
COMMITTEE	CH&I
DATE	24 May 2017
DIRECTOR	Bernadette Marjoram
TITLE OF REPORT	Provision of Festive Lighting
REPORT NUMBER:	CHI/17/148

1. **PURPOSE OF REPORT**

This report advises Committee of the intention to tender for upgraded centre features for the existing festive lighting

2. **RECOMMENDATION(S)**

It is recommended that the Committee:

- a. instruct officers to proceed with a procurement exercise in order to select a supplier for the provision of 5 new centres for the existing festive lighting for the city centre
- b. approves the estimated expenditure for the supply of 5 new centres for the existing festive lighting for the city centre of £60,000 from the Common Good Fund, in accordance with regulation 4.1.1.2 of the Council's Procurement Regulations.
- c. notes that the officers of the Council are preparing to seek quotes for the installation, removal and maintenance of festive lighting in accordance with regulation 4.1.1.1 of the Council's Procurement Regulations.
- d. approves the estimated expenditure for installation, removal and maintenance of festive lighting, of approx. £40,000 per annum from the Common Good Fund.
- e. approves a contract duration of three years for installation, removal and maintenance of festive lighting to commence in 2017, continuing until 2020;
- f. approves the expenditure up to a maximum of £8,000 per annum from the Common Good Fund for the three-year period 2014-2017 for the provision of electricity to power the festive lighting in

accordance with regulation 4.1.1.1 of the Council's Procurement Regulations;

- g. note the implications set out in paragraph 3 and 5 of this report with regards to the potential use of the new lighting centres beyond the festive period and delegate authority to the Head of Public Infrastructure and Environment to seek planning permission to enable such use.

3 BACKGROUND/FUTURE DEVELOPMENTS

Finance, Policy and Resources Committee of 6 May 2014 approved that subject to best value being shown and a suitable budget being available, the committee approves the purchase of the festive lighting at the end of the 3 year period, for the value given in the awarded tender.

The 5 of the 11 existing inserts to the festive lights on Union Street can have improved animation; this would allow these sections of the features to be installed separately at different times of the year to promote other festivals, Oil Exhibition, Spectra etc. in either words or graphics

4. FINANCIAL IMPLICATIONS

The cost of the new centres for the festive lights will be met from the Common Good Fund with provision for £184,000 in year 2017/18, £179,000 in year 2018/19 and £179,000 for the year 2019/20 being made within the budget approved on 9th March 2017 Finance Policy & Resources Committee.

While the price for installation, removal and maintenance of festive lighting, will be fixed following selection of the contractor (estimated to be £40,000 per annum for the three-year period 2017-2020), the cost of energy for festive lighting may vary depending on supplier charges.

5. LEGAL IMPLICATIONS

The tender for the installation, maintenance and storage of the features can be carried out by quotation in accordance with regulation 4.1.1.1 of the Council's Procurement Regulations.

The purchase of the centres to the lighting will be competitively tendered in accordance with regulation 4.1.1.2 of the Council's Procurement Regulations and will result in the award of a supply of goods contract to the preferred bidder.

6. MANAGEMENT OF RISK

There is a risk that a delay in procuring festive lighting may mean that the Council could be unable to provide the usual or a better standard of festive lighting. Early approval of the process will minimise this risk.

Risk	Timescale	Risk Level	Mitigation/Controls
Financial Risk: Common Good Budget Allocation may be reduced in future years	Length of Contract	low	Contract Set up
Employee Risk:			
Customer/citizen Risk: Customer expectations on the level of winter festival and festive lighting should enhance the city at this time of year,	Length of Contract	Medium	Continued support to improve the festive lighting
Environmental Risk: Carbon Footprint	Length of Contract	Low	The Council will continue to reduce the carbon footprint by effectively managing the energy usage of the installed systems
Technological Risk:			
Legal Risk: Challenge on Contract Procurement	Length of Contract	Medium	The Council's Procurement Regulations will be followed. The tender for the installation, maintenance and storage of the features can be awarded after having received quotations. From the market. The purchase of the centres to the lighting will be competitively tendered and will result in the award of a supply of goods contract to the preferred bidder.
Reputational: The Council may be subject to criticism for not embracing the move towards the use of new technologies	Length of Contract	Low	The introduction of this visualised asset will demonstrate the Council's commitment to continuous improvement

7. IMPACT SECTION

The procurement of the additional festive lights will contribute significantly to the customer experience of both citizens and visitors.

Economy

Adopting new digital features will assist in providing digital messaging of current or future events as well as enhancing the festival lighting which should in turn bring additional footfall to the city centre

People

Will enhance the experience of the public during periods where the lights are used

Place

The provision of the features will ensuring that Aberdeen is a welcoming place to invest, live and visit. The new features will be LED technology reducing the overall energy costs.

Technology

The Council recognises that enabling technology is central to innovative, integrated and transformed public services. The new features will be computer controlled; digital LED's allowing them to be used for many different messages.

8. BACKGROUND PAPERS

9. REPORT AUTHOR DETAILS

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