

OFFICER DECISION RECORD SHEET

Name of decision maker: Assistant Director (Planning, Development and Regeneration)

Service Area: Strategic Planning and Regeneration

Title of Decision: To award contract for festive lighting in Tring, Hemel Hempstead and Hemel Hempstead Old Town.

Decision made and reasons:

Decision: To award a contract to Sparkx for the installation and removal of the festive lighting in Tring, Hemel Hempstead and Hemel Hempstead Old Town. Though a number of good tenders were received, the tender from Sparkx represented the best value for money and included a number of additional features within the fixed price budget.

Reason: The previous festive lighting contract has come to an end. With extensive regeneration in the Marlowes particularly, a new contract was put to tender giving an opportunity for companies to design in extra features to compliment the newly regenerated pedestrian area.

Reports considered:

None

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Assistant Director for Planning and Regeneration
Assistant Director – Finance & Resources
Solicitor to the Council
Building Services Team Leader

Financial Comments: The budget is £32,000. £6,000 of this is paid to Berkhamsted Town Council as a contribution towards Christmas lights.

Monitoring Officer Comments:

Officers should ensure that appropriate terms of contract are agreed and signed prior to installation of the works.

Deputy S151 Officers Comments:

The contract award can be met from the approved base budget allocation.

Implications:

Value for Money: The opportunity was tendered on an open tender basis with the

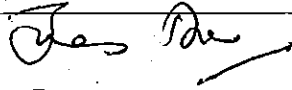
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submissions being evaluated on a number of factors including Experience, Design, Method Statements, Risk Assessment, References and Certification. Sparkx scored the highest marks of all the bidders showing they were best value
In terms of price, This is a fixed price tender and the value of the contract will not exceed £25k per year. The contract is for a 2 year period with an option to extend for another 2 years.

Financial: Please see Finance Comments above.

Risk: If this contract is not awarded then it could affect the Council's opportunity to install festive lighting this year.

Officer Signature:



Date:

3 Oct 2016

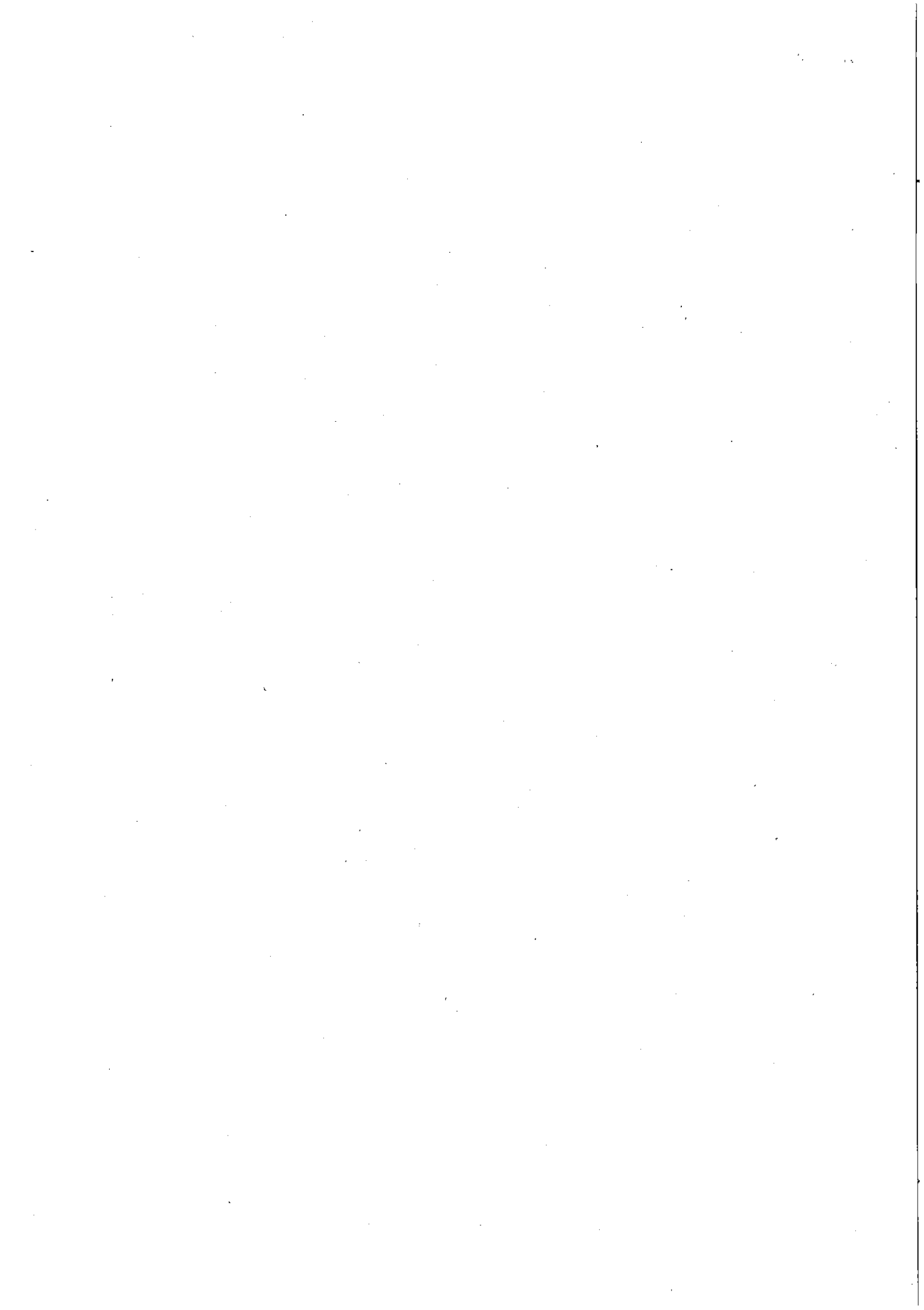
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PART II NOT FOR PUBLICATION

