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|  | **RECORD OF DECISION TAKEN UNDER DELEGATED AUTHORITY**  **(Not a Key Decision)**  **Date of Decision: 13/10/2022**  **Executive Decision or ‘Other Decision’ to be published?:** Yes |
| **TITLE:**  **Christmas Tree Light provision for Skelmersdale and Ormskirk Town Centres'** | |
| **DECISION:**  That the contract for the supply of Christmas Light Provision in Skelmersdale Town Centre and Ormskirk Town Centre for 2022/23 is awarded to P&R Electrical Contractors Ltd 36 Westgate Skelmersdale Lancashire WN8 8AZ for 1 year with no option to extend. | |
| **REASONS FOR DECISION:**  To provide Christmas Light provision for 2022/23 in Skelmersdale Town Centre and Ormskirk Town Centre. | |
| * 1. **BACKGROUND**   2. The supplier of the Christmas Light Provision, P&R Electrical Contractors Ltd 36 Westgate Skelmersdale Lancashire WN8 8AZ expired on 23rd January 2022. There was no option to extend the contract   3. A compliant tender exercise did not take place for 2022/23   4. The new Skelmersdale Town Centre requires Christmas Light Provision for the festive period for 2022/23. This is on top of the existing work that is carried out in Skelmersdale and Ormskirk Town Centre.   5. The supplier is P and R electricals. | |
| **2.0 CURRENT POSITION**  2.1 In accordance with current procurement, 8 potential suppliers were identified, and specifications were proposed.  2.2 Only one supplier was able to supply and provide the lighting for the festive period for 2022/23 for Skelmersdale Town Centre and Ormskirk Town Centre which was our previous supplier.   * 1. P and R Electricals provided a quote the Christmas Light Provision for the festive period for 2022/23 for Skelmersdale Town Centre and Ormskirk Town Centre.   2.2 A compliant tender exercise will commence in January 2023 following the Councils procurement process to seek a provider who can offer both VFM and high-quality service for Christmas Light Provision during the festive period for 3 years (2023/24 – 2025/26). | |
| **3.0 FINANCIAL AND RESOURCE IMPLICATIONS**  3.1 The annual total cost of this contract for this 2022/23 is £15,850 + VAT. | |
| **4.0 COMMUNITY STRATEGY/SUSTAINABILITY IMPLICATIONS**    4.1 There are no sustainability implications in relation to this decision. | |
| **5.0 BACKGROUND DOCUMENTS**  5.1 P and R Electricals Quote | |
| **6.0 FOR FURTHER INFORMATION PLEASE CONTACT:**  **Contact Officer: Kathryn Sephton**  **Telephone No: 01695 585211**  **Email Address: Kathryn.sephton@westlancs.gov.uk** | |
| **DATE OF DECISION: 13th October 2022**  **Decision Takers: (Corporate Director / Relevant Portfolio Holder)**  **Signature: Heidi McDougall**    **Signature: Cllr Jenny Wilkie** | |

**NOTES**

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| (Executive Decisions)  **1. ANY CONFLICT OF INTEREST DECLARED BY THE PORTFOLIO HOLDER (Only required where decisions taken in consultation with): No** |
| (Executive Decisions)  **2. IF CONFLICT OF INTEREST EXISTS, DETAILS OF DISPENSATION GRANTED BY THE HEAD OF THE PAID SERVICE:** |
| (‘Other Decisions’)  **3. THE NAMES OF ANY COUNCILLOR WHO HAS DECLARED A CONFLICT OF INTEREST IN RELATION TO THE DECISION** |