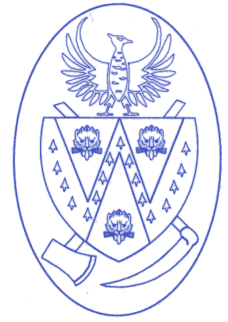


# Wem Town Council

*Wem-Birthplace of the Modern Sweet Pea*

Town Clerk and Treasurer:  
Mrs. P. E. O'Hagan

Wem Town Council Offices  
Edinburgh House  
New Street  
Wem, Shropshire  
SY4 5DB



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Website: [www.wem.gov.uk](http://www.wem.gov.uk)

6<sup>th</sup> November 2019

Dear Sir / Madam

## *Street Lighting Maintenance Contract*

Wem Town Council are currently in the process of awarding the contract for the maintenance of the streetlights in the parish for the next 3 years.

The Town Council has a lighting stock of 253 streetlights. Those that it was possible to convert (99%) were converted in 2018 to Holophane DMAX LED lights (dimmable and non dimmable) and CLARA LED lights.

The Council is inviting quotes for the following –

- 1) A 'report only' contract for repairs. Faults will be reported to the contractor by Wem Town Council and repaired within five working days. If repairs cannot be completed within this period the Clerk is to be informed of the reasons and estimated repair timescales so that residents can be kept informed. Please fill in the attached sheet to outline repair costs.
- 2) An annual structural condition survey of all the Town Council's streetlight columns, heads and brackets.
- 3) An electrical inspection of all the Town Council's street lighting (to comply with the current I.E.E. Regulations). To be split over the 3 years of the contract.
- 4) Creation of a streetlight inventory.

Following the structural inspections, a comprehensive report must be provided to the Town Council together with the electrical test certificates and a list of suggested refurbishment works (and costs).

It is anticipated that the contractor who is awarded this contract will be the Town Council's preferred contractor for any maintenance work identified as a result of these inspections however this is not guaranteed.

The contract will run for 3 years from 1<sup>st</sup> May 2020 and attached is the full contract specification and a list of the streetlights owned by the Town Council. The contract will be reviewed after the first year. All returned quotes must provide individual prices for repairs during the period of the contract. All invoices for payment must include a detailed breakdown of repairs and maintenance carried out in the period.

## Requirements

- Staff employed on this contract must be formally accredited with G39 Category 1 qualifications.
- Staff to have received IPAF training for MEWP Highways working.
- Your company must be NICIEC accredited or equivalent (please provide evidence of such accreditation including levels of accreditation with your quote).

As part of your quote please also provide the following information

- A reference from one other company where you have undertaken this type of work in the last 3 years.
- A copy of your Certificate of Public Liability Insurance must also be submitted with your quote.
- A copy of your Health and Safety Policy must be submitted along with your quote.

The Town Council may request further information from contractors after submission of quotes.

## Evaluation and awarding of contract

All quotes received will be evaluated based on the following criteria

- Price 50%
  - Value for money
- Local Context 20%
  - Evidence of proximity to Wem
- Experience 20%
  - Evidence of working on a similar contract for a local authority
  - Evidence of capability of key personnel
  - Capacity within the business to take on a new contract
- Climate Change 10%
  - Evidence of companies' approach to becoming more carbon efficient
  - Evidence of ways to minimise the carbon footprint of this contract

**Quotes must be submitted either via email or post by 12.00 on Friday 6<sup>th</sup> December 2019**

To.  
Penny O'Hagan  
Town Clerk  
Wem Town Council  
Edinburgh House  
New Street  
Wem  
Tel 01939 232733  
Email: [info@wem.gov.uk](mailto:info@wem.gov.uk)

It is anticipated that all companies who have submitted quotes for this contract will be informed whether their quote has been successful by 31.12.19.

If you have any queries or would like to arrange a meeting to discuss the contract, please contact The Town Clerk as above.

Penny O'Hagan  
Town Clerk

## STREET LIGHTING CONTRACT WEM TOWN COUNCIL

Please provide prices for the following

1	Ad hoc repair – call out rate please state if there is a minimum of an hourly charge for a repair	£
2	Replace LED lantern (preferred lamp Holophane)	£
3	Replace sox or son lamp with dimmable LED light (preferred lamp Holophane)	£
4	Replace sox or son lamp with non dimmable LED light (preferred lamp Holophane)	£
5	Replace column with Steel Column	£
6	Removal of old column and make good tarmac	£
7	Replace pole bracket	£
8	(a) Annual – clean all lamps, covers, lenses, tubes and reflectors.  (b) Annual Cut away any foliage which may hinder the light output or affect column.	£  £
9	Cost of Annual Electrical testing and provision of certificates of 33% of lights on rolling programme.	£
10	Cost of Annual structural inspection of all light columns, heads, doors and brackets	£
11	Emergency call out charge to make safe column.	£

Please also provide answers to the following questions

### 1 Emergency Works

What arrangements can you offer for out of hours emergency works if required?

### 2 Repairs to Faults

What turn-around time have you included in your existing prices for the full repair of faults which are not classed as Emergency i.e. not instances where there might be risk to life or limb?

### 3 Competitive Pricing for Independent Connection of Supplies

Are you qualified to offer Independent Mains Connections and if so at what price can you offer such a service?