This part of the report contains information relating to the financial or business affairs of particular companies.

Local Government Act 1972, Schedule 12A, Part a, paragraph 3

Procurement Report



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Procurement Report CPU00326 – Lot 1 Festive Lighting

A Pre-procurement Market Engagement was carried out in 2015 to assess the possible new designs for lighting schemes. The response to this was positive with several companies visiting on site to see existing Christmas Lighting.

Following on from this, the Council tendered for Christmas lights on an open tender basis and receive 6 tender submissions

Evaluation Criteria

The bids were evaluated against pre-determined award criteria, which included:-

Price - This is a fixed price tender of £25,000 per annum

Quality 100% and included:

Aesthetics & functional characteristics of the design for each scheme; robust method statements, risk assessment process and certification process & procedure.

Evaluation Methodology

Price sub-criteria (being the full break down of costs) will be assessed quantitatively by applying the following formula:

Lowest submitted tender costs divided by submitted tender costs multiplied by the maximum number of marks multiplied by overall weighting

All other criteria will be assessed qualitatively using the scale shown in the table below. Each of these criteria will be scored out of 5 and multiplied by the attributed weighting. The points will be awarded as follows:

5	Very good response against the requirements of the contract and shows the ability to apply & deliver all the required standards to a high level.
4	Good response against the requirements of the contract and shows the ability to apply & deliver all the required standards to an above basic level.
3	Response meets an acceptable standard against the requirements of the contract and shows the ability to apply & deliver all the required standards to a basic level.
2	Poor response which falls short of meeting the requirements of the contract in some respects and that only some of the required standards could be applied and delivered..
1	Very poor response which fails to meet the requirements of the contract and shows that none of the required standards could be applied and delivered.
0	No response submitted or a substantially incomplete response submitted or a response which cannot be accepted by the Council.

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Evaluation scores.

Tender from CJS Creations was rejected as they have not kept to the fixed price and had offered pricing in excess of the budget available

The following table shows the evaluation scores of the bidders:

Evaluation Order	Sub-Header	Overall Score (%)	Sub-Header 2 Weighting	CJS Creations		Festive Decorations Limited		Millennium Quest		Festive Impact Lighting		Sparkx Ltd		Piggotts Company Limited	
				Price	Score	Price	Score	Price	Score	Price	Score	Price	Score	Price	Score
Price	Calculation = Lowest total price tender / Total Tender price (for this supplier) x 40	0%	n/a		Tender rejected										
Technical ability / minimum criteria	Statement from the contractor stating that they will be able to comply with these requirements	Pass / Fail				Pass		Pass		Pass		Pass		Pass	
Quality	Aesthetics and functional characteristics of the design for the Heron Hempstead Marlowes Pedestrian Area	30%	5 marks x weighting of 6			3	18	2	12	2	12	5	30	2	12
	Aesthetics and functional characteristics of the design for the Moll and Catenary for the Tiring lights	30%	5 marks x weighting of 6			4	24	3	18	2	12	4	24	4	24
	Provision of robust method statements for Marlowes Pedestrian Centre, the Old Town and Tiring.	20%	5 marks x weighting of 4			5	20	3	12	0	0	5	20	1	4
	Provision of thorough Risk Assessment process	10%	5 marks x weighting of 2			5	10	4	8	0	0	5	10	1	2
	Evidence of detailed Certification Processes and procedures.	10%	5 marks x weighting of 2			5	10	3	6	2	4	4	8	4	8
				0		82		56		28		92		50	

Quality was scored regarding compliance with the specification and the evaluation criteria.

The contract was tender on the basis of an initial 2 years period with the option to extend for a further 2 years (4 years in total to a maximum value of £100,000 over the contract period)

Sparkx Limited scored highest with a scored of 92 out of 100.

Recommendation

The recommendation based upon the evaluation scores above is to award the Festive Lighting Lot 1 to Sparkx Limited.