saltash.

Options/costings were ascertained.

Attached are three options for Members consideration.

References have been obtained for Company C – [Click here to view.](#) Should Members appoint Company C, insurance cert and RAMS will need to be provided prior to the appointment confirmed.

Option 1:

Option 1	Hire and Purchase - Festive Lighting Company				
	Year 1	Year 2	Year 3	TOTAL	Overspend of Tender Specification
5 x 100m B22 Festoon - 1m Spacing Between Lamp Holders 520 x 2 Watt B22 LED Filament Lamp - WW- Polycarbonate Cover Festoon joiners and end caps 6 x Cross Street 1, 2 & 3 - 4.5m Minibulb Spray with snowfall tubes, Crossing 1 - 1no motif, Crossing 2 - 2no motifs, Crossing 3 - 3no motifs Column Motifs - 10 x 2.2m Star Fall Scroll (inclusive of brackets and stainless steel bandings) 12 x 6x1m drop BOA Kit-Warm White/ F,Black Rubber Cable Install, removal and storage Testing of Festive Lighting supply, anchor bolts and catenary wires	£14,615.20	£9,489.20	£9,489.20	£33,593.60	£5,093.60 (£1,697.87 per year)

Please note: Option one excludes lighting at the Waterside and additional town displays due to insufficient funds being budgeted. STC will be required to dispose of existing Cross Motifs, Column Motifs and Snowdrop Lighting should this option be approved.

Option 2:

Option 2	Purchase Festoon Lighting - Festive Lighting Company / Install MHLS				
	Year 1	Year 2	Year 3	TOTAL	Additional costs to consider
5 x 100m B22 Festoon - 1m Spacing Between Lamp Holders 520 x 2 Watt B22 LED Filament Lamp - WW- Polycarbonate Cover Festoon joiners and end caps Install of 3 x STC Cross Motifs Install of 10 x STC Column Motifs 4 x STC Snowdrop Tree Lights (12 sets in total across 4 trees) Testing of Festive Lighting supply, anchor bolts and catenary wires Removal of Festoon Lighting	£10,579.00 (covers items listed under the first column)	£2,690.00 (covers testing catenary wire and install of existing lights)	£2,690.00 (covers testing catenary wire and install of existing lights)	£15,959.00	Two free callouts then £56.50 per hour or part thereof, including travel time for failure due to weather conditions. If we were to supply the replacement of festoon lamps, we would replace the faulty once at a rate of £72.50 per hour (2 men and 1 MEWP). There would be a minimum charge of 4 hours regardless of how many lamps there are. Further hours are charged at £75.50 per hours or part thereof. Unfortunately, we are unable to provide storage at this time, as we have no more room.

Please note: Option two excludes lighting at the Waterside and additional town displays. The condition of the Town Council's festive lighting is uncertain, so it may not last through the 2024 festive period due to its age and storage conditions which are unknown.

Option 3:

Option 3	Hire Festoon Lighting - Festive Lighting Company / Install MHLS				Overspend of Tender Specification
	Year 1	Year 2	Year 3	TOTAL	
5 x 100m B22 Festoon - 1m Spacing Between Lamp Holders 520 x 2 Watt B22 LED Filament Lamp - WW- Polycarbonate Cover Festoon joiners and end caps 6 x Cross Street 1, 2 & 3 - 4.5m Minibulb Spray with snowfall tubes, Crossing 1 - 1no motif, Crossing 2 - 2no motifs, Crossing 3 - 3no motifs Column Motifs - 10 x 2.2m Star Fall Scroll (inclusive of brackets and stainless steel bandings) 12 x 6x1m drop BOA Kit-Warm White/ F,Black Rubber Cable Install, removal and storage Testing of Festive Lighting supply, anchor bolts and catenary wires	£13,410.20	£9,000.20	£9,000.20	£31,410.60	£2,910.60 (£970.20 per year)

Please note: Option three excludes lighting at the Waterside and additional town displays. due to insufficient funds being budgeted. STC will be required to dispose of existing Cross Motifs, Column Motifs and Snowdrop Lighting.

Members are asked to consider appointing Company C.

Members are to consider which option they would like to proceed with (1,2 or3), to supply festive lighting displays in Fore Street and Lower Fore Street.

Budget Code: 6515 Festive Lights

Budget Availability: £4,117.96

End of report

Administration Officer