ITEM No …8………..

REPORT TO: **CITY DEVELOPMENT COMMITTEE – 6 SEPTEMBER 2021**

REPORT ON: **CHRISTMAS VISUAL DISPLAYS - TENDER RECEIVED**

REPORT BY: **EXECUTIVE DIRECTOR OF CITY DEVELOPMENT**

REPORT NO: **223-2021**

1   PURPOSE OF REPORT

1.1   This report details tenders received and seeks approval on acceptance thereof.

2   RECOMMENDATION

2.1   It is recommended that Committee approve the acceptance of the tender submitted by the undernoted contractor as set out in the report, with the total amount, detailed in Appendix 1.

3   SUMMARY OF PROJECT TENDERED

3.1   A preferred bidder has been identified by the City Promotions Events Team in relation to the projects detailed below.

Events Team Projects - Reference and Description	Contractor
Christmas Visual Displays	21CC

3.2   The works comprise the creation and supply of suitable content, infrastructure and staff to deliver a Christmas visual display installation on the front of City Chambers.

3.3   Each visual show will last for approx. 5 minutes played every half hour, from 5.00pm to 8.30pm on weeknights and from 3.00pm to 8.30pm on Saturdays and Sundays and from 3.00pm to 4.00pm on Christmas Eve from approximately 2 December through to 24 December 2021. Times to be confirmed in agreement with City Chambers staff.

3.4   The visual display should fill the front of the central panel of the building, above the pillars but will not require to be mapped exactly to the space.

3.5   The visual display artwork will have an accompanying soundscape and have playful elements for the public lasting approximately 4 to 5 minutes long. DCC are working in partnership with Beano Studios and will have some vectored artwork available to include.

3.6   The PA requirement is for a medium sound output, audible in City Square but in order to be good neighbours, not overly impacting the city centre. Sound levels and impact will be monitored to ensure no adverse effects.

4   FINANCIAL IMPLICATIONS

4.1   Funding for the above project is available through existing City Development revenue budget.

5   BACKGROUND PAPERS

5.1   Detailed information relating to the tender is included on the attached appendix. To ensure Best Value, the works in this report have been procured using the general guidance contained in the following documents approved by the Council:

a   Report: 216-2018 – Corporate Procurement Strategy 2018-2020;

     b   Report: 356-2009 - Construction Procurement Policy; and

     c   Standing Orders - Tender Procedures of the Council.   2

All tenders are checked by professionally qualified officers of the appropriate discipline to ensure that the recommended offers represent Best Value.

6   POLICY IMPLICATIONS

6.1   This report has been subject to an assessment of any impacts on Equality and Diversity, Fairness and Poverty, Environment and Corporate Risk. There are no major issues.

7   CONSULTATIONS

7.1   The Council Management Team have been consulted in the preparation of this report and are in agreement with its content.

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Head of Planning and Economic Development

Robin Presswood
Executive Director of City Development

Dundee City Council
Dundee House
Dundee

GH/CD/NF   26 August 2021

APPENDIX 1

PROJECT	Christmas Visual Displays and PA				
PROJECT NUMBER	CD/LD/06-2021				
PROJECT INFORMATION	The works comprise the supply of content, visual display and PA services for a Christmas show in City Square.				
ESTIMATED START AND COMPLETION DATES	2 December 2021 24 December 2021 (shows end) 27 December 2021 infrastructure removal				
TOTAL COST	Total £42,996.00				
FUNDING SOURCE	Existing City Development revenue budget with £48,630 allocated to Fireworks Activity.				
BUDGET PROVISION & PHASING	2021/2022 £42,996.00				
ADDITIONAL FUNDING	None.				
REVENUE IMPLICATIONS	None.				
POLICY IMPLICATIONS	There are no major issues.				
TENDERS					
	Contractor	Submitted Tender	Corrected Tender	Quality Ranking	Cost/Quality Ranking
	21CC	£42,996	-	1	1
	Adlib	£45,969	-	2	2
RECOMMENDATION	To accept the tender from 21CC				
SUB-CONTRACTORS	PA supply from Apex Acoustics based in Dundee				
BACKGROUND PAPERS					