



AGENDA REQUEST FORM
(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)

PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED

Please note the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

NAME:	<u>Nicola Cobb</u>	DATE:	<u>27 Feb 2023</u>
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AGENDA ITEMS - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

- To consider options for Christmas lights at The Denes
- To determine if the information supplied and quotes provided are sufficient for NMPC to decide the supplier for the next three years, without the need to source an additional third quote-***see budget notes on page 3.***

BACKGROUND INFORMATION - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

2020-2022

Christmas lights have been successfully provided at The Denes by a locally based company for the past three years. The contract was a three-year rental agreement with installation, maintenance and storage built in. Our first year involved additional costs for installing power but that would not be required for this term.

Future options

I have contacted three companies to ask about estimates for a similar style of Christmas lights (white icicle). However, it has been difficult to get comparative quotes. Our original supplier has provided a quote based on the same arrangement as before. One other supplier is not willing to offer the same options as our job would be too small to make it worth their while so they've quoted quite a high installation charge. The other supplier contacted did not respond at all.

BACKGROUND DOCUMENTS LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED.
ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

Quotation based on rental agreement

Existing equipment – Total per year = **£1032** (total £3096 over the three years)

New equipment – Total per year = **£1182** (total £3546 over the three years)

Christmas Lighting Display 2023-2026			
	Year 1	Year 2	Year 3
► Product Rental Based on a 3-Year Agreement			
Option 1 – Existing Equipment			
LED Icicle light sets 60mt x 0.6mt drop, Bright White LED with White Twinkle	£345.00	£345.00	£345.00
Or			
Option 2 – New Equipment			
LED Icicle Sets 60mts x 0.6mt drop – colour as required.	£495.00	£495.00	£495.00
► Infrastructure Works			
Pre-season inspection and certification for license application. (Costs based on current requirements for Hertfordshire County Council)	£272.00	£272.00	£272.00
► Annual Installation & Removal			
Provide Engineers and suitable powered access equipment to install and commission display to include removal to storage at end of season.	£415.00	£415.00	£415.00

All prices plus VAT

Quotation based on purchase of lights and installation by supplier (all plus VAT)

Total £780 to purchase lights, plus £3000 for installation = £3780. This would not include maintenance checks, but we would own the lights outright.

Product options for outright **purchase** (no rental option)

- **Existing light arrangement** - 60m of cool white **icicles** with plug = **£780**
- **Alternative option** - 60m of **festoon** cable with 120 34mm globes in any combination of cool white, warm white, red, green, blue or pink with plug. Suitable for leaving up all year round, switching on and off as required, **5year product guarantee. £1,200.** Attached and below are some photos of the festoon
- **Install & remove** each year would be around £1,000 per year.

Note: this supplier suggested that, with the power now installed and fittings already there, we could purchase the lights and ask a local contractor to install them and plug them in each year. We would need to store them (unless we swapped to festoons which could remain up). We would need to secure a local contractor who would be willing to do this, and who is qualified to supply all of the necessary pre-season electrical ad infrastructure checks and information for the annual renewal of HCC license application (usually August/Sept annually)



COSTS - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

- Current budget set for new financial year is £1240. We set the budget working on the previous year's prices of £1032 with a small contingency. HCC have increased the requirements for their pre-season checks and the price has therefore increased.
- Please note that the financial regulations require council to 'strive to obtain best value'. This does not necessarily mean the cheapest option.
- NMPC financial regulations require 'where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates', above £3000 three quotes should be obtained but council could decide that there has been evidenced attempts to try this and waive this requirement.