REPORT TO CABINET

Open		Would any decisions proposed :	
Any especially affected Wards	Operational	Be entirely within Cabinet's powers to decide Need to be recommendations to Council Is it a Key Decision	YES NO NO
Lead Member: Cllr Elizabeth Nockolds E-mail: cllr.elizabeth.nockolds@west-norfolk.gov.uk		Other Cabinet Members consulted: Cllr Nick Daubney Other Members consulted:	
Lead Officer: Chris Bamfield E-mail: chris.bamfield@west-norfolk.gov.uk Direct Dial: 01553 616648		Other Officers consulted: Martin Chisholm Mark Fuller, Lorraine Gore	

Financial Implications	Policy/Personnel Implications	Statutory Implications	Equal Impact Assessment	Risk Management Implications
YES	NO	NO	NO If YES: Pre-screening/ Full Assessment	NO

Date of meeting: 6 October 2015

STORIES OF LYNN, TOWN HALL - EXHIBITION TENDER

Summary

The report concerns the tender exercise for the exhibition and displays within the Town Hall complex as part of the Heritage Lottery Funded Scheme.

Recommendation

Cabinet agree to appoint the selected contractor for the Town Hall exhibition as detailed in the report.

Reason for Decision

To enable the exhibition work to be finalised for the Town Hall and Stories of Lynn to open for Easter 2016.

1. Background

1.1 As part of the HLF scheme the exhibition materials for the Town Hall and Stories of Lynn have been subject to a procurement process with five contractors shortlisted from the original invitation to tender. A total of 11 contractors completed the Pre Qualification Questionnaire (PQQ), of these, five did not make the shortlist. Tenders were received on 16th September and have been subject to evaluation against the tender criteria.

- Price 70% - the lower tender receives the full 70% and the other tenders are scored in proportion to the amount by which their tender exceeds the lowest tender.

- Quality 30% - covers future proofing and cost of future amendments, method statements for project delivery, proposed team CV and experience.

1.2 Tenders were invited from;

- Elmwood Projects
- Paragon Creative
- The Hub
- Realm Projects
- Museko

1.3 Four tenders were received and evaluated on 23rd September. Realm Projects came first in the evaluation with an overall score of 85% and is within the budget provision for exhibition works.

2. Financial Implications

2.1 The budget provision for exhibition works is £510,452.

2.2 The successful tender is within the budget estimate for the exhibition.

Background Papers
Equality Impact Assessment (EIA)